

BADGE Balanced Approach Data Gathering Environment

Court Service Unit (CSU) Intake Manual

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Key/Legend

The BADGE application and the manuals use various styles and icons. Below are their explanations. The **BADGE Application** refers to all BADGE modules while the **BADGE Module Manual** covers this specific module.

Individual users may not have read or write privileges for every module; therefore, all users may not be able to add, edit, delete, or view certain information or functions in BADGE.

In the BADGE Application

Style/Symbol/Button	Meaning			
Calendar drop-down screen Button and Date Field	In order to select a date, click the Calendar drop-down button and select the date from the drop-down calendar. The date chosen will populate the text field to the left of the calendar drop-down button.			
─── × Screen/Window Control Buttons	Located in the upper right hand corner of any given screen/window, in order of appearance (from left to right): Minimize the screen; Maximize the screen; and Close the screen. If a component is greyed out it is not available.			
Report Viewer Buttons (1 of 4)	In order of appearance (from left to right): go to First Page ; go to Previous Page ; Current Page displayed; Total Pages ; go to Next Page ; and go to Last Page .			
Report Viewer Buttons (2 of 4)	In order of appearance (from left to right): go Back to Parent Report ; Stop Rendering report; and Refresh report.			
Report Viewer Buttons (3 of 4)	In order of appearance (from left to right): Print ; Print Layout ; Page Setup ; click the Export icon to choose to export a report as an Excel spreadsheet, PDF, or Word document from the drop-down menu; and choose the document view by clicking on the Zoom drop-down menu.			
Find Next Report Viewer Buttons (4 of 4)	In order of appearance (from left to right): Text Box , enter text to search for; click Find to search for text entered in text box; and click Next to find the next instance of text entered in the text box.			
Scroll Bars	A scroll bar allows the user the move the window viewing area up, down, left, or right. The scroll bar can be vertical or horizontal and is commonly located on the far right or bottom of the window.			
Alert! Info Button and/or Text in Red Font	A record with text displayed in red font generally indicates there is an "alert" associated with a given juvenile record. To view an alert click the red and white Info button or select the <i>Alerts</i> tab on the <u>Juvenile</u> <u>Information</u> screen.			
Icon displayed on <u>Question</u> and/or <u>Confirmation</u> Screen	The question mark icon typically displays when the application user is prompted to confirm a requested action prior to proceeding.			
Icon displayed on various screens.	The exclamation mark on a red background denotes a mandatory field.			
Icon displayed on various screens.	The exclamation mark on yellow background typically displays on a search screen to inform the user no matches were found and that the search criteria should be changed.			
Icon displayed on <u>Information</u> Screen	The "i" icon typically displays when the application notifies a user of the results of a requested action, for example: "Data saved successfully." This also displays when there is additional information for field.			

Style/Sym	bol/Button	Meaning
Help Or Ø Help	Help Button	Click the Help button to display the <u>Help</u> screen describing the business rules related to the selected report or for additional information related to the current screen.
Close Or It Close	Close Button	Click the Close button to close the current screen, leaving open the prior screen
	Magnifying Glass Button	Click the Magnifying Glass button to expand a comment/textbox.
Map It	Map It Button	The Map It button is currently disabled across the BADGE application.
	No Unknown with an asterik (*) llow the legend	Click on a checkbox to place a check mark in the appropriate checkbox to indicate "Yes," "No," or "Unknown." The default status, prior to user input, is a blue square in the "Unknown" checkbox.

In the BADGE Manual

Style/Symbol	Meaning					
Underlined and Italicized	Name of a screen.					
Italicized	Name of a tab, document title, or manual title.					
Bolded	Name of a function, key, button, option or where emphasis is required. The name of data fields on a module screen.					
Underlined	Name of a column header in a displayed table or an application generated report. Cased to match.					
"Text in Quotes"	Data or selection in a data field, input field, or drop-down menu.					
Bolded and Underlined	The manual's main title and other titles for key sections.					
<u>Hyperlink</u>	Press the Ctrl key and left click with the mouse to follow the hyperlink. Hyperlinks are links in the document that lead to webpages and files outside of the document or headings and bookmarks located inside the document.					
Padlock Icon	Denotes a locked item or record that cannot be changed.					
Notepad Bullet	Tips and notes provide additional information, exceptions, or special circumstances that apply to a particular topic or area in BADGE.					
Reference Bullet	Refer to another page or resource for additional information.					

The BADGE manuals are instructional guides for users to understand how to use the BADGE application. The BADGE manuals apply the same formatting across all manuals but information specific to each module. This manual is intended to assist those using the BADGE Caseload Management module.

The BADGE application manuals are regularly updated and uploaded to DJJ's website without user notification. For this reason, it is recommended that users access the manuals solely through the website instead of downloading and printing them to ensure that the most up-to-date version is used.

Please Note

The BADGE electronic data management system is the property of the Commonwealth of Virginia and is intended for authorized users only. By accessing and using the BADGE system, users are consenting to system monitoring for law enforcement and other purposes.

Every user accessing the BADGE electronic data management system is bound by confidentiality rules. BADGE system users should not access information on any persons for which there is not a legitimate professional interest. A log entry is made whenever a user accesses a record in the BADGE system.

Access the following link for the <u>DJJ Acceptable Use & Information Security Agreement</u>. See §2.2-2827 of the Code of Virginia for restrictions on state employee access to information infrastructure. See §§<u>16.1-223</u> and <u>16.1-300</u> of the Code of Virginia for confidentiality requirements and use restrictions of data and records.

Unauthorized use of the BADGE electronic data management system may subject a user to State or Federal criminal prosecution and penalties.

To report any issues encountered with the BADGE electronic data management system please email <u>DJJ-BADGE-Issues@djj.virginia.gov</u>. If there is a need to request a change please contact the appropriate Regional Program Manager (RPM) or Superintendent.

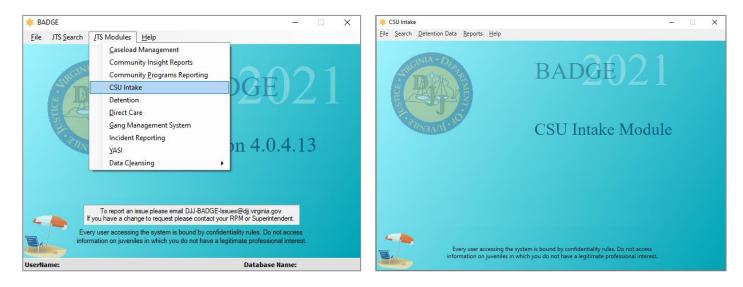
Please email <u>DJJ-BADGE-Passwords@djj.virginia.gov</u> for assistance with BADGE login problems.

All potentially sensitive data have been removed from all screen images presented in this manual.

Adding a New Intake

From the **BADGE** home screen:

 (i) Click the JTS Modules menu, (ii) select the CSU Intake option from the drop-down menu, and the <u>CSU</u> <u>Intake</u> screen will appear.



2. On the <u>CSU Intake</u> screen (i) click the **File** menu, (ii) select the **New Intake** option from the drop-down menu, and the <u>Select Intake Case Category</u> screen will appear.

≭ CSU In	take			ſ						
File Sear	ch Detention Data	Reports	Help		Select Intake	Case Categor	У			
	Intake		. \		5	Please select v	which kind	l of intake	case you want	to create.
Load	l prE-Interview		- (
Dele	te Adult				🔘 Dom	estic Relations	s 🔾 Juv	enile Delir	nquent/Status	Adult Criminal
Dele	te Juvenile					Cor	ntinue		Cancel]
Clos	e									-
H	13 633									

 On the <u>Select Intake Case Category</u> screen (i) select the desired intake case category and (ii) click the Continue button to open either the <u>Domestic Relations Intake</u>, <u>Juvenile Delinquent/Status Intake</u>, or the <u>Adult Criminal Intake</u> screen.

New Intake Case Category	Intake Case Type
	Custody Petitions
Domestic Relations Intake	Support Petitions
	Protective Orders
	Juvenile Intakes
Juvenile Delinquent/Status Intake	Court Summons
	Bench Warrants
Adult Criminal Intake	Adult Criminal Intake

Domestic Relations Intake

From the <u>Domestic Relations Intake</u> screen, a domestic relations intake can be created and custody petitions, support petitions, and/or protective orders can be filed.

Intake Case Tab

- 1. Petitioner's Information
 - a. Add Button. On the <u>Domestic Relations Intake</u> screen, in the **Petitioner's Information** section, click the **Add** button and the <u>Adult Search</u> screen will appear. This screen consists of three adult search options allowing users to search by **Adult Number**, **Caseload Number**, or by **Advance Search**. If a

search does not return any results and an adult record is determined to not exist, an adult record can be created via **Add Adult**. Also, if a match is not found the <u>Adult Search</u> information screen will appear and inform the user the search criteria should be changed.

Adult Search Screen Options (Domestic Relations Intake)					
Adult Number radio button					
Caseload Number radio button					
Advance Search radio button					
Add Adult radio button					

🚽 Domestic Rel	ations Intake				×
Intake Case					
Petitioner's Infor		Name			Add View Clear
Respondent's Ir		Name			Add View Clear
Juvenile's Infom		- N. [Add View Clear
Juvenile N	SSN	Name DOB	Age (Years		Add View Clear
Intake Case	Number (ICN): Wi	ll be assigned afte	er saving		
Court District			\sim	FIPS	
Open Date	×	Time 01:23:03 P1	M 🖨 Close	Date	
Case Type			 Petitioner 	Туре	~
Relationship	None	 ✓ (Petition) 	erto Juvenile)	Mandatory fiel	lds displayed in bold
Worker			Keyed By	na i Nergit	
Save	Copy Intake Case	Close	View / Pri Intake Rep		

 Adult Number 			
🔘 Caseload Number			
O Advance Search			
🔿 Add Adult			

If the adult is not found, a message will appear advising that there are no matches.

i. Adult Number Radio Button

 On the <u>Adult Search</u> screen (i) click the Adult Number radio button, (ii) type in the Adult Number, (iii) click the Find button, and the <u>Adult Information</u> screen will appear. Review the information displayed on <u>Adult Information</u> screen to ensure the correct adult is found, (iv) click the Close button, and the adult's information will auto-populate into the Petitioner's Information fields on the Intake Case tab of the <u>Domestic Relations Intake</u> screen. If a match is not found the <u>Adult Search</u> information screen will inform the user the search criteria should be changed.

🖳 Adult Search	×
Adult Number	
Caseload Number	
O Advance Search	
O Add Adult	
Find Close	

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Adult Information Screen - Adult	Real Domestic Relations Intake
Adult Information number and name displayed here	Intake Case
Adult Number SSN Edit Adult Info	Petitioner's Information Unknown? SSN Name Name Add View Clear Add View
Date of Birth Age (Years - Months) Print Face Race / Ethnicity	Respondent's Information Add View Clear Uhknown? SSN Name Add View Clear
Is Deceased? No Genetic Sex	Juvenile's Information SSN Name Add View Clear Juvenile Number DOB Age (Years - Months)
Adult Information Address / Phones / Email Employment Information Associated Juveniles Adult Information Height "Weight Color: Eyes Hair Marital Status Is U.S. Otizen? Is U.S. Otizen? Is U.S. Otizen? Docket # (Arlington CSU) Otiver's License Information State License Issued	Intake Case Number (ICN): Will be assigned after saving Court District FIPS Open Date Time 0123:03 PM Close Date Case Type Petitioner Type Relationship None (<i>Petitioner to Juvenile</i>) Mandatory fields displayed in bold Worker Keyed By Efter J. Reinick
	Save Copy Intake Close View / Print View Supreme Offense History Case Intake Report Court Details Summary Report

When creating a new domestic relations intake the **Petitioner's Information** is always entered because all **Domestic Relations Intake** actions begin with the filing of a petition by the petitioner.

- Refer to the <u>BADGE Juvenile & Adult Information Screens Manual</u> for instructions on using the <u>Adult Information</u> screen.
 ii. Caseload Number Radio Button
 - On the <u>Adult Search</u> screen (i) click the **Caseload Number** radio button, (ii) type in the Caseload Number, (iii) click the Find button, and the <u>Adult Information</u> screen will appear. Review the information displayed on the <u>Adult Information</u> screen to ensure the correct adult is found, (iv) click the **Close** button, and the adult's information will auto-populate into the **Petitioner's Information** fields on the *Intake Case* tab of the <u>Domestic Relations Intake</u> screen. If a match is not found the <u>Adult Search</u> information screen will inform the user the search criteria should be changed.

Adult Information Screen - Adult	The Domestic Relations Intake X
Adult Information number and name displayed here	Intake Case
Adult Number SSN SSN Edit Adult	Pettioner's Information Unknown? SSN Name Add View Clear
Adult Name Info	
Date of Birth The Date of Birt	Respondent's Information Unknown? SSN Name Add View Clear
Race / Ethnicity	Juvenile's Information
Is Deceased? No Genetic Sex	SSN Name Add View Clear
	Juvenile Number DOB Age (Years - Months)
Adult Information Address / Phones / Email Employment Information Associated Juvenile	Intake Case Number (ICN); Will be assigned after saving
Adult Information	Court District
Height 🛛 ' "Weight 🛄 Color: Eyes 🐜 Hair	Open Date V Time 01:23:03 PM 💠 Close Date
Marital Status Is U.S. Citizen?	
Docket # (Arlington CSU)	
	Relationship None (Petitioner to Juvenile) Mandatory fields displayed in bold
Driver's License Information Driver's License Number State License Issued	Worker Keyed By Eric J. Reinick
	Save Copy Intake Close View / Print View Supreme Offense History Case Close Intake Report Court Details Summary Report
Gose	

- iii. Advance Search Radio Button
 - 1. On the <u>Adult Search</u> screen click the **Advance Search** radio button and the fields at the bottom of the screen will appear.

💀 Adult Search					>	×
O Adult Numbe	er					
🔘 Caseload Nu	umber					
Advance Se	arch					
O Add Adult						
Last Name				🗌 Use	e Wildcard	
	🗌 Na	me Suffix				
First Name				🗌 Use	e Wildcard	
Date of Birth		temative Spellir (MM/DD/YY) cords that have	m	es for suffix	and DOB	
Genetic Sex	I AI	Male 🔾	Female			
SSN						
Street Address				(Full or P	artial)	
City			ZI	P Code		
🗌 ls Law I	Enforcement Of	fficer (LEO)?	LEO Ba	dge #	_	
Phone		(Home, Wo	rk, or Ce	I)		
	Find Adult	s with Open We	orkload			
F	ind	Close		Clear All		

- Either (a) type the full last name in the Last Name text field for an exact name match; or (b) (i) enter a partial sequence of characters beginning with the first letter of the last name in the Last Name text field and (ii) click the Use Wildcard checkbox to obtain results based on a partial name match.
 - a. The **Name Suffix** checkbox is automatically left unchecked for none, if desired click the checkbox in order to select a suffix from the drop-down menu.
- Either (a) type the full first name in the First Name text field for an exact name match; or (b) (i) enter a partial sequence of characters beginning with the first letter of the first name in the First Name text field and (ii) click the Use Wildcard checkbox to obtain results based on a partial name match.
- 4. An adult can be searched for by including the **Date of Birth** in the following format MM/DD/YYYY.
 - a. If the date of birth is not known, click the **Include records that have no values for suffix** and **DOB** checkbox.
- 5. Select the Genetic Sex by clicking one radio button for All, Male, or Female.
- 6. Search using the adult's Social Security number by typing it into the **SSN** textbox with or without dashes.
- 7. Search using the adult's full or partial address by typing it into the Street Address textbox.
- 8. Search using the adult's city by typing it into the City textbox.
- 9. Search using the adult's zip code by typing it into the **ZIP Code** textbox.
- 10. If the adult search is for a law enforcement officer, (i) click the checkbox next to the Is Law Enforcement Officer (LEO)? option and the LEO Badge # textbox will become accessible. (ii) Type the badge number in the LEO Badge # field.
- 11. Search using the adult's home, work, or cell phone number by typing it into the **Phone** textbox.
- 12. In order to include adults with open workloads in the search results, click the **Find Adults with Open Workload** checkbox.
- 13. Click the **Find** button and any records matching the criteria entered will appear in the <u>Search</u> <u>Results</u> screen. If a match is not found the <u>Adult Search</u> information screen will inform the user the search criteria should be changed.

Conduct an Advance Search for each criterion separately. Entering multiple criteria may be too specific to yield any results. In order to clear all the information in the search fields, click the **Clear All** button.

In order to yield broader search results, type ONLY the first two or three characters of the last and first name, and select **Use Wildcard**.

If the intake officer did not indicate that the adult is a LEO, the adult will not be found using the **Is Law Enforcement (LEO)**? checkbox option. It is best to search for the officer by name and city, if known.

a. If the <u>Search Results</u> screen displays multiple similar records, each record can be viewed individually to identify the correct adult. (i) Select an adult record, and the row will be highlighted in blue, (ii) click the **View Info** button, and the <u>Adult Information</u> screen will

appear and display additional information for the record. Review the <u>Adult Information</u> screen to ensure the correct adult is identified, (iii) click the **Close** button to exit the <u>Adult</u> <u>Information</u> screen and return to the <u>Search Results</u> screen. (iv) Once the correct record is identified, click the **Select** button and the <u>Adult Information</u> screen will appear and display additional information for the record. (v) Click the **Close** button to exit the <u>Adult Information</u> screen and the selected adult's information will auto-populate the **Petitioner's Information** fields on the Intake Case tab of the <u>Domestic Relations Intake</u> screen.

b. If the desired adult record is readily identifiable on the <u>Search Results</u> screen (i) select the adult record, and the row will be highlighted in <u>blue</u>. (ii) Click the <u>Select</u> button and the <u>Adult</u> <u>Information</u> screen will appear and display additional information for the record. (iii) Click the <u>Close</u> button to exit the <u>Adult Information</u> screen and the selected adult's information will auto-populate the <u>Petitioner's Information</u> fields on the <u>Intake Case</u> tab of the <u>Domestic Relations Intake</u> screen.

Adult #	Last Name	Suffix	First Name	Middle Name	City	DOB	Race	Genetic Sex
10000	100000		10/100	100.00	NO-WOND:	ECC-1981		
10.000	ALC: NOT THE OWNER OF THE OWNER OWNER OF THE OWNER OWNE		100		And the second second	1000		100
10.00	A1010		85 A	The second	ARGENE BURGE	8.04-1881		
	A DESCRIPTION OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER		1.000	1.000	ARCHITECTURE CONTRACTOR	0.000		
100,000	And the local diversity of the local diversit	1	Contraction of Contraction		Automa.			
1000	10000		Server States (Server)	1.000	printer in the	57-10-100A	1	
1000	1000		and the second second	No. of Concession, Name	COMPANY AND A	625.555		1
10.00	(MCM)		100		No. (1993) (1977)	1.000	1	
1000	ALC: NOT THE OWNER OF THE OWNER OWNER OF THE OWNER OWNE OWNER OWNE	100	10.00 m	10	10000	(A.45) (MA)	1	
1.676	And in the local diversion of the local diver		Sector 2	N	ALC: NOT THE R.	10.00	1	
-	AND A DESCRIPTION OF A		100	1000	states and	Enclosed in a	1	
100.00	10000		de la factoria de la compañía de la		(Belleville)	0.55 (0.0)		
	10000		1007	100	space of state	P. 10 (94)	1	
1000	ALC: NOT THE OWNER OF THE OWNER OWNER OF THE OWNER OWNE OWNER OWNE		and the second sec		the first of the second		11	
1000	And in the local diversion of the local diver		1000	h	ACCOUNTS OF	10.000	1	
-	percent.		A 100 1	depart of	design and the second	10000	1	
100.00	1000		all the local data		1000	100000		
100.00	1000		10.0	1000	A DATE:	Price and	10	

Adult Information Screen - Adult	🖳 Domestic Relations Intake X
Adult Information number and name displayed here	Intake Case
Adut Number SSN Edit Adut Adut Name Edit adut	Petitioner's Information Unknown? SSN Name Add View Clear
Date of Bith Age (Years - Months) Print Face Race / Ethnicity	Hespondent's Information Add View Clear Unknown? SSN Name Add View Clear
Race / Etinicity	Juvenile's Information
Is Deceased? No Genetic Sex	SSN Name Add View Clear
	Juvenile Number DOB Age (Years - Months)
Adult Information Address / Phones / Email Employment Information Associated Juveniles	Intake Case Number (ICN): Will be assigned after saving
Height 📕 ' 👘 Weight 💻 Color: Eyes 💼 Hair 🗰	Court District V FIPS
	Open Date Time 01:23:03 PM 🖨 Close Date
Martal Status Is U.S. Citizen?	Case Type V Petitioner Type V
Dockel # (Allington CSO)	Relationship None V (Petitioner to Juvenile) Mandatory fields displayed in bold
Driver's License Information Driver's License Number State License Issued	Worker Keyed By Etic J. Reinick
	Save Copy Intake Close View / Print View Supreme Offense History Case Intake Report Court Details Summary Report
Qose	

Refer to the <u>BADGE Juvenile & Adult Information Screens Manual</u> for instructions on using the <u>Adult Information</u> screen. iv. Add Adult Radio Button

1. If an adult record does not exist a new adult record can be created. From the <u>Adult Search</u> screen click the **Add Adult** radio button and the fields at the bottom of the screen will appear.

🛃 Adult Search	×
O Adult Number	
Caseload Number	
O Advance Search	
Add Adult	
Last Name	
🗌 Name Suffix 🚽 🗸	
First Name	
Date of Birth (MM/DD/YYYY)	
Add Close	

- The Add Adult radio button will create a new adult record with a unique Adult Number. All information pertaining to this adult will be found under the new adult number.
 - a. Type the last name in the Last Name field.
 - i. If required, click the **Name Suffix** checkbox in order to select a suffix from the dropdown menu.
 - b. Type the appropriate data in the (i) **First Name** and (ii) **Date of Birth** fields, and (iii) click the **Add** button.
 - c. If the system finds possible matches, the <u>Add New Adult</u> information screen will appear.

?	System has found possible matches with the inform have entered. It is advised that you review all possible matches. W like to review these matches?	
	like to review these matches:	

- i. To review the possible matches, click the Yes button and the <u>Adult Search</u> screen will appear with the Advance Search radio button preselected and the Last Name, Name Suffix (if applicable), First Name, and Date of Birth fields auto-populated with the data that was entered in the Add Adult radio button fields.
- ii. If an **Advance Search** was conducted and the correct adult was not found, click the **No** button, and the <u>Please Enter ALL Available Information for New Adult</u> screen will appear.

Real Adult Search	💀 Please Enter ALL Available Information for New Adult	×
Adult Number Caseload Number Advance Search	Name/Address Information General Information Employment Information	
O Add Adult	Adult <u>N</u> ame	
Last Name Use Wildcard	Last Name Address	
Arme Suffix Finst Name Include Atternative Spellings Date of Birth (MM/DD/YYYY) Include records that have no values for suffix and DOB Genetic Sex All Male Female SSN Street Address (Full or Partial)	Suffix (Jr, Sr, I, II, III, IV, etc) None First Name Image: Control of the state of the stat	
City ZIP Code Is Law Enforcement Officer (LEO)? LEO Badge #		
Phone (Home, Work, or Cell) Phone (Home, Work, or Cell)	All Fields in Bold Are Mandatory	
Find Close Clear Al	•- ✓ Yes	

Refer to the <u>Advance Search radio button</u> section on how to conduct an Advance Search.

d. Please Enter All Available Information for New Adult Screen

If the system does not find any possible matches, the <u>Please Enter ALL Available</u> <u>Information for New Adult</u> screen will appear. This screen consists of the Name/Address Information, General Information, and Employment Information tabs.

i. Name/Address Information Tab

🖷 Please Enter ALL Available Information for New Adul	lt :	×			
Name/Address Information General Information Employm	ment Information				
Adult <u>N</u> ame	Adult <u>A</u> ddress				
Last Name	Address				
Suffix (Jr, Sr, I, II, III, IV, etc) None ~					
First Name	Zip Code Find City by Zip Code				
Middle Name	City/Town				
Genetic Sex () Male () Female () Unknown	State Unknown V				
Is Deceased?* Approx. Date	Is Address Confidential?* Paste Unknown				
All Fields in Bold Are Mandatory					
• Yes No I Unknown Save	Cancel				

- The Last Name, Suffix (if applicable), First Name, and Date of Birth fields will auto-populate with the data that was entered in the Add Adult radio button fields. (i) Type the Middle Name and (ii) select the Genetic Sex.
 - a. If the adult is deceased, (i) click the **Is Deceased?*** checkbox and the **Approx. Date** field will become accessible. (ii) Type the approximate death date.
- 2. Type in the (i) Address and (ii) Zip Code. (iii) Click the Find City by Zip Code button and the City/Town and State fields will auto-populate.
 - a. If the adult **is Deceased?*** is checked, "Deceased" will auto-populate into the **Address** and **City/Town** fields.

Adult Address	
Address	Deceased
Zip Code	Find City by Zip Code
City/Town	Deceased
State	Unknown ~
	Is Address Confidential?* Paste Unknown

- 3. If the adult's address needs to remain confidential, click the **Is Address Confidential?*** checkbox.
- 4. If the adult's address is unknown, click the **Paste Unknown** hyperlink, and "Unknown" will auto-populate into the **Address**, **City/Town**, and **State** fields.

Adult Address	
Address	Unknown
Zip Code	Find City by Zip Code
City/Town	Unknown
State	Unknown V
	Is Address Confidential? * Paste Unknown

- Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.
- The adult's address may need to remain confidential if a Protective Order exists.

ii. General Information Tab

県 Please Enter A	ALL Available Information for New Adult	×
Name/Address I	Information General Information Employment Information	
Adult <u>I</u> nformati	ion	
Date of Birth	Age (YY- MM) SSN Is Adult U.S. Citizen?*	
Race	Unknown V Ethnicity (Hispanic/Latino?) Unknown V	
Height	V Weight Eye Color Unknown V Hair Color Unknown V	
Marital Status	Unknown V Docket # (for Arlington CSU)	
Driver's Lic. #	State Issued Driver's License	
Adult <u>P</u> hone/E	E-mail	
Home Phone	Cell Phone E-mail	
*- 🗹 Yes 🗌	No Unknown Save Cancel	

- 1. The Date of Birth will auto-populate with the date that was entered in the Add Adult radio button Date of Birth field. If the Date of Birth is not listed, type it in at this time. The Age (YY-MM) will auto-populate based on the Date of Birth field. Select the (i) Race and (ii) Height from the drop-down menus. The first Height drop-down menu is in feet and the second is for the remaining height in inches. (iii) Type the adult's approximate Weight (in pounds), (iii) select the Marital Status from the drop-down menu, (iv) type the adult's Driver's Lic. #, and (v) select the state of issuance from the State Issued Driver's License drop-down menu.
- (i) Type the adult's Social Security number in the SSN field. If the adult is a U.S. Citizen, click the Is Adult U.S. Citizen?* checkbox. Select the (ii) Ethnicity, (iii) Eye Color, and (iv) Hair Color from the drop-down menus. If located at the Arlington CSU, input the Docket #.
- 3. Input the adult's (i) **Home Phone**, (ii) **Cell Phone**, and (iii) **E-mail** in the corresponding fields.

•	Please Enter ALL Available Information for New Adult	\times
	Name/Address Information General Information Employment Information	
	Adult Employment Information Adult Employer Address / Phone Number	
	Status Unknown v Aprox. Date Address	
	Employer	
	Job Title Zip Code Find City by Zip Code	
	City/Town	
	Is Adult Law Enforcement Officer?* State Unknown V Same as Home	
	Law Enforcement Officer Badge Number	
	• ✓ Yes 🔲 No 🔳 Unkr 🔊 n Save Cancel	

iii. Employment Information Tab

 (i) Select the adult's employment status from the Status drop-down menu and type in the selected status' (ii) Approx. Date, (iii) Employer name, and (iv) Job Title. If the adult is a law enforcement officer (v) check the Is Adult Law Enforcement Officer?* checkbox and (vi) input the Law Enforcement Officer Badge Number in the textbox.

- Type in the adult's employment (i) Address and (ii) Zip Code. (iii) Click the Find City by Zip Code button and the City/Town and State fields will auto-populate. Type in the adult's work (iv) Phone number and (v) Phone Extension (if applicable).
- 3. If the adult works from home, click the **Same as Home** hyperlink, and the **Address**, **Zip Code**, **City/Town**, and **State** information will auto-populate.
- (i) Click the Save button, and the <u>Adult Information</u> screen will appear displaying the data entered in the preceding steps. Review the <u>Adult Information</u> screen to ensure the information is correct. (ii) Click the Close button to return to the Intake Case tab of the <u>Domestic Relations</u> Intake screen.
- Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.
- b. View Button. On the <u>Domestic Relations Intake</u> screen, in the Petitioner's Information section, click the View button and the petitioner's <u>Adult Information</u> screen will appear.
 - i. (i) On the <u>Adult Information</u> screen click the Edit Adult Info button and the <u>Edit Information for</u> <u>Adult Number</u> screen will appear. On the <u>Edit Information for Adult Number</u> screen edit existing information as required and (ii) click either (a) the Save button or (b) the Cancel button to return to the <u>Adult Information</u> screen. On the <u>Adult Information</u> screen (iii) click the Close button to return to the <u>Domestic Relations Intake</u> screen.

Domestic Relations Intake X Intake Case	Adult Information Screen - Adult Adult Information Screen - Adult number and name displayed here
Petitioner's Information Add Vew Cear Unknown? SSN Name Add Vew Cear Unknown? SSN Name Add Vew Cear Juvenie's Information SSN Name Age (Years - Months) Intake Case Vew Cear Court District Time 0123:03 PM (P Close Date Intake Case Vew Petitioner Type Vew Relationship None (Petitioner to Juvenie) Mandatory fields displayed in bold	Adult Number SSN Adult Name Edit Adult Date of Birth Age (Years - Months) Print Face Sheet Race / Ethnicity Genetic Sex Adult Information Address / Phones / Email Employment Information Adult Information Address / Phones / Email Employment Information Adult Information Address / Phones / Email Employment Information Adult Information Height * Weight Color: Eyes Hair * Marttal Status Is U.S. Citizen? * Docket # (Arlington CSU) * Driver's License Information State License Issued *
	Qose

Befer to the BADGE Juvenile & Adult Information Screens Manual for instructions on using the Adult Information screen.

💀 Edit Information for Adult Number 🔚 🖛	Adult Number
Name/Address Information General Information Employ	yment Information
Adult Name	Adult Address
Last Name	Address
Suffix (Jr, Sr, I, II, III, IV, etc) None <	
First Name	Zip Code Find City by Zip Code
Middle Name	City/Town Unknown
Genetic Sex () Male Female () Unknown	State VA Virginia ~
Is Deceased?* Approx. Date	Is Address Confidential? * <u>Paste Unknown</u>
All Fields in	n Bold Are Mandatory
• Ves No 🔳 Unknown Save	Cancel

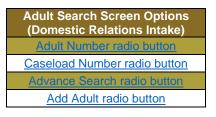
BADGE Manual

c. Clear Button. On the <u>Domestic Relations Intake</u> screen, in the **Petitioner's Information** section, click the **Clear** button to remove the data from the **Petitioner's Information** fields on the *Intake Case* tab.

etitioner's Information] Unknown? SSN	Name Name	Add View Clear
---	-----------	----------------

2. Respondent's Information

- a. Add Button. On the <u>Domestic Relations Intake</u> screen, in the Respondent's Information section, click the Add button and the <u>Adult Search</u> screen will appear. This screen consists of three adult search options allowing users to search by Adult Number, Caseload Number, or by Advance Search. When a search is performed and a match is not found the <u>Adult Search</u> information screen will appear and inform the user the search criteria should be changed. If a search does not return any results and an adult record is determined to not exist, an adult record can be created via the Add Adult radio button.
 - See the instructions detailed in the **Petitioner's Information section** for instructions related to the following <u>Adult Search</u> screen options:



🚽 Domestic Rela	ations Intake			×		
ntake Case					🖳 Adult Search	
Petitioner's Infon		Lever web.t	Ad	d View Clear	Adult Number Caseload Number	
Respondent's In		e	Ad	d View Clear	Advance Search Add Adult	
-Juvenile's Inform Juvenile N	SSN Name		s - Months)	d View Clear	Find	Close
Intake Case N	Number (ICN): Will be assi	igned after saving				
Court District		\sim	FIPS			
Open Date	Time 0	1:23:03 PM 🚖 Close	e Date			
Case Type		 Petitioner 	Туре	~		
Relationship	None \sim	(Petitioner to Juvenile)	Mandatory fields	displayed in bold		
Worker		Keyed By	Eric J. Reinick			
Save	Copy Intake Case	Close View / Pr Intake Rep		Offense History Summary Report		

- Refer to the <u>Petitioner's Information</u> section on how to navigate the <u>Adult Search</u> screen.
- b. View Button. On the <u>Domestic Relations Intake</u> screen, in the **Respondent's Information** section, click the **View** button and the petitioner's <u>Adult Information</u> screen will appear.
 - i. (i) On the <u>Adult Information</u> screen click the Edit Adult Info button and the <u>Edit Information for</u> <u>Adult Number</u> screen will appear. On the <u>Edit Information for Adult Number</u> screen edit existing information as required and (ii) click either (a) the Save button or (b) the Cancel button to return to the <u>Adult Information</u> screen. On the <u>Adult Information</u> screen (iii) click the Close button to return to the <u>Domestic Relations Intake</u> screen.

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	Adult Information	Adult Information Scree number and name displa	n - Adult ayed here
	Adult Number	SSN HERE AND	Edit Adult
	Adult Name		Info
Domestic Relations Intake		ge (Years - Months)	Print Face Sheet
Intake Case	Race / Ethnicity		
Petitioner's Information Unknown? SSN Name Add View Clear	Is Deceased? No	Genetic Sex	
Respondent's Information	Adult Information Address / Phones / Er	mail Employment Information Asso	ciated Juveniles
Unknown? SSN Name Add View Clear	Adult Information Height	Color: Eyes	Hair
Juvenile's Information	Marital Status	Is U.S. Citizen?	
SSN Name Add View Clear	Docket #	(Arlington CSU)	
Juvenile Number DOB Age (Years - Months)	Driver's License Information		
	Driver's License Number	State License	e Issued
		Close	
		<u>0</u> 000	
💀 Edit Information for Adult Number		×	
Adult N	lumber		
Name/Address Information General Information Employment Information			
Adult <u>N</u> ame			
Last Name Address	1x		
Suffix (Jr. Sr, I, II, III, IV, etc) None ~			
		_	
First Name Zip Code	Find City by Zip Code		
Middle Name City/Town Unknown			
Genetic Sex () Male () Female () Unknown State VA Virgin	a v		
	ss Confidential? * Paste Unknowr		
L is deceased? Approx. Date	ss Conindential? <u>Paste Oriknowr</u>	1 1	
All Fields in Bold Are Mandatory			
· ✓ Yes No ■ Unknown Save Cancel			

c. Clear Button. On the <u>Domestic Relations Intake</u> screen, in the Respondent's Information section, click the Clear button to remove the data from the Respondent's Information fields on the Intake Case tab.

Domestic Relations Intake		×
Intake Case		
Petitioner's Information Unknown? SSN	Name	Add View Clear
Respondent's Information	Name	Add View Clear
Juvenile's Information SSN Juvenile Number	Name DOB Age (Years - Months)	Add View Clear

3. Juvenile's Information

a. Add Button. On the <u>Domestic Relations Intake</u> screen, in the Juvenile's Information section, click the Add button and the <u>Find Juvenile</u> screen will appear. This screen consists of multiple juvenile search options detailed in the <u>BADGE Login & Search Manual</u>.

i. Add Juvenile tab.

- 1. If a search does not return any results and a juvenile record is determined to not exist, select the *Add Juvenile* tab to create a new juvenile record.
- **Befer to the BADGE Login & Search Manual** for instructions on how to search for a juvenile.

💀 Domestic Relations Intake 🛛 🗙	
Intake Case	
Petitioner's Information	💀 Find Juvenile
Unknown? SSN Name Name Add View Clear	Pad hunda in the international data and
Respondent's Information	Find Juvenile Direct Care Population Detention Population Add Juvenile
Unknown? SSN Name Add View Clear	Search by Last Name Use Wildca
Juvenile's Information	Juvenile Number Name Suffix Include None ~
SSN Name Add View Clear	O DC Number First Name Use Wildca
Juvenile Number DOB Age (Years - Months)	Intake Case Number Include Atternative First Name Spellings
Intake Case Number (ICN): Will be assigned after saving	
Court District V FIPS	Caseload Number Alias SSN
Open Date Time 01:23:03 PM 🔶 Close Date	O Advance Search DOB / Age
Case Type V Petitioner Type V	Previous Selections Street Address (Full or Partial)
Relationship None (Petitioner to Juvenile) Mandatory fields displayed in bold 	ZIP Code Phone (Home, Cell, or W
	Juvenile Number Find Juveniles with Commitment(s) to the State Clear All
Worker Keyed By Eric J. Reinick	
Save Copy Intake Close View / Print View Supreme Offense History Case Close Intake Report Court Details Summary Report	Show Last Results Find Cancel

The <u>Find Juvenile</u> screen and the <u>Add Juvenile</u> screen are the same screen. The screen name will change from the <u>Find</u> <u>Juvenile</u> screen to the <u>Add Juvenile</u> screen when the <u>Add Juvenile</u> tab is selected.

ind Juvenile	Direct Care Population E	Detention Population Add Juvenile		
		enter juvenile's legal name		
	use nick	names) and date of birth, i	known	
	Last Name		(Required)	
		Name Suffix		
	First Name		(Required)	
	Date of Birth	Age (YY-MM)		

- a. On the Add Juvenile tab type in the Last Name.
 - i. The **Name Suffix** checkbox is automatically left unchecked for none, if desired click the checkbox in order to select a suffix from the drop-down menu.
- b. Type in the (i) **First Name** and the (ii) **Date of Birth.** The **Age (YY-MM)** field will autopopulate based on the **Date of Birth** entered. (iii) Click the **Add** button.
- c. (a) If the system does not find a possible juvenile name match the <u>Please Enter ALL</u> <u>Available Information for New Juvenile</u> screen will appear. See the <u>Please Enter ALL</u> <u>Available Information for New Juvenile</u> screen section. (b) If the system finds possible juvenile name matches, the <u>System has located X possible matches</u> (i.e., <u>Search Results</u>) screen will appear.
 - i. If the <u>Search Results</u> screen displays multiple similar records, each record can be viewed individually to identify the correct juvenile. (i) Select a juvenile record, and the row will be highlighted in blue, (ii) click the View Info button, and the <u>Juvenile</u> <u>Information</u> screen will appear and display additional information for the record. Review the <u>Juvenile Information</u> screen to ensure the correct juvenile is identified, (iii) click the Close button to exit the <u>Juvenile Information</u> screen and return to the <u>Search Results</u> screen. (iv) Once the correct record is identified, click the Select button and the <u>Juvenile Information</u> screen will appear and display additional information for the record. (v) Click the Close button to exit the <u>Juvenile Information</u> screen and the selected juvenile information information screen will appear and display additional information for the record. (v) Click the Close button to exit the <u>Juvenile Information</u> screen and the selected juvenile's information will auto-populate the Juvenile's Information fields on the Intake Case tab of the <u>Domestic Relations Intake</u> screen.

ii. If the desired juvenile record is readily identifiable on the <u>Search Results</u> screen (i) select the juvenile record, and the row will be highlighted in blue. (ii) Click the **Select** button and the <u>Juvenile Information</u> screen will appear and display additional information for the record. (iii) Click the **Close** button to exit the <u>Juvenile Information</u> screen and the selected juvenile's information will auto-populate the **Juvenile's Information** fields on the *Intake Case* tab of the *Domestic Relations Intake* screen.

Juvenile #	Last Name	Suffix	First Name	Middle Name	Residence FIPS	DOB	Race	Genetic Sex
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1000	100.00		and a		Reference -	10.00	- E	- 10
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	and the second sec		2019 B	1000		10.00	1	11 C
1000	10.00		100	-9994	No. of Loss Sector	1000		1 A
wiresh.	the late		1000	words.		10.000		
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1.00	(Sec. 2.		104	Ph. (400)	the birth of	1.00		
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Juvenile Information Screen - ×	🚽 Domestic Relations Intake 🛛 🗙
Juvenile Information Screen - Juvenile number and name displayed here Juvenile Number Juvenile Number Juvenile Number Date of Birth Race / Ethnicity Resident of Resident of Resident of Recorded Alets View/Change Print Alets	Pettioner's Information Pettioner's Information Unknown? SSN Name Add View Clear Add View Clear Juvenie's Information Juvenie's Information SSN Name Add View Clear Add View Clear Juvenie's Information SSN Name FIPS Court Diatrict Court Diatrict Court Diatrict FIPS Court Diatrict Case Type Pettioner Type Pettioner Type Petitioner Type Petitioner to Juvenie/ Mandatory fields displayed in bold
	Worker Keyed By
	Save Copy Intake Case Olose View / Print Intake Report View Supreme Court Details Offense History Summary Report
Qose	

- Prefer to the BADGE Juvenile & Adult Information Screens Manual for instructions on using the Juvenile Information screen.
 - iii. If a juvenile record is determined to not exist, proceed with adding a new juvenile by clicking the Add New button on the <u>System has located X possible matches</u> (i.e., <u>Search</u> <u>Results</u>) screen and the <u>Please Enter ALL Available Information for New Juvenile</u> screen will appear.

 Note: List include	es juveniles	with no s	uffixes or d	ate of b	irth recorded.		1	 	~
	<u>S</u> elect		<u>V</u> iew Info	- [<u>A</u> dd New	<u>C</u> ancel			
				L					

d. Please Enter ALL Available Information for New Juvenile Screen

If the system does not find any possible matches, the <u>Please Enter ALL Available</u> <u>Information for New Juvenile</u> screen will appear. This screen consists of the Name/Address Information, General Information, and Birth/Family Information tabs.

🖳 Please Enter ALL Available Information for New Juver	ile X
Name/Address Information General Information Birth/Farr	nily Information
Juvenile <u>N</u> ame	Juvenile <u>A</u> ddress
Last Name	Address
Suffix (Jr, Sr, I, II, III, IV, etc) None 🗸	
First Name	Zip Code Find City by Zip Code
Middle Name	City/Town
Genetic Sex 🔿 Male 🔿 Female	State Unknown ~
Is Deceased? *	Paste Petitioner's Paste Unknown
	Juvenile FIPS of Residence
All Fields in Bold Are Mandatory	Resident of Other/Unknown V
•- ✓ Yes 🔲 No 🔳 Unknown <u>S</u> ave	Cancel

i. Name/Address Information Tab

🚆 Please Enter ALL Available Information for New Juver	nile X
Name/Address Information General Information Birth/Fan	nily Information
Juvenile Name	Juvenile <u>A</u> ddress
Last Name Suffix (Jr, Sr, I, II, III, IV, etc) None V	Address
First Name	Zip Code
Middle Name	City/Town
Genetic Sex 🔿 Male 🔿 Female	State Unknown ~
Is Deceased? *	Paste Petitioner's Paste Unknown
All Fields in Bold Are Mandatory	Juvenile FIPS of Residence Resident of Other/Unknown V
•- ✓ Yes 🗌 No 🔳 Unknown Save	Cancel

- 1. The Last Name, Suffix (if applicable), and First Name information will auto-populate with the data that was entered in the *Add Juvenile* tab. (i) Type the Middle Name and (ii) select the Genetic Sex.
 - a. If the juvenile is deceased, (i) click the **Is Deceased?*** checkbox and the **Address** and **City/Town** fields will auto-populate with "Deceased."

Address	Deceased
Zip Code	Find City by Zip Code
City/Town	Deceased
State	Unknown

- 2. Type in the (i) Address and (ii) Zip Code. (iii) Click the Find City by Zip Code button and the City/Town, State, and Juvenile FIPS of Residence fields will autopopulate.
 - a. If the juvenile address is unknown (i) click the **Paste Unknown** hyperlink and the **Address** and **City/Town** fields will auto-populate with "Unknown."

Adult Address	
Address	Unknown
Zip Code	Find City by Zip Code
City/Town	Unknown
State	Unknown 🗸
	Is Address Confidential?* Paste Unknown

- b. If the juvenile's address is the same as the petitioner's address, click the **Paste Petitioner's** hyperlink, and the **Juvenile Address** fields will auto-populate to the petitioner's address.
- c. If the juvenile's address is the same as the respondent's address, click the **Paste Respondent's** hyperlink, and the **Juvenile Address** fields will auto-populate to the respondent's address.
- The address should reflect the juvenile's current home address even if the juvenile is committed to DJJ or resides in a group home or other facility.
- Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town**, **State**, and **Juvenile FIPS of Residence** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.
- Use the **Paste Unknown** hyperlink if the juvenile will not provide his/her name or address but needs to be detained.
- The system may or may not display the **Paste Petitioner's Address** or the **Paste Respondent's Address** hyperlinks. The data must exist in the system for a given hyperlink to display.

luvenile Info	omation	Juvenile Drive	r's License	
SSN	Is DNA Taken?*	Туре	Unknown	\sim
Race	Unknown 🗸	Status	Unknown	1
thnicity(H	ispanic/Latino?) v	License #		
Height	✓ ' ✓ ' Weight	State Issued		~
Color: Eyes	Unknown 🗸 Hair Unknown 🗸	Juvenile Phon	e/E-mail	
School		Home Phone		Cell Phone
Grade	Unknown 🗸	Work Phone		Extention
Registered	Voter? O Yes O No	E-mail		

ii. General Information Tab

- (i) Type the juvenile's Social Security number in the SSN field. If the juvenile has submitted a DNA sample, (ii) click the Is DNA Taken?* checkbox. Select the juvenile's (iii) Race and (iv) Ethnicity from the drop-down menus. (v) Select the Height from the drop-down menus. The first Height drop-down menu is for the height in feet and the second Height drop-down menu is for the remaining height in inches. (vi) Type in the juvenile's approximate Weight (in pounds), select the (vii) Eye Color and (viii) Hair Color from the drop-down menus, (ix) type the juvenile's School name, and (x) select the juvenile's Grade from the drop-down menu.
- 2. For the **Registered Voter?** item, select the appropriate **Yes** or **No** radio button to record the juvenile's voter registration status.
- 3. If the juvenile has a driver's license or any government issued identification card, (i) select the Type and (ii) Status form the appropriate drop-down menus. (iii) Enter the license or identification card number in the License # field and (iv) select the issuer from the State Issued drop-down menu.
- 4. Type in the juvenile's (i) **Home Phone**, (ii) **Cell Phone**, (iii) **Work Phone**, (iv) **Extension**, and (v) **E-mail** address, if applicable.

In order to enter **Is DNA Taken?*** information, verify the information with the clerk's office.

iii. Birth/Family Information Tab

🖳 Please Enter ALL Availa	able Information for New Juv	enile	×
Name/Address Information	General Information Birth/F	amily Information	
Juvenile Birth Information	n		
Date of Birth		Age (YY-MM)	
State of Birth	Unknown 🗸	Birth Country	
Birth Verification	None \checkmark	Birth Certif. #	Unknown
Juvenile <u>F</u> amily Informati	on		
Mother's Maiden Name			
Annual Family Income	Unknown	\sim	
Living with	Unknown	\sim	
*- 🗹 Yes 🗌 No 🔳	Unknown <u>S</u> ave	<u>C</u> ancel	

- The Date of Birth will auto-populate from the Add Juvenile tab. If the Date of Birth is not listed, enter it at this time. The Age (YY-MM) will auto-populate based on the Date of Birth. (i) Type the state abbreviation or select the State of Birth from the drop-down menu. (ii) Type in the Birth Country and (iii) select the Birth Verification from the drop-down menu.
- If the juvenile's birth certificate is used for Birth Verification, type in the Birth Certif.
 #. If the birth certificate number is unknown, click the Unknown hyperlink, the field will auto-populate with "Unknown."
- 3. (i) Enter the juvenile's **Mother's Maiden Name**, select the (ii) **Annual Family Income** and (iii) **Living with** from the drop-down menus.
- 4. (i) Click the Save button, and the <u>Juvenile Information</u> screen will appear. Review the <u>Juvenile Information</u> screen to ensure the information is correct, click the Close button and the juvenile's information will auto-populate the Juvenile's Information fields on the Intake Case tab of the <u>Domestic Relations Intake</u> screen.

Juvenile number and name displayed here Juvenie Name Juvenie Name Date of Birh Rec / Ethnichy Recorded Aerts View/Change Pirt Aerts Save Copy Intake Close View / Piritt Keyed By

- Prefer to the BADGE Juvenile & Adult Information Screens Manual for instructions on using the Juvenile Information screen.
- b. View Button. On the <u>Domestic Relations Intake</u> screen, in the Juvenile's Information section, click the View button and the <u>Juvenile Information</u> screen will appear.

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 (i) On the Info/Face Sheet tab of the <u>Juvenile Information</u> screen click the Edit Juvenile Information button and the <u>Edit Information for Juvenile Number</u> screen will appear. On the <u>Edit</u> <u>Juvenile Information for Juvenile Number</u> screen edit existing information as required and (ii) click either (a) the Save button or (b) the Cancel button to return to the <u>Juvenile Information</u> screen. On the <u>Juvenile Information</u> screen (iii) click the Close button to return to the <u>Domestic Relations Intake</u> screen.

🛃 Domestic Relations Intake 🛛 🕹	Juvenile Information Screen - Juvenile
Intake Case	Juvenile Information number and name displayed here
Petitioner's Information Unknown? SSN Name Add Wew Clear Respondent's Information	Juvenie Name SSN Stream SSN No inage Juvenie Name Date of Bith Stream Age (Years - Months) No inage Available
Unknown? SSN Name Add Wew Clear	Race / Ethnicity Resident of Genetic Sex
SSN Name Age (Years - Months) Add View Clear	Fréo/Face Sheet Alas Case Workers ID Marks Detention Info Alerts Family Access Log
Intake Case Number (ICN): Will be assigned after saving Court District V FIPS	Juvenile Information Juvenile Information Juvenile Driver's License - Unknown Is DNA Sample Submitted? No License #
Open Date Cose Date	Height T Weight E State Issued Status
Case Type Petitioner Type	School Home Cell
Relationship None (Petitioner to Juvenile) Mandatory fields displayed in bold	Grade Unknown Work Ext.
Worker Keyed By	Registered Voter? No E-mail
Save Copy Intake Close View / Print View Supreme Offense History Case Close View / Print View Supreme Offense History Summary Report	Print Face Sheet Edit Juvenile Information
	Qose

Prefer to the BADGE Juvenile & Adult Information Screens Manual for instructions on using the Juvenile Information screen.

🖳 Edit Information for Juvenile Number	×			
Name/Address Information General Information Birth/Fa	amily Information			
Juvenile Name	Juvenile <u>A</u> ddress			
Last Name	Juvenile Information Screen - Juvenile number and name displayed here			
Suffix (Jr, Sr, I, II, III, IV, etc) None				
First Name	Zip Code <u>F</u> ind City by Zip Code			
Middle Name	City/Town Unknown			
Genetic Sex 🔿 Male 💿 Female	State Unknown V			
☐ Is Deceased? *	Paste Unknown			
All Fields in Bold Are Mandatory All Fields in Bold Are Mandatory Juvenile FIPS of Residence Resident of 999 Other/Unknown V				
• Ves No I Unknown	Cancel			

c. Clear Button. On the <u>Domestic Relations Intake</u> screen, in the **Juvenile's Information** section, click the **Clear** button to remove the data from the **Juvenile's Information** fields on the *Intake Case* tab.

Juvenile's Information -						
SSN	10.00	Name		Add	View	Clear
Juvenile Number	10000	DOB	Age (Years - Months)			

4. Intake Case Number (ICN)

💀 Domestic Rela	ations Intake				×
Intake Case Petitioner's Infor Unknown? Respondent's In Unknown?	SSN formation SSN	Petitioner	MUST be enter	ed or "Unknov Add	vn" selected View Clear
Juvenile N	SSN SSN	Name DOB	Age (Years - Month	Add	View Clear
Intake Case	Number (ICN): Will	be assigned after sav	ing 🛶 ICN wi	ll appear here	after saving
Court District		~	FIPS		
Open Date	×	Time 01:23:03 PM 🚖	Close Date		
Case Type		~	Petitioner Type		~
Relationship	None	✓ (Petitioner to Jo	ivenile)	Mandatory fields d	isplayed in bold
Worker			Keyed By		
Save	Copy Intake Case	Close	View / Print Intake Report	View Supreme Court Details	Offense History Summary Report

a. The Intake Case Number (ICN) will auto-generate after the intake is saved.

b. Court District

- i. The **Court District** will auto-populate for users that only have access to one district. Users with access to more than one district will need to manually select the appropriate **Court District** from the drop-down menu.
- For Intakes completed by the After-Hours Intake Unit, the **Court District** field will need to be manually selected from the dropdown menu.

c. FIPS

i. In some jurisdictions the FIPS code will auto-populate based upon the selection in the Court District field. Where multiple FIPS codes exist in a court district the appropriate code should be selected using the FIPS drop-down menu. The selected FIPS should represent the locality the offense occurred in or be based upon which FIPS has jurisdiction over the case.

d. Open Date

- i. The **Open Date** will auto-populate to the current date. If the date must be changed select the date using the **Open Date** calendar drop-down screen.
- e. Time
 - i. The **Time** will auto-populate to the time when the intake screen opened. To change the time, highlight the hour, minute, or second fields, and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minute, or second fields and type in the new time.

f. Close Date

- i. The **Close Date** will auto-populate when a final disposition (offense decision) is selected. For domestic relations intakes, the **Offense Decision** field is located on the *Custody Petition* tab, the *Support Petition* tab, and the *Protective Order* tab.
- The **Close Date** field will not auto-populate if **07** -**Diversion** or **14 Pending** is selected in the **Offense Decision** field on the *Custody Petition* tab; the close date will not auto-populate until a final disposition is entered.

g. Case Type

- i. Select the Case Type from the drop-down menu.
- **Case Type** is a mandatory field.

h. Petitioner Type

- i. Select the **Petitioner Type** from the drop-down menu.
- **Petitioner Type** is a mandatory field.
- i. Relationship

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i. The **Relationship** of the petitioner to juvenile will auto-populate to **None.** To change the relationship, select the **Relationship** the petitioner has to the juvenile from the drop-down menu.

j. Worker

- i. The **Worker** will auto-populate to the name of the person creating the intake.
- k. Keyed By
 - i. The **Keyed By** will auto-populate to the name of the person entering the intake information into BADGE.
- Click the Save button and the Intake Case Number will generate. If the Petitioner's Information section has not been completed the intake case will not be saved and a prompt will appear to input the data. Once the intake case has been saved all the buttons at the bottom of the Intake Case tab will become accessible; the Narrative tab will appear; and the following buttons will display at the bottom of the Intake Case tab: Edit Intake Case Info, Add Custody Petition, Add Support Petition, and Add Protective Order.

Intake Case				
Petitioner's Information	Please provide Petitioner Name	information	Add	View Clear
Respondent's Information			~	~
	name		Add	Uta
Juvenile's Information	Please provide Juvenile i Namo	nformation	Add	View Clear
Juvenile Number	DOB	Age (Years - Month	s)	
🖳 Domestic Relatio	ns Intake			×
Intake Case Narrativ	e			
Petitioner's Informati		own, unknown	Add View	Clear

	-	7						
ntake Case	Narrative							
Petitioner	's Informatio	n						_
Unkno	wn? SS	N	Name	UNKNOWN,	UNKNOWN	Add	View Cle	ar
Responde	ent's Informa	ation						
Unkno	wn? SS	N	Name			Add	View Cle	ar
Juvenile's	Information							
	SS	N	Name	1000	14 C	Add	View	ar
Juve	enile Numbe	er	DOB	0.000	Age (Years - Mon	ths)		
Intake C	Case Num	ber (ICN): 📗		•	ICN Appe	ears Here		
Court Di	strict Ric	nmond City (CS	U)		FIPS	760 - Richmond		
Open [Date 💻	10.00	Time 01	:23:03 PM	Close Date			
Case T	ype 01	No One Interv	iewed		Petitioner Type	OL - Other Law Enfo	rcment	
Relation	nship Nor	ie		(Petitioner to	Juvenile)			
Worker	10 J. 1				Keyed By	Nex.		_
Edit Intake Info		Copy Intake Case	e De	lete Intake Case	View / Print Intake Report	View Supreme Court Details	Offense Hist Summary Rej	
		Add Custody F	etition	Add Supp	oort Petition	Add Protective Order		

Refer to the <u>Petitioner's Information</u> section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

Intake Action Buttons

Once an intake case is saved on the *Intake Case* tab all of the intake action buttons at the bottom of the tab will become accessible.

Domestic Relations Intake Action Buttons							
Edit Intake Case	Copy Intake Case Button	Delete Intake Case	View / Print Intake Report	View Supreme Court Details	Offense History Summary Report		

🖳 Domestic Relations Intake	×
Intake Case Narrative INTAKE ACT	ION BUTTONS
Petitioner's Information	
Unknown? SSN Name UNKNOWN, UN	KNOWN Add View Clear
Respondent's Information	
Unknown? SSN Name	Add View Clear
Juvenile's Information	
SSN Name Name	Add View Clear
Juvenile Number DOB DOB	Age (Years - Months)
Intake Case Number (ICN):	
Court District Richmond City (CSU)	FIPS 760 - Richmond
Open Date Time 01:23:03 PM	Close Date
Case Type 01 - No One Interviewed	Petitioner Type OL - Other Law Enforcment
Relationship None (Petitioner to Juve	enile)
Worker	Keyed By
Edit Intake Case Copy Intake Delete Intake Case Case	View / Print View Supreme Offense History Intake Report Court Details Summary Report
Add Custody Petition Add Support	Petition Add Protective Order

1. Edit Intake Case Info Button

a. (i) Click the **Edit Intake Case Info** button, (ii) edit the information as required, and (iii) click the **Save** button when the edits are completed.

2. Copy Intake Case Button

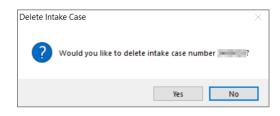
a. (i) Click the Copy Intake Case button and the <u>Copy Domestic Relations Intake Case</u> screen will appear. All available document types will be auto-selected in the Check All Documents You Want to Copy section of the screen, (ii) deselect (uncheck) any documents that will not be copied. If no documents are selected the <u>Copy Intake Case</u> information screen will prompt the user that at least one document type must be selected to copy. (iii) Change either the Juvenile's Information, or the Respondent's Information, or both, using the Clear and Add buttons. (iv) Click the Save button.

Copy Domestic Relations Intake Case - ICN:	
Original Pettioner Aduit Number Pettioner Name UNKNOWN, UNKNOWN View	
Original Respondent Adult Number Respondent Name View	Copy Intake Case X
Original Juvenile Juvenile Number Juvenile Name View	Please select at least one document type to copy.
Custody Petitions (CP) Offenses Recorded 0 Petitions Filed 0 CA Recorded 0 Offense Recorded PO Filed	ОК
New Intake Case Information	
Respondent's Information Unknown? SSN Name Add View Clear	Copy Intake Case X
Juvenie's Information SSN 10-10-10-10-10 Name Control Induition Add View Clear	You need to change either juvenile or petitioner in order to copy the case.
Juvenile Number	ОК
Check All Documents You Want to Copy Custody Petitions Custody Affidavits Protective Order	
Save Cancel	

In order to copy an intake case, the user MUST select an existing intake case that contains the desired pre-existing Custody Petition, Support Petition, and/or Protective Order. The user MUST also change either the **Juvenile's Information**, the **Respondent's Information**, or both in order to copy the case.

3. Delete Intake Case Button

a. (i) Click the Delete Intake Case button and the <u>Delete Intake Case</u> screen will appear. (ii) Click (a) the Yes button or (b) the No button to delete the intake case and return to the <u>Domestic Relations Intake</u> screen.



The **Delete Intake Case** button should not be used in lieu of editing incorrect information.

4. View / Print Intake Report Button

a. (i) Click the View/Print Intake Report button and the <u>CSU Intake – Reports</u> screen will appear. (ii) Click the X button in the upper right corner to close the report and return to the <u>Domestic Relations</u> <u>Intake</u> screen.

CSU Intake - Reports	- 🗆 ×
┥ ┥ 1 of 1 ▶ Ѝ │ ← ⑧ ② │ 🍰 🗐 💷 🔍 + │ 100%	Find Next
Virginia Department o Intake R	
INTAKE INFORMATION:	
Intake Case Number: Fips:	Not Reimand
Worker Name:	
Intake Opened Date:	Intake Closed Date:
Case Type Code:	5
JUVENILE INFORMATION: Juvenile Number: Juvenile Name: SSN:***** Race: Heig	ht: Weight: DOB:
Address:	
Home Phone: Work Phone:	Cell Phone:
Mother's Maiden Name:	
ALIAS INFORMATION - NONE	
PETITIONER INFORMATION:	
SSN: ***_**	~
<	>

5. View Supreme Court Details Button

a. Click the View Supreme Court Details button and the <u>Supreme Court Detail</u> screen will appear. If there is no information entered by the Supreme Court, the <u>Supreme Court Details</u> information screen will appear indicating no data found for the specified intake case.

Supreme Court Detail			-		×		
etitioner: maintai, milasion na	AC .	Respondent:					
Juvenile:	10 0 N	ICN:	Juvenile DO	B: 10.4734			
Informa	ion from the Supreme	e Court must be verified	for accuracy.				
SC Case Number	Statute				^		
All and a Distance in		a set a set of the	CONTRACTOR STREET				
Concernance of the second	ALCOHOL (1971)	- FT					
	and the second sec				\sim	Supreme Court Details	
Offense Info (Page 1) Offense In Supreme Ct Name: Supreme Court Case Number:	A 107 1010.0	nnes/ Attorney/ Ball/ Bona He	Supreme Ct. DOB:	9.019 9.017	-	No data found for this o	as
Case Type:			Last Hearing Date:		_	01	,
Statute: Statute Originated From:						0	-
Amended Case Type: Amended Offense Code:					_		
Allenueu Oliense Code.							
Final Disposition:					-		
Appealed Date:	Perfected:		Convicted a	s Adult?			

The amount of information found on the <u>Supreme Court Details</u> screen may vary depending on the court jurisdiction.

6. Offense History Summary Report Button

a. Click the Offense History Summary Report button and the <u>CSU Intake – Reports</u> screen will appear.
 (ii) Click the X button in the upper right corner to close the report and return to the <u>Domestic Relations</u> <u>Intake</u> screen.

SU Intake -	Reports					
4 1	of 1 🕨 🕅	+ 🛞 🚱	🖨 🔲 🔍 🔍 🔹 100% 🔹	Find	Next	
		Vii	rginia Department of Juvenile Ju Offense History Summary Repo		ick "X" to cl	ose Report
	NUMBER:		JUVENILE NAME:			
SSN: ***-**			DOB:	RACE:		
CASE NUMBER	PROCESSING	OFFENSE DATE	STATUTE DESCRIPTION	DISPOSITION	WORKER	COURT ADJUDICATION
	konst	-0-10	1177	Autor Field	head from	
	Access 1		NAME OF A DESCRIPTION OF THE ADDRESS OF A DESCRIPTION OF A DESCRIPTION OF A DESCRIPTION NUMBER OF A DESCRIPTION OF A DESCRIPTION OF A DESCRIPTION NUMBER OF A DESCRIPTION OF A DESCRIPTION OF A DESCRIPTION NUMBER OF A DESCRIPTION OF A DESCRIPTION OF A DESCRIPTION NUMBER OF A DESCRIPTION OF A DESCRIPTION OF A DESCRIPTION NUMBER OF A DESCRIPTION OF A DESCRIPTION OF A DESCRIPTION OF	former and	ton term	
	Longe and		NAME OF TAXABLE AND DESCRIPTION OF TAXABLE TAXABLE OF TAXABLE	Artist Card	tern reason	

Add New Petitions and Orders

At the bottom of the Intake Case tab, three buttons allow the user to add a new petition or order.

Ad	d New Petition and Order But	ttons
Add Custody Petition	Add Support Petition	Add Protective Order
	Add Support Petition ADD NEW PETITION AND ORDER BUT Name Name DOB Age (Years - Months) FIPS 760 - R Close Date Time [01:23:03 PM	Add Protective Order
Edit Intake Case Copy Info Ca	ise Case Intake Report Cou	v Supreme Offense History urt Details Summary Report

- 1. Add Custody Petition Button—Domestic Relations Intake Screen, Intake Case Tab
 - a. Click the **Add Custody Petition** button and the *Custody Petition* tab will appear on the <u>Domestic</u> <u>Relations Intake</u> screen.

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	💀 Domestic Relations Intake	×
	Intake Case Narrative Custody Petition	
	Charged Offense Information	
	Offense Date VCC Code Offense Offense Description PM Offense Decision	on JO Retrieved by the SC
The case word new cubic scale way in		
Add Custody Petition Add Support Petition Add Protective Order	Selected Offense Details	
	Offense Date 12/01/2021 V	Add New Offense
	VCC Code Find VCC Code Statute	
	Heading	
	Subheading	
	Description	
	Penalty Modifier Judge Ordered Detention	
	Offense Decision V	
	Save Cancel	

b. Custody Petition Tab—Domestic Relations Intake Screen

- i. The **Offense Date** will auto-populate to the current date. If the date must be changed select the date using the **Offense Date** calendar drop-down screen.
- ii. Click the **Find VCC Code** button and the <u>Search Offense</u> screen will appear.
 - Locate the desired offense from those displayed in the Search Results table or search for an offense by (i) typing the Statute, VCC, Heading, Sub-Heading, or Description into the corresponding field(s). The Use Wildcard?* checkbox will be selected automatically, uncheck the checkbox if the wildcard function will not be used. (ii) Click the Find button and the Search Results section will display all items that meet the search criteria by VCC Code, Statute, and Offense Description. (iii) Click on a row to select a VCC Code and the row will be highlighted in blue. (iv) Click the Ok button to return to the Custody Petition tab on the Domestic Relations Intake screen.

	[💀 Search Offense	2				×
		Offense Search C Statute	Criteria	VCC		☑ Use Wildcard?*	
		Heading Sub Heading Description				Find	
		Search Results					
		VCC Code	Statute	Offense Description			^
		CNV-7017-M3	10.1-1142(D)	BUILD FIRE WITHIN 150 FEET	T OF WOODLAND, BF	RUSHLAND ETC.	
Find VCC Code	Stati	CNV-7025-M1	10.1-2214	UNDERWATER RECOVERY C	OF HISTORIC PROPER	RTY WITHOUT PERMIT	
		CNV-7026-M1	10.1-203	USE OF MOTORIZED VEHICL	E ALONG APPALACH	IAN TRAIL	
		CNV-7027-M1	10.1-2305	ARCHAEOLOGICAL EXCAVAT	ION OF HUMAN REM	IAINS WITHOUT PERMIT	
		CNV-7028-M1	10.1-2306	DAMAGE, ETC ANY OBJECT O	OF ANTIQUITY ON ST	TATE-CONTROLLED LAND	
		CNV-7030-M1	10.1-1005	DUMP ETC. WITHOUT PERM	ISSION OF OWNER		
		CNV-7031-M1	10.1-1004	EXCAVATE ETC. WITHOUT P	ERMISSION OF OWN	IER	
		0101 - 7000 110	40.4.4000/0	FAIL TO MEET COMPLETIONO			
		- Selected Offense					
		Heading C	ONSERVATION			Notify School?*	
		Sub Heading P	ARKS AND RECREA	TION		10	
		*- 🗹 Yes 🗌	No	Ok	Close		

A juvenile must be added to the **Juvenile's Information** section on the *Intake Case* tab in order to file a custody petition. If a juvenile was not added prior to clicking the **Add Custody Petition** button, an error screen will appear.

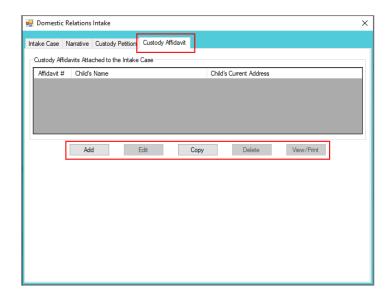


- Visitation petitions should be created under the Custody Petition tab.
- Click the **Find** button on the <u>Search Offense</u> screen to select a custody-related offense without entering any information into the search fields.
- iii. (i) Select the Offense Decision from the drop-down menu, (ii) click the Save button, and the saved information will appear in the Charged Offense Information section. Once saved, the Add New Offense button will become accessible and the Add Custody Affidavit button may appear depending upon the Offense Decision selected. The Edit, Delete, and File Petition buttons will also appear on the bottom of the Domestic Relations Intake screen.

🛃 Domestic Relations Intake	🖳 Domestic Relations Intake X
Intake Case Narrative Custody Petition	Intake Case Narrative Custody Petition
Charged Offense Information	Charged Offense Information
Offense Date VCC Code Offense Number Offense Description PM Offense becision JO Retrieved by the SC	Offense Date VCC Code Offense Number Offense Description PM Offense Decision JO Retrieved by the SC
	04/01/2021 CUS-3874-J9 4749336 MOTION TO SHOW CAUSE - CUSTODY/VI 02 🔲 🗖
Selected Offense Details	Selected Offense Details
Offense Date Add New Offense	Offense Date Add New Offense
VCC Code CUS-3874-J9 Find VCC Code Statute 18.2-456(5)	VCC Code CUS-3874-J9 Statute 18.2-456(5) Add Custody Affidavit
Heading CUSTODY	Heading CUSTODY
Subheading JUVENILE AND DOMESTIC	Subheading JUVENILE AND DOMESTIC
Description MOTION TO SHOW CAUSE - CUSTODY/VISITATION	Description MOTION TO SHOW CAUSE - CUSTODY/VISITATION
Penalty Modifier Judge Ordered Detention	Penalty Modifier Judge Ordered Detention
Offense Decision 02 - Petition Filed	Offense Decision 02 - Petition Filed
Save Cancel	Edit Delete File Petition

- iv. Add New Offense Button—Domestic Relations Intake Screen, Custody Petition Tab
 - If another offense needs to be added to the petition/order, (i) click the Add New Offense button on the *Custody Petition* tab, and the Selected Offense Details fields will become accessible.
 (ii) Repeat the steps above to add another offense.
- Multiple VCCs can be added to a petition/order.
- Once a Custody Petition has been created and saved the **Edit**, **Delete**, and **File Petition** buttons will also appear on the bottom of the <u>Domestic Relations Intake</u> screen. Follow the hyperlinks for more instruction: <u>Edit button</u>, <u>Delete button</u>, and <u>File Petition button</u>.
- The Add Custody Affidavit button will appear on the *Custody Petition* tab when the **Save** button is clicked and one of the following has been selected from the **Offense Decision** drop-down menu: "02 Petition Filed," "10 Consent Agreement Signed," or "15 Consent Signed/Petition Filed."
 - v. Add Custody Affidavit Button—Domestic Relations Intake Screen, Custody Petition Tab
 - 1. Click the Add Custody Affidavit button and the Custody Affidavit tab will appear.
 - 2. Custody Affidavit Tab
 - a. The Custody Affidavit tab contains the Add, Edit, Copy, Delete, and View/Print buttons.

Buttons on the <i>Custody Affidavit</i> Tab of the <u>Domestic Relations Intake</u> Screen								
Add Button	Edit Button	Copy Button	Delete Button	View/Print Button				



b. Add Button—Domestic Relations Intake Screen, Custody Affidavit Tab

- i. Click the **Add** button on the *Custody Affidavit* tab and the <u>Custody Affidavit</u> screen will appear.
- ii. Custody Affidavit Screen
 - 1. The <u>Custody Affidavit</u> screen consists of the Affidavit Data tab, the Address Information tab, and the Affidavit Data (continue) tab.

Tat	Tabs on the <u>Custody Affidavit</u> Screen it Data Tab Address Information Tab Affidavit Data (continue) Tab It Data Tab Address Information Tab Affidavit Data (continue) Tab	
<u>Affidavit Data Tab</u>	Address Information Tab	Affidavit Data (continue) Tab
🖳 Custody Affidavit		×
Affidavit Data Address Informa	tion Affidavit Data (continue)	
	CUSTODY AFFIDAVIT	
		Paste Juvenile's Name
	LANACE WEDLE V.	
I, LAFORCE, YADDLE	the undersigned affiant, state the follow	wing information under oath:
information should be discle	ised.	
1. The child presently resides a	it:	Paste Juvenile's Address
The child commenced resid	ng there on and has resided there continiously to t	this date.
Subscribed and swom before n	e on Intake Case Number	(ICN)
	Save Cancel	

Enter the data for all three tabs on the <u>Custody Affidavit</u> screen prior to clicking the **Save** button.

2. Affidavit Data Tab—Custody Affidavit Screen

- a. The petitioner and respondent names will auto-populate into the affidavit.
- b. Click the (i) **Paste Juvenile's Name** and (ii) **Paste Juvenile's Address** hyperlinks and the information will auto-populate.
- c. Place a checkmark in the **Certain information has been omitted...**checkbox if required.
- d. Select the **The child commenced residing there on** date from the calendar drop-down screen.
- e. The **Subscribed and sworn before me on** date will auto-populate to the current date. If the date must be changed select the date using the calendar drop-down

screen. The time will auto-populate to the time the <u>Custody Affidavit</u> screen was opened. If the time must be changed, click the time, the time fields will be highlighted in blue, and type in the time the petitioner is sworn. The **Intake Case Number (ICN)** will auto-populate.

🖳 Cust	stody Affidavit	×					
Affidavit	it Data Address Information Affidavit Data (continue)						
	CUSTODY AFFIDAVIT						
In re:	CHLD'S NAME	<u>lame</u>					
	LANACE WEDLE V.	-					
I, LA	AFORCE, YADDLE the undersigned affiant, state the following information under	oath:					
ар	ertain information has been omitted from this form and submitted under seal because I allege that the health, safety or lib party or child would be jeopardized by disclosure. Another party may request that a hearing be held to determine whethe formation should be disclosed.						
1. The	ie child presently resides at: Paste Juvenile's Adv	dress					
The	e child commenced residing there on and has resided there continiously to this date.						
Subscr	arbed and swom before me on Intake Case Number (ICN)	_					
	Save Cancel						

For the **Subscribed and sworn before me on**, the petitioner raises his/her right hand and swears and affirms that all the provided information is accurate.

3. Address Information Tab—Custody Affidavit Screen

- a. If the juvenile has not lived at the current address for at least five years, (i) click the Add button, (ii) type in the time the child lived at the address in the Time Resided textbox, (ii) select the date the juvenile started residing at the address from the From calendar drop-down screen, and (iv) select the date the juvenile stopped residing at the address from the To calendar drop-down screen.
- b. Type in the Address Where Child Resided. If the juvenile lived at the petitioner's or respondent's current address click either (a) the Paste Petitioner's Address hyperlink or (b) the Paste Respondent's Address hyperlink and the selected address information will auto-populate this area.
- c. Type in the (i) **First** and (ii) **Last** name of the person with whom the juvenile resided.
- d. Type in the Current Address of Person with Whom Child Resided. If the address is the petitioner's or respondent's current address click either (a) the Paste Petitioner's Address hyperlink or (b) the Paste Respondent's Address hyperlink and the selected address information will auto-populate this area.
- e. (i) Click the **Done** button when the information is complete. (ii) Continue to add all the addresses where the child lived over the past five years until all the information is completed.
- f. To edit existing address information (i) select an address and the row will be highlighted in blue. (ii) Click the Edit button and the fields at the bottom of the screen will become accessible. (iii) Edit the information as required and (iv) click the Done button when the edits are completed.
- g. In order to delete address information, (i) select an address and the row will be highlighted in blue. (ii) Click the **Delete** button.

🖳 Custody Affidavit	×
Affidavit Data Address Information Affidavit Data (continue)	
2. The other places where and persons with whom this child has lived during the last five (5) years:	
Time Resided From To Child's Address Person Resided with	
Time Resided: 3 YEARS Person with Whom Child Resided From: To: To: Name: First BOTH Last PARENTS	
Address Where Child Resided Current Address of Person with Whom Child Resided	
Address: Address: Address:	
City: State: City: State: State: State: Paste Petitioner's Address	~
Paste Petitioner's Address Done Cancel Delete	
Save Cancel	

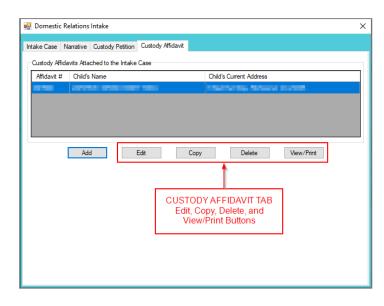
- The system may or may not display the **Paste Petitioner's Address** or the **Paste Respondent's Address** hyperlinks. The data must exist in the system for a given hyperlink to display.
- For the **Time Resided** textbox, specify the unit of time (days, weeks, months, or years). For example, "3 WEEKS" or "8 MONTHS" or "3 YEARS," etc.
- For the **Person with Whom Child Resided** section, if the juvenile resides with both parents, type "BOTH" into the **First** textbox and "PARENTS" in the **Last** textbox.

4. Affidavit Data (continue) Tab—Custody Affidavit Screen

a. (i) Select all the options that apply to the petitioner. If the selected options require additional information, add the information at this time. (ii) Click the Save button to save the custody affidavit and return to the *Custody Affidavit* tab on the <u>Domestic Relations Intake</u> screen. The custody affidavit will be displayed in the **Custody Affidavits Attached to the Intake Case** section of the *Custody Affidavit* tab. The entered information will auto-populate into the custody affidavit form.

🖳 Custody Affidavit 🛛 🕹
Affidavit Data Address Information Affidavit Data (continue)
3. I have ○ have not ○ participated, either as a party, witness, or in any other capacity in any other Itigation (court proceeding) concerning custody of or visitation with this child, in any State or foreign country. If yes, complete below: a. Name of Court and State or foreign country in which litigation occured: b. When did the litigation occured: c. What was the outcome of the litigation: d. Attach a copy of all pleadings and Orders filed in this litigation. 4. I do ○ do not ○ have knowledge or information of any proceedings related to domestic violence, protective orders, abuse and neglect, termination of parental rights and adoptions, which is pending in a court of this or any other State or foreign country in which proceeding is pending: a. Name of Court and State or foreign country in which proceeding is pending: b. Attach a copy of all pleadings filed in the litigation. Attach a copy of all pleadings filed in the litigation.
5. I do O do not O know of any person who is not already named as a party in this proceeding who has physical custody of this child or who claims to have custody or visitation rights with respect to child. If yes: a. Name and address of person:
b. Does this person have physical custody of the child?: Yes No O c. State why you believe this person claims to have custody/visitation rights to the child:
Save Cancel

- c. Edit Button—Domestic Relations Intake Screen, Custody Affidavit Tab
 - i. In order to edit an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in blue, (ii) click the Edit button, and the <u>Custody Affidavit</u> screen will appear, (iii) edit the information, and (iv) click the Save button when the edits are completed.



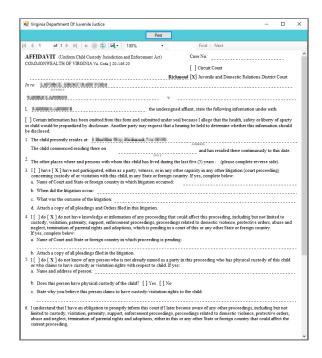
- d. Copy Button-Domestic Relations Intake Screen, Custody Affidavit Tab
 - In order to copy an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in blue. (ii) Click the Copy button, and the <u>Select Custody Affidavit</u> <u>Number</u> screen will appear.

Select Custody Affidavit No	umber N	
	63	
Custody Affidavit Number		
Ok	Cancel	

- ii. Verify the Custody Affidavit Number displayed matches the affidavit number to be copied, (iii) click the Ok button, and the <u>Custody Affidavit</u> screen will appear. (iv) Edit the information and (v) click the Save button when the changes are completed. The copied affidavit with the new information will appear in the Custody Affidavits Attached to the Intake Case section.
- e. Delete Button-Domestic Relations Intake Screen, Custody Affidavit Tab
 - i. In order to delete an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in blue. (ii) Click the **Delete** button, and the <u>Please Confirm Delete</u> <u>Operation</u> screen will appear. (iii) Click the **Yes** or **No** button to return to the Custody Affidavit tab.

Please Co	nfirm Delete Operation ×
?	Would you like to delete custody affidavit for Intake Case Number
	<u>Y</u> es <u>N</u> o

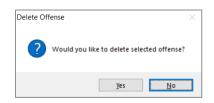
- f. View/Print Button—Domestic Relations Intake Screen, Custody Affidavit Tab
 - i. In order to view or print the custody affidavit(s) related to the intake case, (i) select a custody affidavit, and the row will be highlighted in blue. (ii) Click the View/Print button, and the completed custody affidavit will appear in the <u>Virginia Department of Juvenile</u> <u>Justice</u> report viewer screen. From this screen the affidavit can be viewed, printed, or saved. Click the X button in the upper right corner to close the screen and return to the *Custody Affidavit* tab.



- vi. Edit Button—Domestic Relations Intake Screen, Custody Petition Tab
 - 1. (i) Select an offense, and the row will be highlighted in blue. (ii) Click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

take Case	Narrative Cust	ody Petition	Custody Affidavit						
			Charged Offense In	formation					
Offense Date	VCC Code	Offense Number	Offense Description		PM	Offense Decision	JO	Retrieved by the SC	
10.00	CONTRACTOR OF	(Context)	NETON THREE OUT	CONTRACT.					
	L		elete, and File ition Buttons						
Selected Of	ense Details				_	1			
Offens	e Date	100				A	dd Ne	w Offense	
VCC	Code CUS-3	874-J9	Statute	18.2-456(5)					
Heading CUSTODY				_					
Subheading JUVENILE AND DOMES			OMESTIC		_				
Description MOTION TO SHOW CAUSE - CUS			W CAUSE - CUSTODY/VISI	TATION	_				
Penalty N	lodifier		Judge	Ordered Detention					
Offense De	ecision 02 - Pe	tition Filed			_				

- vii. Delete Button-Domestic Relations Intake Screen, Custody Petition Tab
 - (i) Select an offense, and the row will be highlighted in blue. (ii) Click the Delete button and the <u>Delete Offense</u> screen will appear. (iii) Click the Yes or No button on the confirmation screen to return to the Custody Petition tab.



viii. File Petition Button-Domestic Relations Intake Screen, Custody Petition Tab

 Click the File Petition button and the <u>Check Information Before Continuing</u> screen will appear. Edits CANNOT be made once a petition is filed. If an additional offense, affidavit, or order needs to be added, click the No button and make the addition.

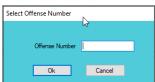


- 2. If the information is complete, click the **Yes** button. Either the <u>Petition screen</u> OR the <u>Foster</u> <u>Care Petition</u> screen will appear (see note below).
- Once the petition is saved it is sent to the Virginia Supreme Court and no changes can be made to the petition. If there is an error, a new petition must be created and the local Juvenile and Domestic Relations Court must be contacted to inform them of the mistake. The local Juvenile and Domestic Relations Court will need to be provided with both the original and new **SC #** to update the Virginia Supreme Court data.
- The <u>Foster Care Petition</u> screen will appear when the **File Petition** button is selected on the <u>Domestic Relations Intake</u> screen, Custody Petition tab and the **VCC Code** field is "CUS-8110-JP." If the **VCC Code** field is not "CUS-8110-JP" the <u>Petition</u> screen will appear.

3. Petition Screen

🛃 Petition	×
Domestic Relations Intake - Intake Case Number (ICN): Juvenile # Juvenile's Name Petitioner's Name	DOB MENING
Offense Information Offense Date VCC Code CUS-3874-J9 Statute 18.2-456(5) Description MOTION TO SHOW CAUSE - CUSTODY/VISITATION	Offense Number
Petition Information Petition: Date Time Time Juvenile's Age at the Date of P Offense Text Copy Offense Text IN VIOLATION OF SECTION 18.2-456(5) OF THE 1950 CODE OF VIRGINIA AS AMENDED	Pettion (Years - Months) Filler
Child Held in Custody? O Yes O No O N/A Place of Detention or Shetter Care No Selection Was Made Taken into Custody: Date Time Placed in Detention or Shetter Care: Date Time	Do not print juvenile's address and phone Do not print confidential adult address and phone Save Delete
SC #	View / Print Close

- a. All the information in the **Domestic Relations Intake** and **Offense Information** sections will auto-populate.
- b. The **Petition Date** and **Time** will auto-populate to the date and time the <u>Petition</u> screen was opened. To change the date, select the date from the calendar drop-down screen. To change the time, highlight the hour, minutes, or seconds fields and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minutes, or seconds fields and type in the new time.
- c. The **Offense Text** will auto-populate standard language for the selected offense. If required, edit or add to the information in the **Offense Text** textbox.
- d. The **Copy Offense Text** button is helpful when entering the same **Offense Text** for multiple juveniles at the same time. (i) Click the **Copy Offense Text** button, (ii) type the **Offense Number**, and (iii) click the **Ok** button.



- e. Complete the detention-related questions in the **Petition Information** section. If they do not apply, leave the fields blank.
- f. If the juvenile's information needs to remain confidential, click the **Do not print juvenile's** address and phone checkbox.
- g. If the adult's information needs to remain confidential, click the **Do not print confidential** adult address and phone checkbox. This feature will ONLY work if the **Is Address Confidential?*** checkbox is selected on the <u>Adult Information</u> screen.
- Refer to the <u>Petitioner's Information</u> section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.
 - h. Click the **Save** button and the **SC #** will auto-populate. Once the **Save** button is clicked it will transition into the **Edit** button.
 - i. In order to edit the petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button once the edits are completed.

ne Petition	×
Domestic Relations Intake - Intake Case Number (ICN): Juvenile # Juvenile's Name Pettioner's Name	DOB KINDHOKT
Offense Information Offense Date Description MOTION TO SHOW CAUSE - CUSTODY/VISITATION	Offense Number
Petition Information Petition: Date Time Time Juvenile's Age at the Date of Offense Text IN VIOLATION OF SECTION 18.2-456(5) OF THE 1950 CODE OF VIRGINIA AS AMENDE	
Child Held in Custody? Yes No N/A Place of Detention or Shelter Care No Selection Was Made Taken into Custody: Date Time Placed in Detention or Shelter Care: Date Time SC #	Do not print juvenile's address and phone Do not print confidential aduit address and phone Edit Delete View / Print Close

On the <u>Petition</u> screen, the **Save** button and the **Edit** button are interchangeable. The action to be performed determines whether the **Save** button or the **Edit** button is displayed.

j. In order to delete the petition, click the **Delete** button, and the <u>Please Confirm Delete</u> <u>Operation</u> screen will appear. When the petition is deleted the Custody Petition tab in the <u>Domestic Relations Intake</u> screen will appear.

Please Co	nfirm Delete Operation	\times
?	Would you like to delete the petition for Intake Case Number	
	Yes No	

k. In order to view or print the petition, click the View/Print button, and the completed petition will appear on the <u>Virginia Department of Juvenile Justice</u> report viewer screen. View, print, or save the custody petition from the report viewer screen.

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- Printing the same petition multiple times will not change the **SC #**.
 - I. Click the **X** in the upper right corner to close the report viewer screen and return to the <u>Petition</u> screen. Click the **Close** button to exit the <u>Petition</u> screen and return to the <u>Domestic</u> <u>Relations Intake</u> screen.

Pert	Find Next	
	Find Next	
BETITION		
renno.	Case No.	
Commonwealth of Virginia VA. CODE §§ 16.1-262; 16.1-263		
	DATE OF BEARING	
RICHMONT	Juvenile and Domestic Relations District Court	
In re a Child under eighteen years of age		
CHILD'S NAME	SSN DATE OF BIRTH AGE SEX* RJ 2. 3.	
CHILD'S ADDRESS	TELEPHONE NO	
NAME OF PARENT [] MOTHER [] FATHER	SSN DATE OF BIRTH TELEPHONE NO	,
5.		
ADDRESS OF PARENT		
6.		
NAME OF PARENT [] MOTHER [] FATHER	SSN DATE OF BIRTH TELEPHONE NO	,
7.		
ADDRESS OF PARENT		
8. GUARDIAN LEGAL CUSTODIAN OR PERSON IN LOCO PARENTIS NAME AND ADD	DRESS TELEPHONE NO	
GUARDIAN LEGAL CUSTODIAN OR PERSON IN LOCO PARENTIS NAME AND ADI 9.	JRESS TELEPHONE NO)
GUARDIAN LEGAL CUSTODIAN OR PERSON IN LOCO PARENTIS RELATIONSHIP	TO OTHER	
GUARDIAN LEGAL COSTODIAN OR PERSON IN LOCO PARENTIS RELATIONSHIP : 10.	TOCHILD	
OTHER(S) NAME AND ADDRESS	TELEPHONE NO)
11.		
12. Child held in CUSTODY [] YES [] NO		
13. Place of Detention or Shelter Care		
14. Date and Time Taken into Custody 15. Date and Time Placed in	Detention or Shelter Care	
/ /m. /	/ m.	
 The above information is not known to the petitioner: No(s). 		
I, the undersigned petitioner, state under oath to the best of my knowledge, that the above-name Domestic Relations District Court Law in that, within this city/county, the child:	d child is within the purview of the Juvenile and	
IN VIOLATION OF SECTION 18.2-456(5) OF THE 1950 CODE OF VIRGINIA AS AMENDED	D.	
	-	
	Virginia Crime Code: CUS-3874-J9	
WHEREFORE, the Petitioner requests that the child and the persons having his or her custody a		
	nce with the iaw and which will serve the purpose	
and that this Court enter such orders and judgments as the Court deems fit and proper in accorda and intent of the Juvenile and Domestic Relations District Court Law.		
and intent of the Juvenile and Domestic Relations District Court Law.		
and that this Court enter such orders and judgments as the Court deems fit and proper in accorda and intent of the Juvenile and Domestic Relations District Court Law.	PETERONOPSINGATURE	
and intent of the Juvenile and Domestic Relations District Court Law.		

The **File Petition** button will transition into the **View Petition** button once the petition is saved.



4. Foster Care Petition Screen

a. If "CUS-8110-J9" is selected for the VCC Code, the <u>Foster Care Petition</u> screen will appear. The <u>Foster Care Petition</u> screen is used for juveniles who turn 18 while in foster care and either wish to continue with foster care services or who opted out of services and wish to opt back in. This screen lists the VCC and SC #, and consists of the Foster Care Petition, Part 1 tab, the Part 2 tab, and the Part 2 (continued) tab.

Tabs on the <i>Foster Care Petition</i> Screen			
Foster Care Petition, Part 1 Tab	<u>Part 2 Tab</u>	Part 2 (continued) Tab	

BADGE CSU Intake Manual

BADGE Manual

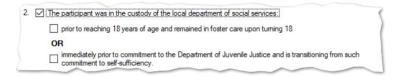
🛃 Domestic Relations Intake 🛛 🗙	🖳 Foster Care Petition - 🗆 🗙
Intake Case Narrative Custody Petition Custody Affidavit Charged Offense Information	Petition for Approval of Voluntary Continuing Services and Support Agreement - Intake Case Number (ICN): and Support Agreement and Approval of Case Plan VCC CUS-8110-J9 SC #
Offense Date VCC Code Offense Number Offense Description PM Offense Decision JO Retrieved by the SC CUS-3874-J9 MOTION TO SHOW CAUSE - CUSTODY/VI 02	Foster Care Petition, Part 1 Part 2 (continued) The undersigned Petitioner states under oath to the best of their knowledge and belief that the following are true: 1. The participant entered into a Voluntary Continuing Services and Support Agreement ("Agreement") with the on Intrough the Fostering Futures program of the Virginia Department of Social Services. 2. The participant was in the custody of the local department of social services:
Selected Offense Datalis Add New Offense Offense Data Image: Custometry of the second sec	prior to reaching 18 years of age and remained in foster care upon turning 18 OR commendiately prior to commitment to the Department of Juvenile Justice and is transitioning from such commitment to self-sufficiency. 3. The following documents are attached and incorporated herein: The Agreement executed on Case plan Other Save Delete View / Print Cose

i. Foster Care Petition, Part 1 Tab

 If the participant entered into a Voluntary Continuing Service and Support Agreement through the Fostering Futures program of the Virginia Department of Social Services, (i) place a checkmark in the checkbox on item 1. (ii) On item 1, enter the party who the juvenile entered into the agreement with in the textbox and (iii) select the date from the calendar drop-down screen field.

, and chargined i	anonor states ander of	ath to the best of their knowledge and belief that the	following are use.
The partici	ant entered into a Volu	untary Continuing Services and Support Agreement ("Agreement") with the
		on 🔍 🔻	

If the participant was in the custody of the local department of social services, (i) place a checkmark in the checkbox on item 2. (ii) Place a checkmark at either (a) the prior to reaching 18 ... checkbox OR (b) the immediately prior to commitment ... checkbox.



 If documents are attached and incorporated, place a checkmark in all relevant checkboxes: (a) the **The agreement executed on** ... checkbox (if selected, select the date from the calendar drop-down screen), (b) the **Case plan** checkbox, and/or (c) the **Other** checkbox (if selected, add a description in the text field).

The Agree	ment executed on
🗹 Case plan	
✓ Other	

🛃 Foster Care Petition —		×
Petition for Approval of Voluntary Continuing Services and Support Agreement - Intake Case Number (ICN):	· · · · ·	
VCC CUS-8110-J9 SC #		
Foster Care Petition, Part 1 Part 2 Part 2 (continued)		
The undersigned Petitioner states under oath to the best of their knowledge and belief that the following are true:		
1. 🔲 The participant entered into a Voluntary Continuing Services and Support Agreement ("Agreement") with t	the	
on 📃 🔻		
through the Fostering Futures program of the Virginia Department of Social Services.		
2. The participant was in the custody of the local department of social services:		
prior to reaching 18 years of age and remained in foster care upon turning 18		
OR		
immediately prior to commitment to the Department of Juvenile Justice and is transitioning from such commitment to self-sufficiency.		
3. The following documents are attached and incorporated herein:		
The Agreement executed on		
Case plan		
Other		
Save Delete View / Print Close		

- ii. Part 2 Tab
 - 1. View / Edit Participant Button
 - a. Click the **View / Edit Participant** button to view or edit the participant's information and the *Juvenile Information* screen will appear.
 - 2. View / Edit Petitioner Button
 - a. Click the **View / Edit Petitioner** button to view or edit the petitioner's information and the <u>Adult Information</u> screen will appear.

🛃 Foster Care Petition	– 🗆 X
 Petition for Approval of Voluntary Continuing Services and Suppor and Support Agreement and Approval of Case Plan 	rt Agreement - Intake Case Number (ICN):
VCC CUS-8110-J9 SC #	
Foster Care Petition, Part 1 Part 2 Part 2 (continued)	
Wherefore, Petitioner requests that the Court:	
1. Docket the case for a hearing to be held within 45 days if a h	earing has not already been scheduled.
2. Issue a summons and attach a copy of the petition to the follo	owing:
Participant	Petitioner
Name Later Color and Color	Name Name
Address	Address
Patroni, IN. 2018	Second Statement
Date Gender Gender	View / Edit Petitioner
Age (Years / Months)	
View / Edit Participant	
Save Delete	View / Print Close

- Refer to the <u>BADGE Juvenile & Adult Information Screens Manual</u> for instructions on using the Juvenile and Adult Information screens.
 - iii. Part 2 (continued) Tab
 - 1. If the court directed other persons to have notice of the hearing add the **Other Person to be notified**.
 - a. Add Button
 - i. Click the **Add** button, and the <u>Adult Search</u> screen will appear. This screen consists of three adult search options allowing users to search by **Adult Number**, **Caseload Number**, or by **Advance Search**.
 - ii. If a search is performed and a match is not found the <u>Adult Search</u> information screen will appear and inform the user the search criteria should be changed. Ultimately, if a search does not return any results and an adult record is determined to not exist, an adult record can be created via the Add

Adult radio button. Follow the hyperlinks in the table for instructions on how to use the <u>Adult Search</u> screen options detailed in the **Petitioner's** Information section.

Adult Search Screen Options (Domestic Relations Intake)
Adult Number radio button
Caseload Number radio button
Advance Search radio button
Add Adult radio button
×

🖶 Adult Search			×
 Aduit Number Caseload Number Advance Search Add Adult 			Get Petitioner Get Respondent
	ind	Close	

- b. View Button
 - i. Click the **View** button to view the person's information, and the <u>Adult</u> <u>Information</u> screen will appear.
- c. Clear Button
 - i. Click the **Clear** button to clear the information from the **Other Person to be notified** section(s).
- Refer to the <u>BADGE Login & Search Manual</u> for instructions on using the <u>Adult Search</u> screen.
- Prefer to the BADGE Juvenile & Adult Information Screens Manual for instructions on using the Adult Information screen.
 - 2. On item 5, place a check mark in either (a) the Schedule a review ... checkbox or (b) the No further review ... checkbox.

Schedule a review hearing to be held within 6 months of the hearing on this Petition.
 No further review by this Court is requested.

3. Enter the (i) Local DSS and (ii) Agency Case No. into the corresponding text fields. The Petition Date and Worker Name will auto-populate. To change the Petition Date, select the date from the calendar drop-down screen. (iii) Click the Save button.

🖳 Foster Care Petition	– 🗆 X
Petition for Approval of Voluntary Continuing Services and Suppor and Support Agreement and Approval of Case Plan VCC CUS-8110-J9 SC #	nt Agreement - Intake Case Number (ICN):
Foster Care Petition, Part 1 Part 2 Part 2 (continued)	
3. Provide notice of hearing to such other persons as the Court r	nay direct.
Other Person to be notified	Other Person to be notified
Name	Name
Address	Address
Add View Clear Add View Clear Find that continuing to receive services and support through and approve the case plan. S. Schedule a review hearing to be held within 6 months of No further review by this Court is requested. Local DSS Petition Date Worker Name	the hearing on this Petition.
Volker Name	
Save Delete	View / Print Close

4. Edit Button

a. After the petition has been created, the **Edit** button will be accessible. (i) Click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button.

💀 Foster Care Petition	- 🗆 X			
Petition for Approval of Voluntary Continuing Services and Support Agreement - Int and Support Agreement and Approval of Case Plan VCC CUS-8110-J9 SC #	take Case Number (ICN):			
Foster Care Petition, Part 1 Part 2 Part 2 (continued) 3. Provide notice of hearing to such other persons as the Court may direct.				
· · · · · · · · · · · · · · · · · · ·	son to be notified			
Name Name	son to be notified			
Name Name				
Address Address				
Add View Clear	Add View Clear			
4. Find that continuing to receive services and support through the Fostering Fut	ures program is in the participant's best interest			
and approve the case plan. 5. I Schedule a review hearing to be held within 6 months of the hearing on th	in Patrice			
	is realion.			
No further review by this Court is requested.				
Local DSS Agency Case No.				
Petition Date Worker Name				
Edit Delete View / Print	t Close			

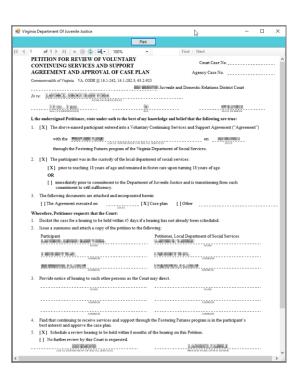
On the *Foster Care Petition* screen, the **Save** button and the **Edit** button are interchangeable. The action to be performed determines whether the **Save** button or the **Edit** button is displayed.

5. Delete Button

a. Click the **Delete** button to delete the petition and the <u>Please Confirm Delete</u> <u>Operation</u> screen will appear. To continue the deletion click the **Yes** button; to cancel click the **No** button.

6. View / Print Button

a. Click the **View / Print** button, and the <u>Virginia Department of Juvenile Justice</u> report viewer screen will appear. From this screen the petition can be viewed, printed, or saved. Click the **X** button in the upper right corner to close the screen and return to the <u>Foster Care Petition</u> screen.



- 7. Close Button
 - a. Click the **Close** button and to return to the *Domestic Relations Intake* screen.
- 2. Add Support Petition Button—Domestic Relations Intake Screen, Intake Case Tab
 - a. Click the Add Support Petition button and the Support Petition tab will appear on the <u>Domestic</u> <u>Relations Intake</u> screen. If the petitioner's, respondent's, or juvenile's information is missing, a warning will be displayed in the <u>Add Support Petition</u> screen prompting the user to enter the required data prior to proceeding.

🖳 Domestic Relations Intake X	💀 Domestic Relations Intake	×
Intake Case Namative Custody Petition Custody Affidavit	Intake Case Narrative Custody Petition Custody Affidavit Support Petition	
Petitioner's Information	Charged Offense Information	
Unknown? SSN Name Add View Clear	Offense VCC.Code Offense Offense Description PM Of	fense , Retrieved
Respondent's Information	Date VCC Code Offense Description PM De	fense JO Retrieved by the SC
Unknown? SSN Name Add View Clear		
Juvenile's Information		
SSN Name Name Add View Clear		
Juvenile Number DOB DOB Age (Years - Months) Juvenile Has Alert(s)		
Intake Case Number (ICN); 3489033		
	Selected Offense Details	
Court District	Offense Date	Add New Offense
Open Date	VCC Code Find VCC Code Statute	
Case Type Petitioner Type	Heading Heading	
Relationship (Petitioner to Juvenile)	Subheading	
Worker Keyed By	Description	
	Penalty Modifier Judge Ordered Detention	
Edit Intake Case Copy Intake Delete Intake View / Print View Supreme Offense History Info Case Intake Report Court Details Summary Report	Offense Decision 02 - Petition Filed ~	
Add Custody Petition Add Support Petition Add Protective Order	Save Cancel	

Add Supp	ort Petition X
8	Please add respondent to intake case before proceeding. $\bigcup_{i=1}^{n}$
	ОК

- b. Support Petition Tab—Domestic Relations Intake Screen
 - i. The Offense Date, VCC Code, Statute, Heading, Subheading, Description, and Offense Decision fields will auto-populate.
 - 1. To add a different VCC Code, (i) click the Find VCC button, and the <u>Search Offense</u> screen will appear. Search for an offense by Statute, VCC, Heading, Sub-Heading, or Description. The

Use Wildcard?* checkbox will be selected automatically and can be deselected if not using. (ii) Click the **Find** button and a list of VCCs and Offense Decisions will be generated which meet the search criteria. (iii) Select a **VCC**, and the row will be highlighted in blue, (iv) click the **Ok** button to return to the *Support Petition* tab.

Multiple VCCs can be added to a petition/order.

💀 Domestic Relations Intake	×	💀 Search Offens	e		×
Intake Case Narrative Custody Petition Custody Affidavit Support Petition Charged Offense Information		Offense Search (Statute Heading	Criteria	VCC	✓ Use Wildcard?*
Offense VCC Code Offense Offense Description	PM Offense JO Retrieved Decision JO by the SC	Sub Heading Description			Find
		Search Results			
		VCC Code	Statute	Offense Description	^
		CNV-7017-M3	10.1-1142(D)	BUILD FIRE WITHIN 150 FEET OF WOODLAND,	BRUSHLAND ETC.
Selected Offense Details		CNV-7025-M1	10.1-2214	UNDERWATER RECOVERY OF HISTORIC PROP	ERTY WITHOUT PERMIT
Offense Date	Add New Offense	CNV-7026-M1	10.1-203	USE OF MOTORIZED VEHICLE ALONG APPALAC	HIAN TRAIL
VCC Code Find VCC Code Statute		CNV-7027-M1	10.1-2305	ARCHAEOLOGICAL EXCAVATION OF HUMAN RE	MAINS WITHOUT PERMIT
		CNV-7028-M1	10.1-2306	DAMAGE, ETC ANY OBJECT OF ANTIQUITY ON	STATE-CONTROLLED LAND
Heading		CNV-7030-M1	10.1-1005	DUMP ETC. WITHOUT PERMISSION OF OWNER	
Subheading		CNV-7031-M1	10.1-1004	EXCAVATE ETC. WITHOUT PERMISSION OF OW	'NER
Description		Louis - 3000 440-	40 4 400000		
Penalty Modifier Judge Ordered Detention		Selected Offense			
Offense Decision 02 - Petition Filed V			CONSERVATION PARKS AND RECR	EATION	Notify School?*
Save Cancel		• 🗹 Yes [No	Ok Close	

- Click the **Find** button to select a support-related offense without entering any information into the search fields.
 - ii. (i) Select the Offense Decision from the drop-down menu, (ii) click the Save button, and the saved information will appear in the Charged Offense Information section. Once saved, the Add New Offense button will become accessible. The Edit, Delete, and File Petition buttons will also appear on the bottom of the <u>Domestic Relations Intake</u> screen.

💀 Domestic Relations Intake	×	🛃 Domestic Relations Intake 🛛 🗙
Intake Case Narrative Custody Petition Custody Affidavit Support Petition		Intake Case Narrative Custody Petition Custody Affidavit Support Petition
Charged Offense Information		Charged Offense Information
Offense Date VCC Code Offense Number Offense Description	PM Offense JO Retrieved becision JO by the SC	Offense Date VCC Code Offense Offense Description PM Offense Jo Retrieved by the SC
		an manage (and and a large and a second strange are considered as)
Selected Offense Details		Selected Offense Details
Offense Date	Add New Offense	Offense Date Add New Offense
VCC Code Find VCC Code Statute		VCC Code Coll Coll Statute
Heading		Heading California and an
Subheading		Subheading
Description		Description
Penalty Modifier Judge Ordered Detention		Penalty Modifier Judge Ordered Detention
Offense Decision 02 - Petition Filed ~		Offense Decision 02 - Petition Filed
Save Cancel		Edit Delete File Petition

- iii. Add New Offense Button—Domestic Relations Intake Screen, Support Petition Tab
 - 1. If another offense needs to be added to the petitioner/order, (i) click the **Add New Offense** button, and the **Selected Offense Details** fields will become accessible, and (ii) repeat the steps above to add another offense.



- iv. Edit Button-Domestic Relations Intake Screen, Support Petition Tab
 - 1. (i) Select an offense, and the row will be highlighted in blue, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

🖳 Domestic	Relations Intak	e						×
Intake Case	Narrative Cust	ody Petition	Custody Affidav	t Support Petition				
			Charged	Offense Information	1			
Offense Date	VCC Code	Offense Number	Offense Descrip	tion		РМ	Offense Decision J	0 Retrieved by the SC
	(101.00.0			AND 107 1081				
	Edit, Delete, and File Petition Buttons							
	ffense Details					1		
	se Date						Add New	Offense
	C Code			Statute	100 B			
	leading		College and the					
	neading	1.000	-010					
Des	cription	10 C (10)	CLIP ON IS					
Penalty Modifier Judge Ordered Detention								
Offense D	Offense Decision 02 - Petition Filed							
	Edit		Delete	File Petition				

- v. Delete Button—Domestic Relations Intake Screen, Support Petition Tab
 - (i) Select an offense, and the row will be highlighted in blue. (ii) Click the Delete button and the <u>Delete Offense</u> screen will appear. (iii) Click the Yes or No button on the confirmation screen to return to the Custody Petition tab.

Delete Off	iense ×
?	Would you like to delete selected offense?
	<u>Y</u> es <u>N</u> o

- vi. File Petition Button-Domestic Relations Intake Screen, Support Petition Tab
 - Click the File Petition button and the <u>Check Information Before Continuing</u> screen will appear. Edits CANNOT be made once a petition is filed. If an additional offense, affidavit, or order needs to be added, click the No button and make the addition.



- Once the petition is saved it is sent to the Virginia Supreme Court and no changes can be made to the petition. If there is an error, a new petition must be created and the local Juvenile and Domestic Relations Court must be contacted to inform them of the mistake. The local Juvenile and Domestic Relations Court will need to be provided with both the original and new **SC #** to update the Virginia Supreme Court data.
- The File Petition button will transition into the View Petition button once the petition is saved.



2. Support Petition Screen

a. If the information is complete, click the Yes button, and the <u>Support Petition</u> screen will appear. This screen consists of the Petitioner and Respondent Information, Support Petition (SP) – Part 2, SP – Part 3, SP – Part 4, and SP – Part 5 tabs.

BADGE Manual			E	BADGE CSU Intake Manual
	Tabs o	on the <u>Support Petition</u> So	creen	
Petitioner and Respondent Information tab	<u>Support Petition (SP) –</u> <u>Part 2 tab</u>	<u>SP – Part 3 tab</u>	<u>SP – Part 4 tab</u>	<u>SP – Part 5 tab</u>

	25-J9	SC #			_
Petitioner and Re	spondent Information	Support Petition (SP) - F	Part 2 SP - Part 3	SP - Part 4 SP - Part 5	
Petitioner			Respondent		-
Name	WHEN AND A		Name	Laboration and the	
Date of Birth	(0.0x.000)	SSN	Date of Birth	S	SN
Address	10.000		Address	Others in	
	Olasan, PORE			Advent. 10, 200	
Phones: Home		Cell	Phones: Home	Cel	
Work	dation and enter	Extention	Work		Extention
Driver's Lic. #	10-14-000	State Issued	Driver's Lic. #	S	tate Issued
Employer	tel Const		Employer		
Emp. Address	The set from the		Emp. Address		
	Advect 19,000			Unknown	
	View / Edit Petition	her		View / Edit Respondent	
Petition Date	×	Worker Name	i Need		

i. Petitioner and Respondent Information Tab—Support Petition Screen

🖳 Support Petition						×
Petition for Support (Civil) - VCC DES-3825-J9	SC #	CN):				
Petitioner and Respondent	Information Support F	Petition (SP) - Part 2	SP - Part 3	SP - Part 4 SP - Par	t 5	
Petitioner		R	espondent			
Name	C MARKED		Name	Laboration and the		
Date of Birth	SSN	00-0e-000	Date of Birth	(0.0x.000)	SSN 💷	0.480
Address			Address	Or Instruction		
Deline				Advent 18, 200		
Phones: Home	Cell	Ph	iones: Home		Cell	
Work	Extent	ion	Work		Extention	
Driver's Lic. #	State Is:	sued 📄 D	river's Lic. #		State Issue	d
Employer	and a second		Employer			
Emp. Address	And South State	E	mp. Address			
Automatica de la companya de la comp	6.10.000			Unknown		
View	/ Edit Petitioner			View / Edit Respond	lent	
Petition Date Worker Name Worker Name						
	Save	Delete	View / Print	Close		

- 1. All the information on the *Petitioner and Respondent Information* tab will autopopulate.
- 2. In order to view or edit the petitioner's information, click the **View/Edit Petitioner** button, and the <u>Adult Information</u> screen will appear.
- 3. In order to view or edit the respondent's information, click the **View/Edit Respondent** button, and the <u>Adult Information</u> screen will appear.

View / Edit Petitioner	View / Edit Respondent

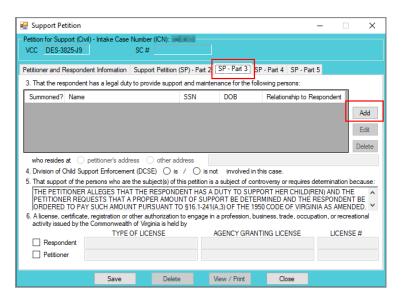
Adult Number	SSN HER HIN	Edit Adult
Adult Name		
Date of Birth	Age (Years - Months)	Print Face Sheet
Race / Ethnicity	haans .	Sheer
Is Deceased? No	Genetic Sex	
Height 📳 ' "	Weight 🧾 Color: Eyes 💼	Hair
Marital Status	Is U.S. Citizer	n? 🐂
Docket #	(Arlington CSU)	
Driver's License Information		
Driver's License Number	State Lice	nse Issued 🔚

Refer to the **BADGE Juvenile & Adult Information Screens Manual** for instructions on using the <u>Adult Information</u> screen.

- 4. The **Petition Date** will auto-populate to the current date. To change the date, select the date from the calendar drop-down screen.
- 5. The **Worker Name** will auto-populate to the name of the employee entering in the petition information.
- ii. Support Petition (SP) Part 2 Tab—Support Petition Screen
 - (i) Click the option that applies to the petitioner at the top of the screen, the **not** applicable option is selected automatically, and (ii) click all the options that apply to the petitioner. If the selected options require additional information, add the information at this time.

🖷 Support Petition — 🗆 🗙								
Petition for Support (Civil) - Intake Case Number (ICN):								
Petitioner and Respondent Information Support Petition (SP) - Part 2 SP - Part 3 SP - Part 4 SP - Part 5								
The petitioners's information should be provided on a separate sheet because 🔘 a protective order has been issued, or								
○ the petitioner alleges that the petitioner is at risk of physical or emotional harm from the other party, or ④ not applicable								
The undersigned Petitioner respectfully represents to the Court:								
 That the parties have never been married; That there is a court order adjudicating the patemity of one or more of the subject of this petition. If so, attach a copy. That the respondent and petitioner were lawfully married on That the respondent and petitioner were divorced on In a final state Divorce pending in								
2. That child custody has been adjudicated. If so, attach a copy of the order. That an order concerning the support of the person(s) for whom support is sought in this petition has been entered. (Attach most recent court order.) That no other case for support for the below-named person(s) has been filed in any other court.								
Save Delete View / Print Close								

iii. SP - Part 3 Tab—Support Petition Screen



1. Click the **Add** button and the <u>Please Enter ALL Available Information for New Person</u> screen will appear.

Please Enter ALL Available Information for New Person X							
Petitioner is lis	ted as a contact for the	following juvenile	is				
Relation	Juvenile's Name		1	DOB	SSN	Copy Selected Juvenile	
						Juvernie	
-Supported Pe	rson Information			— Ali	Fields in I	Bold Are Mandatory	
	Person to be su	mmoned?		Past	e Petitioners	Information	
Last Nar	ie		Sur	ffix Nor	ne ~		
First Nam	ne 📃		Middle Nar	ne			
Soc. Sec.	#		Date of Bi	rth		Age (YY-MM)	
Relations	ship to Respondent	None				~	
		Ok	Car	ncel			

- a. If the petitioner is listed as a contact for any juveniles in BADGE, the juveniles will be listed in the **Petitioner is listed as a contact for the following juveniles** section.
 - i. If the juvenile for whom the support is being sought is listed in the Petitioner is listed as a contact for the following juveniles section, (i) select the juvenile, and the row will be highlighted in blue, (ii) click the Copy Selected Juvenile button, and the information will auto-populate into the fields, and (iii) select the juvenile's relationship to the respondent from the Relationship to Respondent drop-down menu. For example, if the respondent is the male juvenile's father, "Son" would be selected as the relationship to the respondent.
- b. If the juvenile should be summoned to court, click the **Person to be summoned?** checkbox.
- c. If the petitioner is not listed as a contact for any juveniles in BADGE, or if the juvenile for whom the support is being sought is not listed in the **Petitioner is listed as a contact for the following juveniles** section, (i) type in the Last Name, (ii) select a suffix from the drop-down menu, and type in the (iii) First Name, (iv) Middle Name, (v) Soc. Sec. #, and (vi) Date of Birth. The Age (YY-MM) will auto-populate based on the Date of Birth. (vii) Select the juvenile's

relationship to the respondent from the **Relationship to Respondent** drop-down menu.

d. Click the **Ok** button to return to the *SP* - *Part 3* tab. The person for whom the support is being sought will appear in the section under item **3. That the respondent**

That the respondent has a legal dependent has a legal dependent.	uty to provide suppo	rt and maintena	ance for the follo	owing persons:	
Summoned? Name		SSN	DOB	Relationship to Respondent	
Langua maia a		10.0.0	1000	-	Add
					Edit
					Delete

If the petitioner's information needs to be added to the **Support Person Information** section, click the **Paste Petitioners Information** hyperlink and the information will auto-populate at the bottom of the screen.

If the petitioner is not listed as a contact for juveniles in BADGE, the **Petitioner is listed as a contact for the following juveniles** section will be blank and the **Copy Selected Juvenile** button will not be accessible.

- 2. To add another juvenile, (i) click the **Add** button and (ii) repeat the steps above.
- In order to edit an existing juvenile, (i) select a juvenile, and the row will be highlighted in blue, (ii) click the Edit button, and the <u>Edit Information for Supported</u> <u>Person</u> screen will appear, (iii) edit the information, and (iv) click the Ok button when the edits are completed.
- 4. In order to delete a juvenile from the section under item 3. That the respondent ...,
 (i) select a juvenile, and the row will be highlighted in blue, and (ii) click the Delete button.
- 5. Click all the options that apply to the petitioner on the SP Part 3 tab. If the selected options require additional information, add the information at this time.

iv. SP - Part 4 Tab—Support Petition Screen

1. (i) Click the option that applies to the petitioner at the top of the screen and (ii) check all the options that apply to the petitioner. If the selected options require additional information, add the information at this time.

💀 Support Petition					-		×
Petition for Support (Civil) - Intake Case Numb VCC DES-3825-J9 SC							
Petitioner and Respondent Information Supp	oort Petition (SP) -	Part 2 SP	-Part 3 S	SP - Part 4 SP - P	art 5		
7. A Protective Order is currently in effect ag	ainst Respondent.	⊖ Yes	No		Paste	e Petitioner's	Name
Court Issuing Order			State	 Expiration 	Date		
Person(s) protected							
The petitioner therefore prays that proper process be issued directing the respondent to appear and answer this petition in Court, and that the Court A. ☑ Make a finding in its Order that the Respondent is the parent of the children nand this petition (patemity has not been previously established).							
Mother's: Name		SSN		Maiden Nam	e		
Respondent's: Name		SSN	1000				
B. 🗌 Order the Respondent to furnish supp	ort as follows:						
Child support per guidelines							
Child support in the amount of			per				
Spousal support in the amount of			per				
Combined child and spousal suppor	t in the amount of		per				
Save	Delete	View	/ Print	Close			

v. SP - Part 5 Tab—Support Petition Screen

- 1. (i) Click the option that applies to the petitioner at the top of the screen and (ii) click all the options that apply to the petitioner. If the selected options require additional information, add the information at this time.
- 2. Type the petitioner's additional requests in the textbox.

eutioner and Respondent	Information Su	pport Petition (SP) - Part 2 SP - Pa	art 3 SP - Part 4	SP - Part 5		
B. Order the Respondent to furnish support as follows (Continued from Part 4): Support for a child who is (i) severely and permanently mentally or physically disabled, and such disability existed prior to the child reaching the age of 18, or the age of 19 if the child was a full time high school student, not self-supporting and living in the home of the parent seeking or receiving child support; (ii) unable to live independently and support himself and (iii) reading in the home of the parent seeking support.							
Support for a pare		s circumstances					
 in the amount 	t of	per			 as determine 	ned by the c	ourt
C. Enter an order or requir enforce any orders ent D. Order that all payments	ered in the case a	as the responding	court deems appr	opriate.			
 E. Provide in the order that Respondent furnish health insurance coverage, including dental and vision care coverage, if available, for the dependents and for delivery of the documents necessary for the use of such coverage to the dependents F. Provide in the order that parents share the cost of any reasonable and necessory unreimbursed medical or dental expenses for each child who is the subject of the obligation in proportion to their gross incomes. G. Provide in the order that the parents pay, in proportion to their gross incomes. G. Provide in the order that the parents pay, and proportion to their gross incomes. 							
H. Require the Response	ndent to post a p	erformance bond	l.				

vi. Save Button

1. Click the **Save** button and the **SC #** will auto-populate.

vii. Edit Button

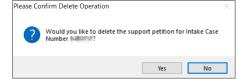
1. In order to edit an existing petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button when the edits are completed.

Support Petition Petition for Support (Civil) - Intake Case VCC DES-3825-J9	Number (ICN):			-	- 🗆	×	
Petitioner and Respondent Information	Support Petition (SP) - Part 2	SP - Part 3	SP - Part 4	SP - Part 5	5		
B. Order the Respondent to furnish support as follows (Continued from Part 4): Support for a child who is (i) severely and permanently mentally or physically disabled, and such disability existed prior to the child reaching the age of 18, or the age of 19 if the child was a full time high school student, not self-supporting and living in the home of the parent seeking or receiving child support; (ii) unable to live independently and support himself and (iii) residing in the home of the parent seeking support.							
Support for a parent in necess				· · ·			
in the amount of C. Enter an order or require the Respor	per	t constinue a u			ermined by t		
enforce any orders entered in the ca				ent or incom	e deduction	to	
D. Order that all payments be made 🤇) directly to the payee / 🔘 t	to or through t	he VA DSS o	r its contract	tors / 🔘 I	N/A	
 B. I provide in the order that Bespondent furnish health insurance coverage, including dental and vision care coverage, if available, for the dependents and for delivery of the documents necessary for the use of such coverage to the dependents. F. Provide in the order that parents share the cost of any reasonable and necessary unreimbursed medical or dental expenses for each child who is the subject of the obligation in proportion to their gross incomes. G. Provide in the order that parents pay. In proportion to their gross incomes. any reasonable and necessary unpaid expenses of the mother's pregnancy and delivery of a child born during the 6 months before the commencement of this initial child support proceeding. H. Require the Respondent to post a performance bond. 							
l.							
Petitioner further requests the granting	of such other and further relief	as the law pro	vides.				
Edit	Delete	View / Print	Clo	se			

On the <u>Support Petition</u> screen, the **Save** button and the **Edit** button are interchangeable. The action to be performed determines whether the **Save** button or the **Edit** button is displayed.

viii. Delete Button

1. In order to delete the petition, click the **Delete button**, and the <u>Please Confirm</u> <u>Delete Operation</u> screen will appear. If the petition is deleted, the *Custody Petition* tab in the <u>Domestic Relations Intake</u> screen will be displayed.



ix. View / Print Button

 In order to view or print the Petition for Support (Civil) related to the intake case, click the View / Print button, and the <u>Virginia Department of Juvenile Justice</u> report viewer screen will appear. From this screen the petition can be viewed, printed, or saved. Click the X button in the upper right corner to close the screen and return to the <u>Support Petition</u> screen.

Virginia Department Of Juvenile Justice	- 0
Print	
◀ 1 of 2 ▶ ▶ ♦ ⑧ ③ 🔍 + 100% -	Find Next
ETITION FOR SUPPORT (CIVIL)	CASE NO.
ommonwealth of Virginia VA. CODE §§ 16.1-241(A) (3), 16.1-278.15, 20-88	DCSE ID NO. (10 for added if DCSE is involved in case)
	(to be added if DCSE is involved in case) Juvenile and Domestic Relations District Court
	The second
	Respondent
Petitioner	
Residential Address	Residential Address
Mailing Address If Different	Mailing Address If Different
Social Security No. ***.**	Social Security No. ***-**-
Driver's License No. and State	Driver's License No. and State
Telephone No. (H) (W)	Telephone No. (H) (W)
Date of Birth	Date of Birth
Employer	Employer
Ingelogen Address	Employer's Address
he petitioner's information in the above box is provided on a separate she etitioner alleges that the petitioner is at risk of physical or emotional harm he undersigned Petitioner respectfully represents to the Court:	
 [] That the parties have never been married; 	
[] That there is a court order adjudicating the paternity of one or mo of the order.	ore of the subjects of this petition. If so, attach a copy
[] That the respondent and petitioner were lawfully married on	in

Printing the same petition multiple times will not change the SC #.

x. Close Button

- 1. In order to exit the <u>Support Petition</u> screen and return to the <u>Domestic Relations</u> <u>Intake</u> screen, click the **Close** button.
- 3. Add Protective Order Button—Domestic Relations Intake Screen, Intake Case Tab
 - a. Click the **Add Protective Order** button and the *Protective Order* tab will appear on the <u>Domestic</u> <u>Relations Intake</u> screen.

2 Domestic Relations Intake	🖳 Domestic Relations Intake X
Intake Case Narrative Custody Petition Custody Affidavit	Intake Case Narrative Custody Petition Custody Affidavit Support Petition Protective Order
Petitioner's Information	Charged Offense Information
Unknown? SSN Name Add View Clear	Offense Date VCC Code Offense Offense Description PM Offense JO Retrieved by the SC
Respondent's Information Add View Clear Unknown? SSN Name Add View Clear	
Juvenie's Information SSN Name Add Very Clear Juvenie Number DOB Age (Years - Months) Juvenie Has Alert(s)	
Intake Case Number (ICN): 3489033	Selected Offense Details
Court District	Offense Date Add New Offense
Open Date Time Close Date	VCC Code Find VCC Code Statute
Case Type Petitioner Type A. Hadda	Heading
Relationship (Petitioner to Juvenile)	Subheading
Worker Keyed By Keyed By	Description
Edit Intake Case Copy Intake Delete Intake View / Print Vew Supreme Offense History Info Case Case Intake Report Court Details Summary Report	Penalty Modifier Judge Ordered Detention Offense Decision
Add Custody Petition Add Support Petition Add Protective Order	Save Cancel

b. Protective Order Tab—Domestic Relations Intake Screen

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- i. The **Offense Date** will auto-populate to the current date. If the date must be changed select the date using the **Offense Date** calendar drop-down screen.
- ii. Click the **Find VCC Code** button and the <u>Search Offense</u> screen will appear.
 - Locate the desired offense from those displayed in the Search Results table or search for an offense by (i) typing the Statute, VCC, Heading, Sub-Heading, or Description into the corresponding field(s). The Use Wildcard?* checkbox will be selected automatically, uncheck the checkbox if the wildcard function will not be used. (ii) Click the Find button and the Search Results section will display all items that meet the search criteria by <u>VCC Code</u>, <u>Statute</u>, and <u>Offense Description</u>. (iii) Click on a row to select a <u>VCC Code</u> and the row will be highlighted in blue. (iv) Click the Ok button to return to the *Protective Order* tab on the <u>Domestic Relations</u> <u>Intake</u> screen.

💀 Domestic Relations Intake 🛛 🕹	🛃 Search Offense 🛛 🗙
Intake Case Narrative Custody Petition Custody Afridavit Support Petition Protective Order Charged Offense Information Offense VCC Code Offense Offense Description PM Offense Jo Retrieved Decision JO By the SC	Offense Search Citeria Statute VCC Heading Sub Heading Description
	Search Results
	VCC Code Statute Offense Description
	CNV-7017-M3 10.1-1142(D) BUILD FIRE WITHIN 150 FEET OF WOODLAND, BRUSHLAND ETC.
Selected Offense Details	CNV-7025-M1 10.1-2214 UNDERWATER RECOVERY OF HISTORIC PROPERTY WITHOUT PERMIT
Offense Date Add New Offense	CNV-7026-M1 10.1-203 USE OF MOTORIZED VEHICLE ALONG APPALACHIAN TRAIL
VCC Code Find VCC Code Statute	CNV-7027-M1 10.1-2305 ARCHAEOLOGICAL EXCAVATION OF HUMAN REMAINS WITHOUT PERMIT
	CNV-7028-M1 10.1-2306 DAMAGE, ETC ANY OBJECT OF ANTIQUITY ON STATE-CONTROLLED LAND
Heading	CNV-7030-M1 10.1-1005 DUMP ETC. WITHOUT PERMISSION OF OWNER
Subheading	CNV-7031-M1 10.1-1004 EXCAVATE ETC. WITHOUT PERMISSION OF OWNER
Description	
Penalty Modifier Judge Ordered Detention	Selected Offense Details
Offense Decision	Heading CONSERVATION Notify School?*
	Sub Heading PARKS AND RECREATION
Save Cancel	· 🗹 Yes 🗋 No Ok Close

- Multiple VCCs can be added to a petition/order.
- Click the **Find** button on the <u>Search Offense</u> screen to select a custody-related offense without entering any information into the search fields.
- The following VCCs require the petitioner or respondent to be UNDER the age of 18: **PRT-3861-J9**, **PRT-3862-J9**, and **PRT-3863-J9**. If the petitioner or respondent is over the age of 18, or if their age is not provided, a warning will appear.
 - iii. (i) Select the Offense Decision from the drop-down menu, (ii) click the Save button, and the saved information will appear in the Charged Offense Information section. The Add New Offense button will remain inaccessible. The Add Custody Affidavit button may appear depending upon the Offense Decision selected and whether or not a custody affidavit exists; if a custody affidavit already exists, the Add Custody Affidavit button will not appear. The Edit, Delete, and File Petition buttons will also appear on the bottom of the <u>Domestic Relations Intake</u> screen.

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🖷 Domestic Relations Intake X	🛃 Domestic Relations Intake 🛛 🕹
Intake Case Narrative Custody Petition Custody Affidavit Support Petition Protective Order	Intake Case Narrative Custody Petition Custody Affidavit Support Petition Protective Order
Charged Offense Information	Charged Offense Information
Offense Date VCC Code Offense Offense Description PM Offense Jo Retrieved by the SC	Offense Date VCC Code Offense Offense Description PM Offense Jo Retrieved by the SC
	an na sana (inter ana ang) na tang (na sanang na tang na sanang na sa
Selected Offense Details	Selected Offense Details
Offense Date Add New Offense	Offense Date Add New Offense
VCC Code Find VCC Code Statute	VCC Code Statute
Heading	Heading Haustic Chick Ch
Subheading	Subheading
Description	Description
Penalty Modifier Judge Ordered Detention	Penalty Modifier Judge Ordered Detention
Offense Decision	Offense Decision
Save	Edit Delete File Petition

- iv. Add New Offense Button—Domestic Relations Intake Screen, Protective Order Tab
 1. The Add New Offense button is greyed out and is not accessible.
- v. Add Custody Affidavit Button-Domestic Relations Intake Screen, Protective Order Tab
 - 1. Click the **Add Custody Affidavit** button and the *Custody Affidavit* tab will appear.
 - 2. Custody Affidavit Tab
 - a. The Custody Affidavit tab contains the Add, Edit, Copy, Delete, and View/Print buttons.

Buttons on the C	ustody Affidavit	Tab of the <u>Domes<i>tic</i></u>	Relations Intake Screen	
Add Button Edit Bu	<u>utton</u>	Copy Button	Delete Button	View/Print Button
	PM Offense Jo Retrieved by the SC Add New Offense Add Custody Affidavit	Custody Affidavits Attached to the	ettion Support Pettion Protective Orde Custody / Intake Case Child's Current Addre	

The Add Custody Affidavit button may appear depending upon the Offense Decision selected and whether or not a custody affidavit exists; if a custody affidavit already exists, the Add Custody Affidavit button will not appear.

b. Add Button-Domestic Relations Intake Screen, Custody Affidavit Tab

- i. Click the **Add** button on the *Custody Affidavit* tab and the <u>*Custody Affidavit*</u> screen will appear. The petitioner and respondent names will auto-populate into the affidavit.
- ii. Custody Affidavit Screen
 - 1. The <u>Custody Affidavit</u> screen consists of the Affidavit Data tab, the Address Information tab, and the Affidavit Data (continue) tab.

Tabs on the <u>Custody Affidavit</u> Screen				
Affidavit Data Tab	Address Information Tab	<u>Affidavit Data (continue) Tab</u>		

🖳 Custody Affidavit	×					
Affidavit Data Address Information Affidavit Data (continue)						
CUSTODY AFFIDAVIT						
In re: CHILD'S NAME	Paste Juvenile's Name					
LENGER WALK V. LANKER OD						
I. the undersigned affiant, state the following	ng information under oath:					
Certain information has been omitted from this form and submitted under seal because I allege that th a party or child would be jeopardized by disclosure. Another party may request that a hearing be held information should be disclosed.						
1. The child presently resides at:	Paste Juvenile's Address					
The child commenced residing there on and has resided there continiously to this date.						
Subscribed and swom before me on Interest Case Number (CN)					
Save Cancel						

2. Affidavit Data Tab—Custody Affidavit Screen

- a. The petitioner and respondent names will auto-populate into the affidavit.
- b. Click the (i) **Paste Juvenile's Name** and (ii) **Paste Juvenile's Address** hyperlinks and the information will auto-populate.
- c. Place a checkmark in the **Certain information has been omitted...**checkbox if required.
- d. Select the **The child commenced residing there on** date from the calendar drop-down screen.
- e. The Subscribed and sworn before me on date will auto-populate to the current date. If the date must be changed select the date using the calendar drop-down screen. The time will auto-populate to the time the <u>Custody Affidavit</u> screen was opened. If the time must be changed, click the time, the time fields will be highlighted in blue, and type in the time the petitioner is sworn. The Intake Case Number (ICN) will auto-populate to the assigned ICN.

💀 Custody Al	fidavit			×			
Affidavit Data	Address Information	Affidavit Data (continue)					
CUSTODY AFFIDAVIT							
In re:	CHILD'S NAME			Paste Juvenile's Name			
		100000-00003	v. Letter: don				
L LANGE	100.0		the undersigned affiant, state the followi	ng information under oath:			
a party or			mitted under seal because I allege that th r party may request that a hearing be held				
1. The child p	resently resides at:			Paste Juvenile's Address			
The child c	ommenced residing th	ere on	and has resided there continiously to thi	s date.			
Subscribed an	d sworn before me or	11-10-00 Fights	V Intake Case Number (I	CN)			
		Save	Cancel				

For the **Subscribed and sworn before me on**, the petitioner raises his/her right hand and swears and affirms that all the provided information is accurate.

3. Address Information Tab—Custody Affidavit Screen

a. If the juvenile has not lived at the current address for at least five years, (i) click the Add button, (ii) type the time the child lived at the address in the Time Resided textbox, (iii) select the date the juvenile started residing at the address

from the **From** calendar drop-down screen, and (iv) select the date the juvenile stopped residing at the address from the **To** calendar drop-down screen.

- b. Type the Address Where Child Resided. If the juvenile lived at the petitioner's current address, click the Paste Petitioner's Address hyperlink, or if the juvenile lived at the respondent's current address, click the Paste Respondent's Address hyperlink, and the address information will auto-populate.
- c. Type the (i) **First** and (ii) **Last** name of the person with whom the juvenile resided.
- d. Type the **Current Address of Person with Whom Child Resided**. If the juvenile resides with the petitioner at the current address, click the **Paste Petitioner's Address** hyperlink, or if the juvenile resides with the respondent at the current address, click the **Paste Respondent's Address** hyperlink, and the address information will auto-populate.
- e. (i) Click the **Done** button when the information is complete. (ii) Continue to add all the addresses where the child lived over the past five years until all the information is completed.
- f. In order to edit existing address information, (i) select an address, and the row will be highlighted in blue, (ii) click the **Edit** button, and the fields at the bottom of the screen will become accessible, (iii) edit the information, and (iv) click the **Done** button when the edits are completed.
- g. In order to delete address information, (i) select an address, and the row will be highlighted in blue, and (ii) click the **Delete** button.

Custody Affidav Affidavit Data Addr 2. The other places	ess Information		as lived during the last five (5) years:
Time Resided	From	To Child's Address	Person Resided with
Time Resided: From: Address Where (Child Resided		Person with Whom Child Resided Name: First Last Current Address of Person with Whom Child Resided
Address:			Address:
City:		State:	City: State:
		Add	Edit Delete
		Save	Cancel

- The system may or may not display the **Paste Petitioner's Address** or the **Paste Respondent's Address** hyperlinks. The data must exist in the system for a given hyperlink to display.
- For the **Time Resided** textbox, specify the unit of time (days, weeks, months, or years). For example, "3 WEEKS" or "8 MONTHS" or "3 YEARS," etc.
- For the **Person with Whom Child Resided** section, if the juvenile resides with both parents, type "BOTH" into the **First** textbox and "PARENTS" in the **Last** textbox.

4. Affidavit Data (continue) Tab—Custody Affidavit Screen

a. (i) Select all the options that apply to the petitioner. If the selected options require additional information, add the information at this time. (ii) Click the Save button to save the custody affidavit and return to the *Custody Affidavit* tab on the <u>Domestic Relations Intake</u> screen. The custody affidavit will be displayed in the **Custody Affidavits Attached to the Intake Case** section of the *Custody Affidavit* tab. The entered information will auto-populate into the custody affidavit form.

🖬 Custody Affidavit 🛛 🕹
Affidavit Data Address Information [Affidavit Data (continue)]
A I have have not participated, either as a party, witness, or in any other capacity in any other litigation (court proceeding) concerning custody of or visitation with this child, in any State or foreign country. If yes, complete below: A. Name of Court and State or foreign country in which litigation occured: When did the litigation occured: When did the litigation occured: When did the litigation cocured:
 d. Attach a copy of all pleadings and Orders filed in this litigation.
4.1 do donct have knowledge or information of any proceeding that could affect this proceeding, including but not limited to custody, visitation, patemity, support, enforcement proceedings, proceedings related to domestic violence, protective orders, abuse and neglect, termination of parental rights and adoptions, which is pending in a court of this or any other State or foreign country. If yes, complete below: a. Name of Court and State or foreign country in which proceeding is pending: b. Attach a copy of all pleadings filed in the Itigation. 5.1 do do not know of any person who is not already named as a party in this proceeding who has physical custody of this child or who claims to have custody or visitation rights with respect to child. If yes: a. Name and address of person:
b. Does this person have physical custody of the child?: Yes 🔿 No 🔿
c. State why you believe this person claims to have custody/visitation rights to the child:
Save

- c. Edit Button—Domestic Relations Intake Screen, Custody Affidavit Tab
 - i. In order to edit an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in blue, (ii) click the Edit button, and the <u>Custody Affidavit</u> screen will appear, (iii) edit the information, and (iv) click the Save button when the edits are completed.

				Protectiv	ve Order	Custody Affidavit		
Custody Affic	lavits Atta Child's	ched to the Intake	Case		Child's Cu	irrent Address		
Vildevic #	Crind a	Name			Grind 3 Ge	inche / ladicas		
100	(Lette	0.000.04	100			ittigi fasterani	w.224	
								_
	Ado	i i	Edit	Сору		Delete	View/Print	

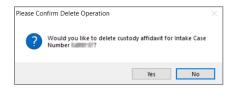
- d. Copy Button-Domestic Relations Intake Screen, Custody Affidavit Tab
 - In order to copy an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in blue. (ii) Click the Copy button, and the <u>Select Custody Affidavit</u> <u>Number</u> screen will appear.

Select Custody Affidavit Number	
Custody Affidavit Number	45
Ok Cancel	

ii. Verify the Custody Affidavit Number displayed matches the affidavit number to be copied, (iii) click the Ok button, and the <u>Custody Affidavit</u> screen will appear. (iv) Edit the information and (v) click the Save button when the changes are completed. The copied affidavit with the new information will appear in the Custody Affidavits Attached to the Intake Case section.

e. Delete Button-Domestic Relations Intake Screen, Custody Affidavit Tab

i. In order to delete an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in blue. (ii) Click the **Delete** button, and the <u>Please Confirm Delete</u> <u>Operation</u> screen will appear. (iii) Click the **Yes** or **No** button to return to the Custody Affidavit tab.



- f. View/Print Button—Domestic Relations Intake Screen, Custody Affidavit Tab
 - i. In order to view or print the custody affidavit(s) related to the intake case, (i) select a custody affidavit, and the row will be highlighted in blue. (ii) Click the View/Print button, and the completed custody affidavit will appear in the <u>Virginia Department of Juvenile</u> <u>Justice</u> report viewer screen. From this screen the affidavit can be viewed, printed, or saved. Click the X button in the upper right corner to close the screen and return to the Custody Affidavit tab.

💀 Virginia Department Of Juvenile Justice	-		×
Print			
4 4 1 of 1 ▶ ▶ ← ⊗ 🕼 🖳 + 100% - Find Next			
AFFIDAVIT (Uniform Child Custody Juridiction and Enforcement Act) COMMONWEALTH OF VIRGINIA Va. Code § 20-146.20 [] Circuit Court Richmond [X] Juvenile and Domestic Relation			^
bare:			
I, the undersigned affiant, state the following information un	nder oath:		
[] Certain information has been omitted from this form and submitted under seal because I allege that the health, safety or or child would be jeopardized by disclosure. Another party may request that a hearing be held to determine whether this in be disclosed.			
1. The child presently resides at:			
The child commenced residing there on and has resided there continuou	usly to thi	is date.	
 The other places where and persons with whom this child has lived during the last five (3) years : (please complete rev 	erse side)).	
3. I[] have [X] have not participated, either as a party, witness, or in any other capacity in any other litigation (court pr concerning custody of or visitation with this child, in any State or foreign country. If yes, complete below: a. Name of Court and State or foreign country in which litigation occurred:	-		
b. When did the litigation occur:			
c. What was the outcome of the litigation:			
d. Attach a copy of all pleadings and Orders filed in this litigation.			
4. [] do [X] do not have knowledge or information of any proceeding that could affect this proceeding, including but custody, visitation, patemity, support, enforcement proceedings, proceedings related to domestic violence, protective o neglect, termination of parental rights and adoptions, which is pending in a court of this or any other State or foreign co if yes, complete below:	orders, abu		
 Name of Court and State or foreign country in which proceeding is pending: 			
b. Attach a copy of all pleadings filed in the litigation.			
 I[] do [X] do not know of any person who is not already named as a party in this proceeding who has physical cust or who claims to have custody or visitation rights with respect to child. If yes: Name and address of person: 		is child	
·			~

- vi. Edit Button-Domestic Relations Intake Screen, Protective Order Tab
 - 1. (i) Select an offense, and the row will be highlighted in blue, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

	Narrative Cust	ody Petition	Custody Affidav	it Support Petition	Protective Ord	ler			
			Charged	Offense Information					
Offense Date	VCC Code	Offense Number	Offense Descrip	tion		РМ	Offense Decision	JO	Retrieve by the SI
10 M. Mar	(*************************************		100000000						
Calculated O	žanas Dataila								
Selected O	fense Details								
	e Date						Add N	ew Of	fense
				Statute					
VC	C Code			Judiule					
	CCode	1241		Statute					
н		ETHERS BELOOK	-	Jadde					
H Subh	eading	ETHI M REJONE TENSAN							
H Subh	eading eading cription	ECNEDA REDOKE							

- vii. Delete Button-Domestic Relations Intake Screen, Protective Order Tab
 - (i) Select an offense, and the row will be highlighted in blue. (ii) Click the Delete button and the <u>Delete Offense</u> screen will appear. (iii) Click the Yes or No button on the confirmation screen to return to the *Protective Order* tab.

Delete Off	fense	~
?	Would you like to delete selected offense?	
	Yes No]

- viii. File Petition Button-Domestic Relations Intake Screen, Protective Order Tab
 - Click the File Petition button and the <u>Check Information Before Continuing</u> screen will appear. Edits CANNOT be made once a petition is filed. If an additional offense, affidavit, or order needs to be added, click the No button and make the addition.



2. If the information is complete, click the **Yes** button and the <u>Petition for Protective Order – Family</u> <u>Abuse</u> screen will appear.

Once the petition is saved it is sent to the Virginia Supreme Court and no changes can be made to the petition. If there is an error, a new petition must be created and the local Juvenile and Domestic Relations Court must be contacted to inform them of the mistake. The local Juvenile and Domestic Relations Court will need to be provided with both the original and new **SC #** to update the Virginia Supreme Court data.

The **File Petition** button will transition into the **View Petition** button once the petition is saved.

Delete File Petition	Delete View Petition

3. Petition for Protective Order – Family Abuse Screen

a. This screen lists the VCC and SC #, and consists of the *Petitioner Information* tab, the *Respondent Information* tab, the *Protective Order* tab, and the *Protective Order (continue)* tab.

T a	abs on the <u>Petition for Protectiv</u>	re Order – Family Abuse Scre	en
Petitioner Information Tab	Respondent Information Tab	Protective Order Tab	<u>Protective Order (continue)</u> <u>Tab</u>
	Pettioner's Next Friend Name Address Home Phone Cell Phone Pettioner's Guardan 1 Relationship to Pettioner Address Home Phone Cell Phone Pettioner's Guardan 2 Relationship to Pettioner Name Address Home Phone Cell Phone	Drder Protective Order (continue)	
	Save Delete	View / Print Close	

i. Petitioner Information Tab

The Petitioner information will auto-populate. In order to view or edit the petitioner's information, (i) click the View/Edit Petitioner button, and the <u>Adult Information</u> screen will appear; (ii) click the Close button to return to the <u>Petitioner Information</u> tab.

💀 Petition for Protective Order - Family Abuse 🛛 🗙	
- Petition for Protective Order (Family Abuse) - Intake Case Number (ICN):	Adult Information Screen - Adult
VCC SC#	Adult Information number and name displayed here
Petitioner Information Respondent Information Protective Order Protective Order (continue)	Adult Number
Pettioner Name View / Edit	Adult Name Info
SSN Age (Years - Months) Address Confidential No Petitioner	Date of Birth Age (Years - Months) Print Face
The Petitioner is under 18 years old. Next Friend and Guardians information should be provided.	Race / Ethnicity
Petitioner's Next Friend Name Add View Clear	Is Deceased? No Genetic Sex
Address	
Home Phone Cell Phone Work Phone Ext.	Adult Information Address / Phones / Email Employment Information Associated Juveniles
Petitioner's Guardian 1	Adult Information
Relationship to Petitioner	Height 📕 ' 👘 Weight 💻 Color: Eyes 💼 Hair 🗰
Name Add View Clear	Marital Status Is U.S. Citizen?
Home Phone Cell Phone Work Phone Ext.	Docket # (Arlington CSU)
Pettioner's Guardian 2	Docket # (Allington C30)
Relationship to Petitioner	Driver's License Information
Name Add View Clear	Driver's License Number
Address	
Home Phone Cell Phone Work Phone Ext.	
	Close
Save Delete View / Print Close	

- Prefer to the BADGE Juvenile & Adult Information Screens Manual for instructions on using the Adult Information screen.
 - If the petitioner is under the age of 18, the Petitioner's Next Friend and Petitioner's Guardian sections will be accessible. If the petitioner is over the age of 18, the Petitioner's Next Friend and Petitioner's Guardian sections will not be accessible.
 - a. Add Button

- i. Click the Add button and the <u>Adult Search</u> screen will appear. This screen consists of three adult search options allowing users to search by Adult Number, Caseload Number, or by Advance Search. If a petitioner or a respondent exist, the Get Petitioner or Get Respondent hyperlinks can be used to select and auto-populate the information for the petitioner or respondent.
- ii. If a search is performed and a match is not found the <u>Adult Search</u> information screen will appear and inform the user the search criteria should be changed. Ultimately, if a search does not return any results and an adult record is determined to not exist, an adult record can be created via the Add Adult radio button. Follow the hyperlinks in the table for instructions on how to use the <u>Adult Search</u> screen options detailed in the Petitioner's Information section.



🖳 Adult Search			×
Adult Number Caseload Number Advance Search Add Adult			Get Petitioner Get Respondent
	Find	Close	

- If the petitioner is under the age of 18, the **Petitioner's Next Friend** and/or **Petitioner's Guardian** information should be provided.
- Refer to the <u>Petitioner's Information</u> section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

b. View Button.

(i) Click the View button and the petitioner's <u>Adult Information</u> screen will appear. To edit an adult's existing information (ii) click the Edit Adult Info button on the <u>Adult Information</u> screen. (iii) Click the Save or Cancel button on the <u>Edit Information for Adult Number</u> screen to return to the <u>Adult</u> <u>Information</u> screen. (iv) Click the Close button to return to the <u>Petitioner</u> Information tab.



BADGE Manual

BADGE CSU Intake Manual

Adult Information Screen - Adult Adult Information Screen - Adult number and name displayed here SSN Edit Adult Adult Name	Edit Information for Adult Number Adult Number Adult Number X
Date of Birth Age (Years - Montha) Print Face Race / Ethnicity Is Deceased? No Genetic Sex	Adult Name Adult Address Adult Address Address Address
Adult Information Address / Phones / Email Employment Information Associated Juveniles Adult Information Height • • • Height • • • • Marital Status Is U.S. Citizen? • • Docket # (Arlington CSU) • •	First Name Zip Code Find City by Zip Code Middle Name City/Town Unknown Genetic Sex Male Female Unknown State VA Virginia Is Address Confidential?* Paste Unknown Is Address Confidential?* Paste Unknown
Driver's License Information Driver's License Number Close	All Fields in Bold Are Mandatory *- Yes No Unknown Save Cancel

c. Clear Button

i. Click the **Clear** button to remove the selected petitioner's information from the associated fields.



ii. Respondent Information Tab

 The Respondent information will auto-populate. In order to view or edit the respondent's information, (i) click the View/Edit Respondent button, and the <u>Adult</u> <u>Information</u> screen will appear; (ii) click the Close button to return to the Respondent Information tab.

💀 Petition for Protective Order - Family Abuse 🛛 🕹	
Petition for Protective Order (Family Abuse) - Intake Case Number (ICN):	Adult Information Screen - Adult
VCC SC #	number and name displayed here
Petitioner Information Respondent Information Protective Order Protective Order (continue)	
Respondent	Adult Number
Name View / Edit	Adult Name Info
Address Respondent	
Home Phone Cell Phone Bott	Date of Birth Birth Age (Years - Months) Print Face
SSN Date of Bith Age (Years - Months) Gender	Race / Ethnicity
Race Height ' Weight Color: Eyes Hair	
	Is Deceased? No Genetic Sex
The Respondent is under 18 years old. Guardians information should be provided.	
Respondent's Guardian 1	Adult Information Address / Phones / Email Employment Information Associated Juveniles
Relationship to Respondent	Adult Information
Name Add View Clear	Height 📳 ' "Weight 💭 Color: Eyes 💼 Hair 🗰
Address	Marital Status Is U.S. Citizen?
Home Phone Cell Phone Work Phone Ext.	
Respondent's Guardian 2	Docket # (Arlington CSU)
Relationship to Respondent 🗸 🗸	Driver's License Information
Name Add View Clear	
Address	Driver's License Number State License Issued
Home Phone Cell Phone Work Phone Ext.	
	Glose
Save Delete View / Print Close	

Prefer to the BADGE Juvenile & Adult Information Screens Manual for instructions on using the Adult Information screen.

- 2. If the respondent is under the age of 18, the **Respondent's Guardian** section will be accessible. If the respondent is over the age of 18, the **Respondent's Guardian** section will not be accessible.
 - a. Add Button
 - i. Click the **Add** button and the <u>Adult Search</u> screen will appear. This screen consists of three adult search options allowing users to search by **Adult Number**, **Caseload Number**, or by **Advance Search**. If a petitioner or a

respondent exist, the **Get Petitioner** or **Get Respondent** hyperlinks can be used to select and auto-populate the information for the petitioner or respondent.

ii. If a search is performed and a match is not found the <u>Adult Search</u> information screen will appear and inform the user the search criteria should be changed. Ultimately, if a search does not return any results and an adult record is determined to not exist, an adult record can be created via the Add Adult radio button.

🖳 Adult Search			×
Adult Number Caseload Number Advance Search Add Adult]	Get Petitioner Get Respondent
	Find	Close	

- If the respondent is under the age of 18, the **Respondent's Guardian** information should be provided.
- Refer to the <u>Petitioner's Information</u> section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.
 - b. View Button.
 - (i) Click the View button and the respondent's <u>Adult Information</u> screen will appear. To edit an adult's existing information (ii) click the Edit Adult Info button on the <u>Adult Information</u> screen. (iii) Click the Save or Cancel button on the <u>Edit Information for Adult Number</u> screen to return to the <u>Adult</u> <u>Information</u> screen. (iv) Click the Close button to return to the <u>Petitioner</u> Information tab.



Qose	*- 🗹 Yes 🔲 No 🔳 Unknown Save Cancel
Driver's License Information Driver's License Number State License Issued	All Fields in Bold Are Mandatory
Adult Information Address / Phones / Email Employment Information Associated Juveniles Adult Information Hair Color: Eyes Hair Height * * Weight Sociated Juveniles Marital Status Is U.S. Citizen? Sociated Juveniles Docket # (Arlington CSU) Interview	First Name Zp Code Find City by Zp Code Middle Name City/Town Unknown Genetic Sex Male Female Unknown Is Deceased?* Approx. Date Is Address Confidential?* Paste Unknown
Date of Birth Age (Years - Months) Print Face Sheet Race / Ethnicity Is Deceased? No Genetic Sex	Adult Name Adult Address Address Suffix (Jr, Sr, I, II, III, IV, etc) None
Adult Information Adult Number Adult Name Ad	Edit Information for Adult Number Adult Number Name/Address Information General Information
Adult Information Screen - Adult	

c. Clear Button

i. Click the **Clear** button to remove the selected respondent's information from the associated fields.



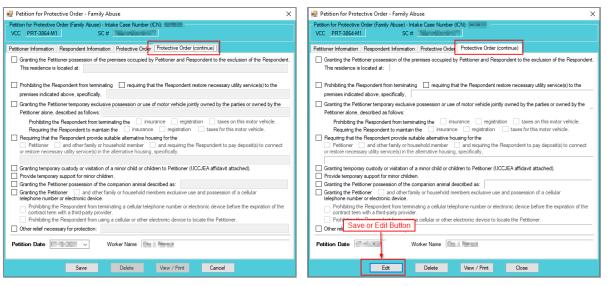
iii. Protective Order Tab

On the *Protective Order* tab (i) select the radio button on item 1 that indicates the relationship between the petitioner and respondent. On item 3, (ii) select the radio button that indicates if other cases (a) have or (b) have not been filed in Virginia courts. Below item 6, in the petitioner request area (iii) place a checkmark to select either (a) a preliminary protective order or (b) a protective order. (iv) Select all other applicable items on the *Protective Order* tab. If a selected option requires additional information, add the information at this time.

	💂 Petition for Protective Order - Farmy Abuse X
💀 Petition for Protective Order - Family Abuse 🛛 🗙	Petition for Protective Order (Family Abuse) - Intake Case Number (ICN):
Petition for Protective Order (Family Abuse) - Intake Case Number (ICN) VCC PRT-3864-M1 SC #	Petitioner Information Respondent Information Protective Order Protective Order (continue)
Petitioner Information Petitioner and Respondert are family or household members because Petitioner in the Respondert are family or household members because Petitioner in the Respondert in No Selection Was Made Petitioner and Respondert in Selection Was Made Petitioner is a person Respondert is person Respondert cohabits with, or cohabited with within the previous 12 months Petitioner is a person Respondert is person Respondert is committed the following acts of family abuse: Bespondert is committing or, within a reasonable time, has committed the following acts of family abuse: Abuse text 3. Other cases involving the Petitioner and Respondent is in effect and was issued in the Otay Occurity of Courty of Otay Courty of Otay Petitioner knows or has reason to know that the Respondert owns or otherwise possesses freams. Petitioner knows or has reason to know that the Respondert owns or otherwise possesses freams. PETITIONER, THEREFORE, RESPECTFULLY REQUESTS that	 The Pettoner and Respondert's No Selection Was Made Please indicate the relationship between the Pettilioner and Respondert. No Selection Was Made Please indicate the relationship between the Pettilioner and Respondert. No Selection Was Made Please indicate the relationship between the Pettilioner and Respondert. No Selection Was Made Please indicate the relationship between the Pettilioner and Respondert. No Selection Was Made Please indicate the relationship between the Pettilioner and Respondert. No Selection Was Made Please indicate the relationship between the Pettilioner and Respondert No Selection Was Made Please indicate the relationship between the Pettilioner and Respondert No Selection Was Made With within the previous 12 months Respondert committion on this a reasonable time, has committed the following acts of family churse; Other cases involving the Pettilioner and Respondert No No
Prohibiting such contact with the Petitioner as the judge deems necessary for the health or safety of the Petitioner. Philoibiting such contact with the following family or household members as the judge deems necessary for the health and safety. (Resear provide on Ford DC-621, NON-DISCLOSURE ADDENDUM, the date of birth, gender, and race for each family or household member lated.)	A Preliminary Protecurve Order or a notective order involving the parties is Culnowing in effect. A Preliminary protective order in a protective order appropriate as allowed by law: PETITIONER, THEREFORE, RESPECTFULLY REQUESTS that appelminary protective order a protective order a protective order appropriate as allowed by law: PETITIONER, THEREFORE, RESPECTFULLY REQUESTS that appelminary protective order appropriate as allowed by law: PETITIONER and the second secon
Save Delete View / Print Close	Prohibiting further acts of family abuse or criminal offenses that result in injury to person or property. Prohibiting such contact with the Petitioner as the judge deems necessary for the health or safety of the Petitioner.

iv. Protective Order (continue) Tab

- 1. Click to place a checkmark in all applicable options. If a selected option requires additional information, add the information at this time.
- 2. The **Petition Date** will auto-populate to the current date. To change the date, select the date from the calendar drop-down screen.
- 3. The **Worker Name** will auto-populate to the name of the logged on employee entering in the petition information.
- 4. Click the **Save** button and the **SC #** will auto-populate. Once the **Save** button is clicked it will transition into the **Edit** button.



b. Edit Button

i. In order to edit an existing petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button when the edits are completed.

On the <u>Petition for Protective Order – Family Abuse</u> screen, the **Save** button and the **Edit** button are interchangeable. The action to be performed determines whether the **Save** button or the **Edit** button is displayed.

c. Delete Button

i. In order to edit the petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button once the edits are completed.

d. View/Print Button

i. In order to view or print the petition, click the View/Print button, and the completed petition will appear on the <u>Virginia Department of Juvenile Justice</u> report viewer screen. View, print, or save the custody petition from the report viewer screen. Click the X in the upper right corner to close the report viewer screen and return to the <u>Petition</u> screen.

🖳 Virginia Department Of Juvenile Justice	- 🗆 X
Print	
4 4 1 of 3 ▶ ▶ 4 ⑧ 🕲 💐 + 100% -	Find Next
PETITION FOR PROTECTIVE ORDER-FAMILY ABUS	E Case No.
Commonwealth of Virginia Va. Code §§ 16.1-241(M), 16.1-253.1, 16.1-279.1	Hearing Date and Time
	Juvenile and Domestic Relations District Court
SUMMONS FOR	HEARING
TO THE RESPONDENT: You are commanded to appear before this Court on	at
—	[] CLERK [] DEPUTY CLERK
Attracts	TO THE PETITIONER: Please provide your information on Form DC-621, NON-DECLOSURE ADDENDUM
	EUSPONDINTS DISCEPTION EXACE MAX- MARKED AND AND AND AND AND AND AND AND AND AN
[] Petitioner and Respondent reside in the same home, and	
 Respondent is committing or, within a reasonable time, has committed [] 	
[] see accompanying affidavit.	
3. Other cases involving the Petitioner and Respondent [${\bf X}$] have [] have	ve not been filed in Virginia courts.
4 E.1. An Emergency Protective Order involving the narties is in effect a	nd was issued in the >

e. Close Button

- i. In order to exit the <u>Petition for Protective Order Family Abuse</u> screen and return to the <u>Domestic Relations Intake</u> screen, click the **Close** button.
- 4. Narrative Tab—Domestic Relations Intake Screen
 - a. Click the Narrative tab.
 - b. The For Juvenile radio button will be selected automatically. (i) Click on the row containing the ICN (intake case number) associated with the opened intake case and the row will be highlighted in blue. (ii) Click the Edit button and the Selected Intake Case Narrative textbox will become accessible. (iii) Type a detailed description of the intake in the textbox and (iv) click the Save button when the notes are complete.

mano cas	e Narrative History			
		For Juvenile For Response	ondent	
ICN	FIPS	Worker Name	Date Opened Date Closed	
100	The Constant	No. 1. Charles	Building Station	
a line	No Relevant	Dor 4. Named	8-0-00 No.9-000	JI.
	No Manual	in i final	BOWER BOWER	
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- c. (i) Select the For Respondent radio button. (ii) Click on the row containing the ICN (intake case number) associated with the opened intake case and the row will be highlighted in blue. (iii) Click the Edit button and the Selected Intake Case Narrative textbox will become accessible. (iv) Type a detailed description of the intake in the textbox and (v) click the Save button when the notes are complete.
- d. Print Button
 - i. To view or print the intake narrative (i) click on the row containing the ICN (intake case number) associated with the opened intake case and the row will be highlighted in blue. (ii) Click the Print button and the intake narrative will appear in the <u>CSU Intake Reports</u> report viewer screen. From this screen the intake narrative can be viewed, printed, or exported. (iii) Click the X button in the upper right corner to close the screen and return to the Narrative tab.

CSU Intake - Reports		-	×
🔣 🖣 1 🛛 of 1 🕨 🗏 🛊 🛞 🚱 🚔 🗐 💷 🔍 ד	• Find	Next	
Virginia Department of Juven Intake Narrative	ile Justice		
CASE NUMBER:	JUVENILE SSN:	$-\infty$	
JUVENILE NUMBER:	JUVENILE DOB:		
JUVENILE NAME:	JUVENILE RACE:		
RESPONDENT NAME:	JUVENILE SEX*:		
Input Fact Based Statements ONLY. Some in the second or being statements on the second or being statement in terms of the second or being statement of the second or being statement. The second or being statement of the second or being statement o			Page
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The notes in the Narrative tab MUST be thorough. Include detailed information about the intake, such as direct statements or observations. These notes will be used for future reference by other case workers or supervisors and may be used in court. Notes must be fact-based statements ONLY.

Juvenile Delinguent / Status Intake

From the <u>Juvenile Delinquent/Status Intake</u> screen, a new juvenile intake can be created, and court summons and bench warrants can be filed.

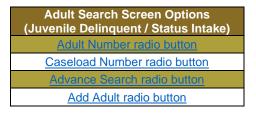
When creating a new delinquent intake, the **Juvenile's Information** must be entered because all related **Juvenile Delinquent/Status Intake** actions begin with the filing of a petition against a juvenile.

From the <u>BADGE</u> home screen (i) click the **JTS Modules** menu, (ii) select the **CSU Intake** option from the drop-down menu, and the <u>CSU Intake</u> screen will appear. On the <u>CSU Intake</u> screen (iii) click the **File** menu, (iv) select the **New Intake** option from the drop-down menu, and the <u>Select Intake Case Category</u> screen will appear. On the <u>Select Intake Case Category</u> screen (v) select the **Juvenile Delinquent/Status** option and (vi) click the **Continue** button to open the <u>Juvenile Delinquent/Status Intake</u> screen, Intake Case tab. For additional detail see the <u>Adding a New Intake</u> section.

Intake Case Tab

1. Petitioner's Information

a. Add Button. On the <u>Juvenile Delinquent/Status Intake</u> screen, in the Petitioner's Information section, click the Add button and the <u>Adult Search</u> screen will appear. This screen consists of three adult search options allowing users to search by Adult Number, Caseload Number, or by Advance Search. If a search does not return any results and an adult record is determined to not exist, an adult record can be created via Add Adult. Also, if a match is not found the <u>Adult Search</u> information screen will appear and inform the user the search criteria should be changed.



📙 Juvenile Delin	nquent/Status Intake	2				×
Intake Case						
Petitioner's Infor	mation					
Unknown?	SSN	Name			Add View	Clear
Respondent's In		-				
Unknown?	SSN	Name			Add View	Clear
Juvenile's Infom	nation					
	SSN	Name			Add View	Clear
Juvenile N	lumber	DOB		Age (Years - Mon	ths)	
Intake Case	Number (ICN): Will	be assig	ned after savi	ing		
Court District			~	FIPS		
Open Date	· · ·	Time 📃		Close Date		
Case Type			~	Petitioner Type		\sim
Relationship	None	\sim	(Petitioner to Ju	ivenile)	Mandatory fields displayed	in bold
Worker				Keyed By	large a	
Save	Copy Intake Case		Close	View / Print Intake Report		e History ary Report

🖳 Adult Search	×
Adult Number Caseload Number Advance Search Add Adult	
	ise

If the adult is not found, a message will appear advising that there are no matches.

i. Adult Number Radio Button

 On the <u>Adult Search</u> screen (i) click the Adult Number radio button, (ii) type in the Adult Number, (iii) click the Find button, and the <u>Adult Information</u> screen will appear. Review the information displayed on <u>Adult Information</u> screen to ensure the correct adult is found, (iv) click the Close button, and the adult's information will auto-populate into the Petitioner's Information fields on the Intake Case tab of the <u>Juvenile Delinquent/Status Intake</u> screen. If a match is not found the <u>Adult Search</u> information screen will inform the user the search criteria should be changed.

×

Adult Number Caseload Number Advance Search Add Adult	Find Close
Adult Information Screen - Adult	🛃 Juvenile Delinquent/Status Intake 🛛 🕹
Adult Information	Intake Case
Adult Number SSN Edit Adult Info	Petitioner's Information Unknown? SSN Name Name Add View Clear
Date of Birth Age (Years - Months) Print Face Race / Ethnicity	Respondent's Information Add View Clear Uhknown? SSN Name Add View Clear
Is Deceased? No Genetic Sex	Juvenie's Information Add Vew Clear SSN Name Add Vew Clear Juvenie Number DOB Age (Years - Months) Add Vew Clear
Adult Information Address / Phones / Email Employment Information Associated Juveniles	Intake Case Number (ICN): Will be assigned after saving
Adult Information	Court District V FIPS
Height " Weight Color: Eyes Hair	Open Date Time Time Close Date
Marital Status Is U.S. Citizen?	Case Type V Petitioner Type V
Docket # (Arlington CSU)	Relationship None v (Petitioner to Juvenile) Mandatory fields displayed in bold
Driver's License Information Driver's License Number State License Issued	Worker Keyed By
	Save Copy Intake Close View / Print View Supreme Offense History Cose Court Details Summary Report
Qose	

🖳 Adult Search

- Refer to the <u>BADGE Juvenile & Adult Information Screens Manual</u> for instructions on using the <u>Adult Information</u> screen.
 - ii. Caseload Number Radio Button
 - On the <u>Adult Search</u> screen (i) click the **Caseload Number** radio button, (ii) type in the Caseload Number, (iii) click the Find button, and the <u>Adult Information</u> screen will appear. Review the information displayed on the <u>Adult Information</u> screen to ensure the correct adult is found, (iv) click the Close button, and the adult's information will auto-populate into the Petitioner's Information fields on the Intake Case tab of the <u>Juvenile Delinquent/Status Intake</u> screen. If a match is not found the <u>Adult Search</u> information screen will inform the user the search criteria should be changed.

Adult Information Screen - Adult number and name displayed here	R Juvenile Delinquent/Status Intake
Adult Number	Intake Case Pettioner's Information Unknown? SSN Name Add View Clear
Date of Birth Age (Years - Months) Print Face Race / Ethnicity Commission	Respondents Information Unknown? SSN Name Add View Clear Juvenile's Information
Is Deceased? No Genetic Sex	SSN Name Add View Clear Juvenie Number DOB Age (Years - Months) Image: Clear Imag
Adult Information Address / Phones / Email Employment Information Associated Juveniles Adult Information Height * * * Height * * * * Marital Status Is U.S. Citizen? * Docket # (Arlington CSU) * * Driver's License Information State License Issued *	Intake Case Number (ICN): Will be assigned after saving Court District FIPS Open Date Case Type Petitioner Type V Relationship None (Petitioner to Juvenile) Mandatory fields displayed in bold Worker Keyed By Mandatory fields displayed in bold Save Copy Intake Close Vew / Print Vew Supreme Offense History Case Close Vew / Print Vew Supreme Offense History Summary Report
Qose	

- *iii.* Advance Search Radio Button
 - 1. On the <u>Adult Search</u> screen click the **Advance Search** radio button and the fields at the bottom of the screen will appear.

💀 Adult Search)	×
O Adult Numbe	er					
🔘 Caseload Nu	umber					
Advance Se	arch					
O Add Adult						
Last Name				🗌 Us	e Wildcard	
	🗌 Nar	me Suffix				
First Name				🗌 Us	e Wildcard	
Date of Birth		emative Spellir (MM/DD/YY) cords that have	m	es for suffix	and DOB	
Genetic Sex	I AI C) Male 🔾	Female			
SSN						
Street Address				(Full or P	artial)	
City			ZI	P Code		
🗌 Is Law I	Enforcement Of	ficer (LEO)?	LEO Ba	dge #		
Phone		(Home, Wo	rk, or Ce	II)		
	Find Adults	s with Open We	orkload			
F	ind	Close		Clear Al		

- Either (a) type the full last name in the Last Name text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the last name in the Last Name text field and (ii) click the Use Wildcard checkbox to obtain results based on a partial name match.
 - a. The **Name Suffix** checkbox is automatically left unchecked for none, if desired click the checkbox in order to select a suffix from the drop-down menu.
- Either (a) type the full first name in the First Name text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the first name in the First Name text field and (ii) click the Use Wildcard checkbox to obtain results based on a partial name match.
- 4. An adult can be searched for by including the **Date of Birth** in the following format MM/DD/YYYY.
 - a. If the date of birth is not known, click the **Include records that have no values for suffix** and **DOB** checkbox.
- 5. Select the Genetic Sex by clicking one radio button for All, Male, or Female.
- 6. Search using the adult's Social Security number by typing it into the **SSN** textbox with or without dashes.
- 7. Search using the adult's full or partial address by typing it into the Street Address textbox.
- 8. Search using the adult's city by typing it into the City textbox.
- 9. Search using the adult's zip code by typing it into the **ZIP Code** textbox.
- 10. If the adult search is for a law enforcement officer, (i) click the checkbox next to the Is Law Enforcement Officer (LEO)? option and the LEO Badge # textbox will become accessible. (ii) Type the badge number in the LEO Badge # field.
- 11. Search using the adult's home, work, or cell phone number by typing it into the **Phone** textbox.
- 12. In order to include adults with open workloads in the search results, click the **Find Adults with Open Workload** checkbox.
- 13. Click the **Find** button and any records matching the criteria entered will appear in the <u>Search</u> <u>Results</u> screen. If a match is not found the <u>Adult Search</u> information screen will inform the user the search criteria should be changed.

Conduct an Advance Search for each criterion separately. Entering multiple criteria may be too specific to yield any results. In order to clear all the information in the search fields, click the **Clear All** button.

In order to yield broader search results, type ONLY the first two or three characters of the last and first name, and select Use Wildcard.

If the intake officer did not indicate that the adult is a LEO, the adult will not be found using the **Is Law Enforcement (LEO)**? checkbox option. It is best to search for the officer by name and city, if known.

a. If the <u>Search Results</u> screen displays multiple similar records, each record can be viewed individually to identify the correct adult. (i) Select an adult record, and the row will be highlighted in blue, (ii) click the **View Info** button, and the <u>Adult Information</u> screen will

appear and display additional information for the record. Review the <u>Adult Information</u> screen to ensure the correct adult is identified, (iii) click the **Close** button to exit the <u>Adult</u> <u>Information</u> screen and return to the <u>Search Results</u> screen. (iv) Once the correct record is identified, click the **Select** button and the <u>Adult Information</u> screen will appear and display additional information for the record. (v) Click the **Close** button to exit the <u>Adult Information</u> screen and the selected adult's information will auto-populate the **Petitioner's Information** fields on the Intake Case tab of the <u>Juvenile Delinquent/Status Intake</u> screen.

b. If the desired adult record is readily identifiable on the <u>Search Results</u> screen (i) select the adult record, and the row will be highlighted in <u>blue</u>. (ii) Click the <u>Select</u> button and the <u>Adult</u> <u>Information</u> screen will appear and display additional information for the record. (iii) Click the <u>Close</u> button to exit the <u>Adult Information</u> screen and the selected adult's information will auto-populate the <u>Petitioner's Information</u> fields on the <u>Intake Case</u> tab of the <u>Juvenile</u> <u>Delinquent/Status Intake</u> screen.

Adult #	Last Name	Suffix	First Name	Middle Name	City	DOB	Race	Genetic Sex	
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10.00	2000 C		100		No. (1993) (1977)	1.00.000	1		
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	200 C 100		1000	100	spectral states	P. 101 (204)			1
1000	ALC: NOT THE OWNER OF THE OWNER OWNE		1000		the first of the second		11		1
1000	And in the local diversion of the local diver		1000	1. C	ACCOUNTS OF	847.000		1	1
10000	2000 C		100 C	depart of	And down	0.00	1		1
100.000	10000		all the second s		and the second second	1000.000	10		1
100.00	2000 C		10.0	1000	A DAMES	Print and	100		1

Adult Information Screen - Adult Information Screen - Adult Information Screen - Adult Information Screen - Adult Information	ing Juvenile Delinquent/Status Intake
Adult Number SSN Edit Adult Adult Name Latentia adult Info	Petitioner's Information Unknown? SSN Name Add View Clear
Date of Birth Control Age (Years - Months) Print Face Sheet	Respondent's information Inknown? SN Name Add View Clear Juvenie's information Add View Clear Inknown? SN Inknown?
Is Deceased? No Genetic Sex	SSN Name Add View Clear Juvenie Number DOB Age (Years - Months)
Adult Information Address / Phones / Email Employment Information Associated Juveniles Adult Information Height Heigh	Intake Case Number (ICN): Will be assigned after saving Court District FIPS FIPS FIPS FIPS FIPS FIPS FIPS FIPS
Marital Status Is U.S. Citizen? Docket # (Arlinaton CSU)	Open Date Cose Type V Petitioner Type V
Driver's License Information Driver's License Number State License Issued	Relationship None (Petitioner to Juvenile) Mandatory fields displayed in bold Worker Keyed By Keyed By Keyed By
	Save Copy Intake Close View / Print View Supreme Offense History Intake Report Court Details Summary Report
Qose	

Refer to the <u>BADGE Juvenile & Adult Information Screens Manual</u> for instructions on using the <u>Adult Information</u> screen. *iv.* Add Adult Radio Button

1. If an adult record does not exist a new adult record can be created. From the <u>Adult Search</u> screen click the **Add Adult** radio button and the fields at the bottom of the screen will appear.

🖳 Adult Search	\times
O Adult Number	
O Caseload Number	
O Advance Search	
Add Adult	
Last Name	
Name Suffix	
First Name	
Date of Birth (MM/DD/YYYY)	
Add Close	

- The Add Adult radio button will create a new adult record with a unique Adult Number. All information pertaining to this adult will be found under the newly assigned adult number.
 - a. Type the last name in the Last Name field.
 - i. If required, click the **Name Suffix** checkbox in order to select a suffix from the dropdown menu.
 - b. Type the appropriate data in the (i) **First Name** and (ii) **Date of Birth** fields, and (iii) click the **Add** button.
 - c. If the system finds possible matches, the Add New Adult information screen will appear.

?	System has found possible matches with the information you have entered.
	It is advised that you review all possible matches. Would you like to review these matches?

- i. To review the possible matches, click the Yes button and the <u>Adult Search</u> screen will appear with the Advance Search radio button preselected and the Last Name, Name Suffix (if applicable), First Name, and Date of Birth fields auto-populated with the data that was entered in the Add Adult radio button fields.
- ii. If an **Advance Search** was conducted and the correct adult was not found, click the **No** button, and the <u>Please Enter ALL Available Information for New Adult</u> screen will appear.

Real Adult Search	💀 Please Enter ALL Available Information for New Adult
Adut Number Caseload Number Advance Search	Name/Address Information General Information Employment Information
O Add Adult	Adult <u>N</u> ame Adult <u>A</u> ddress
Last Name Use Wildcard	Last Name
First Name Use Wildcard	Suffix (Jr, Sr, I, II, III, IV, etc) None ~ First Name Zip Code Find City by Zip Code
Date of Bith (MM/DD/YYYY)	First Name Tip Code Find City by Zip Code
Include records that have no values for suffix and DOB	Middle Name City/Town
Genetic Sex All Male Female SSN	Genetic Sex O Male O Female Unknown State Unknown V
Street Address (Full or Partial) City ZIP Code	Is Deceased?* Approx. Date Is Address Confidential?* Paste Unknown
Is Law Enforcement Officer (LEO)? LEO Badge #	
Phone (Home, Work, or Cell)	All Fields in Bold Are Mandatory
Find Adults with Open Workload	
Find Close Clear All	•- ✓ Yes

Refer to the <u>Advance Search radio button</u> section on how to conduct an Advance Search.

d. Please Enter All Available Information for New Adult Screen

If the system does not find any possible matches, the <u>Please Enter ALL Available</u> <u>Information for New Adult</u> screen will appear. This screen consists of the Name/Address Information, General Information, and Employment Information tabs.

i. Name/Address Information Tab

🖳 Please Enter ALL Available Information for New Adult	lt ×			
Name/Address Information General Information Employm	nent Information			
Adult <u>N</u> ame	Adult <u>A</u> ddress			
Last Name	Address			
Suffix (Jr, Sr, I, II, III, IV, etc) None 🗸				
First Name	Zip Code Find City by Zip Code			
Middle Name	City/Town			
Genetic Sex O Male O Female Unknown	State Unknown V			
Is Deceased?* Approx. Date	Is Address Confidential?* Paste Unknown			
All Fields in Bold Are Mandatory				
•- 🗹 Yes 🔲 No 🔳 Unknown <u>S</u> ave	<u>C</u> ancel			

- The Last Name, Suffix (if applicable), First Name, and Date of Birth fields will auto-populate with the data that was entered in the Add Adult radio button fields. (i) Type the Middle Name and (ii) select the Genetic Sex.
 - a. If the adult is deceased, (i) click the **Is Deceased?*** checkbox and the **Approx**. **Date** field will become accessible. (ii) Type the approximate death date.
- 2. Type in the (i) Address and (ii) Zip Code. (iii) Click the Find City by Zip Code button and the City/Town and State fields will auto-populate.
 - a. If the adult **is Deceased?*** is checked, "Deceased" will auto-populate into the **Address** and **City/Town** fields.

Adult Address	
Address	Deceased
Zip Code	Find City by Zip Code
City/Town	Deceased
State	Unknown ~
	Is Address Confidential?* Paste Unknown

- 3. If the adult's address needs to remain confidential, click the **Is Address Confidential?*** checkbox.
- 4. If the adult's address is unknown, click the **Paste Unknown** hyperlink, and "Unknown" will auto-populate into the **Address**, **City/Town**, and **State** fields.

Unknown
Find City by Zip Code
Unknown
Unknown V
Is Address Confidential? * Paste Unknown

- Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.
- The adult's address may need to remain confidential if a Protective Order exists.

ii. General Information Tab

🖳 Please Enter ALL Available Information for New Adult								
N	Name/Address Information							
Ē	Adult Information							
	Date of Birth Age (YY- MM) SSN Is Adult U.S. Citizen?*							
	Race	Unknown V Ethnicity (Hispanic/Latino?) Unknown V						
	Height	V Weight Eye Color Unknown V Hair Color Unknown V						
	Marital Status	Unknown V Docket # (for Arlington CSU)						
	Driver's Lic. #	State Issued Driver's License						
	Adult Phone/E	E-mail						
	Home Phone Cell Phone E-mail							
۰.	•- ✓ Yes No Unknown Save Cancel							

- The Date of Birth will auto-populate with the date that was entered in the Add Adult radio button Date of Birth field. If the Date of Birth is not listed, type it in at this time. The Age (YY-MM) will auto-populate based on the Date of Birth field. Select the (i) Race and (ii) Height from the drop-down menus. The first Height drop-down menu is in feet and the second is for the remaining height in inches. (iii) Type the adult's approximate Weight (in pounds), (iii) select the Marital Status from the dropdown menu, (iv) type the adult's Driver's Lic. #, and (v) select the state of issuance from the State Issued Driver's License drop-down menu.
- (i) Type the adult's Social Security number in the SSN field. If the adult is a U.S. Citizen, click the Is Adult U.S. Citizen?* checkbox. Select the (ii) Ethnicity, (iii) Eye Color, and (iv) Hair Color from the drop-down menus. If located at the Arlington CSU, input the Docket #.
- 3. Input the adult's (i) **Home Phone**, (ii) **Cell Phone**, and (iii) **E-mail** in the corresponding fields.

🖳 Please Enter ALL Available Information for New Adult						
Name/Address Information General Information Employment	Information					
Adult Employment Information Status Unknown V Aprox. Date	Adult Employer <u>A</u> ddress / Phone Number Address					
Employer Job Title	Zip Code Find City by Zip Code					
Law Enforcement Officer?*	City/Town State Unknown Same as Home Phone					
• ✓ Yes No Unkrlown Save Cancel						

iii. Employment Information Tab

 (i) Select the adult's employment status from the Status drop-down menu and type in the selected status' (ii) Approx. Date, (iii) Employer name, and (iv) Job Title. If the adult is a law enforcement officer (v) check the Is Adult Law Enforcement **Officer?*** checkbox and (vi) input the **Law Enforcement Officer Badge Number** in the textbox.

- Type in the adult's employment (i) Address and (ii) Zip Code. (iii) Click the Find City by Zip Code button and the City/Town and State fields will auto-populate. Type in the adult's work (iv) Phone number and (v) Phone Extension (if applicable).
- 3. If the adult works from home, click the **Same as Home** hyperlink, and the **Address**, **Zip Code**, **City/Town**, and **State** information will auto-populate.
- 4. (i) Click the Save button, and the <u>Adult Information</u> screen will appear displaying the data entered in the preceding steps. Review the <u>Adult Information</u> screen to ensure the information is correct. (ii) Click the Close button to return to the Intake Case tab of the <u>Juvenile Delinquent/Status Intake</u> screen.
- Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.
- b. View Button. On the <u>Juvenile Delinquent/Status Intake</u> screen, in the **Petitioner's Information** section, click the **View** button and the petitioner's <u>Adult Information</u> screen will appear.
 - i. (i) On the <u>Adult Information</u> screen click the Edit Adult Info button and the <u>Edit Information for</u> <u>Adult Number</u> screen will appear. On the <u>Edit Information for Adult Number</u> screen edit existing information as required and (ii) click either (a) the Save button or (b) the Cancel button to return to and the <u>Adult Information</u> screen. On the <u>Adult Information</u> screen (iii) click the Close button to return to the <u>Juvenile Delinquent/Status Intake</u> screen.

🛃 Juvenile Delinquent/Status Intake 🛛 🗙	Adult Information Screen - Adult
Intake Case	Adult Information number and name displayed here
Petitioner's Information Petitioner's Information Petitioner's Information Add View Clear Respondent's Information Unknown? SSN Name Add View Clear Juvenie's Information SSN Name Add View Clear Juvenie's Information Inflake Case Number (ICN): Will be assigned after saving Court District FIPS Open Date Case Type Petitioner Type V	Adult Number SSN Adult Name Edit Adult Date of Bith Age (Years - Months) Is Deceased? No Adult Information Address / Phones / Email Employment Information Associated Juveniles Adult Information Address / Phones / Email Employment Information Associated Juveniles Adult Information Hair Height * Weight Is U.S. Citizen?
Relationship None (Petitioner to Juvenile) Mandatory fields displayed in bold Worker Keyed By Image: Copy Intake Close View / Print, View Supreme Close Offense History Save Copy Intake Close Close View / Print, Court Details Summary Report	Docket # (Arlington CSU) Driver's License Information Driver's License Number State License Issued
	Qose

Refer to the <u>BADGE Juvenile & Adult Information Screens Manual</u> for instructions on using the <u>Adult Information</u> screen.

🔢 Edit Information for Adult Number 🔚 🗮 👞	Adult Number					
Name/Address Information General Information Employ	yment Information					
Adult Name	Adult <u>A</u> ddress					
Last Name	Address					
Suffix (Jr, Sr, I, II, III, IV, etc) None 🗸						
First Name	Zip Code Find City by Zip Code					
Middle Name	City/Town Unknown					
Genetic Sex () Male () Female () Unknown	State VA Virginia 🗸					
Is Deceased? * Approx. Date	Is Address Confidential?* Paste Unknown					
All Fields in Bold Are Mandatory						
Yes No ■ Unknown Save Cancel						

c. Clear Button. On the <u>Juvenile Delinquent/Status Intake</u> screen, in the Petitioner's Information section, click the Clear button to remove the data from the Petitioner's Information fields on the Intake Case tab.

ike Case			
etitioner's Infor Unknown?	ssn	Name	Add View Clear

2. Respondent's Information

- a. The Respondent's Information section is greyed out and is not accessible.
- Unlike domestic relations intakes, respondents are not required for a juvenile intake. Petitioners are requesting the court to settle a matter against a juvenile; therefore, the **Respondent's Information** section is inaccessible.

3. Juvenile's Information

- a. Add Button. On the <u>Juvenile Delinquent/Status Intake</u> screen, in the Juvenile's Information section, click the Add button and the <u>Find Juvenile</u> screen will appear. This screen consists of multiple juvenile search options detailed in the <u>BADGE Login & Search Manual</u>.
 - i. Add Juvenile tab.
 - 1. If a search does not return any results and a juvenile record is determined to not exist, select the *Add Juvenile* tab to create a new juvenile record.

Prefer to the BADGE Login & Search Manual for instructions on how to search for a juvenile.

🛃 Juvenile Delinquent/Status Intake 🛛 🕹	
Intake Case	
Petitioner's Information	💀 Find Juvenile X
Unknown? SSN Name Add View Clear	Find Juvenile Direct Care Population Detention Population Add Juvenile
Respondent's Information Unknown? SSN Name Add View Clear	Search by Use Wildcard
	Juvenile Number Name Suffix Include None
SSN Name Add New Clear	O DC Number First Name Use Wildcard
Juvenile Number DOB Age (Years - Months)	Include Atternative First Name Spellings
Intake Case Number (ICN): Will be assigned after saving	C Caseload Number Alias SSN
Court District V FIPS	O Advance Search DOB / Age
Open Date Time Time Close Date	Previous Selections Street Address (Full or Partial)
Case Type Petitioner Type Relationship None (Petitioner to Juvenile) Mandatory fields displayed in bold	ZIP Code Phone (Home, Cell, or Work)
	Juvenile Number
Worker Keyed By	
Save Copy Intake Close View / Print View Supreme Offense History Case Close Intake Report Court Details Summary Report	Show Last Results Find Cancel

The *Find Juvenile* screen and the *Add Juvenile* screen are the same screen. The screen name will change from the *Find Juvenile* screen to the *Add Juvenile* screen when the *Add Juvenile* tab is selected.

🖷 Add Juvenile		×
Find Juvenile Direct Ca	re Population Detention Population Add Juvenile	
	Please enter juvenile's legal name (do not use nicknames) and date of birth, if known	
	Last Name (Required)	
	First Name (Required) Date of Birth Age (YY-MM)	
Show Last Results	Add Cancel	

- a. On the Add Juvenile tab, type in the Last Name.
 - i. The **Name Suffix** checkbox is automatically left unchecked for none, if desired click the checkbox in order to select a suffix from the drop-down menu.
- b. Type in the (i) **First Name** and the (ii) **Date of Birth.** The **Age (YY-MM)** field will autopopulate based on the **Date of Birth** entered. (iii) Click the **Add** button.
- c. (a) If the system does not find a possible juvenile name match the <u>Please Enter ALL</u> <u>Available Information for New Juvenile</u> screen will appear. See the <u>Please Enter ALL</u> <u>Available Information for New Juvenile</u> screen section. (b) If the system finds possible juvenile name matches, the <u>System has located X possible matches</u> (i.e., <u>Search Results</u>) screen will appear.
 - i. If the <u>Search Results</u> screen displays multiple similar records, each record can be viewed individually to identify the correct juvenile. (i) Select a juvenile record, and the row will be highlighted in blue, (ii) click the View Info button, and the <u>Juvenile</u> <u>Information</u> screen will appear and display additional information for the record. Review the <u>Juvenile Information</u> screen to ensure the correct juvenile is identified, (iii) click the Close button to exit the <u>Juvenile Information</u> screen and return to the <u>Search Results</u> screen. (iv) Once the correct record is identified, click the Select button and the <u>Juvenile Information</u> screen will appear and display additional information for the record. (v) Click the Close button to exit the <u>Juvenile Information</u> screen and the selected juvenile's information will auto-populate the Juvenile's Information fields on the Intake Case tab of the <u>Juvenile Delinquent/Status Intake</u> screen.
 - ii. If the desired juvenile record is readily identifiable on the <u>Search Results</u> screen (i) select the juvenile record, and the row will be highlighted in blue. (ii) Click the **Select**

button and the <u>Juvenile Information</u> screen will appear and display additional information for the record. (iii) Click the **Close** button to exit the <u>Juvenile Information</u> screen and the selected juvenile's information will auto-populate the **Juvenile's Information** fields on the *Intake Case* tab of the Juvenile Delinguent/Status Intake screen.

Juvenile #	Last Name	Suffix	First Name	Middle Name	Residence FIPS	DOB	Race	Genetic Sex
	100.00		1000	1.00		1000-004	1	-
10.0	(and a		1000	Transfer.	Non-Address of the International Contraction of the International Contractional Contrac	10.00		
100.00	100.00		and a		Reference .	10.00	- N - 1	- 10 - I
1.46	parts.		104		No. of Concession, Name	10.00		
10.000	100.000		1000	10.000	Statistics (Speed)	r vis res	11	10 M
100	10.00		al se la seconda de la seconda d	100000		1.000	1	10 M
1000	the late		1000	A1000	10.04	10000		
100.0	100.00		and a	1.756.0000	Service Society	10.00	1 B - 1	- 10 - C
10.00	(all all all all all all all all all all		100	0.000		10.00		
	100.00		1000	1000		10.00	10	10 M
1000	10.00		100	1000	No of Loss Sector	1000		
with the	ter la		1000	word.		10.00		
1000	100.00		and a			1.000	18	- B
	parts.		294	04, A1004	Star Street	110.00		
1000	100.000		1000			10.00	11	1 B
1,000	10.04		100		Percenta de la companya de la compan	1.00		
1000	the first		1000	Transfer Sec.	10.00	10.00		

Juvenile Information Screen - ×	🛃 Juvenile Delinquent/Status Intake
Juvenile Information Juvenile Number Juvenile Number Juvenile Number Juvenile Name Date of Bith Race / Ethnicity Resident of Genetic Sex Infor/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family Access Log Recorded Alerts	Intake Case Petitioner's Information Unknown? SSN Name Unknown? SSN Name Add View Clear Juvenie's Information Juvenie's Information Add View Other Add View Other Add View Obs Add View Obs Age (Years - Months)
Vew/Change Print Alerts Qose	Initake Case Number (ICN): Will be assigned after saving Court District Open Date Image: Case Type Image: Case Type Petitioner Type Relationship None (Petitioner to Juvenile) Mandatory fields displayed in bold Worker Keyed By Save Coopy Intake Close View / Print View Supreme Offense History Save Close

- Befer to the BADGE Juvenile & Adult Information Screens Manual for instructions on using the Juvenile Information screen.
 - iii. If a juvenile record is determined to not exist, proceed with adding a new juvenile by clicking the Add New button on the <u>System has located X possible matches</u> (i.e., <u>Search Results</u>) screen and the <u>Please Enter ALL Available Information for New Juvenile</u> screen will appear.

Note: List includes juveniles with no suffixes or date of birth recorded.						
	Select	<u>V</u> iew Info	<u>A</u> dd New	<u>C</u> ancel		

d. Please Enter ALL Available Information for New Juvenile Screen If the system does not find any possible matches, the <u>Please Enter ALL Available</u>

Information for New Juvenile screen will appear. This screen consists of the Name/Address Information, General Information, and Birth/Family Information tabs.

🖳 Please Enter ALL Available Information for New Juvenile					
Name/Address Information General Information Birth/Fam	nily Information				
Juvenile Name	Juvenile Address Address				
Suffix (Jr, Sr, I, II, III, IV, etc) None V					
First Name	Zip Code <u>Find City by Zip Code</u>				
Middle Name	Cīty/Town				
Genetic Sex O Male O Female	State Unknown V				
Is Deceased? *	Paste Petitioner's Paste Unknown				
All Fields in Bold Are Mandatory	Juvenile FIPS of Residence Resident of Other/Unknown ~				
•- 🗹 Yes 📄 No 🔳 Unknown 🛛 Save	<u>C</u> ancel				

i. Name/Address Information Tab

🔜 Please Enter ALL Available Information for New Juvenile					
Name/Address Information General Information Birth/Far	mily Information				
Juvenile <u>N</u> ame	Juvenile <u>A</u> ddress				
Last Name	Address				
Suffix (Jr, Sr, I, II, III, IV, etc) $$\rm None \ \lor$					
First Name	Zip Code <u>Fi</u> nd City by Zip Code				
Middle Name	City/Town				
Genetic Sex 🔿 Male 🔿 Female	State Unknown V				
Is Deceased?*	Paste Petitioner's Paste Unknown				
All Fields in Bold Are Mandatory	Juvenile FIPS of Residence Resident of Other/Unknown				
•- 🗹 Yes 🔲 No 🔳 Unknown <u>S</u> ave	Cancel				

- 1. The Last Name, Suffix (if applicable), and First Name information will auto-populate with the data that was entered in the *Add Juvenile* tab. (i) Type the Middle Name and (ii) select the Genetic Sex.
 - a. If the juvenile is deceased, (i) click the **Is Deceased?*** checkbox and the **Address** and **City/Town** fields will auto-populate with "Deceased."

Adult Address	
Address	Deceased
Zip Code	Find City by Zip Code
City/Town	Deceased
State	Unknown ~
	Is Address Confidential?* Paste Unknown

- 2. Type in the (i) Address and (ii) Zip Code. (iii) Click the Find City by Zip Code button and the City/Town, State, and Juvenile FIPS of Residence fields will autopopulate.
 - a. If the juvenile address is unknown (i) click the **Paste Unknown** hyperlink and the **Address** and **City/Town** fields will auto-populate with "Unknown."

Adult Address	
Address	Unknown
Zip Code	Find City by Zip Code
City/Town	Unknown
State	Unknown 🗸
	Is Address Confidential?* Paste Unknown

- b. If the juvenile's address is the same as the petitioner's address, click the **Paste Petitioner's** hyperlink, and the **Juvenile Address** fields will auto-populate to the petitioner's address.
- c. If the juvenile's address is the same as the respondent's address, click the **Paste Respondent's** hyperlink, and the **Juvenile Address** fields will auto-populate to the respondent's address.
- The address should reflect the juvenile's current home address even if the juvenile is committed to DJJ or resides in a group home or other facility.
- Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town**, **State**, and **Juvenile FIPS of Residence** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.
- Use the **Paste Unknown** hyperlink if the juvenile will not provide his/her name or address but needs to be detained.
- The system may or may not display the **Paste Petitioner's Address** or the **Paste Respondent's Address** hyperlinks. The data must exist in the system for a given hyperlink to display.

luvenile Info	omation	Juvenile Drive	r's License	
SSN	Is DNA Taken?*	Туре	Unknown	\sim
Race	Unknown 🗸	Status	Unknown	1
thnicity(H	ispanic/Latino?) v	License #		
Height	✓ ' ✓ ' Weight	State Issued		~
Color: Eyes	Unknown 🗸 Hair Unknown 🗸	Juvenile Phon	e/E-mail	
School		Home Phone		Cell Phone
Grade	Unknown 🗸	Work Phone		Extention
Registered	Voter? O Yes O No	E-mail		

ii. General Information Tab

- (i) Type the juvenile's Social Security number in the SSN field. If the juvenile has submitted a DNA sample, (ii) click the Is DNA Taken?* checkbox. Select the juvenile's (iii) Race and (iv) Ethnicity from the drop-down menus. (v) Select the Height from the drop-down menus. The first Height drop-down menu is for the height in feet and the second Height drop-down menu is for the remaining height in inches. (vi) Type in the juvenile's approximate Weight (in pounds), select the (vii) Eye Color and (viii) Hair Color from the drop-down menus, (ix) type the juvenile's School name, and (x) select the juvenile's Grade from the drop-down menu.
- 2. For the **Registered Voter?** item, select the appropriate **Yes** or **No** radio button to record the juvenile's voter registration status.
- 3. If the juvenile has a driver's license or any government issued identification card, (i) select the **Type** and (ii) **Status** form the appropriate drop-down menus. (iii) Enter the license or identification card number in the **License #** field and (iv) select the issuer from the **State Issued** drop-down menu.
- 4. Type in the juvenile's (i) **Home Phone**, (ii) **Cell Phone**, (iii) **Work Phone**, (iv) **Extension**, and (v) **E-mail** address, if applicable.

In order to enter **Is DNA Taken?*** information, verify the information with the clerk's office.

iii. Birth/Family Information Tab

🖳 Please Enter ALL Availa	able Information for New Juv	enile	×
Name/Address Information	General Information Birth/F	amily Information	
Juvenile Birth Information	n		
Date of Birth		Age (YY-MM)	
State of Birth	Unknown 🗸	Birth Country	
Birth Verification	None \checkmark	Birth Certif. #	Unknown
Juvenile <u>F</u> amily Informati	on		
Mother's Maiden Name			
Annual Family Income	Unknown	\sim	
Living with	Unknown	\sim	
*- 🗹 Yes 🗌 No 🔳	Unknown <u>S</u> ave	<u>C</u> ancel	

- The Date of Birth will auto-populate from the Add Juvenile tab. If the Date of Birth is not listed, enter it at this time. The Age (YY-MM) will auto-populate based on the Date of Birth. (i) Type the state abbreviation or select the State of Birth from the drop-down menu. (ii) Type in the Birth Country and (iii) select the Birth Verification from the drop-down menu.
- If the juvenile's birth certificate is used for Birth Verification, type in the Birth Certif.
 #. If the birth certificate number is unknown, click the Unknown hyperlink, the field will auto-populate with "Unknown."
- 3. (i) Enter the juvenile's **Mother's Maiden Name**, select the (ii) **Annual Family Income** and (iii) **Living with** from the drop-down menus.
- 4. (i) Click the Save button, and the <u>Juvenile Information</u> screen will appear. Review the <u>Juvenile Information</u> screen to ensure the information is correct, click the Close button and the juvenile's information will auto-populate the Juvenile's Information fields on the Intake Case tab of the <u>Juvenile Delinquent/Status Intake</u> screen.

Juvenile Information Screen - ×	💀 Juvenile Delinquent/Status Intake 🛛 🕹
Avenie Information Juvenie Information Juvenie Name Date of Bith Race / Ehrnicty Resident of Genetic Sex Info/Face Sheet Alas Case Workers ID Marks Detention Info Adets Family Access Log Print Alets View/Change Print Alets	
Qose	

- Free to the BADGE Juvenile & Adult Information Screens Manual for instructions on using the Adult Information screen.
- b. View Button. On the <u>Juvenile Delinquent/Status Intake</u> screen, in the **Juvenile's Information** section, click the View button and the <u>Juvenile Information</u> screen will appear.

BADGE Manual

- c. Clear Button. On the <u>Juvenile Delinquent/Status Intake</u> screen, in the Juvenile's Information section, click the Clear button to remove the data from the Juvenile's Information fields on the Intake Case tab.
- 4. Intake Case Number (ICN)

🖳 Juvenile Delir	nquent/Status Intake X					
Intake Case						
Petitioner's Infor	mation					
Unknown?						
Respondent's Ir	Petitioner MUST be entered or "Unknown" selected					
Unknown?	SSN Name Add View Clear					
Juvenile's Infom	nation					
	SSN Add View Clear					
Juvenile N	Number DOB Age (Years - Months)					
Intake Case	Intake Case Number (ICN): Will be assigned after saving 🛶 ICN will appear here after saving					
Court District	V FIPS					
Open Date	■ Time 09:33:16 AM 🔄 Close Date					
Case Type	✓ Petitioner Type ✓					
Relationship	None <pre> (Petitioner to Juvenile) Mandatory fields displayed in bold</pre>					
Worker	Keyed By					
Save	Copy Intake Close View / Print View Supreme Offense History Case Close Intake Report Court Details Summary Report					

a. The Intake Case Number (ICN) will auto-generate after the intake is saved.

b. Court District

i. The **Court District** will auto-populate for users that only have access to one district. Users with access to more than one district will need to manually select the appropriate **Court District** from the drop-down menu.

For Intakes completed by the After-Hours Intake Unit, the **Court District** field will need to be manually selected from the dropdown menu.

c. FIPS

i. In some jurisdictions the FIPS code will auto-populate based upon the selection in the Court District field. Where multiple FIPS codes exist in a court district the appropriate code should be selected using the FIPS drop-down menu. The selected FIPS should represent the locality the offense occurred in or be based upon which FIPS has jurisdiction over the case.

d. Open Date

- i. The **Open Date** will auto-populate to the current date. If the date must be changed select the date using the **Open Date** calendar drop-down screen.
- e. Time
 - i. The **Time** will auto-populate to the time when the intake screen opened. To change the time, highlight the hour, minute, or second fields, and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minute, or second fields and type in the new time.

f. Close Date

i. The **Close Date** will auto-populate when a final disposition (offense decision) is selected. For juvenile delinquent / status intakes, the **Offense Decision** field is located on the *Juvenile Intake* tab, the *Court Summons* tab, and the *Bench Warrant* tab.

g. Case Type

i. Select the **Case Type** from the drop-down menu.

Case Type is a mandatory field.

For **Case Type**, if **07** -**Diversion** or **14**- **Pending** is selected for the offense decision, the close date will not auto-populate until a final disposition is entered.

h. Petitioner Type

- i. Select the **Petitioner Type** from the drop-down menu.
- Petitioner Type is a mandatory field.
- i. Relationship
 - i. The **Relationship** of the petitioner to juvenile will auto-populate to **None.** To change the relationship, select the **Relationship** the petitioner has to the juvenile from the drop-down menu.
- j. Worker
 - i. The **Worker** will auto-populate to the name of the person creating the intake.
- k. Keyed By
 - i. The **Keyed By** will auto-populate to the name of the person entering the intake information into BADGE.
- Click the Save button and the Intake Case Number will generate. If the Petitioner's Information section or the Juvenile's Information section has not been completed the intake case will not be saved and a prompt will appear to input the data. Once the intake case has been saved all the buttons at the bottom of the Intake Case tab will become accessible; the Narrative tab will appear; and the following buttons will display at the bottom of the Intake Case tab: Edit Intake Case Info, Add Juvenile Intake, Add Court Summons, and Add Bench Warrant.

ake Case Petitioner's Information	Please provide Petition	ner information	
Unknown? SSN	Name		Add View Clear
Respondent's Information			
Jon	Name		A00
venile's Information	Please provide Juvenil	e information	Add View Clea
Juvenile Number		Age (Years - Months	
		Age (reals - Monute	5)
💀 Juvenile Delingu	ent/Status Intake		X
	-		^
Intake Case Narrati			
Petitioner's Informat		INC. HER.	Add View Clear
		10.00	Add View Clear
Respondent's Infon			Add View Clear
Juvenile's Information			
	SN Name	ACC-DOC-MH-COL	Add View Clear
Juvenile Num	ber DOB	Age (Years - Months)	
Intake Case Nu	mber (ICN):	ICN Appears H	lere
Court District	And the second	FIPS 📜	- Apple of the second
Open Date	Time	Close Date	
Case Type	 March 19, North Street and Street Stre	Petitioner Type	-lines
Relationship	(Pet	itioner to Juvenile)	
Worker	Negati -	Keyed By	1
Edit Intake Case Info	Copy Intake Delete I Case Cas		View Supreme Court Details Offense History Summary Report

Refer to the <u>BADGE Juvenile & Adult Information Screens Manual</u> for instructions on using the <u>Adult Information</u> screen.
 Refer to the <u>Petitioner's Information</u> section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

Intake Action Buttons

Once an intake case is saved on the *Intake Case* tab all of the intake action buttons at the bottom of the tab will become accessible.

Juvenile Delinquent / Status Intake Action Buttons						
Edit Intake Case	Copy Intake Case Button	Delete Intake Case	<u>View / Print Intake</u> <u>Report</u>	View Supreme Court Details	Offense History Summary Report	

🔢 Juvenile Delinquent/Status Intake		×
Intake Case Narrative	INTAKE ACTION BUTTONS	
Unknown? SSN	Name Name	Add View Clear
Respondent's Information	Name	Add View Clear
Juvenile's Information		
SSN	Name Latin D. 2000 and 1000	Add View Clear
Juvenile Number	DOB Age (Years - Months)	
Intake Case Number (ICN):		
Court District	FIPS	(M)
Open Date	Time Close Date	
Case Type	Petitioner Type	
Relationship	(Petition <mark>e</mark> r to Juvenile)	
Worker	Keyed By	
Edit Intake Case Copy Intake Info Case	Delete Intake View / Print View Sup Case Intake Report Court De	
Add Juvenile Inte	Add Court Summons Add Bench W	larrant

1. Edit Intake Case Info Button

a. (i) Click the **Edit Intake Case Info** button, (ii) edit the information as required, and (iii) click the **Save** button when the edits are completed.

2. Copy Intake Case Button

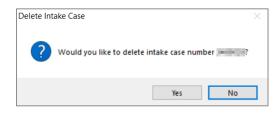
a. (i) Click the Copy Intake Case button and the <u>Copy Juvenile Delinquent / Status Intake Case</u> screen will appear. All available document types will be auto-selected in the Check All Documents You Want to Copy section of the screen, (ii) deselect (uncheck) any documents that will not be copied. If no documents are selected the <u>Copy Intake Case</u> information screen will prompt the user that at least one document type must be selected to copy. (iii) Change either the Juvenile's Information, or the Respondent's Information, or both, using the Clear and Add buttons. (iv) Click the Save button.

🖳 Copy Juvenile Delinquent / Status Intake Case - ICN: 📉 🗙 🗙	
Original Petitioner Adult Number Petitioner Name View	Copy Intake Case X
Original Juvenile Juvenile Number Juvenile Name Lander Bander Ban	
Juvenile Intakes (JI) Offenses Recorded 0 Petitions Filed 0 Offenses Recorded 0 Offenses Recorded 0 Offenses Recorded 0	Please select at least one document type to copy.
Detention Orders (DO) Filed 0 Shelter Care Orders (SC) Filed 0	ОК
New Intake Case Information	Copy Intake Case
Unknown? SSN Name Name Add View Clear	Copy intake Case
Juvenile's Information SSN Sector Name Landon Add View Clear Juvenile Number DOB DOB Care Age (Years - Months)	You need to change either juvenile or petitioner in order to copy the case.
Check All Documents You Want to Copy Juvenile Intakes Court Summons Bench Warrants Detention Orders Shelter Care Orders	ОК
Save Cancel	

In order to copy an intake case, the user MUST select an existing intake case that contains the desired pre-existing Custody Petition, Support Petition, and/or Protective Order. The user MUST also change either the **Juvenile's Information**, the **Respondent's Information**, or both in order to copy the case.

3. Delete Intake Case Button

a. (i) Click the **Delete Intake Case** button and the <u>Delete Intake Case</u> screen will appear. (ii) Click (a) the **Yes** button or (b) the **No** button to delete the intake case and return to the <u>Juvenile Delinquent/Status</u> <u>Intake</u> screen.



The **Delete Intake Case** button should not be used in lieu of editing incorrect information.

4. View / Print Intake Report Button

a. (i) Click the View/Print Intake Report button and the <u>CSU Intake – Reports</u> screen will appear. (ii) Click the X button in the upper right corner to close the report and return to the <u>Juvenile</u> <u>Delinquent/Status Intake</u> screen.

CSU Intake - Reports				- 0	×
4 4 1 of 1 ▶ ▶ ∉ ⊛	📀 🖨 🗐 💷 🔍 - 1009	; •	Find	Next	
	Virginia Department		Justice		^
	Intake F	Report	Click "X" to	close Report	
INTAKE INFORMATION:					
Intake Case Number:	Fips				
	0.				
Intake Opened Date:	R These	Intake Clos	ed Date:		
Case Type Code:	C ADDRESS C ADDRESS	0			
JUVENILE INFORMATION:					
	NUMBER OF STREET, STRE				
SSN: ***-**- Sex*:		ght:	Weight:	DOB:	
Address:			Ū		
Home Phone:	Work Phone:	(Cell Phone:		
Mother's Maiden Name:					
ALIAS INFORMATION - NONE					
PETITIONER INFORMATION:					
SSN: ***-*-					~
<					>

5. View Supreme Court Details Button

a. Click the View Supreme Court Details button and the <u>Supreme Court Detail</u> screen will appear. If there is no information entered by the Supreme Court, the <u>Supreme Court Details</u> information screen will appear indicating no data found for the specified intake case.

🚽 Suprem	ne Court Detail				_	×	
Petitioner:	metric, educative serie		Respondent:				
Juvenile:	STREET, ALL PROPERTY.	1.0070	ICN:	Juv	enile DOB:	1.60	
	Informatio	n from the Supreme	Court must be verif	ied for accuracy	<i>I</i> .		
S	SC Case Number	Statute				^	
	and the second se			100 C 10 C 10	1000000		
	Contraction of the local distribution of the	100,000-00 M/C	41				
Image: Second		and the second s					Supreme Court Details
Offense In	nfo (Page 1) Offense Info (Page 2) License Info E	nes/Attomev/Bail/Bond	Hearings			
Supren	ne Ct Name:	101103-00		Supreme Ct. DO			No data found for this case
	me Court Case Number:			Next Hearing D			
Case T Statute				Last Hearing D	ate:		ОК
	e Originated From:						
Amend	led Case Type:						
Amend	led Offense Code:						
	N= -12-						
	Disposition: led Date:	Perfected:		6	nvicted as Adult?		
Remark		i enecteu.			Invicted ds Adult ?	<u> </u>	

The amount of information found on the <u>Supreme Court Details</u> screen may vary depending on the court jurisdiction.

6. Offense History Summary Report

 a. Click the Offense History Summary Report button and the <u>CSU Intake – Reports</u> screen will appear.
 (ii) Click the X button in the upper right corner to close the report and return to the <u>Juvenile</u> <u>Delinquent/Status Intake</u> screen.

CSU Intake -	Reports					- 0	
∛ ∢ 1	of 1 🕨 🕅	e 🛞 🚱 🛊	🕽 🗐 🕼 🖳 - 📔 100%	Find	Next		
		Vir	rginia Department of Juvenile Ju Offense History Summary Repo		ick "X" to clo	ose Report	
JUVENILE N SSN: ***-**	NUMBER:		JUVENILE NAME:	RACE:			
CASE NUMBER	PROCESSING LOCALITY	OFFENSE DATE	STATUTE DESCRIPTION	INTAKE DISPOSITION	WORKER	COURT ADJUDICATION	
	Robert	-0-10	1100 - Williams	Autor Fact	Inc. Name		
	Aritan a		A LAN VICTORIANA ANNA A MANYA MANANA ANNA A MANYA MANANA MANANA ANNA	lation in an	ton these		
	Access to a		A CONTRACTOR OF THE OWNER OWNE OWNER OWNE OWNE	factor (tax)	1		

Add New Intakes, Summons, and Warrants

At the bottom of the *Intake Case* tab, three buttons allow the user to add a new intake, court summons, or bench warrant.



🐏 Juvenile Delinquent/Status Intake	×
	OURT SUMMONS, AND VARRANT
Respondent's Information Unknown? SSN Name	Add View Clear
Juvenile's Information SSN Name Name Juvenile Number DDB	Add View Clear
Intake Case Number (ICN):	FIPS Close Date
Case Type Relationship (Petitioner to Ja	Petitioner Type
Worker	Keyed By
Edit Intake Case Copy Intake Case Case Case	View / Print View Supreme Offense History Intake Report Court Details Summary Report
Add Juvenile Intake Add Court	Summons Add Bench Warrant

- 1. Add Juvenile Intake Button—Juvenile Delinquent/Status Intake Screen, Intake Case Tab
 - a. (i) Click the **Add Juvenile Intake** button, and the *Juvenile Intake* tab will appear on the <u>Juvenile</u> <u>Delinquent/Status Intake</u> screen.

	🛃 Juvenile Delinquent/Status Intake
	Intake Case Narrative Juvenile Intake
	Charged Offense Information
	Offense Date VCC Code Offense Description PM Offense JO Retrieved by the SC
Add Juvenile Intake Add Court Summons Add Bench Warrant	
Add Suverille Intake Add Court Summons Add Dench Waltanit	Selected Offense Details Offense Date Add New Offense
	VCC Code Find VCC Code Statute
	Heading
	Subheading Description
	Penalty Modifier Judge Ordered Detention
	Offense Decision
	Save Cancel

- b. Juvenile Intake Tab—Juvenile Delinquent/Status Intake Screen
 - i. Select the Offense Date from the calendar drop screen.
 - ii. Click the **Find VCC Code** button and the <u>Search Offense</u> screen will appear. If the **Offense Date** has not been selected a warning will display on the <u>VCC Code Search</u> screen.



Locate the desired offense from those displayed in the Search Results table or search for an offense by (i) typing the Statute, VCC, Heading, Sub-Heading, or Description into the corresponding field(s). The Use Wildcard?* checkbox will be selected automatically, uncheck the checkbox if the wildcard function will not be used. (ii) Click the Find button and the Search Results section will display all items that meet the search criteria by <u>VCC Code</u>, <u>Statute</u>, and

<u>Offense Description</u>. (iii) Click on a row to select a <u>VCC Code</u> and the row will be highlighted in blue.

- 2. Click the **Ok** button.
 - a. If the intake offense selected is a **Prohibited Diversion Offense** the <u>Prohibited Diversion</u> <u>Offense</u> information screen will appear. Click the **OK** button to close the <u>Prohibited Diversion</u> <u>Offense</u> information screen and return to the Juvenile Intake tab on the <u>Juvenile</u> <u>Delinquent/Status Intake</u> screen.
 - b. If the intake offense selected is not a **Prohibited Diversion Offense** the user will immediately return to the *Juvenile Intake* tab on the *Juvenile Delinquent/Status Intake* screen.

Statute		VCC Use Wildcard?*	
Heading		Find	
Sub Heading			Prohibited Diversion
Description			Prohibited Diversion
Search Results -			The offe
VCC Code	Statute	Offense Description	(i) canno (ii) canno
CNV-7017-M3	10.1-1142(D)	BUILD FIRE WITHIN 150 FEET OF WOODLAND, BRUSHLAND ETC.	househo
CNV-7025-M1	10.1-2214	UNDERWATER RECOVERY OF HISTORIC PROPERTY WITHOUT PERMIT	(iii) requ – Diversi
CNV-7026-M1	10.1-203	USE OF MOTORIZED VEHICLE ALONG APPALACHIAN TRAIL	
CNV-7027-M1	10.1-2305	ARCHAEOLOGICAL EXCAVATION OF HUMAN REMAINS WITHOUT PERMIT	Appropr intake n
CNV-7028-M1	10.1-2306	DAMAGE, ETC ANY OBJECT OF ANTIQUITY ON STATE-CONTROLLED LAND	
CNV-7030-M1	10.1-1005	DUMP ETC. WITHOUT PERMISSION OF OWNER	
CNV-7031-M1	10.1-1004	EXCAVATE ETC. WITHOUT PERMISSION OF OWNER	
Selected Offense	Details		
	CONSERVATION	Notify School?*	
Sub Heading	PARKS AND RECRE	EATION	

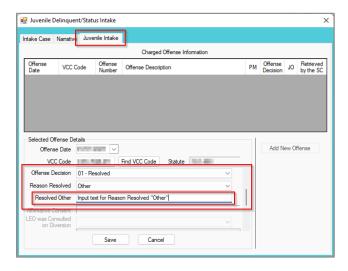
Prohibited	Diversion Offense	×
1	The offense selected (i) cannot be resolved or diverted, (ii) cannot be resolved unless the victim is a family or household member, or (iii) requires affirmative consent for diversion per VOL III-9123 – Diversion and Resolution at Intake. Appropriate exceptions/exemptions must be entered in the intake narrative.	
	ОК	

- Multiple VCCs can be added to a petition/order.
- Click the **Find** button to search for an offense without entering any information into the search fields.
- When a VCC is selected, a summary of the charge will be displayed at the bottom of the screen. If the **Notify School?*** field is checked, the juvenile's school must be notified via a school notification letter.
- A **Prohibited Diversion Offense** (i) cannot be resolved or diverted, (ii) cannot be resolved unless the victim is a family or household member, or (iii) requires affirmative consent for diversion. Some cases may be resolved with the appropriate exception/exemption and require an explanation to be entered in the intake narrative.
- Refer to the CSU Procedure, VOL III-9123, Diversion and Resolution at Intake, for detail pertaining to: (i) selected offenses for which resolution is prohibited and affirmative consent is required to divert; and (ii) certain offenses for which diversion is prohibited.
 - iii. Select the (i) **Penalty Modifier**, if applicable, and (ii) the **Offense Decision** from the drop-down menus.

			Charged Offense Information			
Offense Date	VCC Code	Offense Number	Offense Description	PM	Offense Decision JC	Retriev by the
Selected Offe Offense	·		Find VCC Code Statute		Add New (Offense
	-			Ī		

- If "01 Resolved" is selected from the Offense Decision drop-down menu the Reason Resolved drop-down menu will become accessible. Select the Reason Resolved from the drop-down menu.
 - a. If "Other" is selected from the **Reason Resolved** drop-down menu the **Resolved Other** text field will become accessible. Enter appropriate information into the **Resolved Other** text field.

🛃 Juvenile Delinquent/Status Intake	<u> </u>
Intake Case Narrative Juvenile Intake	🖬 Juvenile Delinquent/Status Intake
Charged Offense Information	Intake Case Narrative Juvenile Intake
Offense Date VCC Code Offense Offense Description PM Offense Jo Retrieved by the SC	Charged Offense Information
	Offense Date VCC Code Offense Number Offense Description PM Offense Description PM Offense Jo Retrieved by the SC
Selected Offense Details	
Offense Date Add New Offense	Selected Offense Details
VCC Code Find VCC Code Statute	Offense Date V Add New Offense
Offense Decision	VCC Code Find VCC Code Statute
Reason Resolved 01 - Resolved	Offense Decision 01 - Resolved V
Resolved Other 03 - Petition/Detention Order Filed 05 - Referred To Another Aay For Sy	Reason Resolved
Affirmative Concert 06 - Returned To Probation Supervis	Resolved Other Age of juvenile Complainant/victim does not want to proceed
LEO was Consulted on Diversion 08 - Complaint Unfounded 09 - Complaint Unfounded	Affirmative Concert CSU-specific intervention
on Diversion 09 - Returned To Out-Of-State	LEO was Consulted Level of functioning/disability of juvenile prohibits diversion
12 - Shelter Care Only 13 - Detention Order Only	on Diversion Mediated Restitution paid
14 - Pending	School addressed appropriately
17 - Accepted Via ICJ 18 - Unsuccessful Diversion/Petition Filed	Services - Juvenile and/or family referred Other
20 - Successful Diversion 21 - Unsuccessful Diversion/No Petition Filed	



iv. If the petitioner is LEO, (i) use the scroll bar to access the fields at the bottom of the *Juvenile Intake* tab. (ii) Select an option from the **Requested Charge Amended** drop-down menu and, if required, (iii) enter appropriate information in the **Rationale** textbox.

🖳 Juvenile Delinqu	ient/Status Intake				×
Intake Case Narrat	ve Juvenile Intake				
	Charged Offense Information				
Offense VCC Date VCC	Code Offense Offense Description	РМ	Offense Decision		the SC
Selected Offense [uet als				
	03/01/2022 V Offense Requires School Notification		Add Ne	ew Offens	se
VCC Code on Diversion LEO's Rationale	WPN-5261-F2 Find VCC Code Statute 18.2-300	^			
Requested Charge Amended Rationale	Requested Charge Was Reduced or Denied V Rationale Entered Here	~			
	Save Cancel				

- If the petitioner is not LEO the LEO was Consulted on Diversion, LEO's Rationale, Requested Charge Amended, and Rationale fields will be greyed out and inaccessible.
- The petitioner is a LEO (law enforcement officer) if the **Petitioner Type** equals BP, CW, FD, NC, OL, PD, SH, ST, or SR. The **Petition Type** field is located on the *Intake Case* tab.
- If the value chosen for the **Requested Charge Amended** field is "Requested Charge Was Reduced or Denied" or "Requested Charge Increased", the **Rationale** field will be required in order to save the offense.
 - v. If the juvenile offense is a felony and the Offense Decision selected is "07 Req'd To Participate-Diversion," "18-Unsuccessful Diversion/Petition Filed," "20-Successful Diversion," or "21-Unsuccessful Diversion/No Petition Filed," (i) use the scroll bar to access the Affirmative Consent field at the bottom of the *Juvenile Intake* tab. (ii) Select the appropriate option from the Affirmative Consent drop-down menu: "Yes, Victim Consented," "Yes, Unsuccessful Attempts to Contact Victim," or "Yes, Deputy Director/RPM Exemption."

🖳 Juvenile Delinque	ent/Status Intake					_	×
Intake Case Narrativ	Juvenile Intake	1					
		Charged Offense Info	mation				
Offense Date VCC	Code Offense Number	Offense Description		РМ	Offense Decision	JO	Retrieved by the SC
Selected Offense De Offense Date	etails	Offense Reguin	s School Notification		Add Ne	w Of	fense
		Find VCC Code Statute			7100110		ici ibi
Offense Decision	07 - Reg'd To Partie	sipate-Diversion	~				
Reason Resolved			~				
Resolved Other							
Affirmative Consent			~				
LEO was Consulted on Diversion		Attempts to Contact Victim					
	Yes, Deputy Directo Save	r/RPM Exemption Cancel					

vi. If the petitioner is LEO and the Offense Decision selected is "07 – Req'd To Participate-Diversion," "18-Unsuccessful Diversion/Petition Filed," "20-Successful Diversion," or "21-Unsuccessful Diversion/No Petition Filed," (i) use the scroll bar to access the fields at the bottom of the *Juvenile Intake* tab. (ii) Select an option from the LEO was Consulted on Diversion drop-down menu and,

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if required, (iii) enter appropriate information in the **LEO's Rationale** textbox. (iv) Select an option from the **Requested Charge Amended** drop-down menu and, if required, (v) enter appropriate information in the **Rationale** textbox.

🛃 Juvenile Delinquent/Status Intake 🛛 🕹 🗙	🖳 Juvenile Delinquent/Status Intake 🛛 🕹
Intake Case Narrative Juvenile Intake	Intake Case Narrative Juvenile Intake
Charged Offense Information	Charged Offense Information
Offense Date VCC Code Offense Offense Description PM Offense JO Retrieved by the SC	Offense Date VCC Code Offense Offense Description PM Offense Jo Retrieved by the SC
Selected Offense Details	Selected Offense Details
Offense Date Offense Requires School Notification Add New Offense	Offense Date 03/01/2022 V Offense Requires School Notification Add New Offense
VCC Code Find VCC Code Statute	VCC Code WPN-5248-F5 Find VCC Code Statute 18.2-286.1
Offense Decision 07 - Req'd To Participate-Diversion	LEO was Consulted on Diversion ^
Reason Resolved	LEO's Rationale
Resolved Other	Requested Charge
Affirmative Consent V	Amended Rationale
on Diversion	nationale v
Save Cancel	Save Cancel

🖳 Juvenile De	linquent/Sta	tus Intake	_							×
Intake Case N	Varrative Juv	enile Intake	1							
			Charged	d Offense Inf	omation					
Offense Date	VCC Code	Offense Number	Offense Descri	ption			РМ	Offense Decision	JO	Retrieved by the SC
03/01/2022	WPN-5261	5207665	POSSESSION	IN PERPETI	RATION OF VIC	DLEN		01		
Selected Offe	nse Details								-	
Offense	Date 03/01/	2022 🗸	Off	ense Requir	es School Notifi	ication		Add N	ew Of	ffense
VCC	Code WPN-	5261-F2	Find VCC Code	Statute	18.2-300					
LEO was Cons on Dive		id Not Agree	with Diversion D	ecision)		~ *	•			
LEO's Ratio		O's Rational	is "LEO Did No e field will be re			sion",				
Requested Ch Amer	nded Reque	sted Charge	Was Reduced o	r Denied		~	U.			
Ratio	onale or "Re	quested Cha	is "Requested (rge Increased",	the Rationa						
		Save	Canc	el						

- If the value chosen for the **LEO was Consulted on Diversion** field is "LEO Did Not Agree with Diversion Decision", the **LEO's Rationale** field will be required in order to save the offense.
 - vii. If "02 Petition Filed," "03 Petition/Detention Order Filed," or "11 Petition/Shelter Care Filed" is selected from the Offense Decision drop-down menu the Reason Offense Not Diverted dropdown menu will become accessible. Select the Reason Offense Not Diverted from the drop-down menu.

×

Selected Offense D Offense Date VCC Code Offense Decision Reason Resolved Resolved Other	Code	Resolved Petition Filed	Charger Offense Desort		nformation	•	PM	Offense Decision	JO iew Of	Retrieved by the SC
Selected Offense D Offense Date VCC Code Offense Date VCC Code Offense Decision Reason Resolved Resolved Other EO was Consulted on Diversion	Details	Number	Offense Descri	iption		•	PM	Decision		by the SC
Selected Offense D Offense Date VCC Code Offense Date VCC Code Offense Decision Reason Resolved Resolved Other EO was Consulted on Diversion	Details	Number			1.00	•	PM	Decision		by the SC
VCC Code Offense Decision Reason Resolved Resolved Other EO was Consulted on Diversion		Resolved Petition Filed	Find VCC Code	Statute	1.00	•	-	Add N	ew Of	ffense
Offense Date VCC Code Offense Decision Reason Resolved Resolved Other EO was Consulted on Diversion		Resolved Petition Filed	Find VCC Code	Statute	1 - 102	•	-	Add N	ew Of	ffense
Offense Date VCC Code Offense Decision Reason Resolved Resolved Other EO was Consulted on Diversion		Resolved Petition Filed	Find VCC Code	Statute				Add N	ew Of	ffense
Offense Date VCC Code Offense Decision Reason Resolved Resolved Other EO was Consulted on Diversion		Resolved Petition Filed	Find VCC Code	Statute	1.00	•	-	Add N	ew Of	ffense
Offense Date VCC Code Offense Decision Reason Resolved Resolved Other EO was Consulted on Diversion		Resolved Petition Filed	Find VCC Code	Statute	1.000		_	Add N	ew Of	ffense
Offense Date VCC Code Offense Decision Reason Resolved Resolved Other EO was Consulted on Diversion		Resolved Petition Filed	Find VCC Code	Statute	1.000	-	_	Add N	ew Of	ffense
Offense Date VCC Code Offense Decision Reason Resolved Resolved Other EO was Consulted on Diversion		Resolved Petition Filed	Find VCC Code	Statute	1.00	~	_	Add N	ew Of	ffense
VCC Code Offense Decision Reason Resolved Resolved Other EO was Consulted on Diversion		Resolved Petition Filed	Find VCC Code	Statute	1.000	~	_	Addite	647 01	iner i ae
Offense Decision Reason Resolved Resolved Other EO was Consulted on Diversion		Resolved Petition Filed	Find VCC Code	Statute		~				
Reason Resolved Resolved Other EO was Consulted on Diversion		Petition Filed				~				
Resolved Other EO was Consulted on Diversion	01-1	Petition Filed		_						
Resolved Other EO was Consulted on Diversion						_				
EO was Consulted on Diversion	02-1	D	tion Order Filed	1			1			
on Diversion			tion Order Filed nother Agy For Si	,						
	06 - F		robation Supervi							
LEO's Rationale			cipate-Diversion				_			
		Complaint Unfo								
	09-1	Returned To C Petition/Shelte		1						
		Shelter Care O		1						
		Detention Orde								
	14 - F	Pending								
		Accepted Via								
	18 - 1	Unsuccessful Successful Div	Diversion/Petition	n Filed						
			reminn							

Intake Case Narrativ	e Juvenile Intake				
		Charged Offense Information			
Offense VCC Date VCC	Code Offense Number	Offense Description	PM	Offense Decision JO	Retrieved by the SC
Selected Offense D Offense Date	etails			Add New Of	fense
VCC Code LEO's Rationale		Statute			
Requested Charge Amended					
Rationale					
Reason Offense Not Diverted	Complainant (ditizer Considered but not Considered but not Considered but not Court intervention e Currently under cou- Judge ordered /req Judicial/Local cour Juvenile/Amily refu No response from ju Number of pror div Offense not eligible	rt-ordered conditions leeted policy n probation/parole sal to participate vrenile or family/Multiple missed appointments			
	Out-of-state residen	cy s (logistics/amount) nse/Public safety mmons adjudicated			

viii. Click the Save button.

 If the intake offense selected is for a weapon offense that has a detention order requirement, the <u>DO Requirement</u> information screen will appear. Click the OK button to close the <u>DO</u> <u>Requirement</u> information screen and return to the Juvenile Intake tab on the <u>Juvenile</u> <u>Delinquent/Status Intake</u> screen. The saved information will appear in the Charged Offense Information section on the Juvenile Intake tab.

💀 Juvenile Delinquent/Status Intake

2. If the intake offense selected is not for a **weapon offense** that has a **detention order requirement**, the <u>DO Requirement</u> information screen will not appear, and the saved information will immediately appear in the **Charged Offense Information** section on the Juvenile Intake tab.

DO Requir	rement	Х
1	A detention order is required per Administrative Directive. When in accordance with the directive/Code of VA a DO is not issued, an explanation must be documented in the intake narrative.	
	ОК]

- A detention order is required per Administrative Directive for certain weapon offenses. When in accordance with an Administrative Directive and/or the Code of VA a detention order is not issued, an explanation must be documented in the intake narrative. The <u>DO Requirement</u> information screen will display when the user saves a Juvenile Intake containing certain weapon offenses combined with the following **Offense Decisions**: "02 – Petition Filed," "03 – Petition/Detention Order Filed," "07 – Req'd To Participate-Diversion," or "13 – Detention Order Only."
- Refer to Administrative Directive A-2022-005—Mandatory Override for Weapons Offenses on the Detention Assessment Instrument and Administrative Directive A-2023-003—Mandatory Override for Grand Larceny of a Vehicle and Eluding Police in a Vehicle on the Detention Assessment Instrument for detail pertaining to weapon offenses that require either: (i) a detention order, or (ii) an explanation entered in the intake narrative detailing why a detention order was not required.
 - ix. Once saved, the Add New Offense button will become accessible, and the Detention Assessment, Shelter Care Order, or Detention Order buttons may appear depending upon the Offense Decision selected. The Edit, Copy, Delete, and File Petition buttons will also appear on the bottom of the <u>Juvenile Delinquent/Status Intake</u> screen.

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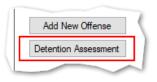
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🖳 Juvenile Delinquent/Status Intake	×	💀 Juvenile Delinquent/Status Intake	×
Intake Case Narrative Juvenile Intake		Intake Case Narrative Juvenile Intake	
Charged Offense Information		Charged Offense Information	
Offense Date VCC Code Offense Number Offense Description	PM Offense JO Retrieved becision JO by the SC	Offense Date VCC Code Offense Offense Description PM Offense Decision JO Retrieved by the SC	
03/01/2022 WPN-5261 5207665 POSSESSION IN PERPETRATION OF VIOLEN	01 🗖	06/02/2021 CNV-7026-M1 4749313 USE OF MOTORIZED VEHICLE ALONG AP A 02	
Selected Offense Details		Selected Offense Details	
Offense Date 03/01/2022 V Offense Requires School Notification	Add New Offense	Offense Date 06/02/2021 Add New Offense	
VCC Code WPN-5261-F2 Find VCC Code Statute 18.2-300		VCC Code CNV-7026-M1 Statute 10.1-203 Detention Assessment	
LEO was Consulted on Diversion LEO Did Not Agree with Diversion Decision	·	Heading CONSERVATION	1
LEO's Rationale If the value chosen is "LEO Did Not Agree with Diversion Decision", the LEO's Rationale field will be required in order to save the		Subheading PARKS AND RECREATION	
offense.		Description USE OF MOTORIZED VEHICLE ALONG APPALACHIAN TRAIL	
Requested Charge Amended Requested Charge Was Reduced or Denied V		Penalty Modifier Attempt Judge Ordered Detention	
Rationale If the value chosen is "Requested Charge Was Reduced or Denied" or "Requested Charge Increased", the Rationale field will be	,	Offense Decision 02 - Petition Filed	
remuited in order to ease the offerse Save Cancel		Edit Copy Delete File Petition	

- A **Detention Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** "03 Petition/Detention Order Filed" or "13 Detention Order Only" is selected.
- A Shelter Care Order button will appear on the *Juvenile Intake* tab if either Offense Decision "11 Petition/Shelter Care Filed" or "12 Shelter Care Only" is selected.
- The Detention Order button will appear if the Judge Ordered Detention checkbox is selected.

x. Add New Offense Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab

- If another offense needs to be added to the petition/order, (i) click the Add New Offense button on the *Juvenile Intake* tab, and the Selected Offense Details fields will become accessible. (ii) Repeat the steps above to add another offense.
- xi. Detention Assessment Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab
 - 1. Click the **Detention Assessment** button, and the <u>Detention Assessment</u> screen will appear.



2. Detention Assessment Screen

a. The <u>Detention Assessment</u> screen contains the DAI Scores tab and the Overrides tab. The Worker Name field will auto-populate. The DAI Date field will auto-populate to the current date but can be changed using the calendar drop-down screen. The DAI# is a system generated number and will be assigned after both tabs are completed and the detention assessment is saved.

Some fields in the *DAI Scores* tab will auto-populate. Be sure to review all the auto-populated fields to ensure the correct criteria are being used to calculate the DAI's total score.

b. DAI Scores Tab—Detention Assessment Screen

orker Name:	0.1	DAI Date: DAI#:	
		Follow-up:	
Al Scores (Override	s	
1.	Most S	erious CURRENT Petitioned Offense	
	7	Category C: Other felonies 🗸 🗸	
2.	Additio	nal CURRENT Petitioned Offenses in this Referral	
	0	One or more status offenses OR No additional current offenses $\qquad \qquad \lor$	
3.	Prior A	djudications of Guilt (includes continued adjudications with "evidence sufficient to finding of guilt")	
		~ ~	
4.	Petition	ns Pending Adjudication or Disposition (exclude deferred adjudications)	
		~ ·	
5.	Superv	vision Status	
	4	Parole ~	
6.	History	of Failure to Appear (within past 12 months)	
	0	No petition/warrant/detention order for FTA in past 12 months $\qquad \lor$	
7.	History	of Escape/ Runaways (within past 12 months)	
	0	No escapes or runaways within past 12 months $\qquad \lor$	
	11	TOTAL SCORE Auto Fill Indicated Decision: Detention Alternative	
Actual	Docisi	on / Recommendation: O Release O Atemative O Secure Detention	_

Click the **Auto Fill** button to auto-populate some of the fields.

- i. Most Serious CURRENT Petitioned Offense Field
 - 1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, reference the most serious offense listed in the current referral in order to select the appropriate category from the drop-down menu.

If the juvenile is being charged with multiple offenses, use the most serious offense in the **Most Serious CURRENT Petitioned Offense** section. The Scores for multiple offenses cannot be combined.

ii. Additional CURRENT Petitioned Offenses in this Referral Field

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, select the appropriate option from the drop-down menu. Use the referral complaint form/probable cause statement to determine the appropriate category.

When considering offenses to determine the value for **Most Serious CURRENT Petitioned Offense** and **Additional CURRENT Petitioned Offenses in this Referral** only consider offenses where the **Offense Decision** is equal to "02 – Petition Filed," "03 – Petition/Detention Order Filed," "11 – Petition/Shelter Care Filed," "15 – Consent Signed/Petition Filed," "16 – Court Summons," or "18 – Unsuccessful Diversion/Petition Filed."

iii. Prior Adjudications of Guilt (includes continued adjudication with "evidence sufficient to finding of guilt") Field

- (i) Select the appropriate option from the drop-down menu, including deferred/withheld findings or cases where there is evidence sufficient to a finding of guilt, and (ii) review the <u>Offense History</u> screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Caseload Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was dismissed after successful completion of court conditions.
- Cases that are dismissed by the court after successful completion of ordered conditions should NOT be counted in the **Prior Adjudications of Guilt** section.
 - iv. Petitions Pending Adjudication or Disposition (exclude deferred adjudications) Field
 - (i) Select the appropriate option from the drop-down menu and (ii) review the <u>Offense</u> <u>History</u> screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Caseload Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was continued for the

disposition. The notes should specify if the case has been adjudicated or is pending adjudication.

Do NOT include any offenses with a deferred finding in the Petitions Pending Adjudication or Disposition field.

Befer to the BADGE Offense History Screen Manual on how to navigate the Offense History screen.

W Refer to the <u>BADGE Caseload Management Module Manual</u> on how to navigate the *Contacts* tab.

v. Supervision Status Field

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Caseload Management module to check the status of the juvenile, and select the appropriate option from the drop-down menu.

vi. History of Failure to Appear (within past 12 months) Field

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the <u>Offense History</u> screen, and select the appropriate option from the drop-down menu.

The **Failure to Appear** MUST have occurred within the past 12 months.

vii. History of Escape/Runaways (within past 12 months) Field

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the <u>Offense History</u> screen, and select the appropriate option from the drop-down menu.

The escape/runaway incident MUST have occurred within the past 12 months.

viii. Auto Fill Button

- 1. Click the **Auto Fill** button to auto-populate, or reset, the fields (items i to vii above) with their respective default values.
- ix. Total Score Field
 - 1. The total score will calculate based on the selected options.
- x. Indicated Decision Field
 - 1. The **Indicated Decision** is based on the **Total Score**. The **Indicated Decision** will be either **Release**, **Detention Alternative**, or **Secure Detention**.

c. Overrides Tab—Detention Assessment Screen

🛃 Detention Assessment	X
Worker Name: The Theorem Follow-up:	DAI Date: Contaction > DAI#:
DAI Scores Overrides	
Mandatory Ovenides (Juvenile Must Be Detained)	
1. Use of firearm in current offense	Comment:
2. Weapons Offenses, Adm. Dir. A-2022-005, email amend	
3. Escapee/AWOL/Absconder per DJJ Procedure 9471	
 4. Local court policy (indicate applicable policy) 	
Discretionary Override	
 Aggravating factors (override to more restrictive placement 	
2. Mitigating factors (override to less restrictive placement the	an indicated by guidelines)
Type Factor	Narrative Add
	Edit
	Delete
Factor	
Narrative	
3. Approved local graduated sanction for probation/parole view	iolation
Justification	
Actual Decision / Recommendation: O Relea	se O Alternative O Secure Detention
Save	Print

i. Mandatory Overrides (Juvenile Must Be Detained)

1. (i) Click the appropriate checkbox, if any, for items 1-4 and (ii) provide a detailed description of why the mandatory override was selected in the **Comment** text field. If

a **Mandatory Override** is selected the juvenile must be detained, regardless of the **Indicated Decision** field on the *DAI Score* tab.

- If Local Court Policy is selected as the mandatory override, provide a brief narrative indicating which court policy was applied.
 - ii. Discretionary Override
 - 1. Aggravating factors are overrides for a more restrictive placement than indicated by guidelines. Mitigating factors are overrides for a less restrictive placement than indicated by guidelines.
 - a. If necessary, click the appropriate checkbox for either item 1, Aggravating factors or item 2, Mitigating factors. An <u>Error</u> screen will be displayed if an attempt is made to select both items.



b. (i) Click the Add button to access the Factor drop-down menu. (ii) Select the most applicable Factor from the drop-down menu and, depending upon the Factor selected, the Narrative text field may auto-populate. (iii) Add text or update the Narrative text field as required. (iv) Click the Done button and the information will save as a new Discretionary Override entry. If the user attempts to create an additional Discretionary Override an Error screen will be displayed.

ONLY an **Aggravating factor** or a **Mitigating factor** can be added to a DAI, but not both.

If an **Aggravating factor** is selected, select the most serious applicable aggravating factor.

In order to use **Parent Unwilling to Provide Appropriate Supervision** the incident must rise to the level where a complaint will be made with CPS for child neglect or abandonment. A CPS complaint MUST be made prior to completing the DAI. Information in the **Narrative** box may auto-populate based on the **Factor** selected.

🖳 Detention Assessment X	🖳 Detention Assessment 🛛 🗙
Worker Name: On I Temper DAI Date: On I Date: DAI#:	Worker Name: DAI Date: DAI Date: DAI#:
DAI Scores Overrides DAI Scores Overrides Madatory Overrides Comment: 1 Use of fream in current offense 2 Weopons Offenses, Adm. Dr. A-2022-005, email amend 3 Escapee/AWOL/Absconder per DJJ Procedure 9471 4 Local court policy (indicate applicable policy) Discretionary Override In Aggravating factors (override to more restrictive placement than indicated by guidelines) 2 Mitigating factors (override to less restrictive placement than indicated by guidelines) 3 Mitigating factors (override to less restrictive placement than indicated by guidelines) 4 Edit 0 Pactor Narrative Add 6 Gardauted sanction for probation/parole violation Justification Vertification	DAI Scores Overrides Mandatory Overrides (uvernile Must Be Detained) 1 Use of freasm in current offense Comment: 2 Weapons Offenses, Adm. Dir. A 2022-005, email amend . 3 Escapee/AWOL/Absconder per DJJ Procedure 9471 . 4 Local court policy (indicate applicable policy) . Discretionary Override . . 1 Aggravisting factors (override to more restrictive placement than indicated by guidelines) . 2 Mitigating factors (override to less restrictive placement than indicated by guidelines) . 2 Mitigating factors (override to less restrictive placement than indicated by guidelines) . 3 Mitigating factors (override to less restrictive placement than indicated by guidelines) . Type Factor Narrative . Narrative . . . 3 Approved local graduated sanction for probation/parole violation . . Justification
Actual Decision / Recommendation: O Release O Atemative O Secure Detention Save Ocee Print	Actual Decision / Recommendation: O Release O Atemative O Secure Detention Save Close Print
1. Page wantig factors overnoo to more restrictive procession than indicated by guides way 2. Mitigating factors (override to less restrictive placement than indicated by guidelines) Type Factor Narrative A Juvenile Has Significant Substance Abuse Problem Juvenile was screened by a qualified pro Factor Juvenile Has Significant Substance Abuse Problem	Add fes. Edt Delete ONly one discretionary override factor may be keyed for assessments completed after October 1, 2016.

c. Edit Button

- i. (i) Click the **Edit** button, and the **Factor** and **Narrative** boxes will become accessible, (ii) edit the information as needed, and (iii) click the **Done** button when the edits are completed.
- d. Delete Button
- i. Click the **Delete** button and the **Discretionary Override** will be removed.
- 2. Approved local graduated sanction for probation/parole violation Checkbox
 - a. If necessary, (i) click the item 3, Approved local graduated sanction for probation/parole violation checkbox and (ii) provide a brief description in the Justification text box. This item cannot be selected if either item 1, Aggravating factors or item 2, Mitigating factors have been selected; attempting to do so will display an <u>Error</u> screen.

	Error	×
3. Approved local graduated sanction for probation/parole violation		Aggravating and Mitigating Overrides must be unchecked before selecting Approved Local Graduation Sanction
Justification add description		before scienting Approved total of addition sanction
		ОК

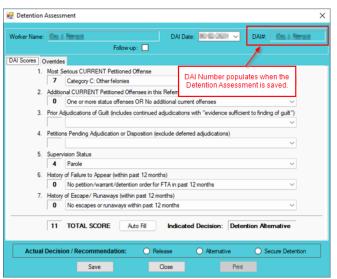
d. Actual Decision/Recommendation—Detention Assessment Screen

i. Consider the Indicated Decision displayed on the DAI Scores tab and the selected override, if any, then (i) select the appropriate Release, Alternative, or Secure Detention radio button, and (ii) click the Save button. A warning will appear for any items not completed on the DAI Scores tab; the assessment cannot be saved until all items are completed. Once the assessment is saved the DAI# field will auto-populate.

🖳 Detention Assessment	×
Worker Name: Grad a Name and Follow-up:	DAI Date: Const Const V DAI#:
DAI Scores Overrides Mandatory Overrides (Auvenile Must Be Detained) 1 1 Use of fream in current offense 2 Weapons Offenses, Adm. Dr. A-2022-005, email amend 3 Escapeer-AWOU / Asconder per DJJ Procedure 9471 4 Local court policy (indicate applicable policy)	Comment:
Discretionary Ovenide 1. Aggraveting factors (ovenide to more restrictive placement) 2. Mitigating factors (ovenide to less restrictive placement that Type Factor	
Factor	Low Delete
Narrative 3. Approved local graduated sanction for probation/parole vi Justification	plation
Actual Decision / Recommendation: Released	

BADGE Manual

		Follow-up:	
Scores (
1.	_	erious CURRENT Petitioned Offense	
	7	Category C: Other felonies	~
2.	_	nal CURRENT Petitioned Offenses in this Referral	
_	0	One or more status offenses OR No additional current offenses	~
3.	Prior Ad	djudications of Guilt (includes continued adjudications with "evidence sufficient to finding	of guit")
			- 1
4.	Petition	ns Pending Adjudication or Disposition (exclude deferred adjudications)	
			~
5.	Supervi	ision Status	
	4	Parole	~
6.	History	of Failure to Appear (within past 12 months)	
	0	No petition/warrant/detention order for FTA in past 12 months	~
7.	History	of Escape/ Runaways (within past 12 months)	
	0	No escapes or runaways within past 12 months	~
	11	TOTAL SCORE Auto Fill Indicated Decision: Detention Altern	ative
Actual	Decisio	on / Recommendation: O Release O Alternative O Secu	ure Detention



e. Edit Button—Detention Assessment Screen

i. (i) Click the **Edit** button, (ii) edit the information on the *DAI Scores* tab or the *Overrides* tab as required, and (iii) click (a) the **Save** button when the edits are completed or (b) the **Cancel** button.

~ 🔒

Please select value from the list

- f. Close Button—Detention Assessment Screen
 - i. Click the **Close** button and to return to the *Detention Assessment* tab on the <u>Juvenile</u> <u>Delinguent/Status Intake</u> screen.
- g. Print Button—Detention Assessment Screen
 - i. To view or print the **Detention Assessment Instrument Report**, click the **Print** button, and the completed assessment will appear on the <u>Virginia Department of Juvenile</u> <u>Justice</u> report viewer screen. View, print, or save the assessment from the report viewer screen.
 - ii. Click the **X** in the upper right corner to close the report viewer screen and return to the <u>Detention Assessment</u> screen.

🖳 Virginia Department of Juvenile Justice	- 0
🕅 🖣 1 🛛 of 1 🕨 🕅 👄 🛞 🚱 🎝 🗐 💷 尾 🔍 - 100%	Fine
Virginia Department of Juvenile Justice Detention Assessment Instrument Report	
Juvenile Name: Juvenile Number: Juvenile Number: CN: Intake Date: Worker Name: Completed as Follow-up (or call Intake):	DOB: CSU#: DAI#:
1. MOST SERIOUS CURRENT PETITIONED OFFENSE Category A: Feloniwa against persona Category B: Felony weapons or felony narcotics distribution. 12 Category C: Other felonies. 7 Category C: Other sections 5	Score
Category E: Other Class 1 misdemeanors	_7
2. ADDITIONAL CURRENT PETITIONED OFFENSES IN THIS REFERRAL Two or more additional current felony offenses. 3 One additional current felony offense Cone or more additional misdemanor OR violation of prob./parole offenses. 1 One or more additional misdemanor OR No additional current offenses. 0	
3. PRIOR ADJUDICATIONS OF GUILT Two or more prior adjudications with "evidence sufficient to finding of quilt for fittings Two or more prior adjudications of guilt for fittings vortices to the standard structure of the structu	
One or more pending petitiona/dispositions for a felony offense 8 Two or more pending petitiona/dispositions for a felony offense 5 One pending petitiona/disposition for an other offense 2 No pending petitiona/dispositions 0 S. SUPERVISION STATUS 0	_0
Parole 4 Probation based on a Felony or Class 1 misdemeanor 2000 100 100 100 100 100 100 100 100 10	4
G. HISTORY OF FAILURE TO APPEAR (within past 12 months) Two or more petitions/warrantis/detention orders for FTA in past 12 months	
7. HISTORY OF ESCAPE/RUNAWAYS (within past 12 months) One or more escapes from secure confinement or custody One or more instances of absconding from non-secure, court-ordered placements One or more runaways from home 1 No escapes or runaways with noast 12 months 0	_0
INDICATED DECISION: 10-14 DETENTION ALTERNATIVE TOTAL SCORE:	11

Detention Assessment Tab—Juvenile Delinquent/Status Intake Screen
 The Detention Assessment tab displays the assessment(s) completed using the Detention
 Assessment button on the <u>Juvenile Delinquent/Status Intake</u> screen, Juvenile Intake tab. At the
 bottom of the Detention Assessment tab, three buttons allow the user to add, view/edit, or
 delete a detention assessment.

🖳 Juvenile Delinquent/Status Intake X	💀 Juvenile Delinquent/Status Intake 🛛 🕹
Intake Case Narrative Juvenile Intake	Intake Case Narrative Juvenile Intake Detention Assessment
Offense Information Offense Date VCC Code Offense Number Offense Description PM Offense Jo Decision Jo Retrieved by the SC 06/02/2021 CNV-7026-M1 4749313 USE OF MOTORIZED VEHICLE ALONG AP A 02 Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspa="2"Colspan="2"Colspan="2"Colspan="2"Colspa="2"Col	DA Date Follow-Up? DAI Score Indicated Decision Actual Decision Worker Name DA Date Follow-Up? DAI Score Indicated Decision Actual Decision Worker Name 11 Detention Attemative Detention Attemative Detention Attemative Detention Attemative
Selected Offense Details	Mandatory Overrides (Juvenile Must Be Detained) Comment: 1. Use of firearm in current offense 2. Weapons Offenses, Adm. Dir. A-2022-005, email amend 3. Escapeer/AWOL/Absconder per DJJ Procedure 9471 4. Local court policy (indicate applicable policy)
Offense Date 06/02/2021 Add New Offense VCC Code CNV-7026-M1 Statute 10.1-203 Detention Assessment	Discretionary Override 1. Aggravating factors (override to more restrictive placement than indicated by guidelines) 2. Mitigating factors (override to less restrictive placement than indicated by guidelines)
Heading CONSERVATION Subheading PARKS AND RECREATION Description USE OF MOTORIZED VEHICLE ALONG APPALACHIAN TRAIL Penalty Modifier Attempt Judge Ordered Detention	Factor Narrative
Penalty Modifier Attempt Judge Ordered Detention Offense Decision 02 - Petition Filed Edit Copy Delete File Petition	3. Approved local graduated sanction for probation/parole violation Justification Add View/Edit Delete

- a. Add Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab
 - i. Click the **Add** button and the <u>Detention Assessment</u> screen will appear. To add a new assessment perform the steps detailed in the <u>Detention Assessment</u> screen section above.

/orker Name	e: Maria Merant DAI Date: Mirls 2004 ✓ DAI#: Maria Meran
	Follow-up:
Al Scores	Overrides
1.	Most Serious CURRENT Petitioned Offense
	7 Category C: Other felonies.
2.	Additional CURRENT Petitioned Offenses in this Referral
	0 One or more status offenses OR No additional current offenses ~
3.	Prior Adjudications of Guilt (includes continued adjudications with "evidence sufficient to finding of guilt")
	v
4.	Petitions Pending Adjudication or Disposition (exclude deferred adjudications)
	V
5.	Supervision Status
	4 Parole V
6.	History of Failure to Appear (within past 12 months)
	0 No petition/warrant/detention order for FTA in past 12 months ~
7.	History of Escape/ Runaways (within past 12 months)
	0 No escapes or runaways within past 12 months V
	11 TOTAL SCORE Auto Fill Indicated Decision: Detention Alternative

- b. View/Edit Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab
 - (i) Click on a row to select a detention assessment and the row will be highlighted in blue. (ii) Click the View/Edit button, and the <u>Detention Assessment</u> screen will appear. See the steps detailed in the <u>Detention Assessment</u> screen section above for instructions on completing the detention assessment.

Intake Case Narrative Juvenile Intake Detention Assessment DA Date Follow-Uo 2 DAI Score Indicated Decision Actual Decision Worker Name 11 Detention Atemative Detention Atemative Mandatory Overrides (Juvenile Must Be Detained) 1. Use of firearm in current offense 2. Weapons Offenses, Adm. Dir. A:2022:005, email amend							
Mandatory Overrides (Juvenile Must Be Detained) Mandatory Overrides (Juvenile Must Be Detained) 1. Use of firearm in current offense 2. Weapons Offenses, Adm. Dir. A-2022-005, email amend							
Mandatory Overrides (Juvenile Must Be Detained) I. Use of fream in current offense 2. Weapons Offenses, Adm. Dir. A-2022-005, email amend							
I. Use of firearm in current offense Comment: 2. Weapons Offenses, Adm. Dir. A-2022-005, email amend							
1. Use of firearm in current offense Comment: 2. Weapons Offenses, Adm. Dir. A-2022-005, email amend							
3. Escapee/AWOL/Absconder per DJJ Procedure 9471							
4. Local court policy (indicate applicable policy)							
Discretionary Override 1. Aggravating factors (override to more restrictive placement than indicated by guidelines)							
2. Mitigating factors (override to less restrictive placement than indicated by guidelines)							
Factor Narrative							
3. Approved local graduated sanction for probation/parole violation							
Justfication							
Add View/Edit Delete							

- c. Delete Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab
 - (i) Click on a row to select a detention assessment and the row will be highlighted in blue. (ii) Click the **Delete** button and the <u>Please Confirm Delete Operation</u> screen will appear. (iii) Click either the (a) **Yes** button to delete the assessment or (b) the **No** button to cancel the delete operation.

💀 Juvenile Delinquent/Status Intake 🛛 🕹	
Intake Case Narrative Juvenile Intake Detention Assessment	
DA Date Follow-Ub? DAI Score Indicated Decision Actual Decision Worker Name I1 Detention Atemative Detention Atemative	
Mandatory Ovemides (Juvenile Must Be Detained) D. Use of firearm in current offense 2. Weapons Offenses, Adm. Dir. A-2022-005, email amend 3. Escapee/AWOL/Absconder per DJJ Procedure 9471 4. Local court policy (indicate applicable policy) Discretionary Ovemide	Please Confirm Delete Operation Would you like to delete detention assessment for Intak Case Number keyed by
1. Aggravating factors (override to more restrictive placement than indicated by guidelines) 2. Mitigating factors (override to less restrictive placement than indicated by guidelines)	<u>Y</u> es <u>N</u> o
Factor Narrative	
3. Approved local graduated sanction for probation/parole violation Justification	
Add View/Edit Delete	

- xii. Detention Order Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab
 - (i) Select the Juvenile Intake tab on the <u>Juvenile Delinquent/Status Intake</u> screen, (ii) click the Detention Order button, and the Detention Orders tab will appear.
 - a. Detention Orders Tab

💀 Juvenile Delinquent/Status Intake X	🔢 Juvenile Delinquent/Status Intake X
Intake Case Narative Juvenile Intake Detention Assessment	Intake Case Narrative Juvenile Intake Detention Assessmen Detention Orders
Charged Offense Information	Issued Served Withdrawn Detention Date Printed
Offense Date VCC Code Offense Number Offense Description PM Offense Decision JO Retrieved by the SC	
	Detention Order Information
	Facility O Al Secure Detentions Jals Offenses for this Detention Order
Selected Offense Datals Add New Offense Offense Date Image: Constraint of the selection of the sel	Date Issued Date Served Date Withdrawn Detention Order / Capias Reason(s) Image: Capias Reason(s) The juvenile is alleged to have Image: Capias Reason(s) Image: Committed an act that would be a felony or Class 1 misdemeanour if committed by adult, Image: Capias Reason(s) Image: Value of probation or parole when the charge for which he/she was placed on probation or parole Image: Capias Reason(s) Image: Value of the provisions of §18.2-308.7 AND there is clear and convincing evidence that: Image: Value of the travel of the juvenic constitutes a clear and substantial threat to the person or property of others, or
Offense Decision 03 - Petition/Detention Order Filed Edit Copy Delete File Petition	the release of the foreine constructes a clear and sourcentration theat of the person of property of orders, of the release of the invanile would researt a clear and exhetantial thread of early the ham to euch invanile's life or Add Save Cancel View / Print

- A **Detention Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** "03 Petition/Detention Order Filed" or "13 Detention Order Only" is selected.
 - The Detention Order button will appear if the Judge Ordered Detention checkbox is selected.
- Multiple VCCs can be added to a petition/order.
 - i. Select the appropriate Facility (i) radio button and (ii) facility name from the drop-down menu. The Date Issued field will auto-populate to the current date. If the date must be changed select the date using the Date Issued calendar drop-down screen. (iii) Place a checkmark in the appropriate Offenses for this Detention Order checkbox(es). The Date Served and Date Withdrawn will need to be entered into BADGE if and when the detention order is served or withdrawn. (iv) Place a checkmark in all the appropriate Detention Order / Capias Reason(s) checkboxes that apply to the juvenile; use the scroll bar to view all available items. (v) Click the Save button to save the detention order or the Cancel button. Once the detention order is saved the Add, Edit, Delete, and View / Print buttons will become accessible.

	Delinquent/Stati Narrative Juve	nile Intake Detentio	n Assessment Detention	Orders	
	ued	Served	Withdrawn	Detention Date	Printed
Detention (Order Information				
Facility				Offenses for this Deter	ntion Order
Richmo	nd Detention				
Date Iss	ued	Date Served	Date Withdrawn		
Detention (Order / Capias Re	asons - 1 Reason Sel	ected		
🗹 The jur	venile is alleged to	have			^
✓ com	mitted an act that	would be a felony or	Class 1 misdemeanour if co	ommitted by adult,	
			en the charge for which he meanor if committed by an		pation or parole
🗌 viola	ated any of the pro	visions of §18.2-308.	7		
AND the	ere is clear and co	nvincing evidence the	at:		
🗌 tł	ne release of the ju	ivenile constitutes a c	lear and substantial threat	to the person or property	
+ł	na nalazea of tha ii	wanila would preeant	a clear and outotantial thr	ast of earing e harm to eur	h iuvanila'e life or 🛛 🗡
		Add	Edit Delet	View / Print	

1. Add Button

a. To add a new detention order click the **Add** button and complete the immediately preceding steps.

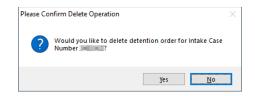
2. Edit Button

a. To edit an existing detention order (i) select an order and the row will be highlighted in blue. (ii) Click the **Edit** button and the fields on the *Detention Orders* tab will become accessible. (iii) Edit the information as required and (iv) click the **Save** button when the edits are completed.

take Case	Narrative Juve	enile Intake Detentio	on Assessment Detention	on Orders					
ls	ssued	Served	Withdrawn	Detention Date	Printed				
06	6/10/2021								
► 06	6/10/2021	Olisha		atautian andanta	a dit i dia la ta				
Click a row to select a detention order to edit, delete, or view/print									

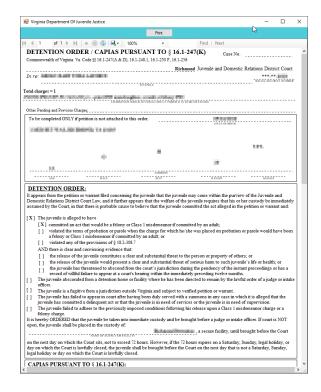
3. Delete Button

a. (i) Select a Detention Order, and the row will be highlighted in blue, (ii) click the **Delete** button, and the <u>Please Confirm Delete Operation</u> screen will appear.



4. View/Print Button

a. (i) Select a Detention Order, and the row will be highlighted in blue, (ii) click the **View/Print** button, and the completed detention order/capias will appear.



- xiii. Shelter Care Order Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab
 - (i) The Shelter Care Order button on the *Juvenile Intake* tab will only appear when either (a) Petition/Shelter Care Filed or (b) Shelter Care Only are selected from the Offense Decision drop-down menu. Once displayed, (ii) click the Shelter Care Order button and the Shelter Care Orders tab will appear.

		🖳 Juvenile Delinqu	ent/Status Intake					×
		Intake Case Narrati	ve Court Summons	Detention Assessment Detention Orders Juven	nile Inta	ake		
				Charged Offense Information				
Penalty Modifier	→ Judge Ordered Detention	Offense VCC	Code Offense	Offense Description	PM	Offense	JO Retriev	
Offense Decision	12 - Shelter Care Only V		I-5261 5207665	POSSESSION IN PERPETRATION OF VIOLEN		11		30
Reason Offense Not Diverted	01 - Resolved 02 - Petition Fied 03 - Petition/Detention Order Filed 05 - Referred To Another Agy For Sv 06 - Returned To Probation Supervis 07 - Red To Participate-Diversion 08 - Complaint Unfounded 09 - Returned To Out Of-State 11 - Petition/Shefer Care Filed 12 - Shefer Care Only 13 - Detention Urder Uny 14 - Pending 17 - Accepted Via ICJ 18 - Unsuccessful Diversion/Petition Filed 20 - Successful Diversion/No Petition Filed	 Selected Offense I Offense Date VCC Code Heading Subheading Description Penaty Modifier 	Details 03/01/2022 WPN-5261-F2 WEAPONS SAWED-OFF SHO POSSESSION IN 11 - Pettion/Shekr	Offense Requires School Notification Statute 18.2-300 DTGUNS PERPETRATION OF VIOLENT CRIME	^ ~	Detention	sw Offense I Assessment Care Order	

A Shelter Care Order button will appear on the *Juvenile Intake* tab if either Offense Decision "11 – Petition/Shelter Care Filed" or "12 – Shelter Care Only" is selected.

- 2. Shelter Care Orders Tab—Juvenile Delinquent/Status Intake Screen
 - a. Select the appropriate **Facility** (i) radio button and (ii) facility name from the drop-down menu. (iii) Select all the **Shelter Care Order Reason(s)** that apply to the juvenile, and (iv) click the **Save** button.

🚽 Juvenile	Delinquent/	Status Intake					
Intake Case	Narrative	Juvenile Intake	Detenti	on Assessment	Detention Orders	Shelter Care Orders]
Sh	elter Care #	Date Printe	ed	Facility			<u> </u>
▶ 0							
	e Order Infor	nation					
Fac	sility	0.1					~
C b c	I N	0	nity Youth	Homes C) Shelter Facilities	Less Secure Det	entions
	e Order Reas hild is eliqible	ion(s) for placement in	a secure	facility; or			
The d	- hild has failed	to adhere to the	direction	is of the court, i	ntake officer or mag	jistrate while on conditio	nal release; or
🗌 The d	hild's parent,	guardian or othe	r person a	able to provide :	supervision cannot	pe reached within a reas	sonable time; or
The d	hild does not	consent to retur	home; d	r			
	r the child's p a reasonable		n nor any	other person a	ble to provide prope	r supervision can arrive	to assume custody
					etum home and no reasonable time.	elative or other person v	willing and able to
		Add		Save	Cancel	View / Print	

b. Add Button

i. Click the **Add** button to add a new shelter care order.

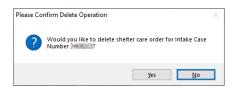
c. Edit Button

i. (i) Select a Shelter Care Order and the row will be highlighted in blue. (ii) Click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

🖳 Juven	ile Delinquent/Sta	tus Intake				×		
Intake Ca	ase Narrative Juv	enile Intake Deter	ntion Assessment	Detention Orders	Shelter Care Orders			
	Shelter Care #	Date Printed	Facility					
	89565		Chesterfield Gr	oup Home				
•	89566 Crater Green House (The Green House) Shelter							
Shelter	Care Order Informat	on						
	Facility Crater Gre	en House (The Gre	en House) Shelter					
			,					
Chalter	Care Order Reason	1 Passan Salast	d					
	the child is eligible for							
				ntake officer or mag	istrate while on conditio	nal release: or		
				-	e reached within a reas			
	ne child does not cor							
	The clinic does not consent to return notine, or Netther the child's parent or guardian nor any other person able to provide proper supervision can arrive to assume custody within a reasonable time: or							
	ne child's parent or gr ovide proper supervis				elative or other person v	willing and able to		
		Add	Edit	Delete	View / Print			

d. Delete Button

i. (i) Select a Shelter Care Order and the row will be highlighted in blue. (ii) Click the **Delete** button, and the <u>Please Confirm Delete Operation</u> screen will appear.



e. View/Print Button

i. To view or print a shelter care order (i) click on the row containing the desired information and the row will be highlighted in blue. (ii) Click the View / Print button and the shelter care order will appear in the <u>Virginia Department of Juvenile Justice</u> report viewer screen. From this screen the order can be viewed, printed, or exported. (iii) Click the **X** button in the upper right corner to close the screen and return to the Shelter Care Orders tab.

🛃 Virginia Department Of Juvenile Justice						-		>
	Print							
4 4 1 of 2 🕨 🕅 🕸 🛞 🚱 🖼 + 100%	•	F	ind Next					
SHELTER CARE ORDER VA. CODE ANN. §§ 16.1-274(D), 16.1-248.1, 16.1-249, 16.1-252, 16.1-2	256, 16.1-	CAS	SE NO.					
In re: HECOLIEUR FOR LECET	Ric	hmond Juv			tions Dist		ut	
To be completed ONLY if petition or warrant is not attached to th in the destination of	Abbie36 N:X*			GRE	1.0	наснт		
It appears from the petition or warrant filed concerning the juver Juvenile and Domestic Relations District Court Law, and it furth immediately assumed by the Court, in that [X] 1. The child is eligible for placement in a secure facility;	er appears that or	the welfare o	of the juveni	le requires t	hat his cu		e	
 2. The child has failed to adhere to the directions of the 3. The child's parent, guardian or other person able to p 								
 4. The child does not consent to return home; or 5. Neither the child's parent or guardian nor any other p within a reasonable time; or 	person able to p	rovide prop	er supervisio	n can amive	e to assum	ne custo	dy	
 6. The child's parent or guardian refuses to permit the oprovide proper supervision and care can be located v 			relative or of	her person	willing an	d able to	0	
It is hereby ORDERED that the juvenile be taken into immediate if neither the judge nor the intake officer is reasonably available source/source/order.	. If court is NO	I open, the ja	uvenile shall	be placed in	n the cust	ody of:		
[] and that pursuant to a hearing before the court,	-		i	s ordered to	pay child	l suppor	rt in	
for the duration of the placement. SPECIAL INSTRUCTIONS:	to							
		DGE (1 INTAKE C		[] MAG			

xiv. Edit Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab

1. (i) Select an offense and the row will be highlighted in blue. (ii) Click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

	Indirduv	e Court	Juminoria	Dete	ntion Assessment	Dete	ention Orders	Juvenil	e Inta	ke		
					Charged Offens	e Infom	nation					
Offense Date	VCC		Offense Number	Offen	se Description				РМ	Offense Decision	JO	Retrieved by the SC
03/01/2022	WPN-	5261 5	5207665	POSS	ESSION IN PERF	PETRA	TION OF VIOI	LEN				
			Petit	ion E	Buttons							
Selected Of											_	
											_	
		tails 03/01/2	022		Offense Re	equires	School Notific	ation		Add N	ew Of	fense
Offens	e Date					_	School Notific 8.2-300	ation		Add N Detention		
Offens VCC	e Date	03/01/2	61-F2			_		ation				
Offens VCC H	e Date C Code	03/01/2 WPN-52 WEAPOI	61-F2	TGUNS	State	_		ation		Detention	n Ass	essment
Offens VCC H Subh	e Date C Code leading leading	03/01/20 WPN-52 WEAPOI SAWED-	61-F2 NS -OFF SHOT		State	te 1	8.2-300	ation			n Ass	essment
Offens VCC H Subh Desc	e Date C Code leading leading cription	03/01/20 WPN-52 WEAPOI SAWED-	61-F2 NS -OFF SHOT		State	te 1	8.2-300			Detention	n Ass	essment
Offens VCC H Subh	e Date C Code leading eading cription Modifier	03/01/20 WPN-52 WEAPOI SAWED- POSSES	61-F2 NS -OFF SHOT	ERPE	State	te 1	8.2-300 CRIME			Detention	n Ass	essment

- xv. Copy Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab
 - 1. (i) Select an offense and the row will be highlighted in blue. (ii) Click the **Copy** button and a duplication of the selected offense will be created.
- xvi. Delete Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab
- 1. (i) Select an offense and the row will be highlighted in blue. (ii) Click the **Delete** button.
- xvii. File Petition Button—Juvenile Delinquent/Status Intake Screen, Juvenile Intake Tab
 - Click the File Petition button and the <u>Check Information Before Continuing</u> screen will appear. Edits CANNOT be made once a petition is filed. If an additional offense, affidavit, or order needs to be added, click the No button and make the addition.



- 2. If the information is complete, click the Yes button, and the *Petition* screen will appear.
- Once the petition is saved it is sent to the Virginia Supreme Court and no changes can be made to the petition. If there is an error, a new petition must be created and the local Juvenile and Domestic Relations Court must be contacted to inform them of the mistake. The local Juvenile and Domestic Relations Court will need to be provided with both the original and new SC # to update the Virginia Supreme Court data.
- The File Petition button will transition into the View Petition button once the petition is saved.

Delete File Petition	Delete View Petition

3. Petition Screen

Retition	×
Domestic Relations Intake - Intake Case Number (ICN):	DOB BUILDING
Offense Information Offense Date VCC Code CUS-3874-J9 Statute 18.2.456(5) Description MOTION TO SHOW CAUSE - CUSTODY/VISITATION	Offense Number
Petition Information Petition: Date Difference Text Offense Text Offense Text IN VIOLATION OF SECTION 18.2-456(5) OF THE 1950 CODE OF VIRGINIA AS AMENDED	
Child Held in Custody? O Yes O No O N/A Place of Detention or Shetter Care No Selection Was Made Taken into Custody: Date Time 1	Do not print juvenile's address and phone Do not print confidential adult address and phone
Placed in Detention or Shelter Care: Date Time	Save Delete View / Print Close

- All the information in the Juvenile Intake and Offense Information sections will autopopulate.
- b. The **Petition Date** and **Time** will auto-populate to the date and time the <u>Petition</u> screen was opened. To change the date, select the date from the calendar drop-down screen. To change the time, highlight the hour, minutes, or seconds fields and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minutes, or seconds fields and type in the new time.
- c. The **Offense Text** will auto-populate standard language for the selected offense. If required, edit or add to the information in the **Offense Text** textbox.
- d. The Copy Offense Text button is helpful when entering the same Offense Text for multiple juveniles at the same time. (i) Click the Copy Offense Text button, (ii) type the Offense Number, and (iii) click the Ok button.

Select Offense Number	N	
	13	
Offense Number		
Ok	Cancel	

- e. Complete the detention-related questions in the **Petition Information** section. If they do not apply, leave the fields blank.
- f. If the juvenile's information needs to remain confidential, click the **Do not print juvenile's** address and phone checkbox.
- g. If the adult's information needs to remain confidential, click the **Do not print confidential** adult address and phone checkbox. This feature will ONLY work if the **Is Address Confidential?*** checkbox is selected on the <u>Adult Information</u> screen.
- Refer to the <u>Petitioner's Information</u> section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.
 - h. Click the **Save** button and the **SC #** will auto-populate. Once the **Save** button is clicked it will transition into the **Edit** button.
 - i. To edit the petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button once the edits are completed.

🚆 Petition	×
Domestic Relations Intake - Intake Case Number (ICN): Juvenile # Juvenile's Name Later and the Case Automatic Automa	DOB KENDACIST
Offense Information Offense Date Test VCC Code CUS-3874J9 Statute 18.2.456(5) Description MOTION TO SHOW CAUSE - CUSTODY/VISITATION	Offense Number
Petition: Date Time Time Juvenile's Age at the Date of Offense Text Copy Offense Text IN VIOLATION OF SECTION 18.2-456(5) OF THE 1950 CODE OF VIRGINIA AS AMENDED	
Child Held in Custody? O Yes O No O N/A Place of Detention or Shelter Care No Selection Was Made Taken into Custody: Date Time Placed in Detention or Shelter Care: Date Time	Do not print juvenile's address and phone Do not print confidential adult address and phone Edit Delete
SC #	View / Print Close

- On the <u>Petition</u> screen, the **Save** button and the **Edit** button are interchangeable. The action to be performed determines whether the **Save** button or the **Edit** button is displayed.
 - j. To delete the petition, click the **Delete** button, and the <u>Please Confirm Delete Operation</u> screen will appear. When the petition is deleted the *Juvenile Intake* tab in the <u>Juvenile</u> <u>Delinquent/Status Intake</u> screen will appear.

Please Co	nfirm Delete Operation	\times
?	Would you like to delete the petition for Intake Case Number	
	Yes No	

k. To view or print the petition, click the View/Print button, and the completed petition will appear on the <u>Virginia Department of Juvenile Justice</u> report viewer screen. View, print, or save the custody petition from the report viewer screen.

Printing the same petition multiple times will not change the **SC #**.

I. Click the **X** in the upper right corner to close the report viewer screen and return to the <u>Petition</u> screen. Click the **Close** button to exit the <u>Petition</u> screen and return to the <u>Juvenile</u> <u>Delinquent/Status Intake</u> screen.

🛃 Virginia Department Of Juvenile	Justice			-		
	Print					
4 1 of 2 🕨 🔰 4	ی 🛞 🕼 ا 🕼 ا	Find Next				
ETITION		Case No.				
ommonwealth of Virginia VA. CODE §	16.1-262; 16.1-263					
		D/	TE OF HEARING	-		
	RICHMO	ND Juvenile and Do	nestic Relations District (Court		
v re a Child under eighteen years o THILD'S NAME	fage	SSN	DATE OF BIRTH	AGE SE	VI DACE	
HILD'S NAME	ET 14000			AGE SE		
CHILD'S ADDRESS				TELEPHON		
4. NAME OF PARENT	I 1MOTHER I 1FATHER	SSN	DATE OF BIRTH	TELEDIION		
i.	[]MOTHER []FATHER	0014	DATE OF BIRTH	TELEFHON	E NO	
ADDRESS OF PARENT						L
1.						L
NAME OF PARENT	[]MOTHER []FATHER	SSN	DATE OF BIRTH	TELEPHON	Æ NO	
t.						
ADDRESS OF PARENT						
E. GUARDIAN/LEGAL CUSTODIAN/	OR PERSON IN LOCO PARENTIS NAME AND A	DDRESS		TELEPHON	E NO	
9.						
	OR PERSON IN LOCO PARENTIS RELATIONSH	P TO CHILD				
10. OTHER(S) NAME AND ADDRESS				TELEPHON	E NO	
11.						
2. Child held in CUSTODY [] YES	5 [] NO					
13. Place of Detention or Shelter Care						
 Date and Time Taken into Custod 			Care			
 The above information is not know 		1	:			
	er oath to the best of my knowledge, that the above-na	mad child is within the	emercians of the Instanile and	1		1
Domestic Relations District Court Law	in that, within this city/county, the child:		,			
N VIOLATION OF SECTION 18.2-4	56(5) OF THE 1950 CODE OF VIRGINIA AS AMEN	DED.				
		Virgi	nia Crime Code: CUS-38	74-J9		
WHEREFORE, the Petitioner requests and that this Court enter such orders an and intent of the Juvenile and Domestic	that the child and the persons having his or her custod d judgments as the Court deems fit and proper in acco.	y and control be summ rdance with the law and	oned to appear before this C I which will serve the purpo	iourt, se		
06/28/2021	VADDLE LAFORCE					
DATE	BUILEADENAGE/MONTORTING		PETITIONERS SIGNATURE			
	23235 work: (800)411-9111 Artificiality and a state of the state of th					

The **File Petition** button will transition into the **View Petition** button once the petition is saved.

Delete File Petition	Delete View Petition

xviii. **Requires School Notification Statement and Print School Letter Button** In certain circumstances, when the user has filed a petition and returns to the *Juvenile Intake* tab on the *Juvenile Delinquent/Status Intake* screen, the **Requires School Notification** statement and the **Print School Letter** button will appear. The following actions must occur to display the **Print School Letter** button:

🖳 Juvenile Delinque	nt/Status Intake						>
Intake Case Narrativ	e Juvenile Intake	etention Assessment					
		Charged Offense Information					
Offense Date VCC	Code Offense Number	Offense Description		РМ	Offense Decision	JO	Retrieved by the SC
ASL-1	317-F3	ADULTERATION OF FOOD, DRUG, ETC	C. WITH		03		
- Selected Offense D	tele						
Offense Date	tais	Offense Requires School No	tification		Add N	ew Of	fense
VCC Code	ASL-1317-F3	Statute 18.2-54.2			Detentio	n Asse	essment
Heading	ASSAULT					ntion C	
Subheading					Deter	uon c	Jider
Description	ADULTERATION O	F FOOD, DRUG, ETC. WITH INTENT IN	JURE I			τ.	
Penalty Modifier		Judge Ordered Deten	ntion			L	
Offense Decision	03 - Petition/Detenti	on Order Filed	_	rt-			
Edit	Сору	Delete View Petition)	F	Requires Si Print S		Notification Letter

- 1. Offense Selection
 - a. When adding a juvenile intake the user must select an offense, using the **Find VCC Code** button, that displays a checkmark in the **Notify School?*** checkbox on the <u>Search Offense</u> Screen.

i. See the instructions for the <u>Search Offense</u> screen in the **Add Juvenile Intake** button, *Juvenile Intake* tab section.

🖳 Juvenile Delinquent/Status Intake	×	🖳 Search Offen	se		×
Intake Case Narrative Juvenile Intake		Offense Search	Criteria	VCC Use Wildcard?*	
Charged Offense Information		Statute		VCC Use Wildcard?"	
Offense VCC Code Offense Offense Description PM Offense JO	Retrieved	Heading		Find	
Date VCC Code Number Offense Description PM Decision JO b	by the SC	Sub Heading			
		Description			
		Search Results			
		VCC Code	Statute	Offense Description	^
		CNV-7017-M3	10.1-1142(D)	BUILD FIRE WITHIN 150 FEET OF WOODLAND, BRUSHLAND ETC.	
Selected Offense Details		CNV-7025-M1	10.1-2214	UNDERWATER RECOVERY OF HISTORIC PROPERTY WITHOUT PERMIT	
Offense Date	inse	CNV-7026-M1	10.1-203	USE OF MOTORIZED VEHICLE ALONG APPALACHIAN TRAIL	
VCC Code Find VCC Code Statute		CNV-7027-M1	10.1-2305	ARCHAEOLOGICAL EXCAVATION OF HUMAN REMAINS WITHOUT PERMIT	
Heading		CNV-7028-M1	10.1-2306	DAMAGE, ETC ANY OBJECT OF ANTIQUITY ON STATE-CONTROLLED LAND	
		CNV-7030-M1	10.1-1005	DUMP ETC. WITHOUT PERMISSION OF OWNER	
Subheading		CNV-7031-M1	10.1-1004	EXCAVATE ETC. WITHOUT PERMISSION OF OWNER	
Description Penalty Modifier Judge Ordered Detention Offense Decision Save Cancel			e Details CONSERVATION PARKS AND RECRE	EATION]
		*• 🗹 Yes	No	Ok Close	

Juvenile petitions for certain offenses filed in accordance with §16.1-260 of the Code of Virginia, will display a checkmark in the Notify School?* checkbox on the <u>Search Offense</u> Screen.

2. Offense Decision

- a. The **Offense Decision** selected must be "02 Petition Filed," "03 Petition/Detention Order Filed," or "11 Petition/Shelter Care Filed."
 - i. See the instructions for the <u>Offense Decision</u> drop-down menu in the Add Juvenile Intake button, Juvenile Intake tab section.

take Case Narrative	Juver	nile Intake					
			Charged Offense Information				
Offense Date VCC C	Code	Offense Number	Offense Description	PM	Offense Decision	JO	Retrieved by the SC
Selected Offense De	tails						
Selected Offense De Offense Date	tails				Add Ne	ew Of	fense
	tails		Find VCC Code Statute	.	Add Ne	ew Of	fense
Offense Date	tails		Find VCC Code Statute		Add Ne	ew Of	fense
Offense Date VCC Code			Find VCC Code Statute	Î	Add Ne	ew Of	fense
Offense Date VCC Code Heading			Find VCC Code Statute	Î	Add Ne	ew Off	fense
Offense Date VCC Code Heading Subheading			Find VCC Code Statute	Î	Add Ne	ew Of	fense

3. Save Juvenile Intake

- a. Click the **Save** button on the *Juvenile Intake* tab and the **File Petition** button will appear on the *Juvenile Intake* tab.
 - i. See the instructions for the <u>Save</u> button in the **Add Juvenile Intake** button, *Juvenile Intake* tab section.

4. File Petition

- a. Click the File Petition button and the *Petition* screen will appear.
 - i. If necessary, return to the beginning of the instructions for the <u>Petition</u> screen in this section.

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🖳 Juvenile Delinquent/Status Intake	×	🖳 Juvenile Delinquent/Status Intake	×
Intake Case Narrative Juvenile Intake		Intake Case Narrative Juvenile Intake	
Charged Offense Information		Charged Offense Information	
Offense Date VCC Code Offense Offense Description PN	1 Offense JO Retrieved by the SC	Offense Date VCC Code Offense Number Offense Description	PM Offense JO Retrieved by the SC
		ASL-1317-F3 ADULTERATION OF FOOD, DRUG, ETC. WITH	03 🔲 🗖
Selected Offense Details		Selected Offense Details	
Offense Date	Add New Offense	Offense Date Offense Requires School Notification	Add New Offense
VCC Code Find VCC Code Statute		VCC Code ASL-1317-F3 Statute 18.2-54.2	Detention Assessment
Heading		Heading ASSAULT	Detention Order
Subheading		Subheading	
Description		Description ADULTERATION OF FOOD, DRUG, ETC. WITH INTENT INJURE	
Penalty Modifier 🗸 🗍 Judge Ordered Detention		Penalty Modifier Judge Ordered Detention	
Offense Decision		Offense Decision 03 - Petition/Detention Order Filed	
Save Cancel		Edit Copy Delete File Petition	
Carice			

b. Petition Screen

- i. Click the **Save** button on the <u>Petition</u> screen and the **View / Print** button will become accessible.
- ii. Click the **View / Print** button on the <u>Petition</u> screen and the <u>Report Viewer</u> screen will appear.

Oomestic Relations Intake - Int	take Case Number (ICN):			
uvenile #	Juvenile's Name	CLOROGINAL C	104.	DOB BO-Ba De
	Petitioner's Name	1.000.1		
Offense Information				
Offense Date	VCC Code CUS-3874-J9	Statute 18.2-456(5) Off	fense Number
Description MOTION TO S	SHOW CAUSE - CUSTODY/V	ISITATION		
etition Information				
etition: Date	The second secon	A second seco	the Date of Petition	(Years - Months)
elition. Date	Time Della 🗄	Juvenile's Age a	the Date of reluon	(Tedis - Moritins)
		Juvenile's Age a	the Date of Feldon	(Tears - Monuts)
Offense Text Copy Offe	ense Text			(Teals - Monulis)
Offense Text Copy Offe				
Offense Text Copy Offe	ense Text			(16912 - 10011015)
Offense Text Copy Offe	ense Text			
Offense Text Copy Offense Text	ense Text	ODE OF VIRGINIA A	S AMENDED.	Do not print juvenile's
Viense Text Copy Offe VIOLATION OF SECTION Child Held in Cust	ense Text 18.2-456(5) OF THE 1950 C	ODE OF VIRGINIA A	S AMENDED.	Do not print juvenile's address and phone
Vifense Text Copy Offe N VIOLATION OF SECTION Child Held in Cust Place of Detention or Shelter	nnse Text 18.2-456(5) OF THE 1950 C tody? Yes No ●	ODE OF VIRGINIA A	S AMENDED.	Do not print juvenile's address and phone Do not print confidential
Offense Text Copy Offense Text Copy Offense N VIOLATION OF SECTION Child Held in Cust	Inse Text 18.2-456(5) OF THE 1950 C tody? Yes No C Care No Selection Was Ma to Custody: Date	ODE OF VIRGINIA A	S AMENDED.	Do not print juvenile's address and phone

Virginia Department Of Juvenile Justice	7		-		>
Print					
({ { 1 of 2 } } ↓ + ⊗ 🕲 🔤 + 100%	Find Nex	t			
PETITION	Case No.				
Commonwealth of Virginia VA. CODE §§ 16.1-262; 16.1-263					
		DATE OF BEARING			
RIC	HMOND Juvenile and D	omestic Relations Dist	nict Court		
In re a Child under eighteen years of age					
CHILD'S NAME	SSN	DATE OF BIRTH	AGE S	EX* RACE	7
		2			
CHILD'S ADDRESS			TELEPHO		
NAME OF PARENT [] MOTHER [] FATH	ER SSN	DATE OF BI	RTH TELEPHO		
5.					
ADDRESS OF PARENT				-	
6.					
NAME OF PARENT []MOTHER []FATH	ER SSN	DATE OF BI	RTH TELEPHO	NE NO	
7.					
ADDRESS OF PARENT					
8. GUARDIAN/LEGAL CUSTODIAN OR PERSON IN LOCO PARENTIS NAME A			TELEPHO		
GUARDIAN/LEGAL CUSTODIAN OR PERSON IN LOCO PARENTIS RELATIO 10.	ONSHIP TO CHILD				
OTHER(S) NAME AND ADDRESS 11.			TELEPHO	ONE NO	
Child held in CUSTODY [] YES [] NO I3. Place of Detention or Shelter Care				-	
	Placed in Detention or Shelt	er Care			
/ / <u></u> m. /	/		=.		
 The above information is not known to the petitioner: No(s). 					
I, the undersigned petitioner, state under oath to the best of my knowledge, that the ab	ove-named child is within the	e purview of the Juvenil	le and		
Domestic Relations District Court Law in that, within this city/county, the child: IN VIOLATION OF SECTION 18.2-456(5) OF THE 1950 CODE OF VIRGENIA AS /	1 CANADA				
IN VIOLATION OF SECTION 18.2-486(8) OF THE 1980 CODE OF VIRGINIA AS /	GALNDED.				
	Vir	ginia Crime Code: CU	S-3874-J9		
WHEREFORE, the Petitioner requests that the child and the persons having his or her	custody and control be sum in accordance with the law a	moned to appear before t nd which will serve the p	this Court, ourpose		
and that this Court enter such orders and judgments as the Court deems fit and proper : and intent of the Journal's and Demastic Relations District Court Law.					
and that this Court enter such orders and judgments as the Court deems fit and proper and intent of the Juvenile and Domestic Relations District Court Law. 06/28/2021 VADLE LAFORCE	_				
and intent of the Juvenile and Domestic Relations District Court Law.		PETITIONER'S SIGNA	1040		
and intent of the Juvenile and Domestic Relations District Court Law. 062257021 VADDLE LAFORCE International Control of	IN R (COLURI COPY UNLY)				

iii. Report Viewer Screen

- 1. Click the **Print** button on the <u>Report Viewer</u> screen and the <u>Print Petition</u> information screen will appear.
 - a. Click the **OK** button on the <u>Print Petition</u> information screen and the <u>Print</u> screen will appear.

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Wirginia Department Of Juvenile Justice	- C	3 X		•	
Print			Print Petition		×
[4 4 1 of 2 ▶ ▶] + (0) (2) 🗐 - 100%	Find Next				
PETITION	Case No.	^	^		
Commonwealth of Virginia VA. CODE §§ 16.1-262; 16.1-263					case and petition will remain
	DATE OF HEARING			en to editing until retrieved b ginia.	y the supreme Court of
RICHMOND	Juvenile and Domestic Relations District Court		VII.	ginia.	
In re a Child under eighteen years of age					
CHILD'S NAME 1.	SSN DATE OF BIRTH AGE SEX* R 2. 3.	ACE			(
CHILDS ADDRESS	TELEPHONE N				OK
 Example and the second and the second	100 B				
NAME OF PARENT [] MOTHER [] FATHER	SSN DATE OF BIRTH TELEPHONE NO	0			
~					
ADDRESS OF PARENT 6.			🖶 Print		×
NAME OF PARENT [] MOTHER [] FATHER	SSN DATE OF BIRTH TELEPHONE N		Print		~
7.	DATE OF BRATE TELEFIOLE		General		
ADDRESS OF PARENT			Contra		
8. GUARDIAN/LEGAL CUSTODIAN OR PERSON IN LOCO PARENTIS NAME AND ADDR	ESS TELEPHONE N		- Select Printe	er	
9.	ESS TELEPHONE N	°			
GUARDIAN/LEGAL CUSTODIAN OR PERSON IN LOCO PARENTIS RELATIONSHIP TO	CHILD		Fax		ConeNote (Desktop)
10.				soft Print to PDF	Policy
OTHER(S) NAME AND ADDRESS 11.	TELEPHONE N	°	- Micros	soft XPS Document Writer	
12. Child held in CUSTODY [] YES [] NO					
12. Child held in CUSTODY[] TES [] NO 13. Place of Detention or Shelter Care			Status:	Ready	Print to file Preferences
14. Date and Time Taken into Custody 15. Date and Time Placed in De	etention or Shelter Care		Location:		
/ /m_ /	/:=		Comment:		Fin <u>d</u> Printer
 The above information is not known to the petitioner: No(s). 		- 1			
I, the undersigned petitioner, state under oath to the best of my knowledge, that the above-named Domestic Relations District Court Law in that, within this city/county, the child:	child is within the purview of the Juvenile and		Page Range	•	
IN VIOLATION OF SECTION 18.2-456(5) OF THE 1950 CODE OF VIRGINIA AS AMENDED.			O AI		Number of copies: 1
				n O Current Page	Number of Copies.
			⊖ Selectio	n OLument Page	
			O Pages:	1	Collate
	Virginia Crime Code: CUS-3874-J9		Enter either	a single page number or a single	123 123
WHEREFORE, the Petitioner requests that the child and the persons having his or her custody and and that this Court enter such orders and judgments as the Court deems fit and proper in accordance	s control be summoned to appear before this Court, which will serve the numous		page range.	For example, 5-12	
and intent of the Juvenile and Domestic Relations District Court Law.					
06/28/2021 YADDLE LAFORCE	PETERONISKINGNATURE				
MIDERAL MAY, UNKNOWN, YA 23235 WORK (MAY DE LIVE)				<u>P</u> ri	nt Cancel <u>A</u> pply
Petitioner's relationship to child MOTHER Swom affirms	ed and simed before me on 06/28/2021 03:52 PM	Ŷ	<u> </u>		

- (i) Click the **Print** button on the <u>Print</u> screen to complete print activity and return to the <u>Report Viewer</u> screen. (ii) Click the **X** in the upper right corner to close the <u>Report Viewer</u> screen and return to the <u>Petition</u> screen.
- ii. (i) Click the Cancel button on the <u>Print</u> screen to cancel the print activity and return to the <u>Petition</u> screen. (ii) Click the X in the upper right corner to close the <u>Report Viewer</u> screen and return to the <u>Petition</u> screen.

Fax ConeNote (Desktop) ADDESS OF PARENT 4	
Print X Pri	
Print Print	
Print Print Print Commendation Commenda	
Print Print P	
Arrest Definite Sin Select Printer Sin Select Printer Sin Fax OneNote (Desktop) Microsoft Print to PDF Policy Microsoft XPS Document Writer Sin Status: Ready Print to file Preferences Comment: Print to file Prederences OutBOOKNIEGAL COSTODIANCE PRESON IN LOCO PARENTS RELATIONSHIP TO CHILD 10	Court
Interview Select Printer 2 3 Select Printer 2 1 Fax OneNote (Desktop) 3 Microsoft Print to PDF Policy Microsoft Print to PDF Policy Status: Ready Print to file Consolin: Orderboard Consolin: Fing Printer	
Select Printer Select Printer Fax © OneNote (Desktop) Microsoft Print to PDF © Policy Microsoft Print to PDF © Policy Microsoft Print to PDF © Policy Status: Ready Dratt of Biert 2000000000000000000000000000000000000	AGE SEX* RAG
Select Printer Fax Conclusion Status: Ready Print to file Perferences Location: Comment: Ping Printer A A A A A A A A A A A A	
Ex Control to PDF Policy Microsoft Print to PDF Policy Microsoft XPS Document Writer Status: Ready Preferences Location: Commert: Ind Printer	TELEPHONE NO
	TELEPHONE NO
Image: Status: Ready Print to file Preferences B. OUX202/ANXLEGAL CUSTODIAN OR PERSON IN LOCO PARENTIS NAME AND ADDREss B. Comment: Find Printer Find Printer OUX202/ANXLEGAL CUSTODIAN OR PERSON IN LOCO PARENTIS RELATIONSHIP TO CHILD Image: Status Sta	
Status: Ready Print to file Pgeferences	TELEPHONE NO
Batus: Ready Preferences It Location: Find Printer Find Printer OUNBRANTER.C. CENTODIAN OR PRESON IN LOCO PARENTS RELATIONSHIP TO CHELD Io Comment: Find Printer Find Printer TO THERAS IN AND AND PRESON IN LOCO PARENTS RELATIONSHIP TO CHELD Io	
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Control Find Printer	TELEPHONE NO
Comment: Find Printer Find Printer UULABDIANLEGAL CUSTODIAN OR FERSION IN LOCO PARENTIS RELATIONSHIP TO CHILD OTHERGS NAME AND ADDRESS	
OTHER(S) NAME AND ADDRESS	
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O All Number of copies: 1 🗢	
12. Child held in CUSTODY [] YES [] NO	
14. Data and Time Taken into Costador 15. Data and Time Taken in Databasis or Shalter Cost	
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Enter either a single page number or a single 123 123 123	
bage range. For example, 5-12 Le undergrand participant, state under onthe to the best of my knowledge, that the above samed child is within the purview of the Jovennie a Domenic Tabletino Disortic Court Jave Inda, within the child.	1
IN VIOLATION OF SECTION 18.2-456(5) OF THE 1950 CODE OF VIRGINIA AS AMENDED.	
Print Cancel Apply	
Virginia Crime Code: CTS-3 WHEREFORE, the Petitioner requests that the child and the persons having his or her custody and control by summonder to appear before his	
and that Gover enter undo orders and judgenests as the Court dema Situal opport in accordance with the law and which will save the pop and instret of the Advance and Openest Law.	25e
PUTUTINES NAM (PROT OF 119)	
Weight and the second s	

iv. Click the **Close** button on the <u>Petition</u> screen and the user will return to the <u>Juvenile</u> Intake tab on the <u>Juvenile Delinquent/Status Intake</u> screen. The <u>Requires School</u> Notification statement and **Print School Letter** button will now display on the <u>Juvenile</u> Intake tab.

Petition	×	🔢 Juvenile Delinquent/Status Intake	×
Domestic Relations Intake - Intake Case Number (ICN):	DOB BOTH 200	Intake Case Narrative Juvenile Intake Cetention Assessment Charged Offense Information	
Pettioner's Name Lander 1824 Offense Information Offense Date VCC Code CUS-3874-J9 Statute 18.2-456(5) Description MOTION TO SHOW CAUSE - CUSTODY/VISITATION	Offense Number	Offense Date VCC Code Offense Number Offense Description PM Offense Decision ASL-1317-F3 ADULTERATION OF FOOD, DRUG, ETC. WITH 03	JO Retrieved by the SC
Petition: Information Petition: Date	Pettion (Years - Months) Friday	VCC Code ASL-1317-F3 Statute 18.2-54.2 Detertio	ew Offense n Assessment
Child Held in Custody? O Yes O No O N/A Place of Detention or Shelter Care No Selection Was Made Taken into Custody: Date Time C Placed in Detention or Shelter Care: Date Time C SC #	Do not print juvenile's address and phone Do not print confidential adult address and phone Save Delete View / Print Cose	Subheading Description ADULTERATION OF FOOD, DRUG, ETC. WITH INTENT INJURE Penalty Modifier Offense Decision Offense Decision Offense Decision Offense Decision Requires S	ntion Order

The **File Petition** button will transition into the **View Petition** button once the petition is saved.

Delete	File Petition	Delete	View Petition
		Delete	View relation

- 1. Print School Letter Button
 - a. Click the Print School Letter button and the <u>Report Viewer</u> screen will appear displaying any School Notifications. If more than one notification exists, the user must select the desired intake case number from the list displayed in the left column of the <u>Report</u> Viewer screen.
 - b. The **School Notifications** lists the petition date; juvenile's name, date of birth, and address; the intake officer, ICN; and FIPS; and the charges and related statute.

🖳 Virginia Department	: Of Juvenile Justice	-		×
	Print			
<u> 4 4 1 of 1</u> ▶	▶ ← ⊗ 🍪 💐 - 100% - Find Next			
Select Intake Case Number	CONFIDENTIAL PETITION FILED RE: DOB:			
	INTAKE OFFICER: After Hours Intake FIPS:			
	ICN:			
	CHARGES STATUTE	PI	ETITION	DA1
	(ASSAULT) 18.2-54.2 ADULTERATION OF FOOD, DRUG, ETC. WITH INTENT INJURE OR KILL		1716	
	In accordance with Section 16.1-260 of the Code of Virginia as amended, this is to notify you that the petition listed which involves a juvenile who is or should be enrolled in your school.	this agend	cy has file	ed
		P	age 1 of 1	

- 2. Add Court Summons Button—Juvenile Delinquent/Status Intake Screen, Intake Case Tab
 - a. Click the **Add Court Summons** button, and the *Court Summons* tab will appear on the <u>Juvenile</u> <u>Delinquent/Status Intake</u> screen.

BADGE CSU Intake Manual

💀 Juvenile Delinquent/Status Intake 🛛 🕹 🕹	💀 Juvenile Delinquent/Status Intake 🛛 🕹
Intake Case Narrative Juvenile Intake Detention Assessment Detention Orders Shelter Care Orders	Intake Case Narrative Juvenile Intake Detention Assessment Detention Orders Shelter Care Orders Court Summons
Petitioner's Information	Charged Offense Information
Unknown? SSN Name Add View Clear	Offense VCC Code Offense Offense Description PM Offense JO Retrieved
Respondent's Information	Date VCC Code Number Offense Description PM Decision 30 by the SC
Unknown? SSN Name Add View Clear	
Juvenile's Information	
SSN Name Add View Clear	
Juvenile Number DOB Age (Years - Months) Juvenile Has Alert(s)	
Intake Case Number (ICN):	Selected Offense Details
Court District	Offense Date SC # Add New Offense
Open Date	VCC Code Find VCC Code Statute
Case Type Petitioner Type	Heading
Relationship (Petitioner to Juvenile)	
	Subheading
Worker Keyed By	Description
Edit Intake Case Copy Intake Delete Intake View / Print View Supreme Offense History	Penalty Modifier 🗸 🗸 Judge Ordered Detention
Info Case Case Intake Report Court Details Summary Report	Offense Decision
Add Juvenile Intake Add Court Summons Add Bench Warrant	Save Cancel

- b. Court Summons Tab—Juvenile Delinquent/Status Intake Screen
 - i. Select the **Offense Date** from the calendar drop screen.
 - ii. Click the **Find VCC Code** button and the <u>Search Offense</u> screen will appear. If the **Offense Date** has not been selected a warning will display on the <u>VCC Code Search</u> screen.

	VCC Code Search	×
Find VCC Code Stat	Please enter the offense date before searching for VCC code.	
	ОК	

- Locate the desired offense from those displayed in the Search Results table or search for an offense by (i) typing the Statute, VCC, Heading, Sub-Heading, or Description into the corresponding field(s). The Use Wildcard?* checkbox will be selected automatically, uncheck the checkbox if the wildcard function will not be used. (ii) Click the Find button and the Search Results section will display all items that meet the search criteria by <u>VCC Code</u>, <u>Statute</u>, and <u>Offense Description</u>. (iii) Click on a row to select a <u>VCC Code</u> and the row will be highlighted in blue.
- 2. Click the **Ok** button.
 - a. If the intake offense selected is a **Prohibited Diversion Offense** the <u>Prohibited Diversion</u> <u>Offense</u> information screen will appear. Click the **OK** button to close the <u>Prohibited Diversion</u> <u>Offense</u> information screen and return to the Court Summons tab on the <u>Juvenile</u> <u>Delinquent/Status Intake</u> screen.
 - b. If the intake offense selected is not a **Prohibited Diversion Offense** the user will immediately return to the *Court Summons* tab on the *Juvenile Delinquent/Status Intake* screen.

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BADGE Manual

Offense Searc	h Criteria		
Statute		VCC Use Wildcard?*	
Heading		Find	
Sub Heading			1
Description			
	L		
Search Results	3		
VCC Code	Statute	Offense Description	1
CNV-7017-M3	10.1-1142(D)	BUILD FIRE WITHIN 150 FEET OF WOODLAND, BRUSHLAND ETC.	н
CNV-7025-M1	10.1-2214	UNDERWATER RECOVERY OF HISTORIC PROPERTY WITHOUT PERMIT	1
CNV-7026-M1	10.1-203	USE OF MOTORIZED VEHICLE ALONG APPALACHIAN TRAIL	
CNV-7027-M1	10.1-2305	ARCHAEOLOGICAL EXCAVATION OF HUMAN REMAINS WITHOUT PERMIT	1
CNV-7028-M1	10.1-2306	DAMAGE, ETC ANY OBJECT OF ANTIQUITY ON STATE-CONTROLLED LAND	
CNV-7030-M1	10.1-1005	DUMP ETC. WITHOUT PERMISSION OF OWNER	1
CNV-7031-M1	10.1-1004	EXCAVATE ETC. WITHOUT PERMISSION OF OWNER	1.
Selected Offer		FUE TO LEFT CONDITIONS TO OBTAIN EVOLUTION DEMOLAL DEDUIT	12
Heading		Notify School?*	
Sub Heading	PARKS AND RECRE	ATION 2	



- Multiple VCCs can be added to a petition/order.
- Click the **Find** button on the <u>Search Offense</u> screen to search for an offense without entering any information into the search fields.
- When a VCC is selected, a summary of the charge will be displayed at the bottom of the screen. If the **Notify School?*** field is checked, the juvenile's school must be notified via a school notification letter.
- A **Prohibited Diversion Offense** (i) cannot be resolved or diverted, (ii) cannot be resolved unless the victim is a family or household member, or (iii) requires affirmative consent for diversion. Some cases may be resolved with the appropriate exception/exemption and require an explanation to be entered in the intake narrative.
- Refer to the CSU Procedure, VOL III-9123, Diversion and Resolution at Intake, for detail pertaining to: (i) selected offenses for which resolution is prohibited and affirmative consent is required to divert; and (ii) certain offenses for which diversion is prohibited.
 - iii. Select the (i) **Penalty Modifier**, if applicable, and (ii) the **Offense Decision** from the drop-down menus.
 - iv. Click the Save button.
 - If the intake offense selected is for a weapon offense that has a detention order requirement, the <u>DO Requirement</u> information screen will appear. Click the OK button to close the <u>DO</u> <u>Requirement</u> information screen and return to the <u>Juvenile Intake</u> tab on the <u>Juvenile</u> <u>Delinquent/Status Intake</u> screen. The saved information will appear in the Charged Offense Information section on the <u>Juvenile Intake</u> tab.
 - 2. If the intake offense selected is not for a **weapon offense** that has a **detention order requirement**, the <u>DO Requirement</u> information screen will not appear, and the saved information will immediately appear in the **Charged Offense Information** section on the *Juvenile Intake* tab.

DO Requi	rement	×
1	A detention order is required per Administrative Directive. When in accordance with the directive/Code of VA a DO is not issued, an explanation must be documented in the intake narrative.	
	OK	

- A detention order is required per Administrative Directive for certain weapon offenses. When in accordance with an Administrative Directive and/or the Code of VA a detention order is not issued, an explanation must be documented in the intake narrative. The <u>DO Requirement</u> information screen will display when the user saves a Juvenile Intake containing certain weapon offenses combined with the following **Offense Decisions**: "02 – Petition Filed," "03 – Petition/Detention Order Filed," "07 – Req'd To Participate-Diversion," or "13 – Detention Order Only."
- Refer to Administrative Directive A-2022-005—Mandatory Override for Weapons Offenses on the Detention Assessment Instrument and Administrative Directive A-2023-003—Mandatory Override for Grand Larceny of a Vehicle and Eluding Police

in a Vehicle on the Detention Assessment Instrument for detail pertaining to weapon offenses that require either: (i) a detention order, or (ii) an explanation entered in the intake narrative detailing why a detention order was not required.

v. Once saved, the Add New Offense button will become accessible, and the Detention Assessment, Shelter Care Order, or Detention Order buttons may appear depending upon the Offense Decision selected. The Edit, and Delete buttons will also appear on the bottom of the Court Summons tab.

🗑 Juvenile Delinquent/Status Intake X	🖳 Juvenile Delinquent/Status Intake	×
Intake Case Narrative Court Summons	Intake Case Narrative Court Summons	
Charged Offense Information	Charged Offense Information	
Offense Date VCC Code Offense Number Offense Description PM Offense Jo Retrieved by the SC	Offense Date VCC Code Offense Number Offense Description	PM Offense JO Retrieved becision JO by the SC
	ED-BODT (VERTINE) FREEK (VERTINE) ED-FREEKENDER	
Selected Offense Details Offense Date Add New Offense Add New Offense	Selected Offense Details Offense Date SC #	Add New Offense
VCC Code Statute Statute	VCC Code Statute	Detention Assessment
Heading: Subheading: Decryption:	Heading: Subheading: Deciption:	
Penalty Modifier	Penalty Modifier Judge Ordered Detention	
Offense Decision V Reason Offense	Offense Decision 21 - Unsuccessful Diversion/No Petition Filed	
Not Diverted	Not Diverted	
Save	Edt Delete	
Add New Offense	Add New Offense	

A **Detention Order** button will appear on the *Court Summons* tab if either **Offense Decision** "03 – Petition/Detention Order Filed" or "13 – Detention Order Only" is selected.

Detention Assessment

- A Shelter Care Order button will appear on the Court Summons tab if either Offense Decision "11 Petition/Shelter Care Filed" or "12 Shelter Care Only" is selected.
- The **Detention Order** button will appear on the *Court Summons* tab if the **Judge Ordered Detention** checkbox is selected.
 - vi. Add New Offense Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab
 - If another offense needs to be added to the petition/order, (i) click the Add New Offense button on the *Court Summons* tab, and the Selected Offense Details fields will become accessible. (ii) Repeat the steps above to add another offense.

Detention Asses

Shelter Care Order

- vii. Detention Assessment Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab
 - 1. Click the **Detention Assessment** button, and the <u>Detention Assessment</u> screen will appear.



2. Detention Assessment Screen

a. The <u>Detention Assessment</u> screen contains the DAI Scores tab and the Overrides tab. The **Worker Name** field will auto-populate. The **DAI Date** field will auto-populate to the current date, but can be changed using the calendar drop-down screen. The **DAI#** is a system

generated number and will be assigned after both tabs are completed and the detention assessment is saved.

Some fields in the *DAI Score*s tab will auto-populate. Be sure to review all the auto-populated fields to ensure the correct criteria are being used to calculate the DAI's total score.

b. DAI Scores Tab—Detention Assessment Screen

Worker Name:	Follow-up:	
OAI Scores (
1.	Most Serious CURRENT Petitioned Offense 7 Category C: Other felonies	
2.	Additional CURRENT Petitioned Offenses in this Referral	
	0 One or more status offenses OR No additional current offenses	
3.	Prior Adjudications of Guilt (includes continued adjudications with "evidence sufficient to finding of guilt")	L.
	· · · · · · · · · · · · · · · · · · ·	
4.	Petitions Pending Adjudication or Disposition (exclude deferred adjudications)	
	· · · · · · · · · · · · · · · · · · ·	
5.	Supervision Status	
	4 Parole	
6	History of Failure to Appear (within past 12 months)	
0.	0 No petition/warrant/detention order for FTA in past 12 months	
_		
7.	History of Escape / Runaways (within past 12 months)	
	0 No escapes or runaways within past 12 months	
		_
	11 TOTAL SCORE Auto Fill Indicated Decision: Detention Alternative	
	Decision / Recommendation: O Release O Alternative O Secure Dete	ntion

Click the **Auto Fill** button to auto-populate some of the fields.

i. Most Serious CURRENT Petitioned Offense Field

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, reference the most serious offense listed in the current referral in order to select the appropriate category from the drop-down menu.

If the juvenile is being charged with multiple offenses, use the most serious offense in the **Most Serious CURRENT Petitioned Offense** section. The Scores for multiple offenses cannot be combined.

ii. Additional CURRENT Petitioned Offenses in this Referral Field

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, select the appropriate option from the drop-down menu. Use the referral complaint form/probable cause statement to determine the appropriate category.

When considering offenses to determine the value for **Most Serious CURRENT Petitioned Offense** and **Additional CURRENT Petitioned Offenses in this Referral** only consider offenses where the **Offense Decision** is equal to "02 – Petition Filed," "03 – Petition/Detention Order Filed," "11 – Petition/Shelter Care Filed," "15 – Consent Signed/Petition Filed," "16 – Court Summons, " or "18 – Unsuccessful Diversion/Petition Filed."

- iii. Prior Adjudications of Guilt (includes continued adjudication with "evidence sufficient to finding of guilt") Field
 - (i) Select the appropriate option from the drop-down menu, including deferred/withheld findings or cases where there is evidence sufficient to a finding of guilt, and (ii) review the <u>Offense History</u> screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Caseload Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was dismissed after successful completion of court conditions.
- Cases that are dismissed by the court after successful completion of ordered conditions should NOT be counted in the Prior Adjudications of Guilt section.

- iv. Petitions Pending Adjudication or Disposition (exclude deferred adjudications) Field
 - (i) Select the appropriate option from the drop-down menu and (ii) review the <u>Offense</u> <u>History</u> screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Caseload Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was continued for the disposition. The notes should specify if the case has been adjudicated or is pending adjudication.

Do NOT include any offenses with a deferred finding in the **Petitions Pending Adjudication or Disposition** field.

- Befer to the BADGE Offense History Screen Manual on how to navigate the Offense History screen.
- **W** Refer to the <u>BADGE Caseload Management Module Manual</u> on how to navigate the *Contacts* tab.

v. Supervision Status Field

- 1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Caseload Management module to check the status of the juvenile, and select the appropriate option from the drop-down menu.
- vi. History of Failure to Appear (within past 12 months) Field
 - This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the <u>Offense History</u> screen, and select the appropriate option from the drop-down menu.

The **Failure to Appear** MUST have occurred within the past 12 months.

vii. History of Escape/Runaways (within past 12 months) Field

 This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the <u>Offense History</u> screen, and select the appropriate option from the drop-down menu.

The escape/runaway incident MUST have occurred within the past 12 months.

viii. Auto Fill Button

- 1. Click the **Auto Fill** button to auto-populate, or reset, the fields (items i to vii above) with their respective default values.
- ix. Total Score Field
 - 1. The total score will calculate based on the selected options.
- x. Indicated Decision Field
 - 1. The **Indicated Decision** is based on the **Total Score**. The **Indicated Decision** will be either **Release**, **Detention Alternative**, or **Secure Detention**.
- c. Overrides Tab—Detention Assessment Screen

🖳 Detention Assessment	X
Worker Name: Follow-up:	DAI Date: DAI#:
DAI Scores Ovemides	
Mandatory Overrides (Juvenile Must Be Detained)	
1. Use of firearm in current offense	Comment:
2. Weapons Offenses, Adm. Dir. A-2022-005, email amend	
3. Escapee/AWOL/Absconder per DJJ Procedure 9471	
 4. Local court policy (indicate applicable policy) 	
Discretionary Override	
 1. Aggravating factors (override to more restrictive placement 	than indicated by quidelines)
 2. Mitigating factors (override to less restrictive placement that 	
Type Factor	Narrative Add
	Edit
	Delete
	Delete
Factor	
Factor	
	blation
Narrative	blation
Narrative 3. Approved local graduated sanction for probation/parole via	plation
Narrative 3. Approved local graduated sanction for probation/parole via	

- i. Mandatory Overrides (Juvenile Must Be Detained)
 - (i) Click the appropriate checkbox, if any, for items 1-3 and (ii) provide a detailed description of why the mandatory override was selected in the **Comment** text field. If a **Mandatory Override** is selected the juvenile must be detained, regardless of the **Indicated Decision** field on the *DAI Score* tab.
- If Local Court Policy is selected as the mandatory override, provide a brief narrative indicating which court policy was applied.
 - ii. Discretionary Override
 - 1. Aggravating factors are overrides for a more restrictive placement than indicated by guidelines. Mitigating factors are overrides for a less restrictive placement than indicated by guidelines.
 - a. If necessary, click the appropriate checkbox for either item 1, Aggravating factors or item 2, Mitigating factors. An <u>Error</u> screen will be displayed if an attempt is made to select both items.



b. (i) Click the Add button to access the Factor drop-down menu. (ii) Select the most applicable Factor from the drop-down menu and, depending upon the Factor selected, the Narrative text field may auto-populate. (iii) Add text or update the Narrative text field as required. (iv) Click the Done button and the information will save as a new Discretionary Override entry. If the user attempts to create an additional Discretionary Override an Error screen will be displayed.

ONLY an **Aggravating** factor or a **Mitigating** factor can be added to a DAI, but not both.

Select the most serious aggravating factor, if any apply to the juvenile.

In order to use **Parent Unwilling to Provide Appropriate Supervision** the incident must rise to the level where a complaint will be made with CPS for child neglect or abandonment. A CPS complaint MUST be made prior to completing the DAI.

Information in the **Narrative** box may auto-populate based on the **Factor** selected.

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👮 Detention Assessment X	🛃 Detention Assessment
Worker Name: DAI Date: DAI Date: DAI#:	Worker Name: DAI Date: DAI Date: DAI#:
DAI Scores Överrides Mandatory Overrides (Juvenile Must Be Detained) 1. Use of freasm in current offense 1. Use of freasm in current offense Comment: 2. Weapons Offenses, Adm. Dr. A-2022-005, email amend 3. Escapeer/AWOU/Absconder per DJJ Procedure 9471 3. Escapeer/AWOU/Absconder per DJJ Procedure 9471 4. Local court policy (indicate applicable policy) Discretionary Override 1. Aggravating factors (override to more restrictive placement than indicated by guidelines) 2. Mitigating factors (override to less restrictive placement than indicated by guidelines) Type Type Factor Narrative	DAI Scores Overrides Mandatory Overrides Mandatory Overrides Mandatory Overrides Comment: 1 Use of fream in current offense Comment: 2 Weapons Offenses, Adm. Dir. A-2022-005, email amend 3. Escapee/AWOL/Absconder per DJJ Procedure 9471 4 Local court policy (indicate applicable policy) Discretionary Override 9 1. Aggravating factors (overide to more restrictive placement than indicated by guidelines) 2 Mitigating factors (overide to less restrictive placement than indicated by guidelines) Type Factor Narrative
Edit Delete Factor Narrative 3. Approved local graduated sanction for probation/parole violation Justification	Cancel Delete Factor V Narrative . 3. Approved local graduated sanction for probation/parole violation Justification
Actual Decision / Recommendation: Release Attenuive Secure Detention	Actual Decision / Recommendation: O Release O Atemative O Secure Detention Save Close Print
✓ 1. Page-overall gractions (overnoe to more restrictive processment than indicated by guides	Add Error X Edit Only one discretionary override factor may be keyed for assessments completed after October 1, 2016. Delete Image: Complete discretionary override factor may be keyed for assessments completed after October 1, 2016.
Factor Juvenile Has Significant Substance Abuse Problem	ОК

- c. Edit Button
 - i. (i) Click the **Edit** button, and the **Factor** and **Narrative** boxes will become accessible, (ii) edit the information as needed, and (iii) click the **Done** button when the edits are completed.
- d. Delete Button
 - i. Click the **Delete** button and the **Discretionary Override** will be removed.
- 2. Approved local graduated sanction for probation/parole violation Checkbox
 - a. If necessary, (i) click the item 3, Approved local graduated sanction for probation/parole violation checkbox and (ii) provide a brief description in the Justification text box. This item cannot be selected if either item 1, Aggravating factors or item 2, Mitigating factors have been selected; attempting to do so will display an <u>Error</u> screen.

	Error	×
3. Approved local graduated sanction for probation/parole violation	1	Aggravating and Mitigating Overrides must be unchecked before selecting Approved Local Graduation Sanction
Justification add description		
		OK

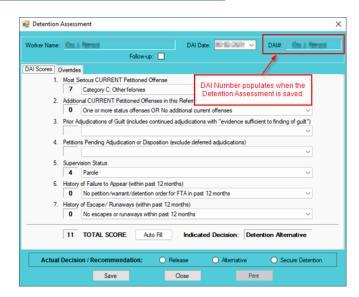
d. Actual Decision/Recommendation—Detention Assessment Screen

i. Consider the **Indicated Decision** displayed on the *DAI Scores* tab and the selected override, if any, then (i) select the appropriate **Release**, **Alternative**, or **Secure Detention** radio button, and (ii) click the **Save** button. A warning will appear for any items not completed on the *DAI Scores* tab; the assessment cannot be saved until all items are completed. Once the assessment is saved the **DAI#** field will auto-populate.

🖳 Detention Assessment		×		
Worker Name: Follow-up:	DAI Date: 🕮 💷 🗸 DAI#:			
DAI Scores Overnides Mandatory Overnides (Juvenile Must Be Detained) 1. Use of fiream in current offense 2. Weapons Offenses, Adm. Dir. A-2022-005, email amend 3. Escapser/AWOL/Absconder per DJJ Procedure 9471 4. Local court policy (indicate applicable policy)	Comment:			
Discretionary Override 1. Aggravating factors (override to more restrictive placement than indicated by guidelines) 2. Mitigating factors (override to less restrictive placement than indicated by guidelines) Type Factor Add Edt				
Factor Narrative		Delete		
3. Approved local graduated sanction for probation/parole Justification Actual Decision / Recommendation: Reke		etention		
Save C	lose Print			

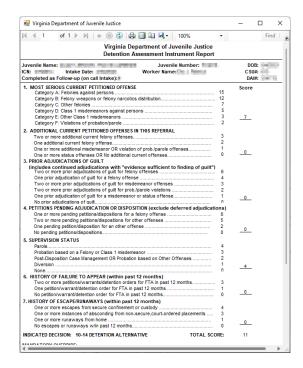
🛃 Detenti	ion /	Assessr	nent					×
Worker Na	me:	01.1	News	Follow-up:	DAI Dat	e: #042-0524 ~	DAI#:	
DAI Scores	0	verrides						
	1.	Most S	erious CURRENT P	etitioned Offense	9			
		7	Category C: Other	felonies				\sim
	2.	Additio	nal CURRENT Petit	ioned Offenses i	n this Referral			
		0	One or more status	s offenses OR N	o additional curre	nt offenses		~
	3.	Prior A	judications of Guilt	(includes continu	ed adjudications	with "evidence suffic	cient to finding of g	juit")
	4.	Petition	s Pending Adjudica	tion or Dispositio	n (exclude defem	ed adjudications)		
								~
L	5.	Superv	ision Status					
		4	Parole					~
	6.	History of Failure to Appear (within past 12 months)						
		No petition/warrant/detention order for FTA in past 12 months				~		
	7.	History	of Escape/ Runaw	avs (within past)	12 months)			
		History of Escape/ Runaways (within past 12 months) No escapes or runaways within past 12 months						
		11	TOTAL SCORE	Auto Fill	Indicate	d Decision: Det	ention Alternat	ive
Act	ual I	Decisi	on / Recommend	ation: O	Release	O Alternative	O Secure	Detention
			Save		Close	Prir	nt	





- e. Edit Button-Detention Assessment Screen
 - (i) Click the Edit button, (ii) edit the information on the DAI Scores tab or the Overrides tab as required, and (iii) click (a) the Save button when the edits are completed or (b) the Cancel button.
- f. Close Button—Detention Assessment Screen

- i. Click the **Close** button and to return to the *Detention Assessment* tab on the <u>Juvenile</u> <u>Delinquent/Status Intake</u> screen.
- g. Print Button-Detention Assessment Screen
 - i. In order to view or print the **Detention Assessment Instrument Report**, click the **Print** button, and the completed assessment will appear on the <u>Virginia Department of</u> <u>Juvenile Justice</u> report viewer screen. View, print, or save the assessment from the report viewer screen.
 - ii. Click the **X** in the upper right corner to close the report viewer screen and return to the <u>Detention Assessment</u> screen.



Detention Assessment Tab—Juvenile Delinquent/Status Intake Screen
 The Detention Assessment tab displays the assessment(s) completed using the Detention
 Assessment button on the <u>Juvenile Delinquent/Status Intake</u> screen, Juvenile Intake tab. At the
 bottom of the Detention Assessment tab, three buttons allow the user to add, view/edit, or
 delete a detention assessment.

🐖 Juvenile Delinquent/Status Intake X	🛃 Juvenile Delinquent/Status Intake
Intake Case Narrative Juvenile Intake	Intake Case Narrative Juvenile Intake Detention Assessment
Charged Offense Information Offense VCC Cade Offense Offense Description Retrieved	DA Date Follow-Up? DAI Score Indicated Decision Actual Decision Worker Name
Date VCC Code Number Offense Description PM Decision JO by the SC	11 Detention Alternative Detention Alternative
06/02/2021 CNV-7026-M1 4749313 USE OF MOTORIZED VEHICLE ALONG AP A 02	
	Mandatory Overrides (Juvenile Must Be Detained) 1. Use of firearm in current offense Comment: 2. Weapons Offenses, Adm. Dir. A2022-005, email amend 3. Escapee/AWOL/Absconder per DJJ Procedure 9471
Selected Offense Details	4. Local court policy (indicate applicable policy)
Offense Date 06/02/2021 Add New Offense VCC Code CNV-7026-M1 Statute 10.1-203	Discretionary Ovemide 1. Aggravating factors (ovemide to more restrictive placement than indicated by guidelines) 2. Mitigating factors (ovemide to less restrictive placement than indicated by guidelines)
Heading CONSERVATION Subheading PARKS AND RECREATION	Factor Narrative
Description USE OF MOTORIZED VEHICLE ALONG APPALACHIAN TRAIL Penalty Modifier Attempt Judge Ordered Detention	
Offense Decision 02 - Petition Filed	3. Approved local graduated sanction for probation/parole violation Justification
Edit Copy Delete File Petition	Add View/Edit Delete

a. Add Button-Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab

 Click the Add button and the <u>Detention Assessment</u> screen will appear. To add a new assessment perform the steps detailed in the <u>Detention Assessment</u> screen section above.

Vorker Name:	-		100	DAI Date:	V DA	u#: King a Persona
		Fo	ollow-up:			
Al Scores (Override	5				
1.	Most S	erious CURRENT Petit	tioned Offense			
	7	Category C: Other feld	onies			~
2.	Additio	nal CURRENT Petition	ed Offenses in this	Referral		
	0	One or more status of	ffenses OR No add	itional current offense	:5	~
3.	Prior A	djudications of Guilt (inc	cludes continued a	djudications with "evi	dence sufficient to f	inding of guilt")
						~
4.	Petition	ns Pending Adjudication	n or Disposition (exc	dude deferred adjudio	cations)	
						~
5.	Superv	vision Status				
	4	Parole				~
6.	History	of Failure to Appear (w	ithin past 12 month	s)		
	0	No petition/warrant/d	detention order for F	TA in past 12 months	5	~
7.	History	of Escape/ Runaways	(within past 12 mo	nths)		
	0	No escapes or runaw	ays within past 12	months		~
	11	TOTAL SCORE	Auto Fill	Indicated Decis	ion: Detention	Alternative

- b. View/Edit Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab
 - (i) Click on a row to select a detention assessment and the row will be highlighted in blue. (ii) Click the View/Edit button, and the <u>Detention Assessment</u> screen will appear. See the steps detailed in the <u>Detention Assessment</u> screen section above for instructions on completing the detention assessment.

🖶 Juver	ile Delinquent	/Status Intake				×
Intake Ca	se Narrative	Juvenile Intake	Detention Assessme	nt		
DA Da	te Follow-	Up? DAIScore	Indicated Decision Detention Alternative	Actual Deci		
□ 1. □ 2. □ 3. □ 4. □ 1. /	Mandatory Ovenides (Juvenile Must Be Detained) Comment: 1. Use of fiream in current offense Comment: 2. Weapons Offenses, Adv. Dir. A2022-005, email amend Secapee/AWOL/Absconder per DJJ Procedure 9471 3. Escapee/AWOL/Absconder per DJJ Procedure 9471 4. Local court policy (indicate applicable policy) Discretionary Ovemide 1. Aggravating factors (ovemide to more restrictive placement than indicated by guidelines) 2. Mitogain factors (ovemide to less restrictive placement than indicated by guidelines)					
	Factor Narrative					
3. Approved local graduated sanction for probation/parole violation						
_	J. Approved local graduated sanction for probation/parole violation Justification					
		Ad	d Vie	w/Edit	Delete	

- c. Delete Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab
 - i. (i) Click on a row to select a detention assessment and the row will be highlighted in blue. (ii) Click the **Delete** button and the <u>Please Confirm Delete Operation</u> screen will appear. (iii) Click either the (a) **Yes** button to delete the assessment or (b) the **No** button to cancel the delete operation.

🖳 Juvenile Delinquent/Status Intake	×	
Intake Case Narrative Juvenile Intake Detention Assessment		
DA Date Follow-Uo? DAI Score Indicated Decision Actual D 11 Detention Alternative Detention	ecision Worker Name Alternative	
Mandatory Overrides (Juvenile Must Be Detained)		Please Confirm Delete Operation Would you like to delete detention assessment for Intak Case Number keyed by
1. Aggravating factors (override to more restrictive placement than indicat 2. Mitigating factors (override to less restrictive placement than indicated b		Yes No.
Factor Narrative		
3. Approved local graduated sanction for probation/parole violation Justification		
Add View/Edit	Delete	

- viii. Detention Order Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab
 - (i) Select the *Court Summons* tab on the <u>Juvenile Delinquent/Status Intake</u> screen, (ii) click the Detention Order button, and the *Detention Orders* tab will appear.
 a. Detention Orders Tab

🖳 Juvenile Delinquent/Status Intake 🛛 🕹	📲 Juvenile Delinquent/Status Intake 🛛 🕹
Intake Case Narrative Court Summons	Intake Case Narrative Court Summons Detention Assessment Detention Orders
Charged Offense Information	Issued Served Withdrawn Detention Date Printed
Offense Date VCC Code Offense Offense Description PM Offense Decision JO Retrieved by the SC	▶ 07/08/2021
eranan (velense) (vale (lectoroparikouros velocas) 10 🔳 🔳	
	Detention Order Information
	Facility O All Secure Detentions Jails Offenses for this Detention Order
Selected Offense Details Offense Date SC # Add New Offense Add New Offense	Date Issued Date Served Date Withdrawn
VCC Code VAN-0170-M9 Statute Detention Assessment	Detention Order / Capias Reason(s) The juvenile is alleged to have
Heading: Subheading: Deciption:	committed an act that would be a felony or Class 1 misdemeanour if committed by adult, violated the terms of probation or parole when the charge for which he /she was placed on probation or parole would have been a felony or Class 1 misdemeanor if committed by an adult
Penalty Modifier Judge Ordered Detention	violated any of the provisions of §18.2-308.7
Offense Decision 13 - Detention Order Only Reason Offense Not Diverted Edit Delete	AND there is clear and convincing evidence that: the release of the juvenile constitutes a clear and substantial threat to the person or property of others; or the release of the inventile would research a clear and substantial threat of early is harm to such is wantle's life or Add Save Cancel View / Print

- A **Detention Order** button will appear on the *Juvenile Intake* tab if either **Offense Decision** "03 Petition/Detention Order Filed" or "13 Detention Order Only" is selected.
- The Detention Order button will appear if the Judge Ordered Detention checkbox is selected.
- Multiple VCCs can be added to a petition/order.
 - i. Select the appropriate Facility (i) radio button and (ii) facility name from the drop-down menu. The Date Issued field will auto-populate to the current date. If the date must be changed select the date using the Date Issued calendar drop-down screen. (iii) Place a checkmark in the appropriate Offenses for this Detention Order checkbox(es). The Date Served and Date Withdrawn will need to be entered into BADGE if and when the detention order is served or withdrawn. (iv) Place a checkmark in all the appropriate Detention Order / Capias Reason(s) checkboxes that apply to the juvenile; use the scroll bar to view all available items. (v) Click the Save button to save the detention order or the Cancel button. Once the detention order is saved the Add, Edit, Delete, and View / Print buttons will become accessible.

Intake Case Narrative Court Summons Detention Assessment Detention Order Issued Served Withdrawn Detention Date Printed Detention Order Information Facility Offenses for this Detention Order Date Issued Date Served Date Withdrawn Detention Order / Capias Reasons - 1 Reason Selected Image: Court of the capitor of the c	🚽 Juvenile I	Delinquent/Statu	s Intake				Х
Detention Order Information Facility Date Issued Date Served Date Withdrawn Detention Order / Capias Reasons - 1 Reason Selected	Intake Case	Narrative Court	Summons Detention	Assessment Detentio	in Orders		
Facility Offenses for this Detention Order Date Issued Date Served Date Withdrawn Detention Order / Capias Reasons - 1 Reason Selected	Iss	sued	Served	Withdrawn	Detention Date	Printed	
Facility Offenses for this Detention Order Date Issued Date Served Date Withdrawn Detention Order / Capias Reasons - 1 Reason Selected Detention Order / Capias Reasons - 1 Reason Selected) (8.001					
Date Issued Date Served Date Withdrawn Detention Order / Capias Reasons - 1 Reason Selected	- Detention (Order Information					
Date Issued Date Served Date Withdrawn Date Withdrawn Date Withdrawn Deternition Order / Capias Reasons - 1 Reason Selected	Facility				Offenses for this Detent	tion Order	
Detention Order / Capias Reasons - 1 Reason Selected						a en en 1944, F., .	
Detertion Order / Capias Reasons - 1 Reason Selected	Date Iss	sued	Date Served	Date Withdrawn			
	(1997)						
The invenile is alleged to have	Detention (Order / Capias Rea	isons - 1 Reason Select	ted			
	The juvenile is alleged to have						^
committed an act that would be a felony or Class 1 misdemeanour if committed by adult,	committed an act that would be a felony or Class 1 misdemeanour if committed by adult,						
violated the terms of probation or parole when the charge for which he/she was placed on probation or parole would have been a felony or Class 1 misdemeanor if committed by an adult							
✓ violated any of the provisions of §18.2-308.7							
AND there is clear and convincing evidence that:	AND the						
the release of the juvenile constitutes a clear and substantial threat to the person or property of others; or							
the release of the invenile would necent a clear and out-statish threat of cerious harm to ouch invenile's life or 🛛 💙		he releases of the im	vanila would orseant a r	plaar and exhetantial th	reat of earing e harm to each	i i wanila'e lifa or	~
Add Edit Delete View / Print							

1. Add Button

a. To add a new detention order click the **Add** button and complete the immediately preceding steps.

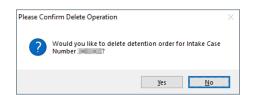
2. Edit Button

a. To edit an existing detention order (i) select an order and the row will be highlighted in blue. (ii) Click the **Edit** button and the fields on the *Detention Orders* tab will become accessible. (iii) Edit the information as required and (iv) click the **Save** button when the edits are completed.

ake Case Narrative (Court Summons Deten	tion Assessment Detent	on Orders		
Issued	Served	Withdrawn	Detention Date	Printed	
1-0-02			select a detention elete, or view/print	or doi	
Detention Order Informat Facility	ion		Offenses for this Dete		_
Date Issued	Date Served	Date Withdraw			5
CONCEPT					
etention Order / Capias	Reasons - 1 Reason S	elected			_
The juvenile is allege	ed to have				1
committed an act	that would be a felony o	r Class 1 misdemeanour if	committed by adult,		
		hen the charge for which emeanor if committed by a	he/she was placed on prob n adult	pation or parole	
violated any of the	provisions of §18.2-30	8.7			
AND there is clear and	d convincing evidence t	hat:			
	he juvenile constitutes a	clear and substantial thre	at to the person or property	of others; or	
the release of t					

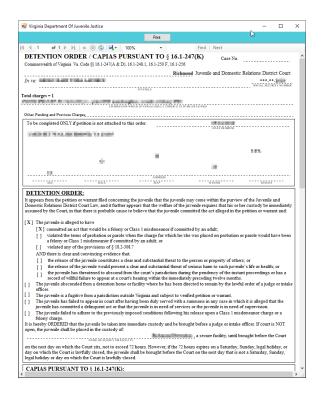
3. Delete Button

a. (i) Select a Detention Order, and the row will be highlighted in blue, (ii) click the **Delete** button, and the <u>Please Confirm Delete Operation</u> screen will appear.



4. View/Print Button

a. (i) Select a Detention Order, and the row will be highlighted in blue, (ii) click the **View/Print** button, and the completed detention order/capias will appear.



- ix. Shelter Care Order Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab
 - (i) To display the Shelter Care Order button on the *Court Summons* tab select Shelter Care Only from the Offense Decision drop-down menu. Once displayed, (ii) click the Shelter Care Order button and the *Shelter Care Orders* tab will appear.

	🖳 Juvenile Delinquent/Status Intake	×
	Intake Case Narrative Court Summons Detention Assessment Detention Orders Charged Offense Information	
Penalty Modifier	Offense Date VCC Code Offense Offense Description P	Offense Decision JO Retrieved by the SC Image: Constraint of the state of the
Offense Decision 12 - Shelter Care Only Reason Offense D7. Regid To Participate-Diversion Not Diverted 12 - Shelter Care Only 13 - Determion Order Only 13 - Determion Order Only 16 - Court Summons 20 - Successful Diversion / No Petition Filed	Selected Offense Details Offense Date SC # VCC Code Statute	Add New Offense
	Heading: Subheading: Decription: Penalty Modilier Judge Ordered Detention Offense Decision 12 - Shelter Care Only Reason Offense Not Diverted	Shelter Care Order
	Edit Delete	

A Shelter Care Order button will appear on the *Juvenile Intake* tab if either Offense Decision "11 – Petition/Shelter Care Filed" or "12 – Shelter Care Only" is selected.

- 2. Shelter Care Orders Tab—Juvenile Delinquent/Status Intake Screen
 - a. Select the appropriate **Facility** (i) radio button and (ii) facility name from the drop-down menu. (iii) Select all the **Shelter Care Order Reason(s)** that apply to the juvenile, and (iv) click the **Save** button.

🖶 Juvenile I	Delinquent	/Status Intake					>
Intake Case	Narrative	Court Summons	Detention /	Assessment	Detention Orders	Shelter Care Orders]
Sh	elter Care #	t Date Printe	d Fa	acility			·
► 0							
- Shelter Car	e Order Info	mation					
Fac		induon					~
		Al	nity Youth Ho	omes C) Shelter Facilities	O Less Secure Dete	entions
Shelter Car	e Order Rea	ason(s)					
	-	e for placement in					
						gistrate while on conditior be reached within a reas	
		t consent to return		to provide			
	r the child's a reasonabl		nor any oth	ier person a	ble to provide prope	er supervision can arrive t	o assume custody
		or guardian refuse pervision and care				relative or other person w	illing and able to
		Add	Sa	ve	Cancel	View / Print	

b. Add Button

i. Click the **Add** button to add a new shelter care order.

c. Edit Button

i. (i) Select a Shelter Care Order and the row will be highlighted in blue. (ii) Click the Edit button, (iii) edit the information, and (iv) click the Save button when the edits are completed.

ake Case Nar	ative Court	Summons	Detention Assessn		-	
Shelter	Care #	Date Printed	d Facility			
			1000	-		
			line in	a Di Bash Dalah		
	1.6					
Shelter Care Ord	er Informatio	n				
Facility	C 1 11					
Facility	Salem Hous	se (VA Beach	h Shelter)			
Facility	Salem Hous	se (VA Beach	h Shelter)			
Facility	Salem Hous	se (VA Beach	h Shelter)			
,	1		,			
,	1		,			
Shelter Care Ord	er Reasons ·	- 1 Reason S	,			
Shelter Care Orc	er Reasons - eligible for pl	- 1 Reason S acement in a	Selected a secure facility; or			
Shelter Care Orc	er Reasons - eligible for pl	- 1 Reason S acement in a	Selected a secure facility; or	urt, intake officer or mag	istrate while on condition	al release; or
Shelter Care Ord	er Reasons - eligible for pl as failed to ad	- 1 Reason S acement in a dhere to the	Selected a secure facility; or directions of the co	-	istrate while on condition	
Shelter Care Oro The child is The child h The child h	er Reasons - eligible for pl as failed to ac parent, guard	- 1 Reason S acement in a dhere to the dian or other	Selected a secure facility; or directions of the co person able to prov	-		
Shelter Care Ord The child is The child h The child h The child's	er Reasons - eligible for pl as failed to ad parent, guard pes not conse	- 1 Reason S lacement in a dhere to the dian or other ent to return	Selected a secure facility; or directions of the co person able to prov home; or	de supervision cannot b	e reached within a reaso	onable time; or
Shelter Care Orc The child is The child h The child h The child s Neither the	eligible for pl eligible for pl as failed to ad parent, guard pes not consi child's parent	-1 Reason S acement in a dhere to the dian or other ent to return t or guardian	Selected a secure facility; or directions of the co person able to prov home; or	de supervision cannot b		onable time; or
Shelter Care Orc The child is The child h The child h The child s Neither the	er Reasons - eligible for pl as failed to ad parent, guard pes not conse	-1 Reason S acement in a dhere to the dian or other ent to return t or guardian	Selected a secure facility; or directions of the co person able to prov home; or	de supervision cannot b	e reached within a reaso	onable time; or
Shelter Care Ord The child is The child h The child h The child s The child d Neither the within a rea	er Reasons - eligible for pl as failed to ac parent, guard pes not cons child's parent sonable time;	-1 Reason S lacement in a dhere to the dian or other ent to return t or guardian ; or	Selected a secure facility; or directions of the co person able to prov home; or nor any other perso	de supervision cannot b n able to provide prope	e reached within a reaso	onable time; or o assume custody
Shelter Care Orc The child is The child h The child h The child's The child's Neither the within a rea	er Reasons - eligible for pl as failed to ac parent, guard pes not conse child's parent sonable time; parent or gua	- 1 Reason S accement in a dhere to the dian or other ent to return t or guardian ; or	Selected directions of the co person able to prov home; or nor any other person s to permit the child	de supervision cannot b n able to provide prope	e reached within a reaso supervision can arrive to	onable time; or o assume custody

d. Delete Button

i. (i) Select a Shelter Care Order and the row will be highlighted in blue. (ii) Click the **Delete** button, and the <u>Please Confirm Delete Operation</u> screen will appear.

Please Cor	nfirm Delete Operation	×
?	Would you like to delete shelter care order for intake Case Number 2007	
	<u>Y</u> es <u>N</u> o	

e. View/Print Button

i. To view or print a shelter care order (i) click on the row containing the desired information and the row will be highlighted in blue. (ii) Click the View / Print button and the shelter care order will appear in the <u>Virginia Department of Juvenile Justice</u> report viewer screen. From this screen the order can be viewed, printed, or exported. (iii) Click the **X** button in the upper right corner to close the screen and return to the *Shelter Care Orders* tab.

🖶 Virginia Department Of Juvenile Justice				-)
[Print					
[4 1 of 2 ▶ ▶] + ⑧ 🚱 ₩] + 100%	•	Find	Next			
SHELTER CARE ORDER FA. CODE ANN. §§ 16.1-274(D), 16.1-248.1, 16.1-249, 16.1-252, 16.1-	256, 16.1-	CASE NO.				
nre: MOOL IL DI FORL LEORT.		hmond Juvenile an	d Domestic Rela		ourt	
To be completed ONLY if petition or warrant is not attached to the initial diff if the discontrol of the diff. The diff. If the diff. The diff. If	ADDRESS SEX*		WEIGHT	J.C.		
It appears from the petition or warrant filed concerning the juve Juvenile and Dometic Relations District Court Law, and it furth immediately assumed by the Court, in that [X] 1. The child is eligible for placement in a secure facility [] 2. The child has failed to adhere to the directions of the	ter appears that	the welfare of the ju	venile requires t	hat his custody	be]
 The child's parent, guardian or other person able to g The child does not consent to return home; or 						
 [] 4. The child does not consent to retain nome, of [] 5. Neither the child's parent or guardian nor any other within a reasonable time; or 	person able to p	rovide proper super	vision can arriv	e to assume cust	ody	
 6. The child's parent or guardian refuses to permit the provide proper supervision and care can be located 			or other person	willing and able	to	
It is hereby ORDERED that the juvenile be taken into immediate if neither the judge nor the intake officer is reasonably available	If court is NO	open, the invenile	shall be placed i	n the custody of	e e	
NAME OF AGINCY OF FACILITY before the Court on the next day on which the court sits as pro-		📺, a shelter care fac	ility, there to re	main until broug	ht	
[] and that pursuant to a hearing before the court,			is ordered to	pay child supp	ort in	
for the duration of the placement. SPECIAL INSTRUCTIONS:	to					
		DGE []INTA	KE OFFICER	[] MAGISTRAT		

- x. Edit Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab
 - 1. (i) Select an offense and the row will be highlighted in blue. (ii) Click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

	larrative Court	Summons							
		ntake Case Narrative Court Summons Detention Assessment Detention Orders Shelter Care Orders							
			Charged Offens	e Information					
Offense Date	VCC Code	Offense Number	Offense Description			РМ	Offense Decision	JO	Retrieved by the SC
entrates (10.000	1000	Contraction of the	100 C 10 C 10 C	- 10 C		100		
	allocate.	-	AND A PARTY OF		8 H				
COURT SUMMONS TAB Edit and Delete Buttons									
Selected Offer	nse Details					1			
Offense	Date		s	C#	-		Add Ne	ew Of	fense
VCC (Code		Stat	ute					
Heading: Subheading: Decription:			antre-second	Certain Certai					
Penalty Mo	odifier		Juc	lge Ordered Detentio	n				
Offense Dec	cision	ter Carro	•						
Reason Off Not Dive									
		Edit	Delete						

- xi. Delete Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab
 - 1. (i) Select an offense and the row will be highlighted in blue. (ii) Click the **Delete** button.
- 3. Add Bench Warrant Button—Juvenile Delinquent/Status Intake Screen, Intake Case Tab
 - a. (i) Click the **Add Bench Warrant** button, and the *Bench Warrant* tab will appear on the <u>Juvenile</u> <u>Delinquent/Status Intake</u> screen.

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Intake Case Narrative Juvenile Intake Detention Assessment Detention Orders Sheter Care Orders Information	take Case Narrative Juvenile Intake Detention Assessment Detention Orders Shelter Care Orders Bench Warrant Charged Offense Information	
Unknown? SSN Name Add View Clear Of	Offense Date VCC Code Offense Offense Description PM Offense Decision JO Retrieve	ed SC
Unknown? SSN Name Add View Clear		
Court District Permit Court of Time Court District Permit Court District Permit Court District Permit Court District Petitioner Type Petitioner Type Petitioner Type Petitioner Type Petitioner Type Petitioner Court District Pet	Selected Offense Details Offense Data Offense Data Offense Data Offense Data Add New Offense Save Cancel	

- Multiple VCCs can be added to a petition/order.
- b. Bench Warrant Tab—Juvenile Delinquent/Status Intake Screen xii. Select the Offense Date from the calendar drop screen.
 - xiii. Click the **Find VCC Code** button and the <u>Search Offense</u> screen will appear. If the **Offense Date** has not been selected a warning will display on the <u>VCC Code Search</u> screen.

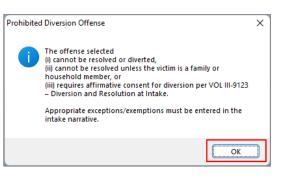
	VCC Code Search	×
Find VCC Code State	Please enter the offense date before searching for VCC code.	
	ОК	

- Locate the desired offense from those displayed in the Search Results table or search for an offense by (i) typing the Statute, VCC, Heading, Sub-Heading, or Description into the corresponding field(s). The Use Wildcard?* checkbox will be selected automatically, uncheck the checkbox if the wildcard function will not be used. (ii) Click the Find button and the Search Results section will display all items that meet the search criteria by <u>VCC Code</u>, <u>Statute</u>, and <u>Offense Description</u>. (iii) Click on a row to select a <u>VCC Code</u> and the row will be highlighted in blue.
- 2. Click the **Ok** button.
 - a. If the intake offense selected is a **Prohibited Diversion Offense** the <u>Prohibited Diversion</u> <u>Offense</u> information screen will appear. Click the **OK** button to close the <u>Prohibited Diversion</u> <u>Offense</u> information screen and return to the <u>Bench Warrant</u> tab on the <u>Juvenile</u> <u>Delinquent/Status Intake</u> screen.
 - b. If the intake offense selected is not a **Prohibited Diversion Offense** the user will immediately return to the *Bench Warrant* tab on the <u>Juvenile Delinquent/Status Intake</u> screen.

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💀 Search Offen	ise		×
-Offense Search	n Criteria		
Statute		VCC Use Wildcard?*	
Heading		Find	
Sub Heading			
Description			
- Search Results			
VCC Code	Statute	Offense Description	~
CNV-7017-M3	10.1-1142(D)	BUILD FIRE WITHIN 150 FEET OF WOODLAND, BRUSHLAND ETC.	
CNV-7025-M1	10.1-2214	UNDERWATER RECOVERY OF HISTORIC PROPERTY WITHOUT PERMIT	1
CNV-7026-M1	10.1-203	USE OF MOTORIZED VEHICLE ALONG APPALACHIAN TRAIL	
CNV-7027-M1	10.1-2305	ARCHAEOLOGICAL EXCAVATION OF HUMAN REMAINS WITHOUT PERMIT	
CNV-7028-M1	10.1-2306	DAMAGE, ETC ANY OBJECT OF ANTIQUITY ON STATE-CONTROLLED LAND	
CNV-7030-M1	10.1-1005	DUMP ETC. WITHOUT PERMISSION OF OWNER	
CNV-7031-M1	10.1-1004	EXCAVATE ETC. WITHOUT PERMISSION OF OWNER	J
- Selected Offen	en Detaile	THE TO MEET CONDITIONS TO OBTAIN EVOLUTION (DEMOL/M) DEDMIT	
Heading	CONSERVATION	Notify School?*	
Sub Heading	PARKS AND RECRE	ATION	
*- 🗹 Yes	No No	Ok Close	



- Click the **Find** button on the <u>Search Offense</u> screen to search for an offense without entering any information into the search fields.
- When a VCC is selected, a summary of the charge will be displayed at the bottom of the screen. If the **Notify School?*** field is checked, the juvenile's school must be notified via a school notification letter.
- A **Prohibited Diversion Offense** (i) cannot be resolved or diverted, (ii) cannot be resolved unless the victim is a family or household member, or (iii) requires affirmative consent for diversion. Some cases may be resolved with the appropriate exception/exemption and require an explanation to be entered in the intake narrative.
- Refer to the CSU Procedure, VOL III-9123, Diversion and Resolution at Intake, for detail pertaining to: (i) selected offenses for which resolution is prohibited and affirmative consent is required to divert; and (ii) certain offenses for which diversion is prohibited.
 - xiv. Select the (i) **Penalty Modifier**, if applicable, and (ii) the **Offense Decision** from the drop-down menus.
 - xv. Click the **Save** button.
 - If the intake offense selected is for a weapon offense that has a detention order requirement, the <u>DO Requirement</u> information screen will appear. Click the OK button to close the <u>DO</u> <u>Requirement</u> information screen and return to the Juvenile Intake tab on the <u>Juvenile</u> <u>Delinquent/Status Intake</u> screen. The saved information will appear in the Charged Offense Information section on the Juvenile Intake tab.
 - 2. If the intake offense selected is not for a **weapon offense** that has a **detention order requirement**, the <u>DO Requirement</u> information screen will not appear, and the saved information will immediately appear in the **Charged Offense Information** section on the *Juvenile Intake* tab.

DO Requir	ement	×
1	A detention order is required per Administrative Directive. When in accordance with the directive/Code of VA a DO is not issued, an explanation must be documented in the intake narrative.	
	ОК	

- A detention order is required per Administrative Directive for certain weapon offenses. When in accordance with an Administrative Directive and/or the Code of VA a detention order is not issued, an explanation must be documented in the intake narrative. The <u>DO Requirement</u> information screen will display when the user saves a Juvenile Intake containing certain weapon offenses combined with the following **Offense Decisions**: "02 – Petition Filed," "03 – Petition/Detention Order Filed," "07 – Req'd To Participate-Diversion," or "13 – Detention Order Only."
- Refer to Administrative Directive A-2022-005—Mandatory Override for Weapons Offenses on the Detention Assessment Instrument and Administrative Directive A-2023-003—Mandatory Override for Grand Larceny of a Vehicle and Eluding Police in a Vehicle on the Detention Assessment Instrument for detail pertaining to weapon offenses that require either: (i) a detention order, or (ii) an explanation entered in the intake narrative detailing why a detention order was not required.

xvi. Once saved, the Add New Offense button will become accessible, and the Detention Assessment, Shelter Care Order, or Detention Order buttons may appear depending upon the Offense Decision selected. The Edit, and Delete buttons will also appear on the bottom of the Bench Warrant tab.

🛃 Juvenile Delinquent/Status Intake	X 💀 Juvenile Delinquent/Status Intake X
Intake Case Narrative Juvenile Intake Court Summons Bench Warrant	Intake Case Narrative Juvenile Intake Court Summons Bench Warrant
Charged Offense Information	Charged Offense Information
Offense Date VCC Code Offense Number Offense Description PM Offense Decision JO Retriever by the SC	
Selected Offense Details	Selected Offense Details
Offense Date SC # Add New Offense	Offense Date SC # Add New Offense
VCC Code Find VCC Code Statute	VCC Code Detention Assessment
Heading	Heading Children Children
Subheading	Subheading California
Description	Description minimum and an Ind Additional by Technology
Penalty Modifier 🗸 🗸 Judge Ordered Detention	Penalty Modifier Judge Ordered Detention
Offense Decision	Offense Decision 07 - Req'd To Participate-Diversion
Save	Edit Delete



- A **Detention Order** button will appear on the *Bench Warrant* tab if either **Offense Decision** "03 Petition/Detention Order Filed" or "13 Detention Order Only" is selected.
- A Shelter Care Order button will appear on the *Bench Warrant* tab if either Offense Decision "11 Petition/Shelter Care Filed" or "12 Shelter Care Only" is selected.
- The **Detention Order** button will appear on the *Bench Warrant* tab if the **Judge Ordered Detention** checkbox is selected.

xvii. Add New Offense Button—Juvenile Delinquent/Status Intake Screen, Bench Warrant Tab

- If another offense needs to be added to the petition/order, (i) click the Add New Offense button on the *Bench Warrant* tab, and the **Selected Offense Details** fields will become accessible. (ii) Repeat the steps above to add another offense.
- xviii. Detention Assessment Button—Juvenile Delinquent/Status Intake Screen, Bench Warrant Tab
 - 1. Click the **Detention Assessment** button, and the <u>Detention Assessment</u> screen will appear.



2. Detention Assessment Screen

a. The <u>Detention Assessment</u> screen contains the DAI Scores tab and the Overrides tab. The **Worker Name** field will auto-populate. The **DAI Date** field will auto-populate to the current date, but can be changed using the calendar drop-down screen. The **DAI#** is a system generated number and will be assigned after both tabs are completed and the detention assessment is saved.

Some fields in the *DAI Scores* tab will auto-populate. Be sure to review all the auto-populated fields to ensure the correct criteria are being used to calculate the DAI's total score.

b. DAI Scores Tab-Detention Assessment Screen

🖳 Detention	Assessment X
Worker Name:	DAI Date: DAI Date: DAI#:
	Follow-up:
DAI Scores ()venides
1.	Most Serious CURRENT Petitioned Offense
	7 Category C: Other felonies ~
2.	Additional CURRENT Petitioned Offenses in this Referral
	0 One or more status offenses OR No additional current offenses
3.	Prior Adjudications of Guilt (includes continued adjudications with "evidence sufficient to finding of guilt")
4.	Petitions Pending Adjudication or Disposition (exclude deferred adjudications)
	✓
5.	Supervision Status
	4 Parole ~
6	History of Failure to Appear (within past 12 months)
	No petition/warrant/detention order for FTA in past 12 months
7	History of Escape/ Runaways (within past 12 months)
<i>'</i> .	No escapes or runaways within past 12 months
	11 TOTAL SCORE Auto Fill Indicated Decision: Detention Alternative
Actual	Decision / Recommendation: O Release O Alternative O Secure Detention
	Save Close Print

Click the **Auto Fill** button to auto-populate some of the fields.

i. Most Serious CURRENT Petitioned Offense Field

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, reference the most serious offense listed in the current referral in order to select the appropriate category from the drop-down menu.

If the juvenile is being charged with multiple offenses, use the most serious offense in the **Most Serious CURRENT Petitioned Offense** section. The Scores for multiple offenses cannot be combined.

ii. Additional CURRENT Petitioned Offenses in this Referral Field

1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, select the appropriate option from the drop-down menu. Use the referral complaint form/probable cause statement to determine the appropriate category.

When considering offenses to determine the value for **Most Serious CURRENT Petitioned Offense** and **Additional CURRENT Petitioned Offenses in this Referral** only consider offenses where the **Offense Decision** is equal to "02 – Petition Filed," "03 – Petition/Detention Order Filed," "11 – Petition/Shelter Care Filed," "15 – Consent Signed/Petition Filed," "16 – Court Summons, " or "18 – Unsuccessful Diversion/Petition Filed."

- iii. Prior Adjudications of Guilt (includes continued adjudication with "evidence sufficient to finding of guilt") Field
 - (i) Select the appropriate option from the drop-down menu, including deferred/withheld findings or cases where there is evidence sufficient to a finding of guilt, and (ii) review the <u>Offense History</u> screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Caseload Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was dismissed after successful completion of court conditions.

Cases that are dismissed by the court after successful completion of ordered conditions should NOT be counted in the **Prior** Adjudications of Guilt section.

> Petitions Pending Adjudication or Disposition (exclude deferred adjudications) Field

 (i) Select the appropriate option from the drop-down menu and (ii) review the <u>Offense</u> <u>History</u> screen to determine prior court adjudications. If the **Court Adjudication** column is blank, review the Caseload Management record (refer to the *Contacts* tab and the **Running Records Notes**) to determine if the case was continued for the disposition. The notes should specify if the case has been adjudicated or is pending adjudication.

Do NOT include any offenses with a deferred finding in the **Petitions Pending Adjudication or Disposition** field.

Befer to the BADGE Offense History Screen Manual on how to navigate the Offense History screen.

Befer to the <u>BADGE Caseload Management Module Manual</u> on how to navigate the *Contacts* tab.

v. Supervision Status Field

- 1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the Caseload Management module to check the status of the juvenile, and select the appropriate option from the drop-down menu.
- vi. History of Failure to Appear (within past 12 months) Field
 - 1. This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the <u>Offense History</u> screen, and select the appropriate option from the drop-down menu.

The **Failure to Appear** MUST have occurred within the past 12 months.

vii. History of Escape/Runaways (within past 12 months) Field

 This field will auto-populate. If this field does not auto-populate, or needs to be changed for accuracy, review the <u>Offense History</u> screen, and select the appropriate option from the drop-down menu.

The escape/runaway incident MUST have occurred within the past 12 months.

viii. Auto Fill Button

- 1. Click the **Auto Fill** button to auto-populate, or reset, the fields (items i to vii above) with their respective default values.
- ix. Total Score Field
 - 1. The total score will calculate based on the selected options.
- x. Indicated Decision Field
 - 1. The **Indicated Decision** is based on the **Total Score**. The **Indicated Decision** will be either **Release**, **Detention Alternative**, or **Secure Detention**.
- c. Overrides Tab—Detention Assessment Screen

🖳 Detention Assessment	×
Worker Name: Cont a Temper	DAI Date: Constant v DAI#:
DAI Scores Overrides (Avenile Must Be Detained) 1. Use of fiream in current offense 2. Weapons Offensea, Adm. Dir, A-2022-005, email amend 3. Escapee/AWOL/Absconder per DJJ Procedure 9471 4. Local court policy (indicate applicable policy)	Comment:
Discretionary Ovenide 1. Aggravating factors (ovenide to more restrictive placement) 2. Mitigating factors (ovenide to less restrictive placement th) Type Factor	
	Edit
Factor Narrative 3. Approved local graduated sanction for probation/parole v Justification	olation
Actual Decision / Recommendation: O Relea	

i. Mandatory Overrides (Juvenile Must Be Detained)

 (i) Click the appropriate checkbox, if any, for items 1-3 and (ii) provide a detailed description of why the mandatory override was selected in the **Comment** text field. If a **Mandatory Override** is selected the juvenile must be detained, regardless of the **Indicated Decision** field on the *DAI Score* tab.

If Local Court Policy is selected as the mandatory override, provide a brief narrative indicating which court policy was applied.

- ii. Discretionary Override
 - 1. Aggravating factors are overrides for a more restrictive placement than indicated by guidelines. Mitigating factors are overrides for a less restrictive placement than indicated by guidelines.
 - a. If necessary, click the appropriate checkbox for either item 1, Aggravating factors or item 2, Mitigating factors. An <u>Error</u> screen will be displayed if an attempt is made to select both items.



b. (i) Click the Add button to access the Factor drop-down menu. (ii) Select the most applicable Factor from the drop-down menu and, depending upon the Factor selected, the Narrative text field may auto-populate. (iii) Add text or update the Narrative text field as required. (iv) Click the Done button and the information will save as a new Discretionary Override entry. If the user attempts to create an additional Discretionary Override an <u>Error</u> screen will be displayed.

ONLY an **Aggravating** factor or a **Mitigating** factor can be added to a DAI, but not both.

If an **Aggravating factor** is selected, select the most serious applicable aggravating factor.

In order to use Parent Unwilling to Provide Appropriate Supervision the incident must rise to the level where a complaint will be made with CPS for child neglect or abandonment. A CPS complaint MUST be made prior to completing the DAI.
 Information in the Narrative box may auto-populate based on the Factor selected.

🛃 Detention Assessment 🛛 🗙	🛃 Detention Assessment 🛛 🗙
Worker Name: Con a feman DAI Date: Configuration OAI#:	Worker Name: Image: Image
DAl Scores Overrides Mandatory Overrides (Juvenile Must Be Detained) 1. Use of fream in current offense 1. Use of fream in current offense Comment: 2. Weepons Offenses, Adm. Dir. A-2022-005, email amend 3. Escapee/AWOL/Absconder per DJJ Procedure 9471 4. Local court policy (indicate applicable policy)	DAI Scores Overrides Mandatory Overrides (Luvenile Must Be Detained) I. Use of fream in current offense Comment: D. Weapons Offenses. Adm. Dir. A:2022:005, email amend S. Escapee/AWDU/Absconder per DJJ Procedure 3471 4. Local court policy (indicate applicable policy) Discretionary Override I. Aggravating factors (override to less restrictive placement than indicated by guidelines) D. Mitgating factors (override to less restrictive placement than indicated by guidelines) D. Mitgating factors (override to less restrictive placement than indicated by guidelines) D. Mitgating factors (override to less restrictive placement than indicated by guidelines) D. Mitgating factors (override to less restrictive placement than indicated by guidelines) D. Mitgating factors (override to less restrictive placement than indicated by guidelines) D. Mitgating factors (override to less restrictive placement than indicated by guidelines) D. Mitgating factors (override to less restrictive placement than indicated by guidelines) D. Mitgating factors (override to less restrictive placement than indicated by guidelines) D. Mitgating factors (override to less restrictive placement than indicated by guidelines) D. Mitgating factors (override to less restrictive placement than indicated by guidelines) D. Mitgating factors (override to less restrictive placement than indicated by guidelines) D. D. D
Type Factor Narrative Add Edit Delete	Type Factor Narrative Cancel
Factor Narrative 3. Approved local graduated sanction for probation/parole violation Justification	Factor Varrative S. Approved local graduated sanction for probation/parole violation Justification
Actual Decision / Recommendation: O Release O Alternative O Secure Detention Save Close Print Close Print	Actual Decision / Recommendation: Release Attemative Secure Detention Save Close Print Close Print

×

ionary override factor may be keyed completed after October 1, 2016.

OK

Туре	Factor	Narrative	Add		
А	Juvenile Has Significant Substance Abuse Problem	Juvenile was screened by a qualified profes	Edit	A	Only on for asse
			Delete		101 0330

- c. Edit Button
 - i. (i) Click the **Edit** button, and the **Factor** and **Narrative** boxes will become accessible, (ii) edit the information as needed, and (iii) click the **Done** button when the edits are completed.
- d. Delete Button
 - i. Click the **Delete** button and the **Discretionary Override** will be removed.
- 2. Approved local graduated sanction for probation/parole violation Checkbox
 - a. If necessary, (i) click the item 3, Approved local graduated sanction for probation/parole violation checkbox and (ii) provide a brief description in the Justification text box. This item cannot be selected if either item 1, Aggravating factors or item 2, Mitigating factors have been selected; attempting to do so will display an *Error* screen.

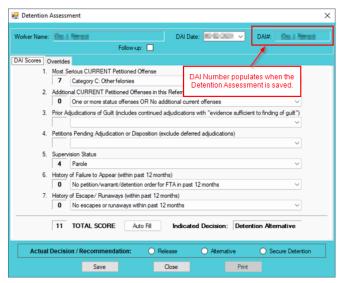
	Error	×
3. Approved local graduated sanction for probation/parole violation	Aggravating and Mitigating Overrides must be before selecting Approved Local Graduation Sa	unchecked
Justification add description	before selecting Approved Local Graduation Sa	ncuon
		ОК

d. Actual Decision/Recommendation—Detention Assessment Screen

i. Consider the Indicated Decision displayed on the DAI Scores tab and the selected override, if any, then (i) select the appropriate Release, Alternative, or Secure Detention radio button, and (ii) click the Save button. A warning will appear for any items not completed on the DAI Scores tab; the assessment cannot be saved until all items are completed. Once the assessment is saved the DAI# field will auto-populate.

Worker Name: DAI Date: DAI Date: Follow-up:	✓ DAI#:
DAI Scores Overrides	
Mandatory Overrides (Juvenile Must Be Detained)	
1. Use of firearm in current offense Comment:	
2. Weapons Offenses, Adm. Dir. A-2022-005, email amend	
3. Escapee/AWOL/Absconder per DJJ Procedure 9471	
 4. Local court policy (indicate applicable policy) 	
Discretionary Override	
 1. Aggravating factors (override to more restrictive placement than indicated by guidelin 	ues)
2. Mitigating factors (override to less restrictive placement than indicated by guidelines)	
Type Factor Narrative	Add
Type Factor Handave	
	Edit
	Delete
Factor	
Narrative	
3. Approved local graduated sanction for probation/parole violation	
3. Approved local graduated sanction for probation/parole violation Justification	
Justification	
	e O Secure Detention

		Follow-up:	
Scores (
1.	_	erious CURRENT Petitioned Offense	
	7	Category C: Other felonies	~
2.		nal CURRENT Petitioned Offenses in this Referral	
_	0	One or more status offenses OR No additional current offenses	~
3.	Prior Ad	djudications of Guilt (includes continued adjudications with "evidence sufficient to finding	of guit")
			- 1
4.	Petition	ns Pending Adjudication or Disposition (exclude deferred adjudications)	
			~
5.	Supervi	ision Status	
	4	Parole	~
6.	History	of Failure to Appear (within past 12 months)	
	0	No petition/warrant/detention order for FTA in past 12 months	~
7.	History	of Escape/ Runaways (within past 12 months)	
	0	No escapes or runaways within past 12 months	~
	-		
	11	TOTAL SCORE Auto Fill Indicated Decision: Detention Altern	ative
Actual	Decisio	on / Recommendation: O Release O Alternative O Secu	ure Detention



e. Edit Button—Detention Assessment Screen

i. (i) Click the **Edit** button, (ii) edit the information on the *DAI Scores* tab or the *Overrides* tab as required, and (iii) click (a) the **Save** button when the edits are completed or (b) the **Cancel** button.

~ 🔒

Please select value from the list

- f. Close Button—Detention Assessment Screen
 - i. Click the **Close** button and to return to the *Detention Assessment* tab on the <u>Juvenile</u> <u>Delinquent/Status Intake</u> screen.
- g. Print Button-Detention Assessment Screen
 - i. In order to view or print the **Detention Assessment Instrument Report**, click the **Print** button, and the completed assessment will appear on the <u>Virginia Department of</u> <u>Juvenile Justice</u> report viewer screen. View, print, or save the assessment from the report viewer screen.
 - ii. Click the **X** in the upper right corner to close the report viewer screen and return to the <u>Detention Assessment</u> screen.

💀 Virginia Department of Juvenile Justice		-	
🕅 4 1 of 1 🕨 🕅 4 🛞 🚱 🖨 🗐 💷 🔍 + 100%	-		Fin
Virginia Department of Juvenile Justice Detention Assessment Instrument Report			
Juvenile Name: Juvenile Number: Juvenile Number: UCN: Worker Name: Completed as Follow-up (on call Intake):		CSU	B: #: #:
Category B: Felony weapons or felony narcotics distribution Category C: Other felonies	7	Score	
Category D: Class 1 misdemeanors against persons	5 3 2	_7	
A JUNITORAL CURRENT PETITORED OFFENSES IN THIS REPERANT TWO OF mes additional current felony offenses	3 2 1 0	_0	
3. PRIOR ADJUDICATIONS OF GUIL. (includes continued adjudications with "evidence sufficient to finding of guilt") Two or more pror adjudication of guilt for relony offenses Two or more pror adjudication of guilt for misdemeanor offenses. Two or more pror adjudication of guilt for a misdemeanor offense. No prior adjudication of guilt for a misdemeanor of status offense. No prior adjudications of guilt for a misdemeanor of status offense.	6 4 3 2 1	_0_	
4. PETITIONS PENINKA ADJUDICATION OR DISPOSITION (exclude deferred adjudicatio One or more pending petitions/dispositions for a foliony offense Two or more pending petitions/dispositions for an other offense One pending petitions/dispositions	ns) 8 5 2 0	_0	
5. SUPERVISION STATUS Parole Probation based on a Felony or Class 1 misdemeanor Probation based on a Velony or Class 1 misdemeanor Post-Disposition Case Management OR Probation based on Other Offenses Diversion None	4 3 2 1	4	
HISTORY OF FAILURE TO APPEAR (within past 12 months) Two or more petitions/warrants/detention orders for FTA in past 12 months One petition/warrant/detention order for FTA in past 12 months No petition/warrant/detention order for FTA in past 12 months	3 1 0	_0	
7. HISTORY OF ESCAPE/RNUAWAYS (within past 12 months) One or more escapes from secure confinement or custody One or more instances of absconding from non-secure, court-ordered placements One or more runaways from home No escapes or runaways with past 12 months.	4 3 1 0	_0	
INDICATED DECISION: 10-14 DETENTION AT TERNATIVE TOTAL SCOL	RE:	11	

Detention Assessment Tab—Juvenile Delinquent/Status Intake Screen
 The Detention Assessment tab displays the assessment(s) completed using the Detention
 Assessment button on the <u>Juvenile Delinquent/Status Intake</u> screen, Juvenile Intake tab. At the
 bottom of the Detention Assessment tab, three buttons allow the user to add, view/edit, or
 delete a detention assessment.

📲 Juvenile Delinquent/Status Intake 🛛 🕹	📲 Juvenile Delinquent/Status Intake 🛛 🕹
Intake Case Narrative Juvenile Intake	Intake Case Narrative Juvenile Intake Detention Assessment
Charged Offense Information	DA Date Follow-Up? DAI Score Indicated Decision Actual Decision Worker Name
Offense Date VCC Code Offense Offense Description PM Offense Jo Retrieved by the SC	11 Detention Alternative Detention Alternative
06/02/2021 CNV-7026-M1 4749313 USE OF MOTORIZED VEHICLE ALONG AP A 02	
	Mandatory Overrides (Juvenile Must Be Detained) 1. Use of firearm in current offense 2. Weapons Offenses, Adm. Dir. A-2022-005, email amend 3. Escapee/AWOL/Absconder per DJJ Procedure 9471
Selected Offense Details	4. Local court policy (indicate applicable policy)
Offense Date 06/02/2021 Add New Offense VCC Code CNV-7026-M1 Statute 10.1-203 Detention Assessment	Discretionary Override 1. Aggravating factors (override to more restrictive placement than indicated by guidelines) 2. Mitigating factors (override to less restrictive placement than indicated by guidelines)
Heading CONSERVATION Subheading PARKS AND RECREATION	Factor Narrative
Description USE OF MOTORIZED VEHICLE ALONG APPALACHIAN TRAIL Penalty Modifier Attempt Judge Ordered Detention	
Offense Decision 02 - Petition Filed	3. Approved local graduated sanction for probation/parole violation
Edit Copy Delete File Petition	Justification Add View/Edit Delete

- a. Add Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab
 - i. Click the **Add** button and the <u>Detention Assessment</u> screen will appear. To add a new assessment perform the steps detailed in the <u>Detention Assessment</u> screen section above.

/orker Name	: Mail Meralt DAI Date: Mirls 2004 ✓ DAI#: Mail Nerva
	Follow-up:
Al Scores	Overrides
1.	Most Serious CURRENT Petitioned Offense
	7 Category C: Other felonies.
2.	Additional CURRENT Petitioned Offenses in this Referral
	0 One or more status offenses OR No additional current offenses ~
3.	Prior Adjudications of Guilt (includes continued adjudications with "evidence sufficient to finding of guilt")
	v
4.	Petitions Pending Adjudication or Disposition (exclude deferred adjudications)
	V
5.	Supervision Status
	4 Parole V
6.	History of Failure to Appear (within past 12 months)
	0 No petition/warrant/detention order for FTA in past 12 months ~
7.	History of Escape/ Runaways (within past 12 months)
	0 No escapes or runaways within past 12 months V
	11 TOTAL SCORE Auto Fill Indicated Decision: Detention Alternative

- b. View/Edit Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab
 - (i) Click on a row to select a detention assessment and the row will be highlighted in blue. (ii) Click the View/Edit button, and the <u>Detention Assessment</u> screen will appear. See the steps detailed in the <u>Detention Assessment</u> screen section above for instructions on completing the detention assessment.

Intake Case Narrative Juvenile Intake Detention Assessment DA Date Follow-Uo 2 DAI Score Indicated Decision Actual Decision Worker Name 11 Detention Atemative Detention Atemative Mandatory Overrides (Juvenile Must Be Detained) 1. Use of firearm in current offense 2. Weapons Offenses, Adm. Dir. A:2022:005, email amend
Mandatory Overrides (Juvenile Must Be Detained) Mandatory Overrides (Juvenile Must Be Detained) 1. Use of firearm in current offense 2. Weapons Offenses, Adm. Dir. A-2022-005, email amend
Mandatory Overrides (Juvenile Must Be Detained) I. Use of fream in current offense 2. Weapons Offenses, Adm. Dir. A-2022-005, email amend
I. Use of firearm in current offense Comment: 2. Weapons Offenses, Adm. Dir. A-2022-005, email amend
1. Use of firearm in current offense Comment: 2. Weapons Offenses, Adm. Dir. A-2022-005, email amend
3. Escapee/AWOL/Absconder per DJJ Procedure 9471
4. Local court policy (indicate applicable policy)
Discretionary Override 1. Aggravating factors (override to more restrictive placement than indicated by guidelines)
2. Mitigating factors (override to less restrictive placement than indicated by guidelines)
Factor Narrative
3. Approved local graduated sanction for probation/parole violation
Justfication
Add View/Edit Delete

- c. Delete Button—Juvenile Delinquent/Status Intake Screen, Detention Assessment Tab
 - i. (i) Click on a row to select a detention assessment and the row will be highlighted in blue. (ii) Click the **Delete** button and the <u>Please Confirm Delete Operation</u> screen will appear. (iii) Click either the (a) **Yes** button to delete the assessment or (b) the **No** button to cancel the delete operation.

🖳 Juvenile Delinquent/Status Intake	×	
Intake Case Narrative Juvenile Intake Detention Assessment		
DA Date Follow-Uo? DAI Score Indicated Decision Actual D 11 Detention Alternative Detention	ecision Worker Name Alternative	
Mandatory Overrides (Juvenile Must Be Detained)		Please Confirm Delete Operation Would you like to delete detention assessment for Intak Case Number keyed by
1. Aggravating factors (override to more restrictive placement than indicat 2. Mitigating factors (override to less restrictive placement than indicated b		Yes No.
Factor Narrative		
3. Approved local graduated sanction for probation/parole violation Justification		
Add View/Edit	Delete	

- xix. Detention Order Button—Juvenile Delinquent/Status Intake Screen, Bench Warrant Tab
 - 1. (i) Select the Bench Warrant tab on the Juvenile Delinguent/Status Intake screen, (ii) click the **Detention Order** button, and the *Detention Orders* tab will appear. a. Detention Orders Tab

Juvenile Delinquent/Status Intake	🔜 Juvenile Delinquent/Status Intake
Intake Case Narrative Juvenile Intake Court Summone Bench Warrant	Intake Case Narrative Court Summons Detention Assessment Detention Orders
Charged Offense Information	Issued Served Withdrawn Detention Date Printed
Offense Date VCC Code Offense Offense Description PM Offense JO Retrieved by the SC	▶ 07/08/2021
energen (die genosie wordt jeden work in tei Petropolitier teiling) 👘 🔳 🔳	
	Detention Order Information
	Facility OAI Secure Detentions Jails Offenses for this Detention Order
Selected Offense Details Offense Data Offense Data Offense Data Offense Data Offense Data Offense Deterntion Order Deterntion Order Offense Decision 13 - Deterntion Order Only	Date Issued Date Served Date Withdrawn Detention Order / Capias Reason(s) Image: Capias Reason(s) Image: Capias Reason (s) Capias Reason (s)<
Description Penalty Modifier Description D	 violated any of the provisions of \$18.2-308.7 AND there is clear and convincing evidence that: the release of the juvenile constitutes a clear and substantial threat to the person or property of others; or

- A Detention Order button will appear on the Bench Warrant tab if either Offense Decision "03 Petition/Detention Order Filed" or "13 - Detention Order Only" is selected.
 - The Detention Order button will appear if the Judge Ordered Detention checkbox is selected.
- Multiple VCCs can be added to a petition/order.
 - Select the appropriate Facility (i) radio button and (ii) facility name from the drop-down i. menu. The **Date Issued** field will auto-populate to the current date. If the date must be changed select the date using the Date Issued calendar drop-down screen. (iii) Place a checkmark in the appropriate Offenses for this Detention Order checkbox(es). The Date Served and Date Withdrawn will need to be entered into BADGE if and when the detention order is served or withdrawn. (iv) Place a checkmark in all the appropriate Detention Order / Capias Reason(s) checkboxes that apply to the juvenile; use the scroll bar to view all available items. (v) Click the Save button to save the detention order or the **Cancel** button. Once the detention order is saved the **Add**, **Edit**, **Delete**, and View / Print buttons will become accessible.

			D. F. F	0.1		
ntake Case	Narrative	Court Summons Deten	tion Assessment Detention	on Orders		
k	sued	Served	Withdrawn	Detention Date	Printed	
F .	100.000					
Detention	Order Inform	ation				
Facility				Offenses for this Dete	ention Order	
					Case and the second of Fig.	
Date Is	sued	Date Served	Date Withdrawn	1		
Detention	Order / Capi	as Reasons - 1 Reason S	elected			_
🗹 Theji	venile is alleg	ged to have				^
co	nmitted an ac	t that would be a felony o	r Class 1 misdemeanour if (committed by adult,		
	lated the term uld have bee	s of probation or parole w n a felony or Class 1 misd	hen the charge for which H emeanor if committed by ar	ne/she was placed on pro n adult	bation or parole	1
🗸 vio	lated any of t	ne provisions of §18.2-30	8.7			
AND th	nere is clear a	nd convincing evidence t	hat:			
	the release of	the juvenile constitutes a	clear and substantial threa	at to the person or propert	y of others; or	
	the release of	the invenile would preeze	nt a clear and substantial th	mast of earing e harm to er	ich iuwanila'e lifa or	~
		Add	Edit Del	ete View / Prir	nt	

1. Add Button

a. To add a new detention order click the **Add** button and complete the immediately preceding steps.

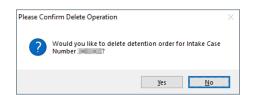
2. Edit Button

a. To edit an existing detention order (i) select an order and the row will be highlighted in blue. (ii) Click the **Edit** button and the fields on the *Detention Orders* tab will become accessible. (iii) Edit the information as required and (iv) click the **Save** button when the edits are completed.

🖳 Juvenile Delinquent/S	tatus Intake				×
Intake Case Narrative C	Court Summons Detention	on Assessment D	tention Orders		
Issued	Served	Withdrawn	Detention Date	Printed	
 B-0-180 			to select a detent , delete, or view/p		
- Detention Order Informati					
Facility	on		Offenses for this	Detention Order	
Advance Develop					
Date Issued	Date Served	Date With	drawn		
Detention Order / Capias	Reasons - 1 Reason Sel	ected			
The juvenile is allege					^
	hat would be a felony or		· · · ·		
	of probation or parole wh a felony or Class 1 misder		hich he/she was placed o by an adult	n probation or parole	
violated any of the	provisions of §18.2-308.	7			
AND there is clear and	convincing evidence the	at:			
			threat to the person or pr		
the release of the	a iuwanila would praeant	a clear and substa	itial thraat of earing e harm	to euch iuwanila'e lifa or	v
	Add	Edit	Delete View	/ Print	

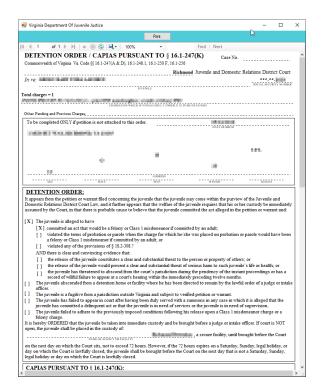
3. Delete Button

a. (i) Select a Detention Order, and the row will be highlighted in blue, (ii) click the **Delete** button, and the <u>Please Confirm Delete Operation</u> screen will appear.



4. View/Print Button

a. (i) Select a Detention Order, and the row will be highlighted in blue, (ii) click the **View/Print** button, and the completed detention order/capias will appear.



- xx. Shelter Care Order Button—Juvenile Delinquent/Status Intake Screen, Bench Warrant Tab
 - (i) To display the Shelter Care Order button on the *Bench Warrant* tab select Shelter Care Only form the Offense Decision drop-down menu. Once displayed, (ii) click the Shelter Care Order button and the *Shelter Care Orders* tab will appear.

	🖳 Juvenile Delinquent/Status Intake X
	Intake Case Narrative Juvenile Intake Court Summons Bench Warrant Detention Orders
	Charged Offense Information
	Offense Date VCC Code Offense Offense Description PM Offense Decision JO Retrieved by the SC
	(e in the first particular and the second
Prenalty Modifier Judge Ordered Detention Offense Decision 12 - Shelter Care Only	
Reason Offense 07 - Regid To Participate-Diversion Not Diverted 12 - Shelter Care Only	
13 - Detention Order Only 16 - Court Summons	Selected Offense Details
20 - Successful Diversion	Offense Date SC # Add New Offense
21 - Unsuccessful Diversion/No Petition Filed	VCC Code Detention Assessment
	Heading
	Subheading Shelter Care Order
	Description Description
	Penalty Modifier Judge Ordered Detention
	Offense Decision 12 - Shelter Care Only
	Edit Delete

A Shelter Care Order button will appear on the *Bench Warrant* tab if either Offense Decision "11 – Petition/Shelter Care Filed" or "12 – Shelter Care Only" is selected.

- 2. Shelter Care Orders Tab—Juvenile Delinquent/Status Intake Screen
 - a. Select the appropriate Facility (i) radio button and (ii) facility name from the drop-down menu. (iii) Select all the Shelter Care Order Reason(s) that apply to the juvenile, and (iv) click the Save button.

🚽 Juvenile I	Delinquent	/Status Intake					
Intake Case	Narrative	Juvenile Intake	Court Summons	Bench Warrant	Detention Orders	Shelter Care Orders]
Sh	ielter Care ≭	Date Printe	ed Facility				
▶ 0							
Charles Car	e Order Info						
-Sneiter Car Fac		mation					
Fac		N Commu	att. Ve de Herrer	○ Shelter Fa		Secure Detentions	~
Shalter Car	ہ ن e Order Rei		nity Youth Homes	 Shelter Fa 	icilities () Less	Secure Detentions	
			a secure facility; o	or			
The cl	- hild has faile	d to adhere to the	directions of the	court, intake office	er or magistrate while	e on conditional release	; or
The cl	hild's parent	, guardian or othe	r person able to pr	ovide supervision	cannot be reached	within a reasonable tim	e; or
The cl	hild does no	t consent to return	home; or				
	r the child's a reasonabl		n nor any other pe	rson able to provid	de proper supervisio	n can arrive to assume	custody
				ild to return home rithin a reasonable		ther person willing and	able to
		Add	Save	Canc	el View	/ Print	

b. Add Button

i. Click the **Add** button to add a new shelter care order.

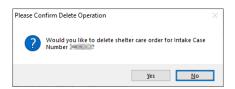
c. Edit Button

i. (i) Select a Shelter Care Order and the row will be highlighted in blue. (ii) Click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

ake Case	e Narrative Ju	venile Intake (ourt Summons Bench W	arrant Detention Ord	ers Shelter Care Orders	
S	Shelter Care #	Date Printed	Facility			
			Standard State			
-	64.		And the Party of t			
Shelter Ca	are Order Informa	tion				
Fa	acility Anchor H	louse				
ihelter Ci	are Order Reason	ns - 1 Reason Se	ected			
The	child is eligible fo	r placement in a	ecure facility; or			
	-	1		e officer or magistrate v	vhile on conditional release; or	r
The	child has failed to	o adhere to the d	ections of the court, intak	-	vhile on conditional release; or	
The The	child has failed to child's parent, gu	o adhere to the d ardian or other p	ections of the court, intak rson able to provide super	-	vhile on conditional release; or ned within a reasonable time; o	
The The	child has failed to child's parent, gu child does not co	o adhere to the d ardian or other p onsent to return h	ections of the court, intake rson able to provide super me; or	rvision cannot be reach	ed within a reasonable time; c	or
The The The The The The Neith	child has failed to child's parent, gu child does not co	o adhere to the o ardian or other p onsent to return h rent or guardian i	ections of the court, intake rson able to provide super me; or	rvision cannot be reach		or

d. Delete Button

i. (i) Select a Shelter Care Order and the row will be highlighted in blue. (ii) Click the **Delete** button, and the <u>Please Confirm Delete Operation</u> screen will appear.



e. View/Print Button

i. To view or print a shelter care order (i) click on the row containing the desired information and the row will be highlighted in blue. (ii) Click the View / Print button and the shelter care order will appear in the <u>Virginia Department of Juvenile Justice</u> report viewer screen. From this screen the order can be viewed, printed, or exported. (iii) Click the **X** button in the upper right corner to close the screen and return to the Shelter Care Orders tab.

Virginia Department Of Juvenile Justice	- C	
Print		
🕻 4 1 of 2 🕨 🙀 🖨 🛞 🚱 🖳 • 100% •	Find Next	
SHELTER CARE ORDER FA. CODE ANN: §§ 16.1-274(D), 16.1-248.1, 16.1-249, 16.1-252, 16.1-256, 16.1	CASE NO.	-
In re: HEDEE Hann Frank Labourt	Richmond Juvenile and Domestic Relations District Court	
To be completed ONLY if petition or warnat is not attached to this order.		
COMMON WINKING It appears from the petition or warrant filed concerning the juverile that Juverile and Donestic Relations District Court Law, and it further appear immediately assumed by the Court, in that	he juvenile may come within the purview of the	
$\left[{{\bf X}} \right] = 1. \ $ The child is eligible for placement in a secure facility; or		
[] 2. The child has failed to adhere to the directions of the court, in	ake officer or magistrate while on conditional release; or	
[] 3. The child's parent, guardian or other person able to provide a	pervision cannot be reached within a reasonable time; or	
[] 4. The child does not consent to return home; or		
 S. Neither the child's parent or guardian nor any other person a within a reasonable time; or 	le to provide proper supervision can arrive to assume custody	
 6. The child's parent or guardian refuses to permit the child to r provide proper supervision and care can be located within a 		
It is hereby ORDERED that the juvenile be taken into immediate custody if neither the judge nor the intake officer is reasonably available. If court	s NOT open, the invenile shall be placed in the custody of	
NAME OF AGINCY OR FACILITY	, a shelter care facility, there to remain until brought	
before the Court on the next day on which the court sits as provided by	zw.	
[] and that pursuant to a hearing before the court,	is ordered to pay child support in	
the amount of per for the duration of the placement.	to	-
SPECIAL INSTRUCTIONS:		
DATE		
DATE	JUDGE [] INTAKE OFFICER [] MAGISTRATE	

xxi. Edit Button—Juvenile Delinquent/Status Intake Screen, Bench Warrant Tab

1. (i) Select an offense and the row will be highlighted in blue. (ii) Click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button when the edits are completed.

		Charged	Offense Informatio							
		-	Offense informatio	n						
VCC Code	Offense Number	Offense Descrip	tion		РМ	Offense Decision	JO	Retrieve by the SI		
				a 10 mai 10 -						
					1		_			
			SC #			Add Ne	∍w Of	fense		
	10.00					Determine				
			otatate			Detention	1 ASSE	essment		
-		-								
	and the second second	The Relation of	DOM: NO DE LA							
Description										
			Judge Ordered	Detention	Penalty Modifier Judge Ordered Detention					
	se Details Date	BENCH V Edit and se Details late This and ode This and	BENCH WARRANT Edit and Delete Butt	BENCH WARRANT TAB Edit and Delete Buttons						

xxii. Delete Button—Juvenile Delinquent/Status Intake Screen, Bench Warrant Tab

1. (i) Select an offense and the row will be highlighted in blue. (ii) Click the **Delete** button.

4. Narrative Tab—Juvenile Delinquent/Status Intake Screen

- a. Click the Narrative tab.
- b. The For Juvenile radio button will be selected automatically. (i) Click on the row containing the ICN (Intake Case Number) associated with the opened intake case and the row will be highlighted in blue.
 (ii) Click the Edit button and the Selected Intake Case Narrative textbox will become accessible. (iii) Type a detailed description of the intake in the textbox and (iv) click the Save button when the notes are complete.

		For Juvenile For Respon	ident	
ICN	FIPS	Worker Name	Date Openeo	d Date Closed
	10.100/003	No. 1 (No. 10)	0.000	10.000
-	The Palacent	Del Perch	0.000	1000
	No Petersont	Red Parch	barre the	10000
100	No. Second	the state of the s	Received and	10.000
1000	The second second	Sec. Sec.	and the second	1000
elected In				

c. The **Respondent's Information** section is greyed out and is not accessible.

d. Print Button

i. To view or print the intake narrative (i) click on the row containing the ICN associated with the opened intake case and the row will be highlighted in blue. (ii) Click the **Print** button and the intake narrative will appear in the <u>CSU Intake – Reports</u> report viewer screen. From this screen the intake narrative can be viewed, printed, or exported. (iii) Click the **X** button in the upper right corner to close the screen and return to the Narrative tab.

CSU Intake - Reports			_		\times
◀ ◀ 1 of 1 ▶ Ħ ← ⑧ ② ♣ 🗐 🕮 🚚 + 100%	• F	Find	Next		
Virginia Department of Juver Intake Narrative	nile Justice				
CASE NUMBER: JUVENILE NUMBER: JUVENILE NAME: RESPONDENT NAME:	JUVENILE S JUVENILE D JUVENILE RA JUVENILE SE	OB: CE:	0.000		
Instifuctional Baismonis 1997. Dava in Januarian Regension? For Januarian da baise automatica atom, For Regension subscrafts this instifuctioned Research 1997. Some in Januarian entropological lines investigation atomic and a collinear of subscrame. 21:0020				Page 1	Of 1
<					>

The notes in the *Narrative* tab MUST be thorough. Include detailed information about the intake, such as direct statements or observations. These notes will be used for future reference by other case workers or supervisors and may be used in court.
 Notes must be fact-based statements ONLY.

Adult Criminal Intake

From the Adult Criminal Intake screen, an adult criminal intake can be created.

Adult criminal intakes are not conducted at every CSU.

From the <u>BADGE</u> home screen (i) click the **JTS Modules** menu, (ii) select the **CSU Intake** option from the drop-down menu, and the <u>CSU Intake</u> screen will appear. On the <u>CSU Intake</u> screen (iii) click the **File** menu, (iv) select the **New Intake** option from the drop-down menu, and the <u>Select Intake Case Category</u> screen will appear. On the <u>Select Intake Case Category</u> screen will appear. On the <u>Select Intake Case Category</u> screen (v) select the **Adult Criminal** option and (vi) click the

×

Continue button to open the <u>Adult Criminal Intake</u> screen, Intake Case tab. For additional detail see the <u>Adding a New Intake</u> section.

Intake Case Tab

1. Petitioner's Information

a. Add Button. On the <u>Adult Criminal Intake</u> screen, in the Petitioner's Information section, click the Add button and the <u>Adult Search</u> screen will appear. This screen consists of three adult search options allowing users to search by Adult Number, Caseload Number, or by Advance Search. If a search does not return any results and an adult record is determined to not exist, an adult record can be created via Add Adult. Also, if a match is not found the <u>Adult Search</u> information screen will appear and inform the user the search criteria should be changed.

	Adult Search Screen Options (Adult Criminal Intake)	
	Adult Number radio button	
	Caseload Number radio button	
	Advance Search radio button	
	Add Adult radio button	
🖳 Adult Criminal Intake	×	
Intake Case		
Petitioner's Information Unknown? SSN Name	Add View Clear	
Respondent's Information Unknown? SSN Name	Add View Clear	🧟 Adult Search
Juvenile's Information	Add View Clear	Adult Number Caseload Number Advance Search
Intake Case Number (ICN): Will be assigned after saving		
Court District V FIPS Open Date Close Date Close Date		Find Close
Case Type		
Relationship None (Petitioner to Juvenile)	Mandatory fields displayed in bold	
Worker Keyed By	firmat	
Save Copy Intake Close View / Print Intake Report	View Supreme Offense History Court Details Summary Report	

If the adult is not found, a message will appear advising that there are no matches.

i. Adult Number Radio Button

 On the <u>Adult Search</u> screen (i) click the Adult Number radio button, (ii) type in the Adult Number, (iii) click the Find button, and the <u>Adult Information</u> screen will appear. Review the information displayed on <u>Adult Information</u> screen to ensure the correct adult is found, (iv) click the Close button, and the adult's information will auto-populate into the Petitioner's Information fields on the Intake Case tab of the <u>Adult Criminal Intake</u> screen. If a match is not found the <u>Adult Search</u> information screen will inform the user the search criteria should be changed.

🛃 Adult Search	×
Adult Number	7
O Caseload Number	
O Advance Search	
🔾 Add Adult	
Find	Close
Find	Close

Adult Information	Adult Information Screen number and name disp	
Adult Number	SSN HEI LA HEI	Edit Adult
Adult Name	Age (Years - Months)	
Race / Ethnicity		Print Face Sheet
Is Deceased? No	Genetic Sex	
Adult Information Height	Weight Color: Eyes	Hair
Marital Status	(Arlington CSU)	n? 🐂
Driver's License Information Driver's License Number	State Lice	nse Issued
	Qlose	

- Refer to the <u>BADGE Juvenile & Adult Information Screens Manual</u> for instructions on using the <u>Adult Information</u> screen.
 - ii. Caseload Number Radio Button
 - On the <u>Adult Search</u> screen (i) click the **Caseload Number** radio button, (ii) type in the Caseload Number, (iii) click the Find button, and the <u>Adult Information</u> screen will appear. Review the information displayed on the <u>Adult Information</u> screen to ensure the correct adult is found, (iv) click the Close button, and the adult's information will auto-populate into the Petitioner's Information fields on the Intake Case tab of the <u>Adult Criminal Intake</u> screen. If a match is not found the <u>Adult Search</u> information screen will inform the user the search criteria should be changed.

Adult Information Scrup		
Adult Information Turniber and name dis	playearlere	
Adult Number SSN SSN	Edit Adult	
Adult Name	Info	
Date of Birth	Print Face Sheet	
Race / Ethnicity		
Is Deceased? No Genetic Sex		
Adult Information Address / Phones / Email Employment Information A	ssociated Juveniles	
Adult Information		
Height 📳 ' " Weight 📰 Color: Eyes 🖬 Hair 🖷		
Marital Status Is U.S. Citizer	n? 🐂	
Docket # (Arlington CSU)		
Driver's License Information Driver's License Number State License Issued		
Close		

- iii. Advance Search Radio Button
 - 1. On the <u>Adult Search</u> screen click the **Advance Search** radio button and the fields at the bottom of the screen will appear.

🖳 Adult Search				×
O Adult Numbe				
Caseload Nu	imber			
Advance Se	arch			
O Add Adult				
Last Name			U	se Wildcard
	Name Si	uffix		
First Name			<u> </u>	se Wildcard
	Include Alternat	ive Spellings		
Date of Birth	(MN	I/DD/YYYY)		
	Include records	that have no	values for suff	ix and DOB
Genetic Sex	Al O Ma	le 🔾 Fer	nale	
SSN				
Street Address			(Full or	Partial)
City			ZIP Code	
🗌 ls Law I	Enforcement Officer	(LEO)? LE	O Badge #	
Phone	(+	lome, Work,	or Cell)	
Find Adults with Open Workload				
F	nd C	llose	Clear Al	

- Either (a) type the full last name in the Last Name text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the last name in the Last Name text field and (ii) click the Use Wildcard checkbox to obtain results based on a partial name match.
 - a. The **Name Suffix** checkbox is automatically left unchecked for none, if desired click the checkbox in order to select a suffix from the drop-down menu.
- Either (a) type the full first name in the First Name text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the first name in the First Name text field and (ii) click the Use Wildcard checkbox to obtain results based on a partial name match.
- 4. An adult can be searched for by including the **Date of Birth** in the following format MM/DD/YYYY.
 - a. If the date of birth is not known, click the **Include records that have no values for suffix** and **DOB** checkbox.
- 5. Select the Genetic Sex by clicking one radio button for All, Male, or Female.
- 6. Search using the adult's Social Security number by typing it into the **SSN** textbox with or without dashes.
- 7. Search using the adult's full or partial address by typing it into the Street Address textbox.
- 8. Search using the adult's city by typing it into the **City** textbox.
- 9. Search using the adult's zip code by typing it into the **ZIP Code** textbox.
- 10. If the adult search is for a law enforcement officer, (i) click the checkbox next to the Is Law Enforcement Officer (LEO)? option and the LEO Badge # textbox will become accessible. (ii) Type the badge number in the LEO Badge # field.
- 11. Search using the adult's home, work, or cell phone number by typing it into the **Phone** textbox.
- 12. In order to include adults with open workloads in the search results, click the **Find Adults with Open Workload** checkbox.
- 13. Click the **Find** button and any records matching the criteria entered will appear in the <u>Search</u> <u>Results</u> screen. If a match is not found the <u>Adult Search</u> information screen will inform the user the search criteria should be changed.

Conduct an Advance Search for each criterion separately. Entering multiple criteria may be too specific to yield any results.
 In order to clear all the information in the search fields, click the Clear All button.

If the intake officer did not indicate that the adult is a LEO, the adult will not be found using the **Is Law Enforcement (LEO)?** checkbox option. It is best to search for the officer by name and city, if known.

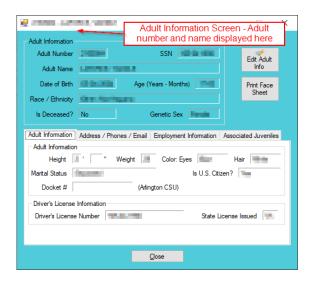
a. If the <u>Search Results</u> screen displays multiple similar records, each record can be viewed individually to identify the correct adult. (i) Select an adult record, and the row will be highlighted in blue, (ii) click the **View Info** button, and the <u>Adult Information</u> screen will

In order to yield broader search results, type ONLY the first two or three characters of the last and first name, and select **Use** Wildcard.

appear and display additional information for the record. Review the <u>Adult Information</u> screen to ensure the correct adult is identified, (iii) click the **Close** button to exit the <u>Adult</u> <u>Information</u> screen and return to the <u>Search Results</u> screen. (iv) Once the correct record is identified, click the **Select** button and the <u>Adult Information</u> screen will appear and display additional information for the record. (v) Click the **Close** button to exit the <u>Adult Information</u> screen and the selected adult's information will auto-populate the **Petitioner's Information** fields on the Intake Case tab of the <u>Adult Criminal Intake</u> screen.

b. If the desired adult record is readily identifiable on the <u>Search Results</u> screen (i) select the adult record, and the row will be highlighted in <u>blue</u>. (ii) Click the Select button and the <u>Adult</u> <u>Information</u> screen will appear and display additional information for the record. (iii) Click the **Close** button to exit the <u>Adult Information</u> screen and the selected adult's information will auto-populate the **Petitioner's Information** fields on the Intake Case tab of the <u>Adult</u> <u>Criminal Intake</u> screen.

dult #	Last Name	Suffix	First Name	Middle Name	City	DOB	Race	Genetic Sex
			10.00					
100	ALC: NO.		100		And the second second	And a state of		
10.00	10000		85 A	Transmission (ARGENE STATE	0.04-000		
0.00	ALC: NOT THE OWNER OF THE OWNER OWNER OF THE OWNER		1000	1.000	101000-002	0.000	10	
1000	AND NO.	- A	States Texas		140,000			
10.00	AND REAL PROPERTY.		Contraction of the	1.000	print and a first	0.000	1	
1000	ALC: NOT THE OWNER.		and the second second	THE OWNER WATER OF	COMPANY AND A	1000.000	- E -	
10.00	10000		100		10. JAN (10. PC)	1.00.000		
1000	ALC: NOT THE OWNER OF THE OWNER OWNER OF THE OWNER	- 22	510 C	- 10	107030	0.0000	10	1 A A A A A A A A A A A A A A A A A A A
10.00	AND NO.		And a second	14.	8.40 Million	8-76-78°C		
1000	AND REAL PROPERTY.		100	1000	states and	Enter the	1	
10.00	ALC: NOT THE OWNER.		all and the local distance of the local dist		and an an an a	0.54 (0.0)	- B.	
	10000		1000	100	100000-000	P 10 104		
1000	ALC: NOT THE OWNER OF THE OWNER OWNER OF THE OWNER		1000		the state of the s		10	
1000	AND REAL PROPERTY.		10000	A	ACCORDANCE:	8-71-86		
1000	10000		1000 C	depart of	100000	1210-000	1	
100.000	1000		all sectors and		ALC: NO.	1000.005	10	
10.00	AND DO .		10.00	10000	A. 345 B.	14-12-18-1	10	



Refer to the <u>BADGE Juvenile & Adult Information Screens Manual</u> for instructions on using the <u>Adult Information</u> screen.

iv. Add Adult Radio Button

1. If an adult record does not exist a new adult record can be created. From the <u>Adult Search</u> screen click the **Add Adult** radio button and the fields at the bottom of the screen will appear.

💀 Adult Search	1	×
🔿 Adult Numb	ber	
🔘 Caseload N	lumber	
🔘 Advance S	earch	
Add Adult		
Last Name		
	🗌 Name Suffix 🚽 🗸	
First Name		
Date of Birth	(MM/DD/YYYY)	
	Add Close	

- The Add Adult radio button will create a new adult record with a unique Adult Number. All information pertaining to this adult will be found under the newly assigned adult number.
 - a. Type the last name in the Last Name field.
 - i. If required, click the **Name Suffix** checkbox in order to select a suffix from the dropdown menu.
 - b. Type the appropriate data in the (i) **First Name** and (ii) **Date of Birth** fields, and (iii) click the **Add** button.
 - c. If the system finds possible matches, the Add New Adult information screen will appear.

?	have entered.	nat you review	matches with the all possible mate ?	1.571

- i. To review the possible matches, click the Yes button and the <u>Adult Search</u> screen will appear with the Advance Search radio button preselected and the Last Name, Name Suffix (if applicable), First Name, and Date of Birth fields auto-populated with the data that was entered in the Add Adult radio button fields.
- ii. If an **Advance Search** was conducted and the correct adult was not found, click the **No** button, and the <u>Please Enter ALL Available Information for New Adult</u> screen will appear.

Real Adult Search	🔜 Please Enter ALL Available Information for New Adult	Х
Adut Number Adut Number Add Adut Lat Name Name Suffix	Name/Address Information General Information Employment Information Adult Name Adult Address Last Name Address	
Fint Name Use Wildcard Include Atemative Spellings Include Atemative Spellings Date of Bith (MM/DD/YYYY) Include records that have no values for suffix and DOB Genetic Sex All Male Female SSN	Suffix (Jr, Sr, I, II, III, IV, etc) None First Name Image: Control of the state Middle Name Zip Code Middle Name City/Town Genetic Sex () Male () Female () Unknown State Unknown Is Deceased?* Approx. Date	
City ZIP Code Is Law Enforcement Officer (LEO)? LEO Badge # Phone (Home, Work, or Cell) Find Adults with Open Workload Find Close Clear All	All Fields in Bold Are Mandatory • • Yes No Unknown Save Cancel	

Prefer to the Advance Search radio button section on how to conduct an Advance Search.

d. Please Enter All Available Information for New Adult Screen

If the system does not find any possible matches, the <u>Please Enter ALL Available</u> <u>Information for New Adult</u> screen will appear. This screen consists of the Name/Address Information, General Information, and Employment Information tabs.

i. Name/Address Information Tab

🖳 Please Enter ALL Available Information for New Adult	lt >	×
Name/Address Information General Information Employment	nent Information	
Adult <u>N</u> ame	Adult Address	
Suffix (Jr, Sr, I, II, III, IV, etc) None V		
First Name	Zip Code Find City by Zip Code	
Middle Name	City/Town	
Genetic Sex () Male () Female () Unknown	State Unknown V	
Is Deceased?* Approx. Date	Is Address Confidential?* Paste Unknown	
All Fields in I	Bold Are Mandatory	
•- 🗹 Yes 📃 No 🔳 Unknown <u>S</u> ave	Cancel	

- The Last Name, Suffix (if applicable), First Name, and Date of Birth fields will auto-populate with the data that was entered in the Add Adult radio button fields. (i) Type the Middle Name and (ii) select the Genetic Sex.
 - a. If the adult is deceased, (i) click the **Is Deceased?*** checkbox and the **Approx. Date** field will become accessible. (ii) Type the approximate death date.
- 2. Type in the (i) Address and (ii) Zip Code. (iii) Click the Find City by Zip Code button and the City/Town and State fields will auto-populate.
 - a. If the adult **is Deceased?*** is checked, "Deceased" will auto-populate into the **Address** and **City/Town** fields.

Adult Address	
Address	Deceased
Zip Code	Find City by Zip Code
City/Town	Deceased
State	Unknown V
	Is Address Confidential?* Paste Unknown

- 3. If the adult's address needs to remain confidential, click the **Is Address Confidential?*** checkbox.
- 4. If the adult's address is unknown, click the **Paste Unknown** hyperlink, and "Unknown" will auto-populate into the **Address**, **City/Town**, and **State** fields.

Adult Address	
Address	Unknown
Zip Code	Find City by Zip Code
City/Town	Unknown
State	Unknown 🗸
	Is Address Confidential?* Paste Unknown

- Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.
- The adult's address may need to remain confidential if a Protective Order exists.

ii. General Information Tab

Please Enter ALL Available Information for New Adult					
Name/Address Information General Information Employment Information					
Adult Informat	ation				
Date of Birth	h Age (YY- MM) SSN Is Adult	U.S. Citizen?*			
Race	e Unknown V Ethnicity (Hispanic/Latino?) Unknown	~			
Height	nt 🗸 ' 🗸 " Weight Eye Color Unknown 🗸 Hair Color	Unknown 🗸			
Marital Status	s Unknown V Docket # for	Arlington CSU)			
Driver's Lic. #	# State Issued Driver's License	~			
	Adult Phone/E-mail				
Home Phone E-mail					
*- 🗹 Yes 🗌	No Unknown Save Cancel				

- 1. The Date of Birth will auto-populate with the date that was entered in the Add Adult radio button Date of Birth field. If the Date of Birth is not listed, type it in at this time. The Age (YY-MM) will auto-populate based on the Date of Birth field. Select the (i) Race and (ii) Height from the drop-down menus. The first Height drop-down menu is in feet and the second is for the remaining height in inches. (iii) Type the adult's approximate Weight (in pounds), (iii) select the Marital Status from the drop-down menu, (iv) type the adult's Driver's Lic. #, and (v) select the state of issuance from the State Issued Driver's License drop-down menu.
- (i) Type the adult's Social Security number in the SSN field. If the adult is a U.S. Citizen, click the Is Adult U.S. Citizen?* checkbox. Select the (ii) Ethnicity, (iii) Eye Color, and (iv) Hair Color from the drop-down menus. If located at the Arlington CSU, input the Docket #.
- 3. Input the adult's (i) **Home Phone**, (ii) **Cell Phone**, and (iii) **E-mail** in the corresponding fields.

🖳 Please Enter ALL Available Information for New Adult	×
Name/Address Information General Information Employment Information	
Status Unknown V Aprox. Date Address	r <u>A</u> ddress / Phone Number
Employer	Find City by Zip Code
Is Adult Law Enforcement Officer?* State Law Enforcement Officer Badge Number Phone	Unknown Visit Same as Home Phone Extension
• ✓ Yes □ No ■ Unkr 3m Save Cance	

iii. Employment Information Tab

1. (i) Select the adult's employment status from the **Status** drop-down menu and type in the selected status' (ii) **Approx. Date**, (iii) **Employer** name, and (iv) **Job Title**. If the adult is a law enforcement officer (v) check the **Is Adult Law Enforcement**

Officer?* checkbox and (vi) input the Law Enforcement Officer Badge Number in the textbox.

- Type in the adult's employment (i) Address and (ii) Zip Code. (iii) Click the Find City by Zip Code button and the City/Town and State fields will auto-populate. Type in the adult's work (iv) Phone number and (v) Phone Extension (if applicable).
- 3. If the adult works from home, click the **Same as Home** hyperlink, and the **Address**, **Zip Code**, **City/Town**, and **State** information will auto-populate.
- 4. (i) Click the Save button, and the <u>Adult Information</u> screen will appear displaying the data entered in the preceding steps. Review the <u>Adult Information</u> screen to ensure the information is correct. (ii) Click the Close button to return to the Intake Case tab of the <u>Adult Criminal Intake</u> screen.
- Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.
- b. View Button. On the <u>Adult Criminal Intake</u> screen, in the **Petitioner's Information** section, click the **View** button and the petitioner's <u>Adult Information</u> screen will appear.
 - i. (i) On the <u>Adult Information</u> screen click the **Edit Adult Info** button and the <u>Edit Information for</u> <u>Adult Number</u> screen will appear. On the <u>Edit Information for Adult Number</u> screen edit existing information as required and (ii) click either (a) the **Save** button or (b) the **Cancel** button to return to and the <u>Adult Information</u> screen. On the <u>Adult Information</u> screen (iii) click the **Close** button to return to the <u>Adult Criminal Intake</u> screen.

Adult Criminal Intake × Intake Case Petitioner's Information Unknown? SSN Name Add View Clear	Adult Information Screen - Adult Adult Information Adult Number and name displayed here Adult Number SSN
Respondent's Information Unknown? SSN Name Add Vew Clear Juvenile's Information SSN Name Add Vew Clear Add Court Detrict Vew Close Vew Vew Vew Vew Vew Vew Vew Vew Vew Vew	Date of Bith Age (Years - Months) Print Face Race / Ethnicity Genetic Sex Print Face Is Deceased? No Genetic Sex Adult Information Address / Phones / Email Employment Information Associated Juveniles Adult Information Address / Phones / Email Employment Information Associated Juveniles Adult Information Address / Phones / Email Employment Information Associated Juveniles Adult Information Height * Weight Color: Eyes Hair Martal Status Is U.S. Citizen? Is U.S. Citizen? Is U.S. Citizen? Is U.S. Citizen? Docket # (Adington CSU) Inver's License Information Is U.S. Citizense Issued Isociated Intersection
	Qose

Befer to the BADGE Juvenile & Adult Information Screens Manual for instructions on using the Adult Information screen.

💀 Edit Information for Adult Number 🔚 🐜	Adult Number ×			
Name/Address Information General Information Employe	ment Information			
Adult Name	Adult <u>A</u> ddress			
Last Name	Address			
Suffix (Jr, Sr, I, II, III, IV, etc) None 🗸				
First Name	Zip Code Find City by Zip Code			
Middle Name	City/Town Unknown			
Genetic Sex () Male () Female () Unknown	State VA Virginia 🗸			
Is Deceased?* Approx. Date Is Address Confidential?* Paste Unknown				
All Fields in Bold Are Mandatory				
• Ves No Unknown				

c. Clear Button. On the <u>Adult Criminal Intake</u> screen, in the **Petitioner's Information** section, click the **Clear** button to remove the data from the **Petitioner's Information** fields on the *Intake Case* tab.

Intake Case		
Petitioner's Information	Name	Add View Clear
Respondent's Information		

2. Respondent's Information

- a. Add Button. On the <u>Adult Criminal Intake</u> screen, in the Respondent's Information section, click the Add button and the <u>Adult Search</u> screen will appear. This screen consists of three adult search options allowing users to search by Adult Number, Caseload Number, or by Advance Search. When a search is performed and a match is not found the <u>Adult Search</u> information screen will appear and inform the user the search criteria should be changed. If a search does not return any results and an adult record is determined to not exist, an adult record can be created via the Add Adult radio button.
 - i. See the instructions detailed in the **Petitioner's Information section** for instructions related to the following <u>Adult Search</u> screen options:

		Adult Search S (Adult Crim					
		Adult Numbe					
	(Caseload Num	ber radio b	utton			
		Advance Sear	<u>ch radio bu</u>	tton			
		Add Adult I	radio buttor	1			
			~				
Adult Criminal Intake			×	🖳 Adult Search	h		;
Petitioner's Information Unknown? SSN N	lame	Add Vi	iew Clear	Adult Num Caseload I			
	lame	Add Vi	iew Clear	Advance S Add Adult			
	lame DOB Age (Years - Mo		iew Clear		Find	Close	
Intake Case Number (ICN): Will be a Court District	assigned after saving	•					
	Close Dat						
Case Type	V Petitioner Type		~				
Relationship None	 (Petitioner to Juvenile) 	Mandatory fields display	yed in bold				
Worker	Keyed By	Nexat					
Save Copy Intake Case	Close View / Print Intake Report	View Supreme Of Court Details Su	ffense History mmary Report				

- Refer to the <u>Petitioner's Information</u> section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.
- b. View Button. On the <u>Adult Criminal Intake</u> screen, in the Respondent's Information section, click the View button and the petitioner's <u>Adult Information</u> screen will appear.
 - (i) On the <u>Adult Information</u> screen click the Edit Adult Info button and the <u>Edit Information for</u> <u>Adult Number</u> screen will appear. On the <u>Edit Information for Adult Number</u> screen edit existing information as required and (ii) click either (a) the Save button or (b) the Cancel button to return to and the <u>Adult Information</u> screen. On the <u>Adult Information</u> screen (iii) click the Close button to return to the <u>Adult Criminal Intake</u> screen.

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Adult Criminal Intake	Adult Information Screen - Adult
Intake Case	Addit Information Addit Information Screen - Addit number and name displayed here
Petitioner's Information	Adult Number
Unknown? SSN Name Add View Clear	Adult Name Electric adult Info
Respondent's Information Unknown? SSN Name Add View Clear	Date of Birth
	Race / Ethnicity
Juvenile's Information Add View Clear SSN Name Add View Clear Juvenile Number DOB Age (Years - Months) Add View Clear	Is Deceased? No Genetic Sex
Intake Case Number (ICN): Will be assigned after saving	Adult Information Address / Phones / Email Employment Information Associated Juveniles
Court District V FIPS	Adult Information
Open Date	Height 🧾 ' " Weight 🗾 Color: Eyes Hair 🐜
Case Type V Petitioner Type V	Marital Status Is U.S. Citizen?
Relationship None V (Petitioner to Juvenile) Mandatory fields displayed in bold	Docket # (Arlington CSU)
Worker Keyed By	Driver's License Information
Worker Keyed By The Theman	Driver's License Number
Save Copy Intake Close View / Print View Supreme Offense History Case Close Intake Report Court Details Summary Report	
	Qose
🔡 Edit Information for Adult Number	Adult Number
Name/Address Information General Information Employment Info	mation
Adult Name	Address
	ddress
	Duless
Suffix (Jr, Sr, I, II, III, IV, etc) None 🗸	
First Name	Ip Code Find City by Zip Code
Middle Name City	/Town Unknown
Genetic Sex O Male Female O Unknown	State VA Virginia 🗸
Is Deceased?* Approx. Date	Is Address Confidential? * Paste Unknown
All Fields in Bold Ar	re Mandatory
•- ✓ Yes	Cancel

c. Clear Button. On the <u>Adult Criminal Intake</u> screen, in the **Respondent's Information** section, click the **Clear** button to remove the data from the **Respondent's Information** fields on the *Intake Case* tab.

ntake Case				
	SSN	Name	Add View C	ear
- Respondent's Inf	SSN	Name Distance and the	Add View C	ear

- For a new respondent, click the **Paste Petitioner's** button and the petitioner's **Address**, **Zip Code**, **City/Town**, and **State** will auto-populate to the respondent's fields.
- If the Petitioner and Respondent are the same individual, click the **Get Petitioner** hyperlink and the **Petitioner's Information** will auto-populate into the respondent's fields.

3. Juvenile's Information

- a. The **Juvenile's Information** section is greyed out and is not accessible.
- Unlike domestic relations intakes or juvenile delinquent / status intakes, the juvenile's information is not required for an adult criminal intake. Petitioners are requesting the court to settle a matter against an adult; therefore, the **Juvenile's Information** section is inaccessible.

4. Intake Case Number (ICN)

🖳 Adult Crimin	al Intake						×
Intake Case							
Petitioner's Infor	mation						
Unknown?	SSN -	Name 🗾	an ante			Add	View Clear
Respondent's Ir	formation						
Unknown?	SSN SSN	Name 🎫	10.000	0		Add	View Clear
Juvenile's Infom	nation						
	SSN	Name				Add	View Clear
Juvenile N	Number	DOB		Age (Years - Mont	(hs)		
Intake Case	Number (ICN): Wil	l be assigned	after savi		IC	N App	ears here
Court District			~	FIPS		after s	aving
Open Date	· · ·	Time	÷	Close Date		-	
Case Type			~	Petitioner Type			~
Relationship	None	 ✓ (Pet) 	itioner to Ju	ivenile)	Mandatory	fields dis	played in bold
Worker				Keyed By	10-0.0		
Save	Copy Intake Case	Clos	se	View / Print Intake Report	View Sup Court De		Offense History Summary Report

🖶 Adult Criminal Intake				×
Intake Case	Respondent cannont be "Un	iknown"		
Petitioner's Information	Name Name	Add	View	Clear
Respondent's Information	The Respondent cannot be unknown Name UNKNOWN, UNKNOWN	Add	View	Clear
Juvenile's Information	Name	Add	View	Clear

a. The Intake Case Number (ICN) will auto-generate after the intake is saved.

b. Court District

- i. The **Court District** will auto-populate for users that only have access to one district. Users with access to more than one district will need to manually select the appropriate **Court District** from the drop-down menu.
- For Intakes completed by the After-Hours Intake Unit, the **Court District** field will need to be manually selected from the dropdown menu.

c. FIPS

i. In some jurisdictions the FIPS code will auto-populate based upon the selection in the Court District field. Where multiple FIPS codes exist in a court district the appropriate code should be selected using the FIPS drop-down menu. The selected FIPS should represent the locality the offense occurred in or be based upon which FIPS has jurisdiction over the case.

d. Open Date

i. The **Open Date** will auto-populate to the current date. If the date must be changed select the date using the **Open Date** calendar drop-down screen.

e. Time

i. The **Time** will auto-populate to the time when the intake screen opened. To change the time, highlight the hour, minute, or second fields, and click the up or down arrows until the correct time is displayed **OR** highlight the hour, minute, or second fields and type in the new time.

f. Close Date

i. The **Close Date** will auto-populate when a final disposition (offense decision) is selected. For adult criminal intakes, the **Offense Decision** field is located on the *Adult Criminal Intake* tab.

g. Case Type

i. Select the **Case Type** from the drop-down menu.

Case Type is a mandatory field.

For **Case Type**, if **07** -**Diversion** or **14**- **Pending** is selected for the offense decision, the close date will not auto-populate until a final disposition is entered.

h. Petitioner Type

i. Select the **Petitioner Type** from the drop-down menu.

Petitioner Type is a mandatory field.

i. Relationship

- i. The **Relationship** of the petitioner to juvenile will auto-populate to **None.** To change the relationship, select the **Relationship** the petitioner has to the juvenile from the drop-down menu.
- j. Worker
 - i. The **Worker** will auto-populate to the name of the person creating the intake.
- k. Keyed By
 - i. The **Keyed By** will auto-populate to the name of the person entering the intake information into BADGE.
- Click the Save button and the Intake Case Number will generate. If the Petitioner's Information section has not been completed the intake case will not be saved and a prompt will appear to input the data. Once the intake case has been saved all the buttons at the bottom of the *Intake Case* tab will become accessible; the *Narrative* tab will appear; and the following buttons will display at the bottom of the *Intake Case* tab: Edit Intake Case Info and Add Adult Criminal Intake.

🖳 Adult Criminal Int	ake				×	
Intake Case Narrative	e					
Petitioner's Information						
Unknown? SS	N N	lame		Add	View Clear	
Respondent's Inform	ation					
Unknown? SS	N N	lame		Add	View Clear	
Juvenile's Information	1.044	011011110010	e entered or "Ur ent cannot be u		View Clear	
Juvenile Numb	er	DOB	Age (Years - Month	s)		
Intake Case Num	ber (ICN):	•	ICN Display	/s Here		
Court District	1000		FIPS	No. And and a		
Open Date 🐖	Time		Close Date			
Case Type 👘	1. Con 10. Con 10.		Petitioner Type	(1 - ball		
Relationship No	ne	(Petitioner to	Juvenile)			
Worker	ing i		Keyed By			
Edit Intake Case Info	Copy Intake Case	Delete Intake Case	View / Print Intake Report	View Supreme Court Details	Offense History Summary Report	
	Add Adult Criminal Intake					

Refer to the <u>BADGE Juvenile & Adult Information Screens Manual</u> for instructions on using the <u>Adult Information</u> screen.
 Refer to the <u>Petitioner's Information</u> section for detail pertaining to searching for and adding an adult; this information is applicable to both petitioners and respondents.

Intake Action Buttons

Once an intake case is saved on the *Intake Case* tab all of the intake action buttons at the bottom of the tab will become accessible.

Adult Criminal Intake Action Buttons					
Edit Intake Case	Copy Intake Case	Delete Intake Case	View / Print Intake	View Supreme	Offense History
Info Button	Button		Report	Court Details	Summary Report

💀 Adult Criminal Intake			×			
Intake Case Narrative	INTAKE ACT	ON BUTTONS				
Petitioner's Information Unknown? SSN	Name Name		Add View Clear			
Respondent's Information						
Unknown? SSN	Name		Add View Clear			
Juvenile's Information						
SSN	Name		Add View Clear			
Juvenile Number	DOB	Age (Years - Months)				
Intake Case Number (ICN):						
Court District	10	FIPS 🔚 🐜				
Open Date	Time	Close Date				
Case Type		Petitioner Type				
Relationship None	(Petitioner to	uvenile)				
Worker		Keyed By				
Edit Intake Case Copy Intake Info Case	e Delete Intake Case		upreme Offense History Details Summary Report			
	Add Adult Criminal Intake					

1. Edit Intake Case Info Button

a. (i) Click the **Edit Intake Case Info** button, (ii) edit the information as required, and (iii) click the **Save** button when the edits are completed.

2. Copy Intake Case Button

a. The **Copy Intake Case** button is greyed out and is not accessible.

3. Delete Intake Case Button

a. (i) Click the **Delete Intake Case** button and the <u>Delete Intake Case</u> screen will appear. (ii) Click (a) the **Yes** button or (b) the **No** button to delete the intake case and return to the <u>Adult Criminal Intake</u> screen.



The **Delete Intake Case** button should not be used in lieu of editing incorrect information.

4. View / Print Intake Report Button

a. (i) Click the View/Print Intake Report button and the <u>CSU Intake – Reports</u> screen will appear. (ii) Click the X button in the upper right corner to close the report and return to the <u>Adult Criminal Intake</u> screen.

CSU Intake - Reports						×
4 4 1 of 1)) H 4 🛞 🔮	🌐 🔲 💷 🔍 -	100%	• Find	Next	
	,	Virginia Depart In	ment of Juveni take Report	Click "X" to o	close Report	î
INTAKE INFORMATI	ON:					
Intake Case Numbe	r:		Fips:			
Worker Name:	Cred Rends					
Intake Opened Date	e:	1244	Intake C	losed Date:		
Case Type Code:	6-8440	10000000.0000	10 C 10 C			
JUVENILE INFORMA Juvenile Number: Juvenile Name: SSN: ***-**-	17034	Race:	Height:	Weight: 🔳	DOB:	
Address:			noight.		000.	
Home Phone: 💷	100 C 100	Work Phone:		Cell Phone:		
Mother's Maiden Na	ime:					
ALIAS INFORMATION	N - NONE					
PETITIONER INFOR	MATION:					
SSN: ***-**-						~
<						>

5. View Supreme Court Details Button

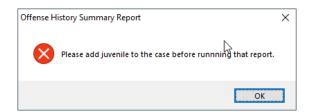
a. Click the View Supreme Court Details button and the <u>Supreme Court Detail</u> screen will appear. If there is no information entered by the Supreme Court, the <u>Supreme Court Details</u> information screen will appear indicating no data found for the specified intake case.

🖳 Suprem	ne Court Detail				- 🗆	×	
Petitioner:	weight windly as	10 C	Respondent:				
Juvenile:	STREET, OR POST		ICN:	Juvenile	ООВ:		
	Informati	on from the Supreme	Court must be verifie	d for accuracy.			
	SC Case Number	Statute		a and the set of the	Larve De	^	
•		AND ADDRESS OF THE					Supreme Court Details
		an ann ann ann ann ann ann ann ann ann		Supreme Ct. DOB: Next Hearing Date: Last Hearing Date:	1000		No data found for this case
Ameno	e Originated From:	000(3-01)).				_	
	Disposition: aled Date: rks:	Perfected:		Convicte	d as Adult?		

The amount of information found on the <u>Supreme Court Details</u> screen may vary depending on the court jurisdiction.

6. Offense History Summary Report Button

a. (i) Click the Offense History Summary Report button and the <u>Offense History Summary Report</u> screen will display a message stating a juvenile must be added to the case to access the report. Juveniles cannot be added to an adult criminal intake case, therefore this feature is not valid. (ii) Click the OK button to return to the <u>Adult Criminal Intake</u> screen.



Add New Intakes

At the bottom of the Intake Case tab, a button allows the user to add a new adult criminal intake.

🖳 Adult Criminal Intake		>					
Intake Case Narrative		RIMINAL INTAKE ITTON					
Petitioner's Information Unknown? SSN	Name	Add View Clear					
Respondent's Information							
Unknown? SSN	Name Name	Add View Clear					
Juvenile's Information							
SSN	Name	Add View Clear					
Juvenile Number	DOB	Age (Years - Months)					
Intake Case Number (ICN):							
Court District	10	FIPS Hermoni					
Open Date	Time	Close Date					
Case Type		Petitioner Type					
Relationship None	(Petitioner to	Juvenile)					
Worker		Keyed By					
Edit Intake Case Copy Intake Info Case	e Delete Intake Case	View / Print View Supreme Offense History Intake Report Court Details Summary Report					
	Add Adult Citminal Intake						

- 1. Add Adult Criminal Intake Button—Adult Criminal Intake Screen, Intake Case Tab
 - a. Click the **Add Adult Criminal Intake** button and the *Adult Criminal Intake* tab will appear on the <u>Adult</u> <u>Criminal Intake</u> screen.

	🖳 Adult Criminal In	take				×
	Intake Case Narrativ	Adult Criminal Inte	ake			
			Charged Offense Information			
	Offense Date VCC	Code Offense Number	Offense Description	PM Off Dec	ense JO	Retrieved by the SC
Case Intake Report						
Add Adult Criminal Intake						
	- Selected Offense De	etails		1		
	Offense Date				Add New C	Offense
	VCC Code		Find VCC Code Statute			
	Heading					
	Subheading					
	Description					
	Penalty Modifier		✓ Judge Ordered Detention			
	Offense Decision	19 - Adult Criminal	~			
		Save	Cancel			

- b. Adult Criminal Intake Tab—Adult Criminal Intake Screen
 - i. Select the date using the Offense Date calendar drop-down screen.
 - ii. Click the Find VCC Code button and the <u>Search Offense</u> screen will appear.

	VCC Code Search	7
C Code State	Please enter the offense date before searching for VCC code.	
	ОК	

Locate the desired offense from those displayed in the Search Results table or search for an offense by (i) typing the Statute, VCC, Heading, Sub-Heading, or Description into the corresponding field(s). The Use Wildcard?* checkbox will be selected automatically, uncheck the checkbox if the wildcard function will not be used. (ii) Click the Find button and the Search Results section will display all items that meet the search criteria by <u>VCC Code</u>, <u>Statute</u>, and <u>Offense Description</u>. (iii) Click on a row to select a <u>VCC Code</u> and the row will be highlighted in blue.

- 2. Click the **Ok** button.
 - a. If the intake offense selected is a **Prohibited Diversion Offense** the <u>Prohibited Diversion</u> <u>Offense</u> information screen will appear. Click the **OK** button to close the <u>Prohibited Diversion</u> <u>Offense</u> information screen and return to the <u>Adult Criminal Intake</u> tab on the <u>Adult Criminal</u> <u>Intake</u> screen.
 - b. If the intake offense selected is not a **Prohibited Diversion Offense** the user will immediately return to the *Adult Criminal Intake* tab on the *Adult Criminal Intake* screen.

Statute Heading Sub Heading Description			Use Wildcard?*		Prohibited Diversion Offense	;
Search Results -			1		The offense selected	
VCC Code	Statute	Offense Description		^	(ii) cannot be resolve	d unless the victim is a family or
CNV-7017-M3	10.1-1142(D)	BUILD FIRE WITHIN 150 FEET OF WOODLAND,			household member,	or ive consent for diversion per VOL III-9123
CNV-7025-M1	10.1-2214	UNDERWATER RECOVERY OF HISTORIC PROF	PERTY WITHOUT PERMIT		– Diversion and Res	
CNV-7026-M1	10.1-203	USE OF MOTORIZED VEHICLE ALONG APPALA	CHIAN TRAIL			
CNV-7027-M1	10.1-2305	ARCHAEOLOGICAL EXCAVATION OF HUMAN R	EMAINS WITHOUT PERMIT		Appropriate exception	ons/exemptions must be entered in the
CNV-7028-M1	10.1-2306	DAMAGE, ETC ANY OBJECT OF ANTIQUITY ON	STATE-CONTROLLED LAND			
CNV-7030-M1	10.1-1005	DUMP ETC. WITHOUT PERMISSION OF OWNER	3			
CNV-7031-M1	10.1-1004	EXCAVATE ETC. WITHOUT PERMISSION OF OV	VNER			ОК
Selected Offense	e Details	FAIL TO MEET CONDITIONS TO OBTAIN FROM				
Heading (CONSERVATION		Notify School?*			
Sub Heading	PARKS AND RECR	EATION	V3			

When a VCC is selected, a summary of the charge will be displayed at the bottom of the screen.

Click the **Find** button on the <u>Search Offense</u> screen to select an offense without entering any information into the search fields. A **Prohibited Diversion Offense** (i) cannot be resolved or diverted, (ii) cannot be resolved unless the victim is a family or household member, or (iii) requires affirmative consent for diversion. Some cases may be resolved with the appropriate exception/exemption and require an explanation to be entered in the intake narrative.

- iii. If applicable, select the **Penalty Modifier** from the drop-down menu.
- iv. The Offense Decision will default to "19 Adult Criminal." Click the Save button, and the saved information will appear in the Charged Offense Information section. Once saved, the Add New Offense button will become accessible, and the Edit and Delete buttons will also appear on the bottom of the <u>Adult Criminal Intake</u> screen.

Refer to the CSU Procedure, VOL III-9123, Diversion and Resolution at Intake, for detail pertaining to: (i) selected offenses for which resolution is prohibited and affirmative consent is required to divert; and (ii) certain offenses for which diversion is prohibited.

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🖳 Adult Criminal Intake					×	🛃 Adult Crir	minal Intake						×
Intake Case Narrative Adult Criminal	Intake					Intake Case	Narrative Adu	ult Criminal Ini	take				
	Charged Offense Information								Charged Offense Information				
Offense VCC Code Offens Date VCC Code	e Offense Description	РМ	Offense Decision	JO Ref by f	trieved the SC	Offense Date	VCC Code	Offense Number	Offense Description	PM	Offense Decision		Retrieved by the SC
						(COURSE)	THE BOOM	1000	actival and particulation was not -				
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Description	Consideration of the state of the					Des	cription		The contract we are short of				
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Offense Decision 19 - Adult Crimin	al					Offense D	Decision 19 - A	dult Criminal					
Sav	e Cancel							Edit	Delete				

v. Add New Offense Button-Adult Criminal Intake Screen, Adult Criminal Intake Tab

 If another offense needs to be added to the petition/order, (i) click the Add New Offense button on the Adult Criminal Intake tab, and the Selected Offense Details fields will become accessible. (ii) Repeat the steps above to add another offense.

vi. Edit Button

 To edit an offense (i) select an offense in the Charged Offense Information section and the row will be highlighted in blue. (ii) Click the Edit button and the fields in the Selected Offense Details section will become accessible. (iii) Edit the information as required and (iv) click the Save button when the edits are completed.

vii. Delete Button

1. In order to delete an offense, (i) select an offense in the **Charged Offense Information** section and the row will be highlighted in blue. (ii) Click the **Delete** button.

Multiple VCCs can be added to a petition/order.

Once an Adult Criminal Intake has been created and saved the **Edit** and **Delete** buttons will also appear on the bottom of the <u>Adult Criminal Intake</u> screen.

2. Narrative Tab—Adult Criminal Intake Screen

- a. Click the Narrative tab.
- b. The **For Juvenile** section is greyed out and is not accessible.

ake Case Intake Ca:	Narrative Adult Crimina se Narrative History				
		For Juvenile For For Juvenile	or Respondent		
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	(million and second	(2011) 2010		(increase)	
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ielected Ir	ntake Case Narrative				
Selected Ir	ntake Case Narrative		_		
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Selected Ir	ntake Case Narrative				
Selected Ir	ntake Case Narrative				_
Gelected Ir	ntake Case Narrative		1		
Gelected Ir	ntake Case Narrative				

c. (i) Select the **For Respondent** radio button. (ii) Click on the row containing the ICN (intake case number) associated with the opened intake case and the row will be highlighted in blue. (iii) Click the

Edit button and the **Selected Intake Case Narrative** textbox will become accessible. (iv) Type a detailed description of the intake in the textbox and (v) click the **Save** button when the notes are complete.

d. Print Button

i. To view or print the intake narrative (i) click on the row containing the ICN (intake case number) associated with the opened intake case and the row will be highlighted in blue. (ii) Click the Print button and the intake narrative will appear in the <u>CSU Intake – Reports</u> report viewer screen. From this screen the intake narrative can be viewed, printed, or exported. (iii) Click the X button in the upper right corner to close the screen and return to the Narrative tab.

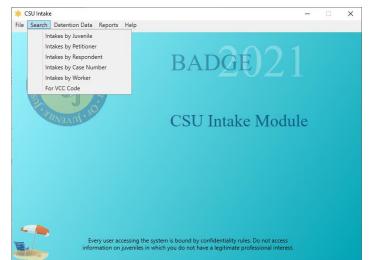
CSU Intake - Reports				-	×
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Virginia Department of Intake Nar		Justice			
CASE NUMBER:		JUVENILE	SSN:		
JUVENILE NUMBER:		JUVENILE	DOB:		
JUVENILE NAME:		JUVENILE F	ACE:		
RESPONDENT NAME:		JUVENILE	SEX*:		
- Genetic Sex					Pag

The notes in the *Narrative* tab MUST be thorough. Include detailed information about the intake, such as direct statements or observations. These notes will be used for future reference by other case workers or supervisors and may be used in court.
 Notes must be fact-based statements ONLY.

CSU Intake Search

There are several methods to search for existing intakes. From the <u>CSU Intake</u> screen, (i) click the **Search** menu.

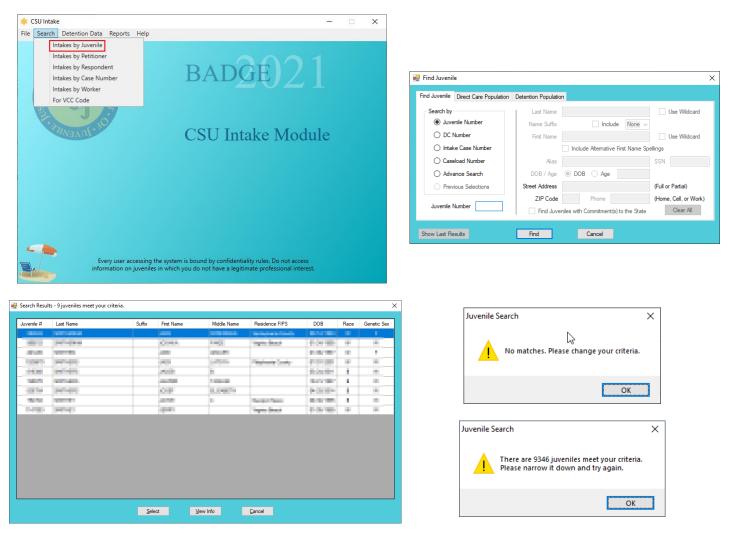
CSU Intake Search	Search Type
Intakes by Juvenile	Find Juvenile
Intakes by Petitioner	Adult Search
Intakes by Respondent	Adult Search
Intakes by Case Number	Search by Intake Case Number
Intakes by Worker	Intake Cases for Specified User
For VCC Code	Offense Code Browser



1. Intakes by Juvenile

a. (i) Click the Search menu, (ii) select the Intakes by Juvenile option, and the <u>Find Juvenile</u> screen will appear. (iii) Select the desired Search by radio button on the <u>Find Juvenile</u> screen and (iv) enter the related information in the appropriate text field (Juvenile Number is used in example below). (v) Click

the **Find** button, and the <u>Search Results</u> screen will appear. The <u>Juvenile Search</u> information screen will appear if there are not any or too many search results.



b. (i) On the <u>Search Results</u> screen, select a juvenile record and the row with be highlighted in <u>blue</u>. (ii) Click the **Select** button and the <u>Intake History</u> screen will appear for the selected juvenile.

Juvenile #	Last Name	Suffix	First Name	Middle Name	Residence FIPS	DOB	Race	Genetic Sex	E	ile <u>S</u> earch
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	JO VCC Code PM Offense Date Off. Dec. Adjudication	Intake Report
		View Supreme Court Details

Prefer to the BADGE Login & Search Manual for instructions on how to search for a juvenile.

If only one juvenile is found the *Intake History* screen will be displayed immediately, the Search Results screen will not display.

BADGE CSU Intake Manual

BADGE Manual

2. Intakes by Petitioner

a. (i) Click the Search menu, (ii) select the Intakes by Petitioner option, and the <u>Adult Search</u> screen will appear. (iii) Select the appropriate search radio button on the <u>Adult Search</u> screen and (iv) enter the related information in the appropriate text field (Adult Number is used in example below). (v) Click the Find button, and the <u>Search Results</u> screen will appear. The <u>Adult Search</u> information screen will appear if there are not any or too many search results.

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b. (i) On the <u>Search Results</u> screen, select an adult record and the row with be highlighted in <u>blue</u>. (ii) Click the **Select** button and the <u>Intake History</u> screen will appear for the selected adult.

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					View/Edit Selected Intake
					Intake Report
					View Supreme Court Details

Refer to the <u>BADGE Login & Search Manual</u> for instructions on how to search for an adult.

If only one adult is found the *Intake History* screen will be displayed immediately, the *Search Results* screen will not display.

3. Intakes by Respondent

a. (i) Click the Search menu, (ii) select the Intakes by Respondent option, and the <u>Adult Search</u> screen will appear. (iii) Select the appropriate search radio button on the <u>Adult Search</u> screen and (iv) enter the related information in the appropriate text field (Adult Number is used in example below). (v) Click the Find button, and the <u>Search Results</u> screen will appear. The <u>Adult Search</u> information screen will appear if there are not any or too many search results.

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	Intakes by Petitioner				AAA								
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b. (i) On the <u>Search Results</u> screen, select an adult record and the row with be highlighted in <u>blue</u>. (ii) Click the **Select** button and the <u>Intake History</u> screen will appear for the selected adult.

BADGE CSU Intake Manual

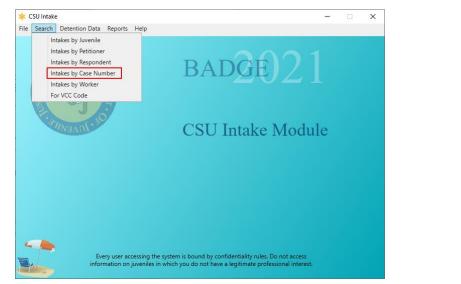
Adult #	Last Name	Suffix	First Name	Middle Name	City	DOB	Race	Genetic Sex
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	-	<u>Reports</u> <u>H</u> elp				
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Recorded Inta	ikes II FIPS	Open	ed Closed	Worker		
						Selected Intake Intake Report View Supreme Court Details
						Refresh

- Refer to the <u>BADGE Login & Search Manual</u> for instructions on how to search for an adult.
- If only one adult is found the Intake History screen will be displayed immediately, the Search Results screen will not display.

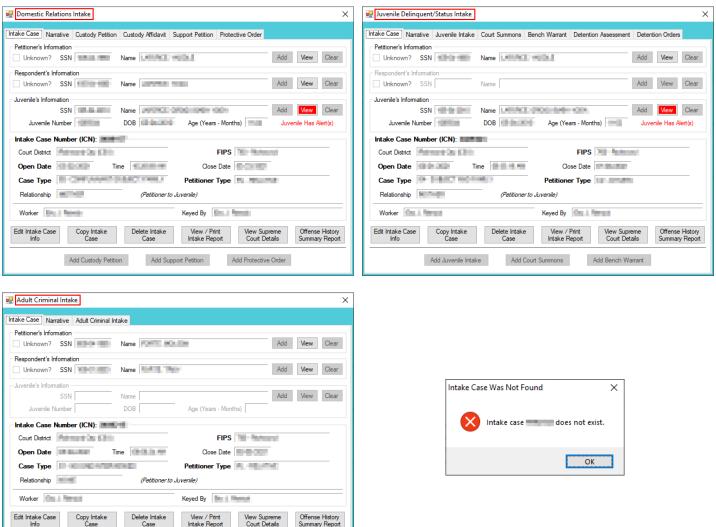
4. Intakes by Case Number

a. (i) Click the Search menu, (ii) select the Intakes by Case Number option, and the <u>Select Intake Case</u> <u>Number</u> screen will appear. (iii) Enter the Intake Case Number in the text field. (iv) Click the Ok button, and either the <u>Domestic Relations Intake</u> screen, the <u>Juvenile Delinquent/Status Intake</u> screen, or the <u>Adult Criminal Intake</u> screen will appear. The <u>Intake Case Was Not Found</u> information screen will appear if the intake case number does not exist.



Select Intake Case Number	r
	2
Intake Case Number	
Ok	Cancel

BADGE CSU Intake Manual

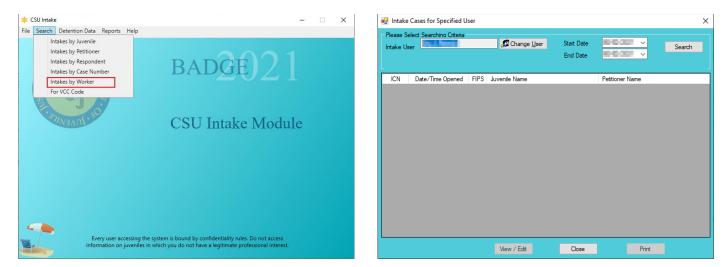


The Case Number is NOT the same as the Juvenile Number.

Add Adult Criminal Intake

5. Intakes by Worker

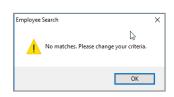
- a. (i) Click the **Search** menu, (ii) select the **Intakes by Worker** option, and the <u>Intake Cases for Specific</u> <u>User</u> screen will appear. The **Intake User** field will auto-populate to the logged-on user's name.
- To search for another worker's caseload click the Change User button and the <u>Employee Search</u> screen will appear



i. Employee Search Screen

🛃 Employe	e Search	×
Last Name		Use Wildcard
	□ Name Suffix None ∨	
First Name		Use Wildcard
	Find Only Current Employees	Clear All
	Find Close	

- In the <u>Employee Search</u> screen either (a) type the full last name in the Last Name text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the last name in the Last Name text field and (ii) click the Use Wildcard checkbox to obtain results based on a partial name match. The Name Suffix checkbox is automatically left unchecked for none, if desired (iii) click the checkbox in order to select a suffix from the dropdown menu.
- Either (a) type the full first name in the First Name text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the first name in the First Name text field and (ii) click the Use Wildcard checkbox to obtain results based on a partial name match.
- 3. The **Find Only Current Employees** checkbox will be automatically selected, uncheck this checkbox to include former employees in the search results.
- 4. Click the **Find** button, and one of the following three actions will occur:
 - a. The *Employee Search* screen will appear stating "No matches. Please change your criteria."



b. The <u>Search Results</u> screen will appear with all user name matches.

Legal Last Name	Suffix	Legal First Name	Display Name	Account Closed
-				

- i. On the <u>Search Results</u> screen, (i) click on the desired user's name to highlight the row in blue, (ii) click the **Select** button and to return the <u>Intake Cases for Specified User</u> screen where the **Intake User** text field will now be populated with the selected employee name.
- ii. On the <u>Intake Cases for Specified User</u> screen select the (i) Start Date and (ii) End Date from the calendar drop-down screens. (iii) Click the Search button and a list of Intake Cases Done by [the user] from [start date] to [end date] will be displayed.

c. The <u>Intake Cases for Specified User</u> screen will display with the selected name in the Intake User text field. Select the (i) Start Date and (ii) End Date from the calendar drop-down screens. (iii) Click the Search button, and a list of Cases assigned to and released from [the user] within the last 30 days will be displayed.

	Cases for Specified U elect Searching Criteria ser		hange <u>U</u> ser	Start Date End Date	0/12/227 × 8/12/227 ×	Search
ICN	Date/Time Opened	FIPS Juvenile I	Name		Petitioner Name	
		View	/ Edit	Close	Print	

- In order to yield broader search results, type ONLY the first two or three characters of the last and first name, and select **Use Wildcard**.
- c. On the <u>Intake Cases for Specified User</u> (i) select an intake case and the row will be highlighted in blue.
 (ii) Click the View/Edit button and either the <u>Domestic Relations Intake</u> screen, the <u>Juvenile</u> <u>Delinquent/Status Intake</u> screen, or the <u>Adult Criminal Intake</u> screen will appear.

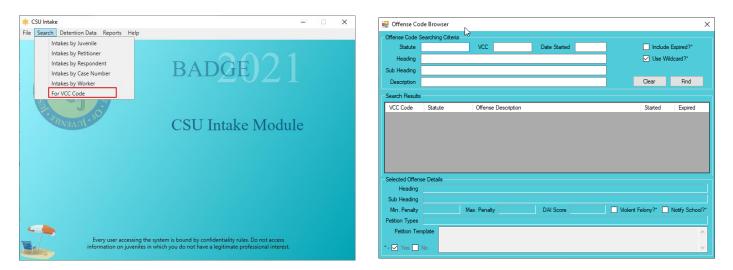
Please Select Searching Criteria Intake User Start Date End Date Intake Cases Done by the integration of the Cost	Search Intake Case Narrative Custody Petition Custody Affidavit Support Petition Protective Order Petitioner's Information Unknown? SSN Name Add View Clea
ICN Date/Time Opened FIPS Juvenile Name Petitioner Name	Respondent's Infomation Unknown? SSN Name Add View Clea
Control Control <t< td=""><td>Juvenie's Information SSN Name Add Wew Clear Juvenie Number DOB Age (Years - Months) Juvenie Has Alert(s) Intake Case Number (ICN): Court District FIPS</td></t<>	Juvenie's Information SSN Name Add Wew Clear Juvenie Number DOB Age (Years - Months) Juvenie Has Alert(s) Intake Case Number (ICN): Court District FIPS
AND DESCRIPTION OF AN ADDRESS OF ADDRESS ADDRE	Open Date
EVELOSIONES CONTRACTOR	Worker Keyed By Edit Intake Case Copy Intake Delete Intake View / Print View / Print View Supreme Offense Histor Case Intake Report Court Details Summary Report Summary Report

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Juvenile Delinquent/Status Intake	Adult Criminal Intake X
Intake Case Narrative Juvenile Intake Court Summons Bench Warrant Detention Assessment Detention Orders	Intake Case Narrative Adult Criminal Intake
Pettioner's Information Unknown? SSN Name Add View Clear	Petitioner's Information Unknown? SSN Name Add View Clear
Respondent's Information Unknown? SSN Name Add View Clear	Respondent's Information
Juvenile's Information	Juvenile's Information
SSN Add Verw Clear Juvenile Number DOB Age (Years - Months) Juvenile Has Alert(s)	SSN Name Add View Clear Juvenile Number DOB Age (Years - Months)
Intake Case Number (ICN):	Intake Case Number (ICN):
Court District	Court District FIPS FIPS
Open Date	Open Date
Case Type Petitioner Type	Case Type Petitioner Type
Relationship (Petitioner to Juvenile)	Relationship (Petitioner to Juvenile)
Worker	Worker Keyed By Keyed By
Edit Intake Case Copy Intake Delete Intake Case View / Print Intake Report Court Details Summary Report	Edit Intake Case Copy Intake Case Delete Intake Case Intake Report View Supreme Offense History Court Details Summary Report
Add Juvenile Intake Add Court Summons Add Bench Warrant	Add Adult Criminal Intake

6. For VCC Code

a. (i) Click the Search menu, (ii) select the For VCC Code option, and the <u>Offense Code Browser</u> screen will appear. From this screen offenses can searched for by (iii) typing partial search parameters in one or more of the search criteria fields: Statute, VCC, Date Started, Heading, Sub Heading, and Description. Select the Include Expired?* checkbox to include expired statutes in the search. Select the Use Wildcard?* checkbox if partial information is input into any search criteria fields. (iii) Click the Find button and all matches will display in the Search Results section of the screen.



Statute		VCC Date Started	🗹 Include i	Expired?*
Heading			🖌 Use Wild	lcard?*
Sub Heading		Search for any offense with	_	
Description	drive	drive" in its description	Clear	Find
Search Results				
VCC Code	Statute	Offense Description	Started	Expired
HIT-6608-F5	46.2-894	VICTIM INJURED - DRIVER FAILS TO STOP, REPORT OR AS	06/12/2002	
HIT-6609-F5	46.2-894	DAMAGE TO ATTENDED PROPERTY-DRIVER FAILS TO REP	07/01/2001 0	09/23/2002
LIC-6847-M2	46.2-349	ALLOW PERSON WITH NO LEGAL RIGHT TO DRIVE VEHICLE	01/22/1997	
HIT-6609-M1	46.2-894	DAMAGE TO ATTENDED PROPERTY-DRIVER FAILS TO REP	07/01/1997 0	6/12/2002
LIC-6800-M2	46.2-411.1(B)	DRIVE BEFORE COMPLETION OF ALCOHOL SAFETY ACTION	10/16/2000	
LIC-6809-M1	46 2-301	License revoked - drive while	10/16/2000	
Selected Offens	se Details			
Heading	TRAFFIC - HIT ANI	RUN, ACCIDENT REPORTS		
Sub Heading	HIT AND RUN			
Min. Penalty	1 Year M	ax. Penalty 10 Years DAI Score A - 15 Points Violent	Felony?*	Notify School
Petition Types	Juvenile Intake; Be	nch Warrant; Adult Criminal;		
Petition Ten	nalate CHE/SHES	ID ON OR ABOUT <date> UNLAWFULLY AND FELONIOUSLY FAIL</date>	TO STOP AFT	ER AN

To display ALL VCCs leave all Offense Code Searching Criteria blank, select the Use Wildcard?* checkbox, and click the Find button.

Detention Data

This menu provides users with three different tools to assist with data cleaning and case organization. From the <u>CSU Intake</u> screen, (i) click the **Detention Data** menu and (ii) select the appropriate option.

CSU Intake / Detention Data Screens	Screen Summary
Assign Case Numbers to Juveniles in Detention	The screen displays Detentions without an ICN (red), cases where the detention home has not accepted the ICN (green), and the current detention admissions in (black).
Track Outstanding Detention Orders	The screen displays Outstanding Detention Orders and Orders Served within the past 30 days.
Detaining Offense Issues	The screen displays any intakes that contain issues, such as missing offense information.

CSU Intake				×
e Search [Detention Data Reports Help			
	Assign Case Number to Juvenil	les in Detention		
	Track Outstanding Detention C	Orders		
. RC	Detaining Offense Issues			
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	ALL E			
EA				
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3.11	VEADLO	CSU Intak	e Module	
		CSO IIItak	e mouure	
	Every user accessing th	e system is bound by confidentiality ru	iles. Do not access	
641		in which you do not have a legitimate		

A juvenile may be detained without an ICN when the juvenile is sent to detention directly from court.

1. Assign Case Number to Juveniles in Detention

- a. (i) Select the Assign Case Number to Juveniles in Detention option from the drop-down menu and the <u>Assign Case Numbers to Juveniles in Detention</u> screen will appear. Select the (ii) Detaining District and (iii) Detaining FIPS from the drop-down menus and (iv) click the Search button.
- b. The results of the search will be displayed in the grid on the <u>Assign Case Numbers to Juveniles in</u> <u>Detention</u> screen. The grid will list the detentions without an ICN in <u>red</u>, cases where the detention home has not accepted the ICN in <u>green</u>, and the current detention admissions in <u>black</u>.

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후 CSU Intake	- 🗆 ×	💀 Assign Case Nu	mbers to Juveniles in Det	ention	-	
File Search Detention Data Reports Help			-			
Assign Case Number to Juveniles in Detention		Detaining Distric	t: Abingdon (CSU)		~	
Track Outstanding Detention Orders		Detaining FIP:	S: All		~	Search
Detaining Offense Issues	0	The grid helow show	ve Detentione without an IC	N (Red), cases where the Dete	ention Home bas not acco	anted the
DAUGE		ICN (Green) and the	current Detentions admissi	ons (Black).		pied and
	1	Case # N	lame	Detention	Home	
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CSU Intake Mo	dule					
	duie					
		SSN:	DOB:	Genetic Sex:	Race:	
		Address:				
		Date Admitted:	🗌 Judge	e Ordered Admission	Home Phone:	
		Date Released:	Reason:			
		Comments:				^
						~
Every user accessing the system is bound by confidentiality rules. Do not acc information on juveniles in which you do not have a legitimate professional in	terest				_	
Caller	IEI COL	Assigned Case N	umber:	Save	Close	

- The **Detaining District** and **Detaining FIPS** may auto-populate.
- c. In order to assign a case number to a case without an ICN, (i) select a case, and the row will be highlighted in blue. (ii) Type the Assigned Case Number in the text box at the lower left corner of the screen. (iii) Click the Save button and the <u>Outstanding Detention Orders</u> screen will display and indicate if the record was saved. (iv) Click the OK button to close the <u>Outstanding Detention Orders</u> screen. (v) Click the Close button on the <u>Assign Case Numbers to Juveniles in Detention</u> screen to return to the <u>CSU Intake</u> screen.

Detaining	District:		~		
	ng FIPS: All		~	Search	
	w shows Detentions without an ICN ind the current Detentions admission	(Red), cases where the Detention Hom	e has not accepte	d the	
Case #	Name	Detention Home		^	
	NAMES AND DESCRIPTION				
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	AND A REPORT OF A	ALC: NAME			Record saved successfully
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	ence as particular	District Decretor		~	ОК
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Address:		NOL IN 180			
ite Admitted:			e Phone:		
te Released:	Reason: 0	CHARLES IN THE PARTY OF			
Comments:				<u></u>	
Assigned C	ase Number:	Save	Close		

Click the **Case #** in the column header to sort the search results by ICN. The cases missing an ICN will be grouped together. After ICNs are assigned to all the cases, contact the detaining detention home(s) to verify the information in order to generate a juvenile number in the Detention Module and thereby associate the detention admission with the ICN.

2. Track Outstanding Detention Orders

a. (i) Select the Track Outstanding Detention Orders option from the drop-down menu, and the <u>Outstanding Detention Orders</u> screen will appear. Select the (ii) Facility and (iii) FIPS from the drop-down menus. Select the (iv) Issued Start Date and (v) Issued End Date from the calendar drop-down screens. If required, search by User by clicking the Change User button and clear the User field by clicking the Clear button. (vi) Click the Search button.

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File Search	Detention Data Reports Help			Facility:	Angletic			FIPS:			×	
	Assign Case Number to Juveniles in Dete	ention									_	
	Track Outstanding Detention Orders				Issued Star	rt Date:		Issued End Date:	100.000			
2.	Detaining Offense Issues	DGE										
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5	#ATASA E		The grid below shows Outstanding Detention Orders, and Orders Served within the past 30 days.									
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	UNANO	CSU Intake Module										
		CSO make would										
8												
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						Save		se	Frink Active U	uisianding L	Us	

- Refer to the <u>Intakes by Worker</u> section for information on how to use the Change User button and the <u>Employee Search</u> screen.
- b. The grid on the <u>Outstanding Detention Orders</u> screen will display outstanding detention orders and orders served within the past 30 days.
 - i. If the juvenile was served the detention order, but was not taken to detention, (i) select a juvenile record, and the row will be highlighted in blue. (ii) Select the **Date Served** from the calendar drop-down screen and (iii) click the **Save** button.
 - ii. If the intake officer needs to withdraw the detention order, (i) select a juvenile record, and the row will be highlighted in blue. (ii) Select the Date Withdrawn from the calendar drop-down screen and (iii) click the Save button.
- c. (i) Click the **Print Active Outstanding DOs** button and the <u>Virginia Department of Juvenile Justice</u> screen will appear and display a report listing active outstanding detention orders. (ii) Click the **X** button in the upper right corner to close the report and return to the <u>Outstanding Detention Orders</u> screen.

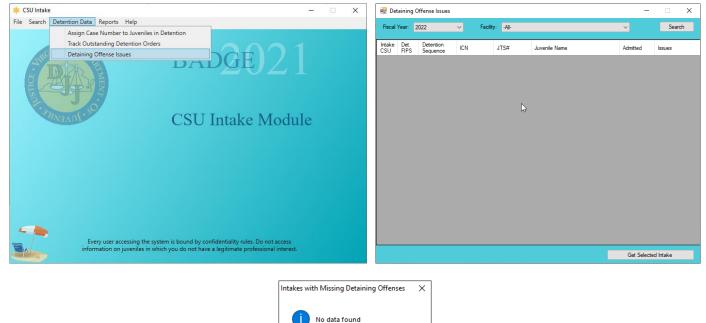
🚪 Virginia Department of Juvenile Justice			-)
4 1 of 1 ▶ № ← ⊗ ② ♣ □	💷 🔍 - 100%	•	Find Next		
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	a Department Of Ju e Outstanding Dete				
Juvenile Name	Juvenile #	DOB	ICN Issued	1	
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APONEL ORDER BARY FOOA	1204	0.000	WARD INCOME.		
Safety and the second di	10.007	LODGER 1	STATE STATES		
			Page	e 1 Of 1	
OutstandingDOsRpt					

3. Detaining Offense Issues

 a. (ii) Select the **Detaining Offense Issues** option from the drop-down menu, and the <u>Detaining Offense</u> <u>Issues</u> screen will appear. Select the (ii) **Fiscal Year** and (iii) **Facility** from the drop-down menus and (iv) click the **Search** button.

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b. The results will display any intakes with missing offense issues, non-secure DAI issues, and missing DAI issues. If no issues are found the <u>Intakes with Missing Detaining Offenses</u> information screen will appear and inform the user no data found.

ОК

c. In order the review an intake case, (i) select an intake case record and the row will be highlighted in blue. (ii) Click the **Get Selected Intake** button, and the selected intake case will appear.

🛃 Det	aining C	Offense Issues				-		🖳 Juvenile Delinquent/Status Intake			
Fiscal	Year: 2	2020	 ✓ Facil 	ty: -All-		~	Search	Intake Case Narative Juvenile Intake Detention Assessment			
Intake CSU	Det. FIPS	Detention Sequence	ICN	JTS#	Juvenile Name	Admitted	Issues	Petitioner's Information Unknown? SSN Name Add View Clear			
				1010	Thomas down	10.01030	Missing Offense				
		1000	100	80 M	territori se del attacto de la constante	10.15	Missing Offense	Respondent's Information			
1	100	1000	100	100	content factors fractions	10.00	Missing Offense	Unknown? SSN Name Add View Clear			
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		and the second se	100	100	NUMBER OF STREET	10.000	Missing Offense	Court District			
	100	1746	100	100	AND DESCRIPTION OF A DE	10.00	Missing Offense	Open Date			
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	10.	10.00	100	100	-041 H-015	10.00	Missing Offense	Relationship NONE (Petitioner to Juvenile)			
	100	100 C	100	100 B	CONTRACT DESCRIPTION	10.000	Missing Offense				
								Worker Keyed By			
								Edit Intake Case Copy Intake Delete Intake Case Intake Report View Supreme Coffense History Summary Report			
	Get Selected Intake Add Juvenile Intake Add Court Summons Add Bench Warrant										

Reports

This menu provides users with various reports on different levels. From the <u>CSU Intake Module</u> screen, (i) click the **Reports** menu, (ii) select a report, and the selected report will generate.



CSU Intake / Reports—Type	Report Name	Report Summary
	Intake Complaints by Penalty Class and District	Lists the district, felony, misdemeanor, special penalty, juvenile and domestic relations, local ordinance, traffic, unassigned DYFS, and attempts information.
Regional Reports Menu	Intake Complaints by District and Disposition	Lists number of intake complaints for each Offense Decision by district.
	Intake Complaints by Heading and Resolution Status	Lists the VCC Heading, referred to court, detention orders, diverted, and other information.
	Intake Complaints by Penalty Class and Disposition	Lists the number of intake complaints for each penalty class and Offense Decision.
	Intake Complaints by Worker and Disposition	Lists the worker name and the number of intake complaints for each Offense Decision.
District Reports Menu	Intake Cases by Worker and Petition Type	Lists the number of intake cases by worker and petition type.
	Intake Cases by Worker	Lists worker, domestic relations/child welfare, juvenile (number of), and total (number) intake information.
	Intake Complaints by Heading and Resolution Status	Lists the VCC Heading, referred to court, detention orders, diverted, and other information.
	Total Intake Complaints	Lists the intake date, VCC, offense decision, total count, attempts, and conspiracies information.
	Intake Complaints by Penalty Class and Disposition	Lists the number of intake complaints for each penalty class and Offense Decision.
FIPS Code Reports Menu	Intake Complaints by Worker and Disposition	Lists the worker name and the number of intake complaints for each Offense Decision.
FIPS Code Reports Menu	Intake Cases by Worker and Petition Type	Lists the number of intake cases by worker and petition type.
	Intake Cases by Worker	Lists the worker, domestic relations/child welfare, juvenile, and total intake information.
	Intake Complaints by Heading and Resolution Status	Lists the VCC Heading, referred to court, detention order, diverted, and other information.
	Outstanding School Notifications	Lists the intake officer, ICN, intake open date, the juvenile's name, and code section information.
School Notification Menu	Print School Notification Letters	Lists the juvenile's name, date of birth, address, name of the intake officer, FIPS code, ICN, the charges, statue, and the petition date. Generates notification letters.
	Re-Print School Notification Letters	Lists the juvenile's name, date of birth, address, name of the intake lists the juvenile's name, date of birth, address, name of the intake officer, FIPS code, ICN, the charges, statue, and the petition date. Generates notification letters.
Closed Intake Log	Closed Intake Log	Lists the worker name, intake number, name, Social Security Number, birth date, race, genetic sex, closed date, offense code, offense decision, and case type information.
Open Intake Log	Open Intake Log	Lists the worker name, intake number, juvenile/respondent name, Social Security number, birth date, race, genetic sex, opened date, offense code, offense decision, and case type information.
Incomplete Intakes Over 1 week old	Incomplete Intakes Over 1 week old	Lists the case number, worker name, date opened, and keyed by information.

CSU Intake / Reports—Type	Report Name	Report Summary
Possible Duplicate Juveniles	Possible Duplicate Juveniles	Lists the juvenile number, birth date, name, race, genetic sex,
by DOB, Last First Name	by DOB, Last First Name	processing locality, and worker name information.
Possible Duplicate Juveniles	Possible Duplicate Juveniles	Lists the juvenile number, birth date, mother's maiden name,
by Mother Maiden, DOB,	by Mother Maiden, DOB,	name, race, genetic sex, processing locality, worker name, and
Race, Sex	Race, Sex	date entered information.
VCC Offense Summary	VCC Offense Summary	Lists the district, FIPS, VCC, description, delinquent count, domestic count, and adult criminal count information.
LEO Communication – Diversions	LEO Communication – Diversions for [selected CSUs/FIPS and specified period]	Displays the number and percentage of diverted offenses petitioned by law enforcement broken down by whether the LEO agreed/disagreed with the decision to divert.
LEO Communication – Amended Charges	LEO Communication – Amended Charges for [selected CSUs/FIPS and specified period]	Displays the number and percentage of offenses petitioned by law enforcement broken down by whether the charge was reduced/denied, was not reduced/denied, or increased.

Regional Reports Menu

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ile Search	n Detention Data	Repo	orts Help	_	
			Regional Reports Menu	•	Intake Complaints by Penalty Class and District
	A ALIA		District Reports Menu	•	Intake Complaints by District and Disposition
			FIPS Code Reports Menu		Intake Complaints by Heading and Resolution Status
	TINCh		School Notification Menu	•	
8			Closed Intake Log		
E E		1	Open Intake Log		
S			Incomplete Intakes Over 1 week old		
1			Possible Duplicate Juveniles by DOB, Last First Name		
	MAAN **		Possible Duplicate Juveniles by Mother Maiden, DOB, Race, Sex		le
			VCC Offense Summary		
			er accessing the system is bound by confidentiality rules. Do not access non juveniles in which you do not have a legitimate professional intere		

1. Intake Complaints by Penalty Class and District

a. The Intake Complaints By Penalty Class And District report lists the district, felony, misdemeanor, special penalty, juvenile and domestic relations, local ordinance, traffic, unassigned DYFS, and attempts information. (i) Click the Reports menu, (ii) click the Regional Reports Menu option, (iii) select the Intakes by Penalty Class And District option, and the <u>CSU Intake – Reports</u> screen will appear. Select the (iv) Start Date and (v) End Date from the calendar drop-down screens. (vi) Select the Region Name from the drop-down menu. (vii) Click the Generate Report button and the report will appear.

2. Intake Complaints by District and Disposition

a. The Intake Complaints By District and Intake Disposition report lists number of intake complaints for each Offense Decision by district. (i) Click the Reports menu, (ii) click the Regional Reports Menu option, (iii) select the Intakes by District and Disposition option, and the <u>CSU Intake – Reports</u> screen will appear. Select the (iv) Start Date and (v) End Date from the calendar drop-down screens. (vi) Select the Region Name from the drop-down menu. (vii) Click the Generate Report button and the report will appear.

3. Intake Complaints by Heading and Resolution Status

a. The Intake Complaints By Heading And Resolution Status report lists the VCC Heading, referred to court, detention orders, diverted, and other information. (i) Click the Reports menu, (ii) click the Regional Reports Menu option, (iii) select the Intakes by Heading and Resolution Status option, and the <u>CSU Intake – Reports</u> screen will appear. Select the (iv) Start Date and (v) End Date from the calendar drop-down screens. (vi) Select the Region Name from the drop-down menu. (vii) Click the Generate Report button and the report will appear.

BADGE Manual District Reports Menu

*	CSU Intake					-		×	
File	Search	Detention Data	Report	Help					
			F	egional Reports Menu	•				
			0	istrict Reports Menu	•	h	ntake Com	nplaints b	by Penalty Class and Disposition
	RGINIA · DEP			IPS Code Reports Menu	•	h	ntake Com	nplaints b	by Worker and Disposition
	AN TRACK		S	chool Notification Menu	•	b	ntake Case	es by Wo	rker and Petition Type
				Closed Intake Log		- b	ntake Case	es by Wo	rker
			C	pen Intake Log		Intake Complaints by Heading and Resolution Status			
	US.		h	complete Intakes Over 1 week old					
			P	ossible Duplicate Juveniles by DOB, Last First Name					
		"MAAN	P	ossible Duplicate Juveniles by Mother Maiden, DOB, Race, Sex	1	e			
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	-								
E	al			iccessing the system is bound by confidentiality rules. Do not access n juveniles in which you do not have a legitimate professional interes					
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1. Intake Complaints by Penalty Class and Disposition

a. The Intake Complaints By Penalty Class and Intake Disposition report lists the number of intake complaints for each penalty class and Offense Decision. (i) Click the Reports menu, (ii) click the District Reports Menu option, (iii) select the Intakes by Penalty Class and Disposition option, and the <u>CSU Intake – Reports</u> screen will appear. Select the (iv) Start Date and (v) End Date from the calendar drop-down screens. (vi) Select the District Code from the drop-down menu. (vii) Click the Generate Report button and the report will appear.

2. Intake Complaints by Worker and Disposition

a. The Intake Complaints By Worker and Intake Disposition report lists the worker name and the number of intake complaints for each Offense Decision. (i) Click the Reports menu, (ii) click the District Reports Menu option, (iii) select the Intakes by Worker and Disposition option, and the <u>CSU</u> <u>Intake – Reports</u> screen will appear. Select the (iv) Start Date and (v) End Date from the calendar drop-down screens. (vi) Select the District Code from the drop-down menu. (vii) Click the Generate Report button and the report will appear.

3. Intake Cases by Worker and Petition Type

a. The Intake Cases by Worker and Petition Type report lists the worker and petition type information.
 (i) Click the Reports menu, (ii) click the District Reports Menu option,(iii) select the Intakes Cases by Worker and Petition Type option, and the <u>CSU Intake – Reports</u> screen will appear. Select the (iv) Start Date and (v) End Date from the calendar drop-down screens. (vi) Select the District Code from the drop-down menu. (vii) Click the Generate Report button and the report will appear.

4. Intake Cases by Worker

a. The Intake Cases by Worker report lists worker, domestic relations/child welfare, juvenile (number of), and total (number) intake information. (i) Click the Reports menu, (ii) click the District Reports Menu option, (iii) select the Intake Cases by Worker option, and the <u>CSU Intake – Reports</u> screen will appear. Select the (iv) Start Date and (v) End Date from the calendar drop-down screens. (vi) Select the District Code from the drop-down menu. (vii) Click the Generate Report button and the report will appear.

5. Intake Complaints by Heading and Resolution Status

a. The Intake Complaints By Heading And Resolution Status report lists the VCC Heading, referred to court, detention orders, diverted, and other information. (i) Click the Reports menu, (ii) click the District Reports Menu option,(iii) select the Intakes by Heading and Resolution Status option, and the <u>CSU</u> <u>Intake – Reports</u> screen will appear. Select the (iv) Start Date and (v) End Date from the calendar drop-down screens. (vi) Select the District Code from the drop-down menu. (vii) Click the Generate Report button and the report will appear.

FIPS Code Reports Menu

*	CSU Intake	2				- 0	×					
File	Search	Detention Data	Repo	rts Help								
				Regional Reports Menu	•							
		ALLA D		District Reports Menu	· 📠							
				FIPS Code Reports Menu		Total Inta	Fotal Intake Complaints					
		The state				Intake Co	Intake Complaints by Penalty Class and Disposition					
	8.					Intake Co	Intake Complaints by Worker and Disposition					
	E /			Open Intake Log		Intake Ca	Intake Cases by Worker and Petition Type					
	S			Incomplete Intakes Over 1 week old		Intake Ca	ses by Wo	rker				
	· · · ·	A A		Possible Duplicate Juveniles by DOB, Last First Name		Intake Co	mplaints l	by Heading and Resolution Status				
		"INAEN"		Possible Duplicate Juveniles by Mother Maiden, DOB, Race, Sex	le	2						
				VCC Offense Summary								
				r accessing the system is bound by confidentiality rules. Do not access o n juveniles in which you do not have a legitimate professional interest								

1. Total Intake Complaints

a. The Total Intakes Complaints report lists the intake date, VCC, offense decision, total count, attempts, and conspiracies information. (i) Click the Reports menu, (ii) click the FIPS Code Reports Menu option, (iii) select the Total Intake Complaints option, and the <u>CSU Intake – Reports</u> screen will appear. (iv) Select the FIPS Code from the drop-down menu. Select the (v) Start Date and (vi) End Date from the calendar drop-down screens. (vii) Click the Generate Report button and the report will appear.

2. Intake Complaints by Penalty Class and Disposition

a. The Intake Complaints By Penalty Class and Intake Disposition report lists the number of intake complaints for each penalty class and Offense Decision. (i) Click the Reports menu, (ii) click the FIPS Code Reports Menu option, (iii) select the Intake Complaints by Penalty Class and Disposition option, and the <u>CSU Intake – Reports</u> screen will appear. (iv) Select the FIPS Code from the drop-down menu. Select the (v) Start Date and (vi) End Date from the calendar drop-down screens. (vii) Click the Generate Report button and the report will appear.

3. Intake Complaints by Worker and Disposition

- a. The Intake Complaints by Worker and Disposition report lists the worker name and the number of intake complaints for each Offense Decision. (i) Click the Reports menu, (ii) click the FIPS Code Reports Menu option, (iii) select the Intake Complaints by Worker and Disposition option, and the <u>CSU Intake Reports</u> screen will appear. (iv) Select the FIPS Code from the drop-down menu. Select the (v) Start Date and (vi) End Date from the calendar drop-down screens. (vii) Click the Generate Report button and the report will appear.
- 4. Intake Cases by Worker and Petition Type
 - a. The Intake Cases by Worker and Petition Type report lists the worker and petition type information.
 (i) Click the Reports menu, (ii) click the FIPS Code Reports Menu option, (iii) select the Intake Cases by Worker and Petition Type option, and the <u>CSU Intake Reports</u> screen will appear. (iv) Select the FIPS Code from the drop-down menu. Select the (v) Start Date and (vi) End Date from the calendar drop-down screens. (vii) Click the Generate Report button and the report will appear.
- 5. Intake Cases by Worker
 - a. The Intake Cases by Worker report lists the worker, domestic relations/child welfare, juvenile, and total intake information. (i) Click the Reports menu, (ii) click the FIPS Code Reports Menu option, (iii) select the Intake Cases by Worker option, and the <u>CSU Intake Reports</u> screen will appear. (iv) Select the FIPS Code from the drop-down menu. Select the (v) Start Date and (vi) End Date from the calendar drop-down screens. (vii) Click the Generate Report button and the report will appear.
- 6. Intake Complaints by Heading and Resolution Status
 - a. The Intake Complaints by Heading and Resolution Status report lists the VCC Heading, referred to court, detention order, diverted, and other information. (i) Click the Reports menu, (ii) click the FIPS Code Reports Menu, (iii) select Intakes Complaints by Heading and Resolution Status option from the drop-down menu, and the <u>CSU Intake Reports</u> screen will appear, (iv) select the FIPS Code from the drop-down menu, select the (v) Start Date and (vi) End Date from the calendar drop-down screens, (vii) click the Generate Report button, and the report will appear.

b. The Intake Complaints by Heading and Resolution Status report lists the VCC Heading, referred to court, detention order, diverted, and other information. (i) Click the Reports menu, (ii) click the FIPS Code Reports Menu option, (iii) select the Intakes Complaints by Heading and Resolution Status option, and the <u>CSU Intake – Reports</u> screen will appear. (iv) Select the FIPS Code from the drop-down menu. Select the (v) Start Date and (vi) End Date from the calendar drop-down screens. (vii) Click the Generate Report button and the report will appear.

School Notification Menu

* 0	CSU Intak	2				-		×	
File	Search	Detention Data	Reports	Help					
	RC	INIA · DEP	Di	gional Reports Menu strict Reports Menu YS Code Reports Menu)))				
		BPA.	Clo	hool Notification Menu osed Intake Log oen Intake Log	•	F	Print Schoo	ol Notific	l Notifications ation Letters tification Letters
	Leafer a		Inc Po Po	en make tog iompitet Intakes Over 1 week old ssible Duplicate Juveniles by DOB, Last First Name ssible Duplicate Juveniles by Mother Maiden, DOB, Race, Sex C Offense Summary		e	<u>e-rin 3</u>		incation Letters
3				ccessing the system is bound by confidentiality rules. Do not acces juveniles in which you do not have a legitimate professional inter					

- 1. Outstanding School Notifications
 - a. The Outstanding School Notifications report lists the intake officer, ICN, intake open date, the juvenile's name, and code section information. (i) Click the Reports menu, (ii) click the School Notification Menu option, (iii) select the Outstanding School Notifications option, and the <u>CSU</u> <u>Intake Reports</u> screen will appear. (iv) Select the FIPS Code from the drop-down menu and the Worker field will auto-populate to the logged-on user's name. To change the Worker, (v) click the Change User button to perform a search using the <u>Employee Search</u> screen. To display all the workers for the selected FIPS code that meet the report criteria, (vi) click the All checkbox adjacent to the Change User button. (vii) Click the Generate Report button and the report will appear.

2. Print School Notification Letters

a. The Print School Notification Letters report lists the intake officer, ICN, intake open date, the juvenile's name, and code section information. (i) Click the Reports menu, (ii) click the School Notification Menu option, (iii) select the Print School Notification Letters option, and the <u>CSU Intake</u> <u>– Reports</u> screen will appear. (iv) Select the FIPS Code from the drop-down menu and the Worker field will auto-populate to the logged-on user's name. To change the Worker, (v) click the Change User button to perform a search using the <u>Employee Search</u> screen. To display all the workers for the selected FIPS code that meet the report criteria, (vi) click the All checkbox adjacent to the Change User button. (vii) Click the Generate Report button and the report will appear.

3. Re-Print School Notification Letters

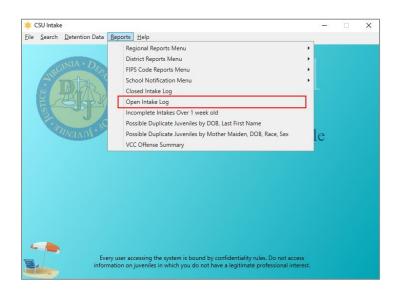
- a. The Re-Print School Notification Letters report lists the intake officer, ICN, intake open date, the juvenile's name, and code section information. (i) Click the Reports menu, (ii) click the School Notification Menu option, (iii) select the Re-Print School Notification Letters option, and the <u>CSU</u> <u>Intake Reports</u> screen will appear. (iv) Select the FIPS Code from the drop-down menu and the Worker field will auto-populate to the logged-on user's name. To change the Worker, (v) click the Change User button to perform a search using the <u>Employee Search</u> screen. To display all the workers for the selected FIPS code, that meet the report criteria, (vi) click the All checkbox adjacent to the Change User button. (vii) Click the Generate Report button and the report will appear.
- Refer to the <u>Intakes by Worker</u> section for information on how to use the Change User button and the <u>Employee Search</u> screen.

BADGE Manual Closed Intake Log

* 0	SU Intake	1		4. _	-9	\times
<u>F</u> ile	Search	Detention Data	eports <u>H</u> elp			
	AIRC	INIA · DEPA	Regional Reports Menu District Reports Menu FIPS Code Reports Menu School Notification Menu	* * *		
1	8		Closed Intake Log			
	JITIC		Open Intake Log Incomplete Intakes Over 1 week old			
	1		Possible Duplicate Juveniles by DOB, Last F	irst Name		
		ANAL CALL	Possible Duplicate Juveniles by Mother Ma VCC Offense Summary	iiden, DOB, Race, Sex		
			user accessing the system is bound by confider tion on juveniles in which you do not have a leg			

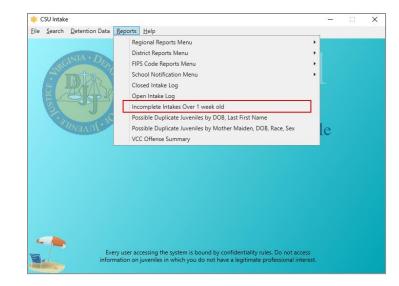
The Closed Intake Log report lists the worker name, intake number, name, Social Security number, birth date, race, genetic sex, closed date, offense code, offense decision, and case type information. (i) Click the Reports menu, (ii) select the Closed Intake Log option, and the <u>CSU Intake – Reports</u> screen will appear. (iii) Select the FIPS Code from the drop-down menu and (iv) select the Closed Date from the calendar drop-down screen. (v) Click the Generate Report button and the report will appear.

Open Intake Log



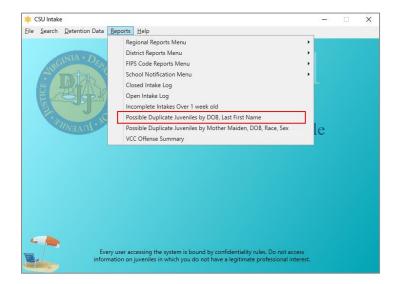
 The Open Intake Log report lists the worker name, intake number, juvenile/respondent name, Social Security number, birth date, race, genetic sex, opened date, offense code, offense decision, and case type information. (i) Click the Reports menu, (ii) select the Open Intake Log option, and the <u>CSU Intake –</u> <u>Reports</u> screen will appear. (iii) Select the FIPS Code from the drop-down menu. (iv) Click the Generate Report button and the report will appear.

Incomplete Intakes Over 1 week old



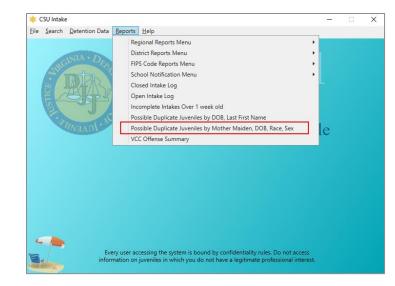
 The Incomplete Intakes Over 1 week old report lists the case number, worker name, date opened, and keyed by information. (i) Click the Reports menu, (ii) select the Incomplete Intakes Over 1 week old option, and the <u>CSU Intake – Reports</u> screen will appear. (iii) Select the FIPS Code from the drop-down menu. (iv) Click the Generate Report button and the report will appear.

Possible Duplicate Juveniles by DOB, Last First Name

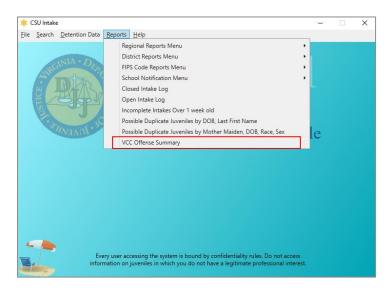


 The Possible Duplicate Juveniles by DOB, Last First Name report lists the juvenile number, birth date, name, race, genetic sex, processing locality, and worker name information. (i) Click the Reports menu, (ii) select the Possible Duplicate Juveniles by DOB, Last First Name option, and the <u>CSU Intake – Reports</u> screen will appear. (iii) Select the District Code from the drop-down menu. (iv) Click the Generate Report button and the report will appear.

Possible Duplicate Juveniles by Mother Maiden, DOB, Race, Sex

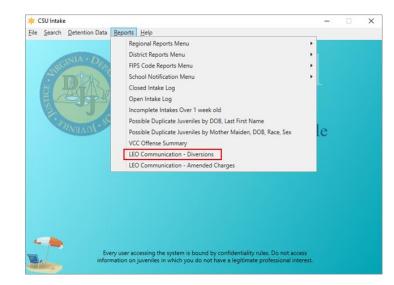


 The Possible Duplicate Juveniles by Mother Maiden Name, DOB, Race, Sex report lists the juvenile number, birth date, mother's maiden name, name, race, genetic sex, processing locality, worker name, and date entered information. (i) Click the Reports menu, (ii) select the Possible Duplicate Juveniles by Mother Maiden, DOB, Race, Sex option, and the <u>CSU Intake – Reports</u> screen will appear. (iii) Select the District Code from the drop-down menu. (iv) Click the Generate Report button and the report will appear. VCC Offense Summary



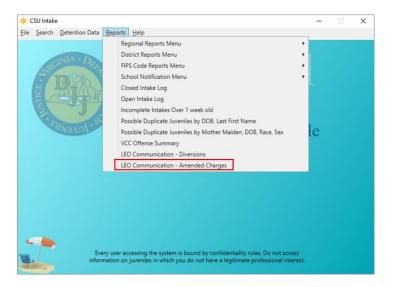
The VCC Offense Summary report lists the district, FIPS, VCC, description, delinquent count, domestic count, and adult criminal count information. (i) Click the Reports menu, (ii) select the VCC Offense Summary option, and the <u>Intake Report Parameters</u> screen will appear. Select the (iii) CSU and (iv) FIPS from their respective drop-down menus. Select the (v) Begin Date and (vi) End Date from the calendar drop-down screens. (vii) Select the Sort by option from the drop-down menu. (viii) Click the Generate Report button, and the report will appear.

LEO Communication – Diversions



- The LEO Communication Diversions report displays the number and percentage of diverted offenses petitioned by law enforcement broken down by whether the LEO agreed/disagreed with the decision to divert. Each report will also have a Not Applicable row. If a report timeframe includes intake cases opened before the recent changes were published, they will be captured in this row. The plus sign can be used to expand the report to show case-level data. Clicking the minus sign will contract the case-level data.
 - a. (i) Click the **Reports** menu, (ii) select the **LEO Communication Diversion** option, and the <u>Intake</u> <u>Report Parameters</u> screen will appear. Select the (iii) **CSU** and (iv) **FIPS** from their respective dropdown menus. Select the (v) **Begin Date** and (vi) **End Date** from the calendar drop-down screens. (vii) Click the **Generate Report** button, and the report will appear.

LEO Communication – Amended Charges



- The LEO Communication Amended Charges report displays the number and percentage of offenses petitioned by law enforcement broken down by whether the charge was reduced/denied, was not reduced/denied, or was increased. Each report also displays a Not Applicable row. If a report timeframe includes intake cases opened before the recent changes were published, they will be captured in this row. The plus sign can be used to expand the report to show case-level data. Clicking the minus sign will contract the case-level data.
 - a. (i) Click the **Reports** menu, (ii) select the **LEO Communication Amended Charges** option, and the <u>Intake Report Parameters</u> screen will appear. Select the (iii) CSU and (iv) FIPS from their respective drop-down menus. Select the (v) **Begin Date** and (vi) **End Date** from the calendar drop-down screens. (vii) Click the **Generate Report** button, and the report will appear.

Appendix

A. Adding an "Unknown" Individual

Do NOT file a petition with an Unknown Petitioner. The petitioner is the individual filing the complaint; therefore, the petitioner's identity should be known. A petition may be saved with an Unknown Respondent, but it is highly recommended that a petition with an Unknown Respondent is NOT filed, as filed petitions cannot be updated.

When adding an "Unknown" individual to a petition:

1. If the **petitioner's** identity is not known, click the **Unknown** checkbox and "UNKNOWN, UNKNOWN" will auto-populate the corresponding **Name** field.

🛃 Domestic Rela	ations Intake				×
Intake Case					
Petitioner's Infor	mation				
Unknown?	SSN	Name		1	Add View Clear
Respondent's In	formation				
Unknown?	SSN	Name		1	Add View Clear
Juvenile's Infom	nation				
	SSN	Name		1	Add View Clear
Juvenile N	lumber	DOB	Age (Years - Mo	nths)	
Intake Case I	Number (ICN): Wil	be assigned after sa	ving		
Court District		~	FIPS	5	
Open Date		Time 09:16:01 AM 🚖	Close Date	•	
Case Type		~	Petitioner Type		~
Relationship	None	 (Petitioner to .) 	luvenile)	Mandatory field	ds displayed in bold
Worker			Keyed By	New Street St	
Save	Copy Intake Case	Close	View / Print Intake Report	View Suprem Court Details	

a. An Unknown Adult can also be added using the corresponding Add button. (i) Click the Add button and the <u>Adult Search</u> screen will appear. On the <u>Adult Search</u> screen (ii) click the Adult Number radio button, (iii) type "1" into the Adult Number field, and (iv) click the Find button. The user will be returned to the *Intake Case* tab where the Unknown? checkbox will be auto-selected and "UNKNOWN, UNKNOWN" will auto-populate the corresponding Name field.

🔛 Domestic Relations Intake		×			
Intake Case					
Petitioner's Information Unknown? SSN Name		Add View Clear			
Respondent's Information					
Unknown? SSN Name		Add View Clear			
Juvenile's Information			🖳 Adult Search		×
SSN Name Juvenile Number DOB	Age (Years - Months)	Add View Clear	Adult Number		
Intake Case Number (ICN): Will be assigned after sav	ing		Caseload Number		
Court District ~	FIPS		Advance Search		
Open Date Time 09:16:01 AM	Close Date		O Add Adult		
Case Type V	Petitioner Type	~	Find	Close	
Relationship None V (Petitioner to J	uvenile) Mar	ndatory fields displayed in bold			
Worker	Keyed By				
Save Copy Intake Close Cose		View Supreme Offense History Court Details Summary Report			

2. If the **respondent's** identity is not known, click the **Unknown** checkbox and "UNKNOWN, UNKNOWN" will auto-populate the corresponding **Name** field.

🖳 Domestic Rela	ations Intake							×
Intake Case								
Petitioner's Infor	mation							
Unknown?	SSN	Name				Add	View	Clear
Respondent's In	formation							
Unknown?	SSN	Name				Add	View	Clear
Juvenile's Inform	nation							
	SSN	Name				Add	View	Clear
Juvenile N	lumber	DOB		Age (Years - Mon	ths)			
Intake Case I	Number (ICN): Wi	l be assign	ned after sav	ing				
Court District			~	FIPS				_
Open Date		Time 09:1	16:01 AM 😫	Close Date		-		
Case Type			~	Petitioner Type				\sim
Relationship	None	~	(Petitioner to Ju	ivenile)	Mandatory f	ields displa	ayed ir	1 bold
Worker				Keyed By	100			
Save	Copy Intake Case		Close	View / Print Intake Report	View Sup Court De			History y Report

a. An Unknown Adult can also be added using the corresponding Add button. (i) Click the Add button and the <u>Adult Search</u> screen will appear. On the <u>Adult Search</u> screen (ii) click the Adult Number radio button, (iii) type "1" into the Adult Number field, and (iv) click the Find button. The user will be returned to the *Intake Case* tab where the Unknown? checkbox will be auto-selected and "UNKNOWN, UNKNOWN" will auto-populate the corresponding Name field.

🚆 Domestic Relations Intake	×	
Intake Case		
Petitioner's Information Unknown? SSN Name	Add View Clear	
Respondent's Information Unknown? SSN Name	Add View Clear	
Juvenile's Information SSN Name Juvenile Number DOB	Add View Clear	Adult Search
Intake Case Number (ICN): Will be assigned after sav Court District	FIPS	Caseload Number Advance Search
Open Date Time 09:16:01 AM	Close Date Petitioner Type	Add Adult Find Close
Relationship None (Petitioner to J	wenie) Mandatory fields displayed in bold Keyed By	
Save Copy Intake Close Close	View / Print View Supreme Offense History Intake Report Court Details Summary Report	

3. Once the identity is known for a previously unknown individual on a saved petition, search for the intake, and the *Intake History* screen will appear.

🝁 CSU Intake	- 🗆 🗙 煤 Intake History	– 🗆 X
File Search Detention Data Reports Help	<u>File</u> Search Detention Data Reports Help	
Intakes by Juvenile Intakes by Respondent Intakes by Case Number BADGE	Selected Juvenile Juvenile # Name D08 SSN	Alert! Info
Intakes by Worker For VCC Code	Add New Intake Intake History Report Offense History Uiew Offense History History Details	Services History
	Recorded Intakes ICN JI FIPS Opened Closed Worker	
CSU Intake Mo		View/Edit Selected Intake
	Intake Offense Information	Intake Report
	JO VCC Code PM Offense Date Off. Dec. Adjudication	View Supreme Court Details
	Interest [12] Anternal [Interest] Interests (Inter-Arean	
	NUMBER 11 Automation (NUMBER (NUMBER (NUMBER)))	
	Here Anno America Anno Anno Anno Anno Anno Anno Anno Ann	-
	Address Revised Revision Revision Revision	-
	Addition (Advance) (Advance) (Advance)	_
Every user accessing the system is bound by confidentiality rules. Do not ac information on juveniles in which you do not have a legitimate professional in		Refresh

- **Refer to the <u>CSU Intake Search</u> section on how to search for an intake.**
- a. (i) Select the appropriate intake and the row will be highlighted in blue. (ii) Click the View/Edit Selected Intake and the <u>Select Intake Case Category</u> screen will appear. (iii) Select an intake category, (iv) click the Ok button, and the intake with appear.

× Intake History	- 🗆 ×
<u>File</u> <u>Search</u> <u>Detention</u> Data <u>Reports</u> <u>H</u> elp	
Selected Juvenile	
Juvenile # Name DOB 55N	Alert!
Office Laroniz Boolingo vide. (EDectro VErsio)	Info
Add New Intake Intake History Offense History Summary Report Summary Report	Services History
Recorded Intakes	
ICN JI FIPS Opened Closed Worker	
Salarita V Noteward (National State and States)	View/Edit
	Selected Intake
Lancas heread berings without by therea	
Server Descent Contract and Descent	Intake Report
Internal Advance (Includes) Includes (Inc.) Norm	
Intake Offense Information	View Supreme
JO VCC Code PM Offense Date Off. Dec. Adjudication	Court Details
Lattice _ Direct Director Directory	
Lange I have I have been an and been	
Ramon Distance Include Include Statistics	
Jennis Designed USE [10] See Channel	
	Refresh

b. (i) Click the **Edit Intake Case Info** button, (ii) click the **Clear** button or remove the checkmark from the **Unknown?** Checkbox, and the "UNKNOWN, UNKNOWN" from the **Name** field will be cleared.

星 Domestic Relations Intake 🛛 🕹	💀 Domestic Relations Intake 🛛 🗙
Intake Case Narrative Custody Petition Custody Affidavit	Intake Case Namative Custody Petition Custody Affidavit
Petitioner's Information Unknown? SSN Name UNKNOWN, UNKNOWN Add View Clear	Pettioner's Information Image: Comparison of the second
Respondent's Information Add View Clear Unknown? SSN Name Add View Clear	Respondent's information Unknown? SSN Name Add View Clear
Juvenile's Information SSN Name Name Add View Clear Juvenile Number DOB Age (Years - Months) Juvenile Has Alert(s)	Juvenile's Information SSN Name Market State Sta
Intake Case Number (ICN):	Intake Case Number (ICN):
Court District FIPS FIPS	Court District Hammanilian Class V FIPS
Open Date Time 12:58:33 PM Close Date	Open Date Time Time Close Date Close Date
Case Type Petitioner Type	Case Type
Relationship (Petitioner to Juvenile)	Relationship (Petitioner to Juvenile) Mandatory fields displayed in bold
Worker Gas I finance Keyed By Gas I finance	Worker Keyed By
Edit Intake Case Copy Intake Delete Intake Case Intake Report View June Offense History Summary Report	Save Copy Intake Cancel View / Print View Supreme Offense History Case Intake Report Court Details Summary Report
Add Custody Petition Add Support Petition Add Protective Order	Add Custody Petition Add Support Petition Add Protective Order
🛃 Adult Search	X
Aduit Number Caseload Number	
O Advance Search	
O Add Adult	
Find	Close

- c. (i) Click the Add button, and the <u>Adult Search</u> screen will appear. This screen consists of three adult search options. If the search does not return the adult and an adult record is determined to not exist, proceed with adding a new adult.
- Refer to the Intake Case Tab section for information on how to add an existing/new adult record to a domestic relations intake.
 Refer to the Petitioner's Information section for detail pertaining to searching for and adding an adult; this information is
- applicable to both petitioners and respondents.
 Refer to the Intake Case Tab section (in Adult Criminal Intake) for information on how to add an existing/new adult record to an adult criminal intake.
- 4. An unknown adult cannot be deleted if they have multiple intakes and/or juveniles associated with them; all associated records will have to be updated before the unknown adult can be deleted.

Date	ltem	Details
06/2017	Gender Field Name	The "Gender" field name in BADGE has been changed to "Genetic Sex." This change will only impact the name of the field, not the values.
06/2017	Family Tab – Contacts Screen	The field names for Juvenile Contacts were changed from Father, Mother, Guardian, Other 1, and Other 2 to Parent 1, Parent 2, Guardian, Other 1 and Other 2 to coincide with a change to the Supreme Court of Virginia's DC-511 petition. A drop-down menu for "Relationship" has been added.
08/2017	Appendix A	Instructions on how to add an "Unknown" individual to a petition was added to the manual.
09/2017	Intake Case Tab	A field has been added to the Intake Case tab to allow you to specify the relationship of a petitioner to the juvenile. This field will print on the DC-511 petition in the signature section.
09/2017	Detention Orders	A checkbox has been added to the Detention Orders tab if the order is being issued because the juvenile is alleged to have "violated any of the provisions § 18.2-308.7." This new detention reason and the associated checkbox have been added to the DC-529 detention order.
10/2017	Advance Search – Adult Search Screen	This screen has been updated and added Street Address (Full or Partial), and Zip Code to the search.
10/2017	Change User Button - Employee Search Screen	The screen has been updated and removed the Phone (Work, Cell, or Fax) from the search options.
10/2017	Find Juvenile Screen - Advance Search	The screen has been updated and added Street Address (Full or Partial) and Zip Code to the search.
10/2017	Intake Disposition Field	The "Intake Disposition" field name in BADGE has been changed to "Offense Decision." This change will only impact the name of the field, not the values.

B. Document Revisions

Date	Item	Details
		Intake Cases by Worker and Petition Type reports were added to the District Reports Menu and the FIPS Code Reports Menu.
10/2018	Intake Case Reports	Previous titles of the reports found under the Regional Reports Menu, District Reports Menu, and FIPS Code Reports Menu were updated to clarify that they pull data related to intake complaints.
01/2019	BADGE Home Screen	BADGE Home Screen has added the Non – JTS Modules Menu.
01/2019	Find Juvenile Screen - Advance Search	The Find Juvenile screen has been updated and added the ability to search for a juvenile by an Alias previously recorded in BADGE. In addition, clarification was added to two other search criteria indicating that (i) the search for alternative spellings only applies to the first name field and (ii) the search for a phone applies to a home, work, or cell phone.
03/2019	Intake Cases by Worker Report – District Reports	The Intake Cases by Worker Report was added under the District Reports Menu.
03/2019	Intake Cases by Worker Report – FIPS CODE Report	The Intake Cases by Worker Report was added under the FIPS Code Report Menu.
07/2019	Ethnicity Field	Changed the Ethnicity fields from a three-factor checkbox to a drop-down menu that is a mandatory field.
07/2019	Domestic Relations Intake – Custody Petition Button	The Fostering Futures petition (DC-595; Petition for Approval of Voluntary Continuing Services and Support Agreement) was added.
11/2021	Formatting changes to entire document	See Style Manual for up to date document formatting requirements. Changes made include decreasing Margins to "Narrow". Move "Notepad Bullets" from margins to document body. Change table formatting requirements and increase all table sizes to utilize increased usable page space.
11/2021	Edits for accuracy, clarity, formatting, spelling, and grammar to entire document.	Update screen shots to include current representation of BADGE, add screen shots where they are missing or add clarity to the manual, update instructions that are lacking detail or missing steps, correct spelling and grammar, and fix any formatting irregularities.
11/2021	Domestic Relations Intake	Removed abortion petition information from manual.
11/2021	1) Domestic Relations Intake, Add New Petitions and Orders and 2) Juvenile Del./Status Intake, Add New Intakes, Summons, and Warrants	Change notes to direct the user to contact the Juvenile & Domestic Relations District Court, instead of the Supreme Court, if a petition must be changed (i.e. delete old and create new).
11/2021	Immigration Status Alerts	Remove Ice Notification pop-up box. The alerts in BADGE that are generated in response to immigration status questions were revised as follows: 1) DJJ staff are no longer required or authorized to report illegal immigrant information to the U.S. Department of Homeland Security. 2) DJJ staff are no longer required or authorized to report suspected illegal immigrant information to the U.S. Department of Homeland Security.
11/2021	Petition Language Changes	 DC - 383 Petition for Protective Order. 1) Removed "A" from before Respondent in #2. 2) Added a field (#5) to indicate if the respondent owns or otherwise possess firearms DC - 595 Petition for Review of Voluntary Continuing Services and Support Agreement and Approval of Case Plan. 1) Changed the petition title to "Petition for Review of Voluntary Continuing Services and Support Agreement and Approval of Case Plan. 2) Changed the language from "Foster care plan" to "case plan" and added an "Other" option under the attached documents section. 3) Changed the language about docketing the case for a hearing from "as soon as practicable" to "to be held within 45 days". 4) Changed the language under #4 from "Agreement filed with a foster care plan" to "case plan" DC - 610 Petition for Support (Civil). 1) Changed the language under #7 from "court issuing the order" to "issuing court" (This only shows on the printed petition). 2) Changed the layout of field D. 3) Added a field (G.) to request that the mother's pregnancy and delivery expenses be paid. 4) Revised the previous fields G. and H. to H. and I., respectively DC - 611 Petition for Protective Order - Family Abuse. 1) Removed "A" from before Respondent in #2. 2) Added a field (#6) to indicate if the respondent owns or otherwise possess firearms

Date	Item	Details
Dale		Add a new field to the Juvenile Information Screen on the Info/Face Sheet tab to collect
12/2021	Juvenile Voter Registration Status	juvenile voter registration. The new field also appears on the Please Enter All Available Information for New Juvenile Screen, General Information tab. The field will be called "Registered Voter" with yes/no radio button options. The "Arlington CSU Social File #" field has been removed in order to create more space on the screen for the new field.
		Add four new fields to the Juvenile Delinquent/Status Intake Screen, Intake Case Tab.
03/2022	Juvenile Delinquent / Status Intake	For juvenile delinquent/status intake cases created where the petitioner is a LEO (Petitioner Type equals BP, CW, FD, NC, OL, PD, SH, ST, or SR), two new fields have been added to record if the charge requested by the LEO was or was not reduced, denied, or increased and if so, why. Fields: Requested Change Amended and Rationale .
		For juvenile delinquent/status intake cases created where the petitioner is a LEO (Petitioner Type equals BP, CW, FD, NC, OL, PD, SH, ST, or SR) and the Offense Decision is '07 – Req'd to Participate in Diversion', several new fields have been added for which input is required. Fields: Requested Change Amended and Rationale , and LEO was Consulted on Diversion and LEO's Rationale.
03/2022	Reports	Add two new reports: LEO Communication – Diversions
		LEO Communication – Amended Charges For the Juvenile Delinquent/Status Intake screen, Juvenile Intake tab: Add a drop-down
04/2023	Juvenile Delinquent / Status Intake	menu that will be a required field when "Resolved" (offense decision code 01: Resolved) is chosen as an offense decision. If "Other" is selected, a comment box will be available. The comment box is required if "Other" is selected. Add Reason Offense Not Diverted that is accessible if the offense descision is "02 – Petition Filed," "03 – Petition/Detention Order Filed," or "11 – Petition/Shelter Care Filed".
		Updates made to Overrides and DAI Scores tabs on the Detentiion Assessment screen (accessible via Detention Assessment Button on Juvenile Delinquent/Status Intake screen, Juvenile Intake tab).
04/2023	Mandatory Overrides	Overrides tab: Create a new mandatory override titled "Weapons Offenses, Adm. Dir. A-2022-005, email amend."
		DAI Scores tab (and Printed DAI Report): when determining the value for items 1 and 2 only include offenses where the offense decision is equal to '02-Petition Filed', '03-Petition/Detention Order Filed', '11-Petition/Shelter Care Filed', '15-Consent
		Signed/Petition Filed', '16-Court Summons', or '18-Unsuccessful Diversion/Petition Filed.' Add a new field to the Juvenile Intake tab in the CSU Intake Module after the existing "Resolved Other" field and before the "LEO was Consulted on Diversion" field called "Affirmative Consent".
10/2023	3 Juvenile Delinquent / Status Intake	If juvenile offense is a felony and disposition is to '07 – Req'd To Participate-Diversion', '18-Unsuccessful Diversion/Petition Filed', '20-Successful Diversion', or '21-Unsuccessful Diversion/No Petition Filed', The values for the field are: Yes, Victim Consented; Yes, unsuccessful Attempts to Contact Victim, and; Yes, Deputy Director/RPM Exemption.
01/2024	Prohibited Diversion Offense Information Screen	Add information screen that displays alert message when an intake offense outlined in <i>Attachment #s 1 and 2 of VOL III-9123 – Diversion and Resolution at Intake</i> is selected through the Find VCC Code button and Search Offense screen on the Juvenile Intake tab.
		Changes made to: Juvenile Delinquent / Status Intake and Adult Criminal Intake sections.
01/2024	DO (Detention Order) Requirement Information Screen	Add information screen that displays message when an intake offense is saved where the offense is identified in <i>WPN Offenses Requiring Alert.xlsx</i> AND the Offense Decision is equal to '02' OR '03' OR '07' OR '13'.
		Changes made to: Juvenile Delinquent / Status Intake section.
	Print School Letter	Add instructions for the Print School Letter Button.
01/2024	Button.	Changes made to: Add Juvenile Intake Button subsection in the Juvenile Delinquent / Status Intake section.
01/2024	BADGE Version at last update	BADGE Version at last BADGE CSU Intake Module Manual update: Version 4.0.5.10.