



Alexandria Police Department

Directive 10.17A



Serious Habitual Offender Comprehensive Action Program (SHOCAP)

Effective Date: 06-21-2016		Cancels: : 01-16-2009
Updated Date:	Section(s):	SME Review Date:
Updated Date:	Section(s):	2019
Updated Date:	Section(s):	

CONTENTS

10.17A.01	POLICY AND PURPOSE
10.17A.02	BACKGROUND AND AUTHORITY
10.17A.03	DEFINITIONS
10.17A.04	GENERAL INFORMATION
10.17A.05	RESPONSIBILITIES

10.17A.01 POLICY AND PURPOSE

This agency is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. The responsibility for participating in and supporting the agency's juvenile operations function is shared by all agency components and personnel. [44.1.1]

The purpose of this directive is to establish guidelines to be used by employees in the day-to-day operations of the Serious Habitual Offender Comprehensive Action Program (SHOCAP). SHOCAP is an interagency approach involving the Police Department, Juvenile & Domestic Relations (J&DR) Court Services Unit, Commonwealth's Attorney's Office and the city schools. It targets the small percentage of juvenile offenders responsible for a disproportional amount of crime committed by juveniles. Agencies involved in this project will share information on a need-to-know basis through the

SHOCAP Coordinator in order to track these individuals and effectively deal with them in a timely fashion.

10.17A.02 BACKGROUND AND AUTHORITY

Violent crime is a major concern statewide, and has become a concern in our community. The problem of serious juvenile offenders is escalating at an alarming rate as noted by the Governor's Commission on Violent Crime (December 1992 Executive Summary of the Study of Serious Juvenile Offenders). Part of the solution lies in a coordinated response between city agencies and establishing a means to ensure communication among those agencies.

Code of Virginia § 16.1-305 authorizes the J&DR Court judge to order release of juvenile records to any person, agency or institution having a legitimate interest in the work of the court.

10.17A.03 DEFINITIONS

Serious Habitual Offender Comprehensive Action Program – An interagency project which identifies and targets serious juvenile offenders. The agencies involved are the Police Department, J&DR Court Services Unit, Commonwealth's Attorney's Office and the city schools.

S.H.O. – A juvenile who is designated as a serious, chronic or habitual offender under the SHOCAP program.

SHOCAP Coordinator – The person responsible for attending monthly SHOCAP meetings, maintaining files on all persons identified as SHOs, reviewing police reports and field contact cards for SHOs involved in suspicious or criminal activity, disseminating SHOCAP information to other department members and forwarding information regarding contacts with SHOs to the appropriate agencies.

10.17A.04 GENERAL INFORMATION

- A. This project identifies and targets juvenile serious offenders. Agency representatives will meet monthly to review the records of these offenders and mutually agree which of these shall be added to or deleted from the serious habitual offender (SHO) list.
- B. Offenders who shall be considered are those who have not reached the age of twenty-one and fall within the jurisdiction of the Juvenile and Domestic Relations Court and have been:
 1. convicted of murder, attempted murder, robbery, felony sexual assault, malicious wounding, felony drug offenses or any weapon offense; or

2. convicted at least three times for offenses which are felonies or Class 1 misdemeanors, including probation violations. Qualifying convictions include only those offenses occurring after 7/1/93. **[42.1.5a]**
- A. All juveniles designated as serious offenders will be on probation or parole and have conditions placed on them. All offenders added to the list will be informed by the J&DR Court they have been identified as a serious offender and will be made part of the project by court order. This will allow member agencies to share information previously not allowed due to confidentiality laws.

10.17A.05 RESPONSIBILITIES

A. SHOCAP Coordinator:

1. Ensure accurate and timely exchange of SHOCAP information between member agencies.
2. Ensure the accurate and timely flow of information to those affected throughout the department.
3. Ensure that the information collected and maintained is done in a confidential manner, in accordance with all applicable laws, rules, regulations and court orders.
4. Maintain accurate master files of individuals identified as SHOs.
5. Attend monthly meetings with representatives from the other member agencies.
6. Be responsible for entering status information on all offenders into AJIS.

A. Officers/Detectives:

1. Become familiar with the SHOCAP list and learn the identities, residences, hangouts, etc. of any juvenile serious offenders residing in their respective areas of responsibility.
2. Actively monitor the activities of designated SHOCAP individuals in order to deter criminal activity on their part.
3. Arrest any juvenile serious habitual offender who is found to be in violation of any law and ensure detention and prosecution for the most serious offense possible. A notation that the juvenile is a SHO will be made by checking the appropriate block on the Juvenile Arrest Report (APD-007E), and the J&DR Court Intake Officer will be informed of the juvenile's SHO status when arrest notification is made. **[42.1.5.c]**
4. Fully document all contacts with a SHO and immediately forward copies of that documentation to their supervisor. A notation that the juvenile is a SHO (status available through AJIS when a wanted check is run) shall be made on the document. **[42.1.5.b]**

5. Immediately bring to the attention of the SHOCAP coordinator any juvenile who may qualify as a serious offender.
 6. Not arrest offenders for violating the terms of their probation or parole unless the violation is a separate criminal charge. Field contact cards completed as a result of these contacts will be forwarded to the J&DR Court Services Unit for review by the coordinator in order to document activity that could result in the revocation of probation or parole.
 7. Not disseminate information regarding juveniles on the SHOCAP list to anyone except:
 - a. Other police employees;
 - b. J&DR Court Services Unit employees (intake officers and probation officers);
 - c. Members of the Commonwealth's Attorney's Office; or
 - d. School administrators.
- A. Supervisors:
1. Become familiar with the SHOCAP process in order to adequately instruct and guide subordinates in this function.
 2. Ensure officers under their command comply with the requirements of this directive whenever contact is made with a juvenile on the SHOCAP list.
 3. Forward all 15-A cards identifying SHOCAP individuals and copies of reports involving SHOCAP individuals to the SHOCAP coordinator.
- A. Commanders:
1. The commanders of Patrol Sectors will coordinate efforts to ensure that curfew checks are made at the homes of SHOs to ascertain whether the SHOs are violating their curfew restrictions.
 2. Documentation of the curfew checks will be forwarded to the SHOCAP coordinator.
- A. Administrative Services Bureau
1. The Information Services Section (ISS) *will* check the status of juveniles when requested to ascertain if they are SHOCAP offenders.

By Authority Of:

Earl L. Cook
Chief of Police