DEPARTMENT OF CORRECTIONS

Policy Number:	**106.109**
Title:	**Juvenile Apprehensions and Warrants**
Effective Date:	**2/26/25**

PURPOSE: To ensure public safety by providing a consistent procedure for issuing warrants for juveniles who have violated parole or furlough conditions.

APPLICABILITY: Minnesota Department of Corrections (DOC); MCF- Oak Park Heights and MCF-Red Wing warrants unit, community services division, the hearings and release unit (HRU), fugitive apprehension unit members, and all agents supervising juveniles in the community.

DEFINITIONS:

Agent – an employee or a designee of the DOC, of a Community Corrections Act (CCA) organization, or of a county probation office (CPO), assigned to supervise juveniles on furlough, supervision, or parole.

Committed Juvenile – a juvenile who is adjudicated delinquent and who is committed to MCF-Red Wing for the completion of programming, or a period of time determined appropriate by the Commissioner of Corrections. Committed juveniles are subject to the disposition until they reach their 19th birthday.

Committed Extended Jurisdiction Juvenile (EJJ) - a juvenile given both a stayed adult sentence and a juvenile disposition, where the adult sentence may be executed if the juvenile commits a violation and, if not, the juvenile disposition remains in place until age 21.

Expiration date – 19th birthday for adjudicated juvenile delinquents or 21st birthday for extended jurisdiction juveniles (EJJ).

Warrant - a document issued by a legal or public safety official to make an arrest, search premises, or carry out some other action relating to the administration of justice.

Officer of the day (OD) – The HRU officer designated to handle reports of alleged release violations on a particular day.

PROCEDURES:

A. Authority for issuance and cancellation of Minnesota Department of Corrections (DOC) juvenile warrants:

1. The warrants unit provides administrative control for warrant issuance and cancellation with the assistance of Minnesota Correctional Facility (MCF)-Oak Park Heights and MCF-Red Wing.

2. The warrants unit provides administrative control for entering and canceling warrants into the National Crime Information Center (NCIC) and the Minnesota Justice Information System (MNJIS).

3. The warrants unit coordinates the activities of agents with law enforcement agencies to locate, apprehend, and help organize the transport of juveniles classified as fugitives with the assistance of agents and law enforcement agencies.

B. Juvenile Warrant Procedures (for committed juveniles and those who are extended jurisdiction juveniles (EJJ)

1. The agent reviews each juvenile's specific situation with their supervisor to determine if a warrant should be requested.

2. When an agent determines that a warrant should be requested, the agent contacts HRU during business hours, or the Watch Commander at MCF- Red Wing during non-business hours to request issuance of a warrant. The Watch Commander at MCF- Red Wing notifies the designated HRU Officer of the Day (OD) during non-business hours for final approval.

3. When determining if a warrant is justified, the HRU hearing officer must obtain necessary information from the agent to make an informed decision. Necessary information includes the juvenile's current behavior/alleged violation, criminal history, and prior adjustment while on release status.

4. The agent provides the HRU hearing officer with the conditions violated, the juvenile's last known address and phone number, the juvenile's location if known, any known vehicle information, the obligation offense information including the offense type, the date of commitment, parole date, and expiration date, date of birth, OID, cautions, and other identifying information.

5. If the warrant is authorized a juvenile warrant number will be issued, and a record will be maintained by the HRU and the HRU warrants unit during business hours and MCF- Oak Park Heights for warrants issued afterhours.

6. The HRU hearing officer submits a warrant authorization form to the HRU warrants unit during business hours and MCF- Oak Park Heights for warrants issued afterhours. and requests the warrant to be issued. If issued afterhours, MCF- Oak Park Heights informs the HRU hearing officer who issued the warrant when the warrant has been received. A copy is provided to the DOC fugitive task force when necessary.

7. If the juvenile is in custody at the time of the warrant request, the HRU hearing officer and the HRU warrants unit during business hours and MCF- Oak Park Heights for warrants issued afterhours follow the normal procedure for issuing warrants (see DOC Policy 106.150 – Adult Warrants) and the HRU hearing officer requests the HRU warrants unit during business hours and MCF- Oak Park Heights for warrants issued afterhours electronically send an administrative message to the holding facility to continue detention of the juvenile.

8. The warrant is prepared, and electronic files are maintained for each warrant in accordance with the Bureau of Criminal Apprehension (BCA) requirements.

9. The HRU hearing officer creates an entry in the HRU iShare site and documents specific information about the juvenile and the warrant after the warrant authorization form is completed and sent to the HRU warrants unit during business hours and MCF- Oak Park Heights for warrants issued afterhours

10. Once the juvenile is arrested, the warrants unit notifies the agent the juvenile is in custody, the location of custody, and of any known pending criminal charges or delinquency petitions. The warrant entry is removed from NCIC and MNJIS at the appropriate time, per Federal Bureau of Investigations and BCA policy and procedures.

11. The warrant is maintained as a detainer (hold) until the juvenile is returned to MCF-Red Wing, restructured, or otherwise released back to the community.

D. Apprehension and detention procedures

1. If an agent determines there to be an immediate need to gain custody of a juvenile based on the juvenile's flight risk, their risk of causing harm to self or others, or because they have lost their placement, and the agent has been unsuccessful in contacting a HRU hearing officer, a Juvenile Apprehension and Detention Order may be used in accordance with criteria outlined in DOC Policy 205.050 – Juvenile Parole.

2. The agent completes the Juvenile Apprehension and Detention Order (106.109A – attached) and coordinates the juvenile's apprehension with law enforcement.

3. As soon as possible after a Juvenile Apprehension and Detention Order is issued, the agent contacts the HRU during business hours, or the Watch Commander at MCF- Red Wing during non-business hours for the required approval and issuance of a warrant.

4. The agent electronically delivers the completed Juvenile Apprehension and Detention Order to the HRU and the director of the community supervision agency in which the agent is employed.

5. The juvenile must not be detained under a Juvenile Apprehension and Detention Order for more than 72 hours (excluding weekends and holidays).

6. Federal Bureau of Investigation (FBI) Standards relating to warrant procedures are contained in DOC Policy 106.150 – Adult Warrants.

INTERNAL CONTROLS:

A. Records of all activity related to issuance, maintenance and cancellation of warrants are entered into COMS, and are maintained on the HRU iShare site.

B. Apprehension and detention orders are documented in CSTS.

REFERENCES: Minn. Stat. §§ 242.10, 242.19; 242.44, and 243.05
Minn. Rules 2940.3000, 2940.3200.

REPLACES: All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Juvenile Apprehension and Detention Order (106.109A)

APPROVALS:
Commissioner of Corrections