



CALIFORNIA BOARD OF STATE AND COMMUNITY CORRECTIONS  
2023 STATUS OFFENDER AND NON OFFENDER REPORT INSTRUCTIONS

**SECTION A. Facility Information:**

**Name of facility:** Enter the name of your Juvenile Detention Facility.

**County:** Enter the name of your county.

**SECTION B. Youth's Information:**

**Name of youth:** Enter the name of the detained youth.

**Gender:** Check appropriate box (male/female)

**County ID #:** Enter the county identifier that could be used for case tracking purposes.

**Intake Date:** Enter the date of intake (m/d/yy).

**Intake Time:** Fill in the time (in military time *or* AM/PM) that the juvenile was booked into your facility.

**Detention Hearing Date:** If applicable, enter the date of the detention hearing.

**Detention Hearing Time:** If applicable, enter the time of the detention hearing.

**Release Date:** Enter the date of release (m/d/yy).

**Release Time:** Fill in the time (in military time *or* AM/PM) that the juvenile was released from your facility.

**Total Time in Secure Detention:** Check the one box that applies to length of time in secure detention.

**SECTION C. Offense Information:**

- Indicate whether the youth was (if applicable):
  - PRE-DISPOSITION (not adjudicated as a WIC §601 Ward of the Court), **OR**
  - POST-DISPOSITION (WIC §601 Ward of the Court)

Please check ONLY ONE box indicating reason for detention:

- If the youth was a **Runaway**, please select either:
  - "CA resident," **OR**
  - "Out-of-State Resident"
- If "**Out-of-State Resident**" is checked, please indicate whether or not an Interstate Compact was filed for the youth. *The JJDPA states that out-of-state runaways held pursuant to the Interstate Compact are exempt from JJDPA time limits.*
- If the youth was a **Non Offender**, pursuant to WIC §300, **with no other charges** or is being held as a material witness **with no other charges**, please indicate by marking which type of Non Offender hold applies.
- If the youth was **Committed to the Juvenile Hall**, please check this selection and complete the following information:
  - Court Date and Time (of contempt hearing)
  - If the youth will be spending multiple time frames at the facility, please submit separate reports for each detention period.
  - Submit a copy of the Minute Order specifying the finding of contempt and the terms of the order.
  - Submit a copy of the **Valid Court Order (VCO) Exception Summary Checklist.**

**\*Note:** For the "Possession of Alcohol" selection, the JJDPA considers this a status offense, even though Section 25662(a) Business and Professions Code classifies this as a delinquent offense in California. If the youth is booked on this charge **and has no other WIC §602 offenses, please check this box.**

**SECTION D. Reporting Information:**

This section requires the name and title of both the reporting person **and** the facility manager. Additionally, please provide the date that the report was submitted and contact information for both the reporting person and the facility manager.