



JUVENILE DETENTION PROFILE SURVEY WORKBOOK

INSTRUCTIONS FOR
MONTHLY & QUARTERLY FORMS



TABLE OF CONTENTS

INTRODUCTION	1
HOW TO COMPLETE THE JUVENILE DETENTION PROFILE SURVEY FORMS.....	2
Contact Information	2
General Instructions	2
Online Submission	3
MONTHLY SURVEY	5
Section A. Detention Locations	5
Section B. Crowding	8
Section C. Mental Health Snapshot.....	8
Section D. Highest One-Day Population.....	9
Section E. Bookings.....	10
QUARTERLY SURVEY	11
Section A. Final Month of the Quarter (One-Day Snapshot).....	11
Section B. Breakdown by Age for Juveniles in Detention (One-Day Snapshot)	13
Section C. Average Length of Stay	13
Section D. Cumulative Total for the Quarter	15
WIC §707(b) Offenses.....	16
Sample Calculations of Average Length of Stay (ALS)	17
PUBLISHING JUVENILE DETENTION PROFILE SURVEY DATA	18
Quarterly Results Report / Publishing Data Online.....	18
How to Query Data Online.....	18

INTRODUCTION

The Juvenile Detention Profile Survey (JDPS) was implemented in January 1999, with the intent to provide state and local decision makers with timely, comprehensive information about the changing populations and needs of local juvenile detention facilities. With assistance and support from its local partners, primarily county probation departments, the Board of State and Community Corrections (BSCC) – formerly the Corrections Standards Authority (CSA) and Board of Corrections (BOC) – developed a survey instrument for capturing data critical to strategic planning related to facility design, detention programming, and resource distribution.

One of the primary objectives of the JDPS is to track the population level in California's local juvenile halls and camps. The JDPS gathers pertinent data related to juvenile detention including: average daily population, charge, disposition, gender, crowding, booking, mental health, average length of stay, and age. In addition, the JDPS collects data on the number of juvenile offenders housed under contract in other jurisdictions and the use of different non-facility based custody options. Each county probation department with a detention facility or detention setting is required to submit information on both a monthly and quarterly basis, specifically 10 working days after the end of each reporting period, as required by California Code of Regulations, Title 15 Section 1342.

In 2011, many improvements were made to the JDPS, which included the implementation of a software system that allowed counties to submit their JDPS data directly to the BSCC via the Internet and the JDPS Online Querying system that allows access to any current data within the database.

This workbook has been developed to help counties understand the potential impact and the value of data collected from the JDPS. It is essential that the most accurate information is reported in order to provide all local detention agencies the ability to adequately plan for their future.

The objectives of this workbook are to:

- √ explain the development of the Juvenile Detention Profile Survey;
- √ describe the roles the agencies and the state will have in the survey process;
- √ identify the definitions for terms and criteria used in the survey instrument;
- √ identify the role of the agency contact person collecting and reporting data from the survey;
- √ identify the frequency and method that will be used to report the data from the survey to the BSCC; and,
- √ describe the product to be returned to the agencies from the BSCC at the conclusion of each reporting quarter.

HOW TO COMPLETE THE JUVENILE DETENTION PROFILE SURVEY FORMS

Contact Information

Board of State and Community Corrections
2590 Venture Oaks Way, Ste. 200, Sacramento, CA 95833
Attention: FSO Report Analyst
phone: (916) 323-9704 / **fax:** (916) 322-2461
email: JDPS@bscc.ca.gov

General Instructions



- The Juvenile Detention Profile Survey runs on a calendar year basis.
- **A separate monthly survey** must be completed each month and returned within 10 working days from the end of the close of the month being reported on.
- **The quarterly profile survey** is based on the **calendar year quarter**. Each quarter's survey must be completed and returned to the BSCC by the following dates:

Reporting Quarter	Reporting Months	Due Date
First	January, February, March	April 15 th
Second	April, May, June	July 15 th
Third	July, August, September	October 15 th
Fourth	October, November, December	January 15 th



- Submit survey data via the Internet. Instructions on how to access the survey online can be found in the next section titled **Online Submission**.
- **For non-internet users**, please email, fax, or mail a completed survey using the contact information above.
- Please contact the Facilities Standards and Operations (FSO) Division Report Analyst (contact above) if you would like to verify receipt or need to send a corrected copy of your submittal.
- **DO NOT LEAVE ANY SPACES BLANK.** Spaces that may not apply to your county should be filled in using the following codes:
 - ★ **“D” or “does not apply”:** if the variable **does not EVER apply to your county** (e.g., you do not hold females or you do not have a camp) fill in the appropriate spaces with **“D”**.
 - ★ **“U” or “unavailable”:** If the variable **may SOMETIMES apply to your county** but is not available, fill in the space with **“U”** (e.g., you have not received data on psychotropic medications from your clinic time to include it in your report submission or no one has been released in a given quarter to calculate an average length of stay).
 - ★ **“0” or zero:** if the variable **may SOMETIMES apply to your county** but during that month there were none to report (e.g., you sometimes hold females, but during a particular month you did not), fill in the space with **“0”**.
 - ★ **NOTE: Special Purpose Juvenile Halls (SPJH)** should report data that is relevant to their facility.
 - **If a SPJH** or a program is not operational on a date that a one-day snapshot is requested, use the next closest date of operation.

Online Submission

- The Juvenile Detention Profile Survey can be accessed through the Internet using the following link: <http://app.bscc.ca.gov/jds/login.asp>.
- You will be directed to the screenshot below, where you will select the following:

BOARD OF STATE AND COMMUNITY CORRECTIONS JUVENILE DETENTION SURVEY		
Parameter	Input	Description
Survey Type:	Monthly 	Select the survey type for the period for which you are reporting.
County:	[County's Name] 	Your reporting county.
Code:	<input type="text"/>	Your assigned code or pass phrase.
<input type="button" value="Connect"/>		If the connection succeeds, you will be prompted for additional information.

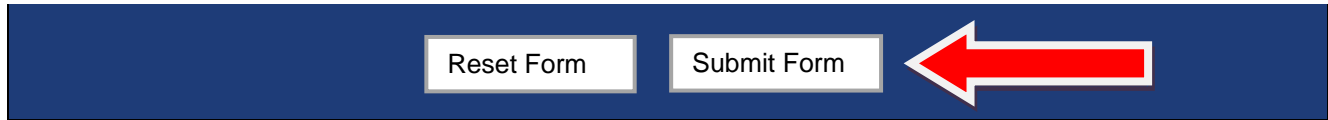
- ★ Select report type (either monthly or quarterly) in the “Survey Type” dropdown;
 - ★ Select your county from the “County” dropdown;
 - ★ Enter your code (please contact the Facilities Standards and Operations (FSO) Division Report Analyst if you do not have your county’s access code); and,
 - ★ Select the “Connect” button; you will be taken to your agency’s data entry page.
- The data entry page will auto-populate the county name based on the information provided in the previous screen. At the top of either the monthly or quarterly reports, complete the following information:

County	[County's Name]		
Person Reporting:	<input type="text"/>	Reporting Period:	<input type="text"/>  <input type="text"/> 
Phone:	<input type="text"/>	Date:	<input type="text"/>

- ★ Enter the name of person reporting;
 - ★ Select the reporting period and year from the dropdown items;
 - ★ Enter the reporter’s phone number; and,
 - ★ The date will auto-populate with the log date but can be typed over.
- Before moving on, **please verify** that the month or quarter and year you are submitting is accurate.

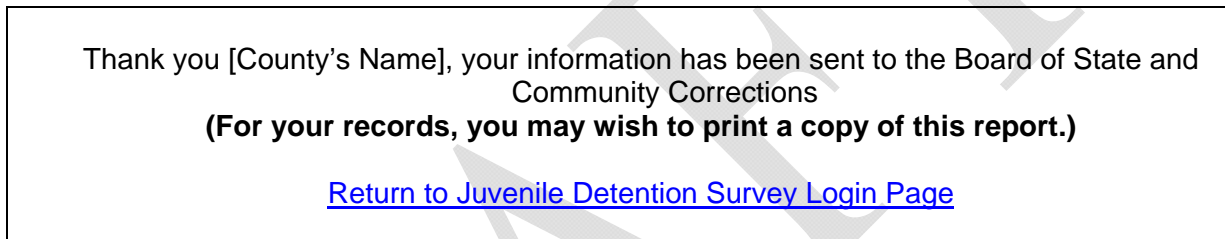
****Please note, the system requires that the county report information be completed before the report can be submitted online.**

- **DATA ENTRY:** The remainder of this workbook will focus on the entry of data on the monthly and quarterly surveys. Navigating from one cell to the next can be accomplished by clicking in each individual cell, but can also be accomplished by hitting the tab key.
- **DATA SUBMISSION:** At the bottom of the data entry page, click the “Submit Form” button (shown below) to transmit your data. If you are missing any required data and/or there is a variance(s), you will receive an error message(s) with the missing field(s) to be completed and/or direction as to where the variance(s) was found.



****Please note that clicking the “Reset Form” button will clear *all* typed data.**

Your report was **successfully submitted**, if after clicking the “Submit Form” button, you are directed to a new screen with the following message:



****Please note, if you were not taken to the screen above after clicking on the “Submit Form” button, the system “timed out” and your data was not transmitted (see *TIME LIMIT* directly below).**

- **TIME LIMIT:** There is a 20-minute time limit on the data entry page. If data is not entered and submitted within that time frame, the system will “time out” and data **will not** transmit. To avoid this issue, many JDPS reporters have found it helpful to have a hardcopy of the report completed prior to data entry. If you would like a report template to assist with this, please contact the FSO Report Analyst.
- **CORRECTIONS TO PREVIOUSLY SUBMITTED DATA:** If a revised monthly and/or quarterly survey needs to be submitted due to a reporting error, please contact the FSO Report Analyst **before** re-entering a report. Each submission creates an individual report (the system will not overwrite the previously submitted report). To avoid multiple reports for one particular month and/or quarter, the FSO Report Analyst needs to be notified in order to delete the incorrect report from the database.

MONTHLY SURVEY

Section A. Detention Locations

A) Detention Locations												
Juvenile Hall		Population Cap		One-Day Snapshot				Average Daily Population				Total ADP
				Misdemeanor		Felony		Pre-Disposition		Post-Disposition		
		Self	Court	Male	Female	Male	Female	Male	Female	Male	Female	
1)		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2)		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Camp / Ranch		Self	Court	Male	Female	Male	Female			Male	Female	Total ADP
3)		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>
4)		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Juveniles In The System				Male	Female	Male	Female	Male	Female	Male	Female	Total ADP
Juvenile on home supervision with electronic monitoring.				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Juvenile on home supervision without electronic monitoring.				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Juveniles in alternative confinement programs.				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

➤ **Juvenile Hall(s) and Camp(s) / Ranch(es):**

If you are reporting online, the names of the juvenile hall(s) and camp(s)/ranch(es) for your county will auto populate. Please contact the FSO Report Analyst regarding any required changes to your form (e.g., adding or deleting a facility). If submitting manually, please fill in the names of your juvenile hall(s) and camp(s)/ranch(es) in the appropriate spaces.

➤ **Population Cap**

★ **Self:** For each of your facilities that are under a **self-imposed** population cap, indicate the maximum number of juveniles allowed in your facility.

Example: If the Rated Capacity (RC) of your facility is 120, but you do not operate one of your 30 bed units, you would have a self-imposed cap of 90.

- Enter "D" if you are not under a self imposed population cap.
- **NOTE: this number should not be confused with the RC, which is the number of beds approved by the BSCC.**

- ★ **Court:** For each of your facilities that are under a **court-ordered or authorized** population cap, indicate the maximum number of juveniles allowed in your facility.
 - Enter “D” if you are not under a court-ordered population cap. Most counties will report “D”.
 - **NOTE: Please do not provide your RC in this section.**

The remainder of Section A is divided into a one-day snapshot and average daily populations for the month. For purposes of this workbook, variables in the screenshot of Section A that represent one-day snapshots have been colored in yellow, while the average daily population variables have been highlighted green.



ONE-DAY SNAPSHOT: This is the number of juveniles in each particular category at **0600 hours** on the **15th day of the month**.

➤ **Juvenile Halls and Camps:**

- For each facility, categorize the number of males and the number of females being detained for **either** misdemeanor or felony offenses.
- **Count each juvenile only once.**
- For juveniles being detained for multiple offenses, report the most serious offense.
- If the juvenile is being held on a violation of probation only, refer back to the offense on which the probation is based (e.g., a juvenile on probation for a felony who is in custody for a probation violation is counted in the felony category).
- If the juvenile is in custody on a bench warrant, refer to the underlying charge (e.g., a juvenile who fails to appear for a hearing regarding a felony charge is counted in the felony category).
- If the juvenile is in custody for a **Welfare and Institutions Code (WIC) §601** offense, report them under misdemeanor.

➤ **Other Juveniles in the System:** Juveniles who, if not for the existence of one of the types of alternative to detention programs listed, would be detained in the juvenile hall. Note: *To be counted as part of the one day snapshot, the juvenile **must receive custody credits** for their time in the alternative to detention program.*

- For each category of “other” juveniles listed, report the number of male and female juveniles being detained for misdemeanor offenses and those detained for a felony offense. **Use the same rules for multiple referrals and probation violations as in the juvenile halls and camps section.**
 - Juveniles on home supervision: refers to juveniles who are on home supervision or house arrest who are *pre- or post-adjudicated and are **receiving credit for custody time***. This category is broken down into with or without electronic monitoring categories.
 - Electronic monitoring: refers to electronic surveillance, such as ankle monitors and GPS, as a condition of home supervision/house arrest.
 - Juveniles in alternative confinement programs: refers to juveniles who are **receiving credit for custody time** for alternatives to detention other than Home Supervision or time served in a juvenile hall or camp. Include juveniles who **receive custody credit** for time served in such programs as work programs, or day or evening reporting centers.

- If alternative confinement programs are only operational on weekends and the 15th day of the month falls on a day when the program is not operational, select the next day the program is operational for the one-day snapshot.
- If alternative confinement programs are never operational at 0600 hours, use 1200 hours as the time of day for the one-day snapshot.



AVERAGE DAILY POPULATION (ADP): The ADP is calculated by taking a count of the number of juveniles in custody each day of the month, adding these daily counts together, and dividing the sum by the number of days in each month. The daily counts used in the survey are to be taken at 0600 hours.

Average daily populations should include only those juveniles who are “under your roof” or directly under your county’s custody if in alternative confinement. Do not include juveniles you have sent to other jurisdictions or who are being held in another juvenile hall, pending return to your facility.

➤ **Juvenile Halls and Camps:**

- For each facility, report the ADP for male and female juveniles under the headings “pre-disposition” and “post-disposition.”
 - Pre-disposition: refers to juveniles who are being detained pending a disposition by the court and includes juveniles who are being held for charges pending in another jurisdiction.
 - Post-disposition: refers to juveniles who are being detained pursuant to a disposition from the court.
 - This includes juveniles who have been committed to the juvenile hall or camp; and,
 - Juveniles whose cases have been adjudicated and the court ordered them held in the juvenile hall pending transfer to a group home, camp, Division of Juvenile Justice (DJJ), or other program.
 - Juveniles who are concurrently pre- and post-disposition should be reported in the post-disposition category.
 - e.g., a juvenile ordered to a group home and awaiting transportation, assaults another juvenile in the facility and charges have been filed on that offense. That juvenile would be counted in the post-disposition category.

➤ **Other Juveniles in the System:**

- For each category of “other” juveniles listed in the left column, report the ADP for male and female juveniles under the headings “pre-” and “post-disposition.” .
- If alternative confinement programs are never operational at 0600 hours, use 1200 hours as the time of day for the one-day snapshot.

TOTAL ADP: Record the sum of the ADP values of that specific row.

Section B. Crowding

B) Crowding	
1) Average daily population of juveniles in other jurisdictions DUE TO LACK OF SPACE.	<input type="text"/>
2) Number of juveniles released early DUE TO LACK OF SPACE.	<input type="text"/>
3) Number of days in the month that one or more of your facilities exceeded the Rated Capacity.	<input type="text"/>

1) Average daily population of juveniles in other jurisdictions DUE TO LACK OF SPACE:

Report the average daily number of juveniles under your jurisdiction who occupied bed space in facilities **outside of your jurisdiction due to crowding or lack of beds in your facility.** You should record only those juveniles who you would have been housed in your facility had there been bed space available. **Do not include juveniles sent out of your jurisdiction for program purposes (e.g., camp programs). DO NOT include juveniles housed in adult detention facilities.**

2) Number of juveniles released early DUE TO LACK OF SPACE.

Report only those juveniles that would have remained in your facility had there been beds available. Also record those juveniles released before their commitments are up **due to a lack of beds.**

3) Number of days in the month that one or more of your facilities exceeded the Rated Capacity.

Enter the total number of days this month in which at least one of your facilities exceeded the "Rated Capacity" (the number of beds approved by the BSCC).

Section C. Mental Health Snapshot

**** You may need to contact your mental health and/or health provider to accurately report these numbers.**

C) Mental Health (One-Day Snapshot)	
1) Number of open mental health cases on this day.	<input type="text"/>
2) Number of juveniles receiving psychotropic medication on this day.	<input type="text"/>

1) Number of open mental health cases on this day.



Report the total number of juveniles **on the 15th day of the month** who have an **"open mental health case"** with the mental health provider.

2) Number of juveniles receiving psychotropic medication on this day.



Report the total number of juveniles in your jurisdiction who, **on the 15th day of the month**, were administered psychotropic medication.

Section D. Highest One-Day Population

D) Highest One-Day Detention Population	
1) Date of highest total detention population.	<input type="text"/>
2) Juvenile Hall population on this date.	<input type="text"/>
3) Camp population on this date.	<input type="text"/>
4) Population of "other juveniles in the system" on this date.	<input type="text"/>

1) Date of highest total detention population.

Enter the **date of the month** on which the **total combined population** for all of your juvenile halls, camps, and other juveniles in the system was the highest. Please be aware that on this date, your juvenile hall(s) population may be experiencing its highest one-day population, but your camp(s) and "other juveniles" may not; these populations **combined** make up the overall highest one-day population count for the system.

2) Juvenile Hall population on this date.

Report the total population in your juvenile hall(s) on the date reported in variable D.1. If you do not have a juvenile hall or SPJH, report "D".

3) Camp population on this date.

Report the total population in **your** camp(s) on the date reported in variable D.1. **Do not** count juveniles housed in other jurisdictions. If you do not operate your own camp, enter "D".

4) Population of "other juveniles in the system" on this date.

Report the total population of other juveniles on home supervision with and without electronic monitoring and other alternatives to detention on the date reported in variable D1. Report "D" if you do not have this type of program or if juveniles do not receive custody credit for their participation.

Section E. Bookings

For all items in this section, include only those bookings that occurred during the month.

E) Bookings	
1) Number of Juvenile Hall bookings this month.	<input type="text"/>
2) Number of weapons related bookings this month.	<input type="text"/>
3) Number of WIC 601 bookings this month.	<input type="text"/>
4) Number of WIC 777 bookings this month.	<input type="text"/>
5) Number of direct file {WIC 602(b) and 707 (d)} bookings this month.	<input type="text"/>

1) Number of Juvenile Hall bookings this month.

Report the total number of bookings into your juvenile hall(s) during the reporting month.

2) Number of weapons related bookings this month.

Report the total number of bookings in your juvenile hall(s) this month for weapons-related offenses.

- Commonly charged weapons offenses include Penal Code Sections 187, 245(a)(1), 246, 626.10, 12021.5, 21310, 25850(a), 26100(d), 25200(a),(b), 29610, or WIC §871.5, §1001.5.
- Other code sections may be weapons-related, but require some knowledge of the circumstances of the offense (e.g., PC 211 may or may not involve a weapon. A WIC §777 may be for weapon possession).

3) Number of WIC 601 bookings this month.

Regardless of length of stay, report the total number of bookings into your juvenile hall(s) for WIC §601 offenses (truancy, runaway, breaking curfew, minor in possession of alcohol [25662 BP]) during the reporting month.

4) Number of WIC 777 bookings this month.

Report the total number of juveniles booked into your juvenile hall(s) this month **only** for a violation of probation (WIC §777). If the juvenile is booked in for a new offense as well as the probation violation, do not report here.

5) Number of direct file {WIC 602(b) and 707 (d)} bookings this month.

Report the total number of **juveniles booked into your juvenile hall during the reporting month who were direct files to adult court pursuant to WIC §602 (b) or §707 (d)(2)**. While the adult court filing decision is generally not known at the time of booking, it is made soon afterward and that information should be available by the deadline for filing the monthly JDPS report.

QUARTERLY SURVEY

Section A. Final Month of the Quarter (One-Day Snapshot)



ONE-DAY SNAPSHOT: The time and date to be used for the snapshot are **0600 hours** on the **15th day of the final month of the quarter.**

Section A. Final Month of the Quarter (One-Day Snapshot)			
Juvenile Halls Only			
Pre-Disposition Juveniles who are:			
Detained for a 707(b) offense	<input type="text"/>		
Post-Disposition Juveniles who are:			
Awaiting placement	<input type="text"/>	Awaiting transfer to Youth Authority	<input type="text"/>
Awaiting transport to a camp	<input type="text"/>	Court commitments to juvenile hall (Ricardo M)	<input type="text"/>
Juveniles in the Adult Court Process who are:			
Found unfit per 707.01 WIC	<input type="text"/>	Direct files to Adult Court-602(b) and 707(d) WIC	<input type="text"/>
All Detention Facilities			
Hospitalized outside detention facility for MEDICAL CARE			<input type="text"/>
Hospitalized outside detention facility for MENTAL HEALTH CARE			<input type="text"/>
Believed to be criminal illegal aliens			<input type="text"/>

➤ **Juvenile Halls Only:** Report only those juveniles in Juvenile Hall(s).

- **Pre-Disposition Juveniles who are:** report those juveniles who have not yet received their final disposition.

- Detained for a 707(b) offense:

Report the number of juveniles **in your detention facilities** who are charged with offenses outlined in WIC §707(b) (see page 16 for qualifying offenses).

- **Post-Disposition Juveniles who are:** report those juveniles who have received their final disposition.

- Awaiting placement:


Report the number of juveniles ordered to and awaiting transportation to a placement, such as a foster home, group home, or treatment facility.

- Awaiting transport to a camp:

Report the number of juveniles committed to and awaiting transfer to a camp program, whether it is operated by your county or another county or entity.


- Awaiting transfer to Youth Authority: 

Report the number of juveniles committed and awaiting transport to the Division of Juvenile Justice (formerly the California Youth Authority).


- Court commitments to juvenile hall (Ricardo M): 

Enter the number of juveniles serving a court-ordered period of detention in the juvenile hall (Ricardo M is an example only).

- **Juveniles in the adult court process who are:** report those juveniles whose cases are being heard in the adult court.

- Found unfit per 707.01 WIC: 

Report the total number of juveniles who are in the adult court process **after being found unfit for juvenile court** pursuant to WIC §707.01. Youth who are “fighting fitness” are not counted in this section.

- Direct files to Adult Court-602(b) and 707(d) WIC: 

Report the total number of persons in your juvenile hall who are in the adult court process due to a **direct filing** pursuant to WIC §602(b) or WIC §707(d)(2). This may include juveniles who have since turned 18 years old and who still reside in your facility.


- **All Detention Facilities:** Report on juveniles in all of your facilities, even if they have been counted in the previous section.

- Hospitalized outside detention facility for MEDICAL CARE: 

Report the total number of juveniles who were **admitted to a hospital** outside your detention facility for medical reasons and are there at 0600 hours on the 15th day of the final month of the quarter.

- Hospitalized outside detention facility for MENTAL HEALTH CARE: 

Report the total number of juveniles who were **admitted to a hospital** outside your detention facility for mental health reasons and are there at 0600 hours on the 15th day of the final month of the quarter.

- Believed to be criminal illegal aliens: 

Report the total number of juveniles in your detention facilities who are ***believed to be or are known to be criminal illegal aliens and/or cannot produce documentation of United States citizenship. According to the State Criminal Illegal Alien Assistance Guidance and Application Kit. Bureau of Justice Assistance, 1997:***

- ***Presumptive*** alien status can be obtained by those juveniles who **self-report a foreign place of birth and cannot produce documentation.**
- Not all juveniles who report a foreign place of birth are illegal aliens; however, care should be taken to determine whether or not the juvenile:
 - Entered the United States without inspection;
 - Was the subject of exclusion or deportation proceedings at the time he or she was taken into custody; and/or,

- Was admitted to the country as a non-immigrant, and has failed to maintain non-immigrant status or to comply with conditions of a non-immigrant status.

Section B. Breakdown by Age for Juveniles in Detention (One-Day Snapshot)



All values in this section are **One-Day Snapshots**. The time and date to be used for the snapshot are 0600 hours on the 15th day of the final month of the quarter.

Section B. Breakdown by Age for Juvenile in Detention (One-Day Snapshot)			
Number of juveniles in detention, in each age range, in each category	Age Ranges	Juvenile Hall(s)	Camp(s)
	Under 12	<input type="text"/>	<input type="text"/>
	12 to 14	<input type="text"/>	<input type="text"/>
	15 to 17	<input type="text"/>	<input type="text"/>
	18 and over	<input type="text"/>	<input type="text"/>
	Total	<input type="text"/>	<input type="text"/>

- Report the total number of juveniles in each of the listed age ranges (under 12, 12 to 14, etc.).
- Report totals for juvenile halls and camps separately.

Section C. Average Length of Stay

All data to be reported in this section are **Average Length of Stay in days**, for juveniles who were **released** from detention **during the quarter**.

Length of Stay for each individual juvenile includes **all continuous days served from date of intake to date of release**, including any days of that stay which were served during the previous reporting periods.



AVERAGE LENGTH OF STAY is calculated by:

- counting the number of days served by each juvenile released from custody during the quarter in a particular category;
- adding these days together; and,
- dividing this sum by the total number of juveniles released in each category.
- **see included examples** (page 17) of Average Length of Stay calculations.

Other considerations when reporting Average Length of Stay:

- If there were no releases in the category in question, record "U" for "unavailable" this quarter. **DO NOT USE ZEROS**. Your response choices are 1) a length of stay in days, or 2) "U" for "unavailable", or 3) "D" for "does not apply" (indicating that the facility never accepts juveniles in custody in that category).

- If a juvenile is released from juvenile hall during the quarter and then detained a separate time that quarter, he/she will have **two separate lengths of stay**.
- If a juvenile's status changes while they are in the juvenile hall, use the category for which they were released from (e.g., if a juvenile is found unfit while in juvenile hall, they would fall under category C).
- Report all average lengths of stay to the first decimal point.
- When reporting Average Length of Stay for multiple juvenile halls, tally lengths of stay for all juveniles in all juvenile halls released and then divide by the number of individuals released. Do not average the facility Average Lengths of Stay. This also applies to multiple camps.

Section C. Average Length of Stay	
1) Juvenile Hall (all releases)	<input type="text"/>
A) Juvenile Hall to Camps	<input type="text"/>
B) Juvenile Hall to other out-of-home placements (i.e. group homes or foster homes)	<input type="text"/>
C) Juvenile Halls who were found unfit (per juvenile court)	<input type="text"/>
D) Juvenile Hall who were direct filings to adult court	<input type="text"/>
2) Camps (all releases)	<input type="text"/>

1) Juvenile Hall (all releases)

Record the Average Length of Stay for **all juveniles released from juvenile hall** during the quarter.

A) Juvenile Hall to Camps

Record the Average Length of Stay for **all juveniles who were released from juvenile hall to a camp (whether operated by your county or another county)** during the quarter.

B) Juvenile Hall to other out-of-home placements (i.e. group homes or foster homes)

Record the Average Length of Stay for **all juveniles who were released from juvenile hall to an out-of-home placement** during the quarter.

C) Juvenile Hall who were found unfit (per juvenile court)

Record the Average Length of Stay for **all juveniles who were released from juvenile hall** during the quarter **who had been found unfit for juvenile court.**

D) Juvenile Hall who were direct filings to adult court

Average Length of Stay for **all juveniles who were released from juvenile hall** during the quarter **who were direct files to adult court.**

2) Camps (all releases)

Record the Average Length of Stay for **all juveniles who were released from camps** during the quarter. This only applies to juveniles released from a camp that you operate and

report on for the JDPS. If a juvenile AWOLs from the camp and is returned to finish his/her program, it may be calculated as a single length of stay.

Section D. Cumulative Total for the Quarter

Report each of the quarterly totals requested in this section separately for juvenile halls, camps and other detention. "Other Detention" includes Juveniles reported as "other juveniles in the system" as defined in the instructions for completing the monthly survey. The category consists of juveniles on home supervision with or without electronic monitoring as well as juveniles in other alternative confinement programs, such as work programs and day or evening centers. To be considered as "other detention," the juveniles **must receive custody credit** for their participation.

Section D. Cumulative Total for the Quarter			
Detainee Behavior	Juvenile Hall(s)	Camp(s)	Other Detention
1) Assaults by juveniles on staff	<input type="text"/>	<input type="text"/>	<input type="text"/>
2) Escapes	<input type="text"/>	<input type="text"/>	<input type="text"/>
3) Suicide Attempts	<input type="text"/>	<input type="text"/>	<input type="text"/>
4) Suicides	<input type="text"/>	<input type="text"/>	<input type="text"/>

Detainee Behavior:

1) Assaults by juveniles on staff

Report the total number of instances in which a juvenile physically assaulted and/or committed battery against a staff member. Include **only those instances of assault and/or battery that resulted in charges being referred to the District Attorney**. For assaults on staff involving multiple juveniles, count each juvenile as a separate assault. **Do not include staff members who suffer an injury in the course of a use-of-force that was not as a result of deliberate contact by the minor.**

2) Escapes

Report the total number of instances in which a juvenile fled the custody of one of your detention or commitment facilities without authorization and formal action was pursued.

3) Suicide Attempts

Report the total number of instances in which a juvenile made a physical attempt at suicide **requiring staff intervention** and placement on a suicide watch (e.g., five-minute watches or one-on-one direct visual supervision). **Do not include** juveniles identified as suicidal because of notice on admission related to prior history.

4) Suicides

Report the total number of instances that quarter in which a juvenile in one of your facilities or detention alternatives committed suicide.

WIC §707(b) Offenses

(b) Subdivision (c) shall be applicable in any case in which a minor is alleged to be a person described in Section 602 by reason of the violation of one of the following offenses:

- (1) Murder.
- (2) Arson, as provided in subdivision (a) or (b) of Section 451 of the Penal Code.
- (3) Robbery.
- (4) Rape with force, violence, or threat of great bodily harm.
- (5) Sodomy by force, violence, duress, menace, or threat of great bodily harm.
- (6) A lewd or lascivious act as provided in subdivision (b) of Section 288 of the Penal Code.
- (7) Oral copulation by force, violence, duress, menace, or threat of great bodily harm.
- (8) An offense specified in subdivision (a) of Section 289 of the Penal Code.
- (9) Kidnapping for ransom.
- (10) Kidnapping for purposes of robbery.
- (11) Kidnapping with bodily harm.
- (12) Attempted murder.
- (13) Assault with a firearm or destructive device.
- (14) Assault by any means of force likely to produce great bodily injury.
- (15) Discharge of a firearm into an inhabited or occupied building.
- (16) An offense described in Section 1203.09 of the Penal Code.
- (17) An offense described in Section 12022.5 or 12022.53 of the Penal Code.
- (18) A felony offense in which the minor personally used a weapon described in any provision listed in Section 16590 of the Penal Code.
- (19) A felony offense described in Section 136.1 or 137 of the Penal Code.
- (20) Manufacturing, compounding, or selling one-half ounce or more of a salt or solution of a controlled substance specified in subdivision (e) of Section 11055 of the Health and Safety Code.
- (21) A violent felony, as defined in subdivision (c) of Section 667.5 of the Penal Code, which also would constitute a felony violation of subdivision (b) of Section 186.22 of the Penal Code.
- (22) Escape, by the use of force or violence, from a county juvenile hall, home, ranch, camp, or forestry camp in violation of subdivision (b) of Section 871 if great bodily injury is intentionally inflicted upon an employee of the juvenile facility during the commission of the escape.
- (23) Torture as described in Sections 206 and 206.1 of the Penal Code.
- (24) Aggravated mayhem, as described in Section 205 of the Penal Code.
- (25) Carjacking, as described in Section 215 of the Penal Code, while armed with a dangerous or deadly weapon.
- (26) Kidnapping for purposes of sexual assault, as punishable in subdivision (b) of Section 209 of the Penal Code.
- (27) Kidnapping as punishable in Section 209.5 of the Penal Code.
- (28) The offense described in subdivision (c) of Section 26100 of the Penal Code.
- (29) The offense described in Section 18745 of the Penal Code.
- (30) Voluntary manslaughter, as described in subdivision (a) of Section 192 of the Penal Code.

Sample Calculations of Average Length of Stay (ALS)

Average Length of Stay Juvenile Hall (all releases)

▪ Amy released home as soon as mom came	1 day
▪ Bob released after detention hearing	4 days
▪ Cal released to group home	42 days
▪ Don released after 30 day court commitment	30 days
▪ Ernie direct file released to jail	<u>379 days</u>
	456 days

Average Length of Stay is 456 divided by 5 = 91.2 days

Average Length of Stay Camps (all releases)

▪ Frank AWOLed from camp, did not return	10 days
▪ Gary completed the program a week early because of good behavior and was released	53 days
▪ Hank completed the full two-month program and was released	60 days
▪ Ian was released after completing the program with a time add because of discipline	<u>74 days</u>
	197 days

Average Length of Stay is 197 divided by 4 = 49.3 days

Average Length of Stay Juvenile Hall who were Direct Filings to Adult Court

▪ Jason arrested at 15, lengthy trial, released to DJJ	372 days
▪ Kyle arrested at 17 years, 10 months released to County Jail on 18 th birthday	55 days
▪ Larry released on bail	22 days
▪ Michael released home after adult conviction, with Credit for Time Served	<u>310 days</u>
	759 days

Average Length of Stay is 759 divided by 4 = 189.8 days

PUBLISHING JUVENILE DETENTION PROFILE SURVEY DATA

Quarterly Results Report / Publishing Data Online

Following data analysis by BSCC staff, the JDPS quarterly survey results report is published on the BSCC website at:

http://www.bscc.ca.gov/s_fsojuveniledetentionprofile.php.

The corresponding quarter's data is also simultaneously published online. Once JDPS data is published, it is available for querying by the agency and/or public. Many have found this online querying feature useful – not only to look at their agency's published data, but also to compare their data to neighboring jurisdictions and other similarly sized agencies, etc.

How to Query Data Online

Data can be viewed on the BSCC webpage or exported to an Excel spreadsheet. The JDPS query can be accessed using the following link: <http://app.bscc.ca.gov/joq/ids/QuerySelection.asp>.

- ★ Identify the query type by selecting the data type (either facility, monthly, or quarterly) in the "Data Type" dropdown;
- ★ The reporting range is set at "2002 & Forward" (for pre-2002 data, chose "Through 2001" from the "Reporting Range" dropdown); and,
- ★ Select the "Continue" button.

QUERY TYPE SELECTION: JUVENILE DETENTION SURVEY- ONLINE QUERYING

Data Type: Facility Reporting Range: 2002 & Forward Continue

GENERAL INFORMATION:

Please note, while the Board of State and Community Corrections (BSCC) makes every effort to review Juvenile Detention Profile Survey data for accuracy, the BSCC cannot be responsible for data reporting errors made at the county level. Data may be updated as needed upon request from the county.

- Select the type of data to query:
Facility (Facility-level data collected monthly)
Monthly (Countywide data collected monthly)
Quarterly (Additional countywide data collected quarterly)
- Information displayed from the query results will contain Numbers, D's and U's.
The Numbers are valid data that have been used in the calculations of the quarterly reports.
The D's represent "Does Not Apply".
The U's represent "Unavailable".
The summary statistics reported in the BSCC Quarterly Reports are the result of computational formulas that make corrections for missing data. Therefore, your local calculations with the same data might yield somewhat different results.
- To obtain the full ADP for a county/counties, ADP data must be queried from the Monthly screen to obtain the facility recap and non-facility (e.g., alternatives to detention) ADP data.
- For additional information, see the Juvenile Detention Profile Survey Workbook found online at: http://www.bscc.ca.gov/s_fsojuveniledetentionprofile.php.

➤ **QUERYING PAGE – On the facility, monthly, or quarterly online querying page:**

The screenshot shows the 'QUERYING PAGE: JUVENILE DETENTION SURVEY- ONLINE QUERYING' form. Red arrows numbered 1 through 7 point to specific fields and buttons:

- 1: Year dropdown (set to 2002)
- 2: Month From dropdown (set to Jan)
- 3: Month To dropdown (set to Jan)
- 4: Sort By radio buttons (Date selected, County unselected)
- 5: County list (Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa)
- 6: Data elements list (Juv. on Home Sup. w/ Elec. Monitor) Misdemeanor Male, (Juv. on Home Sup. w/ Elec. Monitor) Misdemeanor Female, (Juv. on Home Sup. w/ Elec. Monitor) Felony Male, (Juv. on Home Sup. w/ Elec. Monitor) Felony Female, (Juv. on Home Sup. w/ Elec. Monitor) Pre-Disposition Male, (Juv. on Home Sup. w/ Elec. Monitor) Pre-Disposition Female, (Juv. on Home Sup. w/ Elec. Monitor) Post-Disposition Male
- 7: Query button

1. Choose the year;
2. Starting month;
3. Ending month;
4. Whether you want the data sorted by date or county;
5. The county or counties' data you want to query (*to select multiple items in the list, hold the CTRL key and click items one at a time; to select a range of items, click on the first item in the range and drag the mouse pointer to the last item in the range or hold the shift key down and click the elements in sequence*);
6. The data elements you want to query; and,
7. Select the "Query" button to run the data. Data will appear below the selection box. (as shown below).

The screenshot shows the 'QUERYING PAGE: JUVENILE DETENTION SURVEY- ONLINE QUERYING' form with the results of a query displayed below the selection box. The results are shown in a table format.

County	Year	Month	(Juv. on Home Sup. w/ Elec. Monitor) Misdemeanor Male	(Juv. on Home Sup. w/ Elec. Monitor) Misdemeanor Female	(Juv. on Home Sup. w/ Elec. Monitor) Felony Male	(Juv. on Home Sup. w/ Elec. Monitor) Felony Female	(Juv. on Home Sup. w/ Elec. Monitor) Pre-Disposition Male	(Juv. on Home Sup. w/ Elec. Monitor) Pre-Disposition Female	(Juv. on Home Sup. w/ Elec. Monitor) Post-Disposition Male
Alameda	2002	1	43	0	78	0	62	10	50
Amador	2002	1	1	0	1	0	0.16	0	1.29
Butte	2002	1	0	0	0	0	0	0	0
Colusa	2002	1	0	0	0	0	0	0	0
Contra Costa	2002	1	56	16	26	5	38	4	41

➤ **QUERYING PAGE – to export the data to Excel:**

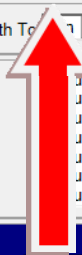
QUERYING PAGE: JUVENILE DETENTION SURVEY- ONLINE QUERYING				
Data Type:	Monthly	Select New Data Type	Data is available from January, 1999 through June, 2014	
Year: 2002	Month From: Jan	Month To: Jan	(Note: The Month To must be greater than or equal to the Month From.)	Sort By: <input checked="" type="radio"/> Date <input type="radio"/> County
To select multiple items in the lists, hold the CTRL key and click items one at a time. To select a range of items, click on the 1st item in the range and drag mouse pointer to last item in the range.		Alameda Alpine Amador Butte Calaveras Colusa Contra Costa	(Juv. on Home Sup. w/ Elec. Monitor) Misdemeanor Male (Juv. on Home Sup. w/ Elec. Monitor) Misdemeanor Female (Juv. on Home Sup. w/ Elec. Monitor) Felony Male (Juv. on Home Sup. w/ Elec. Monitor) Felony Female (Juv. on Home Sup. w/ Elec. Monitor) Pre-Disposition Male (Juv. on Home Sup. w/ Elec. Monitor) Pre-Disposition Female (Juv. on Home Sup. w/ Elec. Monitor) Post-Disposition Male	
Click to view the query results on screen. How to save on screen query results to any application...		Query	Click to view the query results in Excel. How to save the query results as an Excel file using Internet Explorer or Netscape	
			Excel	Logout

- ★ Follow steps one through six described above; and,
- ★ Select the “Excel” button to run the data (as shown below);

[Return To Query Page \(Do Not Click The "BACK" Button\)](#)

County	Year	Month	(Juv. on Home Sup. w/ Elec. Monitor) Misdemeanor Male	(Juv. on Home Sup. w/ Elec. Monitor) Misdemeanor Female	(Juv. on Home Sup. w/ Elec. Monitor) Felony Male	(Juv. on Home Sup. w/ Elec. Monitor) Felony Female	(Juv. on Home Sup. w/ Elec. Monitor) Pre-Disposition Male	(Juv. on Home Sup. w/ Elec. Monitor) Pre-Disposition Female	(Juv. on Home Sup. w/ Elec. Monitor) Post-Disposition Male
Alameda	2002	1	43	0	78	0	62	10	50
Amador	2002	1	1	0	1	0	0.16	0	1.29
Butte	2002	1	0	0	0	0	0	0	0
Colusa	2002	1	0	0	0	0	0	0	0
Contra Costa	2002	1	56	16	26	5	38	4	41

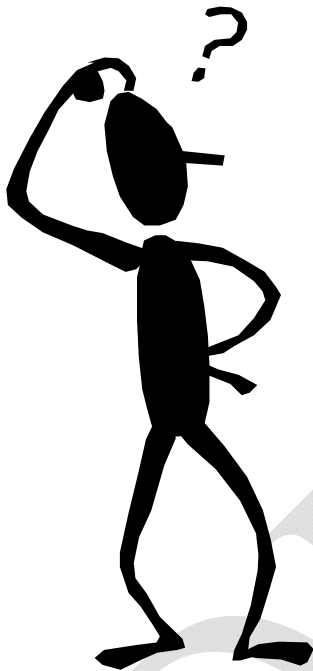
- ★ Edit, select all; then edit, copy; and,
- ★ Open Excel and paste. The data may now be manipulated in Excel.

QUERYING PAGE: JUVENILE DETENTION SURVEY- ONLINE QUERYING				
Data Type:	Monthly	Select New Data Type	Data is available from January, 1999 through June, 2014	
Year: [2002]	Month From: [Jan]	Month To: []	(Note: The Month To must be greater than or equal to the Month From.)	
To select multiple items in the lists, hold the CTRL key and click items one at a time. To select a range of items, click on the 1st item in the range and drag mouse pointer to last item in the range.		Alameda Alpine Amador Butte Calaveras Colusa Contra Costa	Jv. on Home Sup. w/ Elec. Monitor) Misdemeanor Male Jv. on Home Sup. w/ Elec. Monitor) Misdemeanor Female Jv. on Home Sup. w/ Elec. Monitor) Felony Male Jv. on Home Sup. w/ Elec. Monitor) Felony Female Jv. on Home Sup. w/ Elec. Monitor) Pre-Disposition Male Jv. on Home Sup. w/ Elec. Monitor) Pre-Disposition Female Jv. on Home Sup. w/ Elec. Monitor) Post-Disposition Male	Sort By: <input checked="" type="radio"/> Date <input type="radio"/> County
Click to view the query results on screen. How to save on screen query results to any application...		 <input type="button" value="Query"/>	Click to view the query results in Excel. How to save the query results as an Excel file using Internet Explorer or Netscape	
			<input type="button" value="Excel"/>	Logout

➤ **QUERYING PAGE – to select other data parameters:**

- ★ Click the hyperlink, “Select New Data Type”, at the top of the data table;
- ★ This will take you back to the main menu (as shown below) from which you can again select either facility, monthly, or quarterly data to view.

QUERY TYPE SELECTION: JUVENILE DETENTION SURVEY- ONLINE QUERYING			
Data Type:	Facility Monthly Quarterly	Reporting Range:	[2002 & Forward] <input type="button" value="Continue"/>
GENERAL INFORMATION: Please note, while the Board of State and Community Corrections (BSCC) makes every effort to review Juvenile Detention Profile Survey data for accuracy, the BSCC cannot be responsible for data reporting errors made at the county level. Data may be updated as needed upon request from the county.			
<ul style="list-style-type: none"> Select the type of data to query: Facility (Facility-level data collected monthly) Monthly (Countywide data collected monthly) Quarterly (Additional countywide data collected quarterly) Information displayed from the query results will contain Numbers, D's and U's. The Numbers are valid data that have been used in the calculations of the quarterly reports. The D's represent "Does Not Apply". The U's represent "Unavailable". The summary statistics reported in the BSCC Quarterly Reports are the result of computational formulas that make corrections for missing data. Therefore, your local calculations with the same data might yield somewhat different results. To obtain the full ADP for a county/counties, ADP data must be queried from the Monthly screen to obtain the facility recap and non-facility (e.g., alternatives to detention) ADP data. For additional information, see the Juvenile Detention Profile Survey Workbook found online at: http://www.bscc.ca.gov/s_fsojuveniledetentionprofile.php 			



**Should you have any questions regarding
the completion of this survey,
please contact:**

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