

Montebello Police Department  
**PC 308(a) Youth Decoy Operational Guidelines**

- Youth decoys will be 15 and 16 years old.
- A photograph or video recording of a decoy will be taken immediately prior to or at the time of the operation for the purpose of recalling the decoy's appearance at the time of the operation. The photograph and/or video recording will be retained by the Montebello Police Department.
- A decoy shall be supervised by an adult, regularly employed peace officer or any other adult with authorized statutory authority at all times during the operation.
- A plain-clothes officer will enter a location and ensure it is safe for the minor to enter.
- The youth decoy will follow approximately 10 seconds later unless the plain-clothes officer has exited the location.
- The plain-clothes officer will remain in the store as long as the buyer is inside and remain in a position to see and hear the entire transaction. This allows the officer to view the misdemeanor violation and be able to testify at subsequent criminal hearings.
- A youth decoy will enter the store, request a tobacco product from the clerk and place money (such as a \$5.00 bill) on the counter.
- A youth decoy should not initiate any further conversation unless it is necessary to request the tobacco product.
- A youth decoy shall carry his or her own identification, showing his/her correct date of birth or not carry any identification.
- If the decoy is asked his or her age by the seller, the decoy may respond that he or her is 18 years of age.
- Youth decoys should immediately leave the location and return to the city vehicle after the sale is made or denied. The chaperone shall be waiting in the city vehicle and remain with the youth decoy.
- Youth decoys should not argue with the clerk if the clerk refuses them the sale.
- Plain-clothes officer should issue the seller a misdemeanor citation for violation of Section 308 (a) P.C. Selling Tobacco Products to a Minor after the decoy leaves.
- Plain-clothes officer should also ensure the buyer returns safely to the vehicle with the adult chaperone.
- Plain-clothes officer should recover the buy money from the clerk and check the serial number with the photocopy taken prior to the operation after the youth decoy leaves the store. If the money was given to another customer as change before it was recovered it should be documented in the report.
- Plain-clothes officer should recover the change, tobacco products and register receipt, if any, from the decoy to book as evidence.
- Plain clothes officer should document the following items in the report: the age and sex of the youth decoy, where officer was positioned to hear transaction, what type of tobacco products the decoy requested, and all statements made by the clerk to the decoy and officer, and any other pertinent information. Note: Youth decoys' names should not be used in reports and referred to as Jane or John Doe.
- Plain clothes officer should book tobacco product purchased, change, receipt (if any), audio or video tape (if any), and photocopy of money used to make the purchase as evidence.