KANSAS CITY MISSOURI POLICE DEPARTMENT **DEPARTMENT MEMORANDUM**	DATE OF ISSUE 7-20-11	EFFECTIVE DATE 7-20-11	NO. 11-9
SUBJECT Case Clearance for Juvenile Cases		AMENDS PI: Reporting Case Clearances	
REFERENCE	RESCINDS		

The National Incident Based Reporting System (NIBRS) records the case clearance for juvenile cases referred to Family Court as cleared by arrest. To comply with NIBRS reporting for juvenile case clearance, the Crimes Against Children Section (CACS) must complete the administrative booking process for all cases that will be forwarded to Family Court. Administrative booking does not mean that the juvenile has been apprehended; a juvenile can be charged with a crime and go through the entire adjudication process without an arrest warrant being issued. Administrative booking is merely required before a case can be referred to the appropriate Family Court for evaluation and for NIBRS case clearance. The investigating detective will use the following procedures when submitting a case to CACS for forwarding to Family Court:

1. Call CACS to complete the administrative booking procedure and receive the booking number from a CACS detective.

2. Complete a Case Disposition Report listing the juvenile suspect as involvement code ARR (arrest).

3. Enter the booking number in the “Other Booking No” field on the Arrest tab of the Tiburon report.

4. Submit two complete copies of the case file to CACS immediately.

Upon receiving the case files, CACS detectives will:

1. Attach the appropriate Juvenile Custody Report to the case files.

2. Place a copy of the case file in the juvenile’s jacket.

3. Forward a copy of the case file to the appropriate Family Court.

4. Return any case file that is missing the Case Disposition Report to the investigating element supervisor for completion.

James D. Corwin
Chief of Police

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