

**DUTIES OF JUVENILE/YOUTH OFFICER**Date Issued:  
02/13/2026

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1**POLICY: DUTIES OF JUVENILE/YOUTH OFFICER**

**PURPOSE:** To establish policy and uniform procedures for the purpose of identifying those job-related duties inherent to the position of Juvenile/Youth Officer within the Woodstock Police Department.

**PROCEDUR:** The assigned activities, functions and responsibilities of the Juvenile/Youth Officer are:

- a. Prevention of Juvenile delinquency and crime among minors. Investigate all cases of juvenile delinquency, including opening cases, interviewing victims, witnesses and suspects, gathering and securing evidence, preparing and filing necessary documentation, arresting respondents, notification of parents/guardians, processing arrested persons, including fingerprinting and photographing, (when appropriate), refer cases to the appropriate agency or court and assist in prosecution and/or rehabilitation of the accused:
- b. Enforce laws specifically relating to children.
- c. Public Relations. Maintain Liaison with schools.
- d. Develop liaison with Cultural, Civic and Religious organizations within the town which will assist the department in youth activities.
- e. To develop liaison with surrounding Police Departments and Agencies in youth activities.
- f. To develop working relationships as well as resources with Federal, State and Local Agencies.
- g. To be aware of all the youth activities in the Community by developing liaison with the Patrol Force as well as the Youth of the Community on a one-to-one basis.
- h. To assist the Police Chief in the application for grants in order to get youth sponsored programs from Federal, State and Local assistance agencies.

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- i. To develop within the Town of Woodstock Police Department an interest in the youth of the community and to assist in youth development programs.
- j. To develop an open line of communication with fellow patrol officers in order for the formal/informal exchange of information along mutual interest lines and establish meetings with the police chief on an as needed basis.
- k. To frequently and on a regular basis visit the elementary schools in the town, interact at lunch with the kids and to develop a working relationship with staff to develop better access to the information that is being taken by the school staff and assisting the school with crime problems.
- l. To develop educational and enforcement activities regarding drug abuse within the Town of Woodstock.
- m. To take part in broad community activities regarding the youth program and the police department within the Town of Woodstock.
- n. To assist the Chief of Police in developing: Community service activities in the Town of Woodstock.