

# HONOLULU POLICE DEPARTMENT

## POLICY LAW ENFORCEMENT OPERATIONS

June 10, 2015

Policy Number 4.05

### JUVENILE RUNAWAYS

#### POLICY

Officers of the Honolulu Police Department shall be guided by this directive when dealing with juvenile runaway cases.

#### PROCEDURE

##### I. INVESTIGATIVE RESPONSIBILITY

The Misdemeanor Follow-Up Detail (MFUD) of each patrol district shall be responsible for the investigation of juvenile runaway cases where no foul play, suicidal tendencies, or any other unusual circumstances are suspected.

##### II. DEFINITIONS

Status offender: A youth under the age of 18 who commits an act that, if committed by an adult, would not constitute a crime: runaway, truancy, curfew (only juveniles under 16 years old), beyond parental control, and injurious behavior/incorrigible.

Runaway: Any youth who voluntarily leaves or remains away from home or the custody of his or her parent/guardian without permission.

##### III. PROCEDURES

Only reported juvenile runaways and status offenders are listed in the outstanding Juvenile Justice Information System (JJIS) file.

A. Communications Division

1. Juveniles reported as runaways shall be entered into the outstanding JJIS file.
2. An outstanding juvenile runaway shall be removed from the JJIS file when the assigned officer informs the Communications Division that:
  - a. The juvenile is under arrest for the runaway offense; or
  - b. The runaway case is closed (e.g., unfounded or for records only).

B. Patrol Divisions

1. When a call is received about a juvenile runaway, a beat officer shall be assigned to the case to conduct the initial investigation.
2. The assigned officer shall determine if there exists any foul play; suicidal tendencies; or other life-threatening medical, physical, or emotional condition. If such circumstances exist, the officer shall initiate a missing person case and immediately notify the on-duty lieutenant in the Criminal Investigation Division (CID).
3. If no suspicious circumstances exist, the assigned officer shall initiate a runaway report and follow established procedures for completing the Incident Report, HPD-192 form. The officer shall use separate report numbers for each juvenile reported as a runaway, even if they are believed to have run away together. The completed Incident Report, HPD-192 form, shall be forwarded to the district's MFUD in which the juvenile runaway resides.
4. The officer shall perform appropriate checks to attempt to locate the juvenile.

5. An officer who locates a juvenile runaway shall arrest the juvenile and prepare a Juvenile Arrest Report (JAR), HPD-191 form, and Follow-Up report. The arresting officer shall contact a field supervisor for a case disposition. That field supervisor shall be guided by Policy 4.33, HANDLING JUVENILES, to determine the disposition of an arrested juvenile runaway. The completed JAR and Follow-Up report shall be forwarded to the Records and Identification Division.

C. MFUD

The MFUD shall be responsible for the continued investigation of outstanding juvenile runaway cases.

IV. ARREST REQUIREMENTS

- A. If a juvenile is an outstanding runaway and is arrested for any other offense, the juvenile shall be booked for the runaway offense as well.
- B. The arresting officer shall request a juvenile number (e.g., J#-) through the Communications Division and place the juvenile number in the appropriate blocks of the HPD-191 form and the Incident Report.
- C. Officers responding to runaway cases on military installations shall immediately notify the base police of their investigation.

V. NEWS MEDIA

- A. As directed by the Family Court, neither information nor the photograph of any runaway juvenile shall be released to the news media without clearance from the officer in charge of the investigation and the child's parents.
- B. The guidelines established in Policy 5.06, MEDIA AND PUBLIC RELATIONS; and Policy 8.01, DEPARTMENTAL NOTIFICATION PROCEDURE, shall be observed in disseminating any information to the news media.

June 10, 2015

Policy Number 4.05  
Page 4

VI. MISSING CHILD CENTER OF HAWAII

- A. The services of the Missing Child Center of Hawaii are available to help locate missing or runaway children.
- B. Parents may request assistance from the Missing Child Center of Hawaii in preparing posters on missing or runaway children for public dissemination (see the attachment).

  
LOUIS M. KEALOHA  
Chief of Police

Attachment

Post on bulletin  
board for one week

Policy first issued  
March 29, 2002

**June 10, 2015**  
**Attachment**

**Policy Number 4.05**

CONTACT INFORMATION

Missing Child Center of Hawaii

586-1449