

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
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Style/Symbol/Button	Magning			
	Meaning			
Calendar drop-down screen Button and Date Field	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 onQuestion and/orConfirmationScreen	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 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 CSU Intake Manual**.

The BADGE application manuals are regularly updated and uploaded to DJJ's website and DJJ Connect 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

BADGE Manual

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.

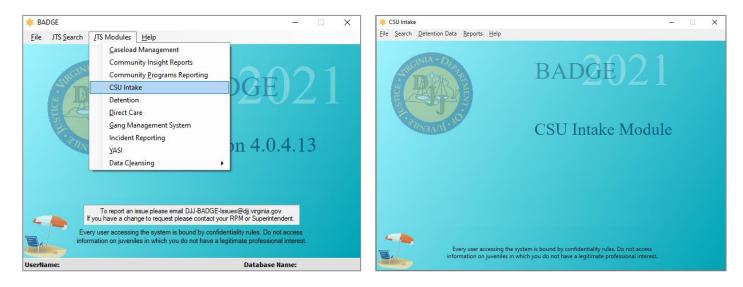
Please email <u>DJJ-BADGE-Passwords@djj.virginia.gov</u> for assistance with BADGE login problems.

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.

_		
* 0	CSU Intake	
File	Search Detention Data Reports Help	Select Intake Case Category
	New Intake	Please select which kind of intake case you want to create.
	Load prE-Interview	
L	Delete Adult	O Domestic Relations O Juvenile Delinquent/Status O Adult Criminal
L	Delete Juvenile	Continue Cancel
L	Close	

 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					
Juvenile N	SSN umber	DOB	Age (Year	s - Months)	Add View Clear
Intake Case	Number (ICN): Wi	ll be assigned afte			
Court District		-	\sim	FIPS	
Open Date	×	Time 01:23:03 PM	A 🚖 Clos	e Date	-
Case Type			 Petitioner 	Туре	~
Relationship	None	 ✓ (Petition) 	erto Juvenile)	Mandatory f	ields displayed in bold
Worker			Keyed By	Co. J. New Y	
Save	Copy Intake Case	Close	View / Pr Intake Re		

 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	
🔿 Add Adult	
Find	Close

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Adult Information Screen - Adult	Relations Intake X
Adult Information number and name displayed here	Intake Case
Adult Number SSN Eddt 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 Unknown? SSN Name Add View Clear
Is Deceased? No Genetic Sex	Juvenie's Information SSN Name Add View Clear Juvenie Number DOB Age (Years - Months)
Adult Information Address / Phones / Email Employment Information Associated Juveniles Adult Information Height " Weight Color: Eyes Height " Weight Color: Eyes Hair Marital Status Is U.S. Citizen? Docket # (Arlington CSU)	Intake Case Number (ICN): Will be assigned after saving Court District FIPS Open Date Court District Court of the Court
Driver's License Information Driver's License Number State License Issued	Worker Keyed By Enic J. Reinick Save Copy Intake Case Offense Vew / Print Intake Report Vew Supreme Court Details Offense History Summary Report
Qose	Detitionería Information is aluque entered basques all Demostia

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 Scre	en - Adult	💀 Domestic Relations Intake X
Adult Information number and name disp		Intake Case
Adult Number SSN SSN	Edit Adult	Petitioner's Information Unknown? SSN Name Add View Clear
Adult Name	Info	
Date of Birth	Print Face Sheet	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 As	sociated Juveniles	Intake Case Number (ICN): Will be assigned after saving
Adult Information		Court District V FIPS
Height 📕 ' " Weight 💻 Color: Eyes	Hair	Open Date
Marital Status Is U.S. Citizen	? 🐂	
Docket # (Arlington CSU)		Case Type Vetitioner Type V
		Relationship None V (Pettioner to Juvenile) Mandatory fields displayed in bold
Driver's License Information		Worker Keyed By Eric J. Reinick
Driver's License Number State Licen	nse Issued	
		Save Copy Intake Close View / Print View Supreme Offense History Intake Report Court Details Summary Report
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	er					
🔘 Caseload Nu	ımber					
Advance Se	arch					
O Add Adult						
Last Name				🗌 Us	e Wildcard	
	Nan	ne Suffix				
First Name				🗌 Us	e Wildcard	
	Include Alte	emative Spelli	ngs			
Date of Birth		(MM/DD/YY	YY)			
	Include rec	ords that have	e no value	es for suffi	x and DOB	
Genetic Sex) Male 🔘	Female			
SSN						
Street Address				(Full or I	^p artial)	
City			ZI	P Code		1
🗌 Is Law B	Enforcement Off	ficer (LEO)?	LEO Ba	dge #		
Phone		(Home, Wo	ork, or Cel	I) –		
	Find Adults	with Open W	orkload			
R	nd	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 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. 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. To clear all the information in the search fields, click the **Clear All** button.

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		87.0	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 diversion of the local diversio	1	Contraction of Contraction		Automa.			
1000	1000 C		Service Rendered In	1.000	printer in the	57-10-100A	1.	
1000	1000		and the first state	No. of Concession, Name	COMPANY AND A	625.555		1
10.00	(MCM)		100		No. (1993) (1977)	1.00.000	1	
1000	ALC: NOT THE OWNER OF THE OWNER OWNER OF THE OWNER OWNE OWNER OWNE	100	110 C	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 DECK		100	1000	states and	Enclosed in a	1	
100.00	10000		de la factoria de la compañía de la		(Belleville)	0.551000		
	10000		1007	100	space of state	P. 10 (94)	1	
1000	ALC: NOT THE OWNER OF THE OWNER OWNER OF THE 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	10.00	1	
-	percent.		A 100 1	depart of	design and the second	10000	1	
100.00	10000		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 to select a suffix from the drop-down 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.

Add New	Adult		\times
?	have entered.	possible matches with the info ou review all possible matches. e matches?	
		Yes	No

- 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 Add Adult	Name/Address Information General Information Employment Information	
Last Name Ulse Wildcard Name Suffix Ulse Wildcard Include Atternative Spellings Date of Birth (MM/DD/YYYY) Include records that have no values for suffix and DOB Genetic Sex O AI Male Female SSN Street Address (Full or Partial)	Last Name Address Suffix (Jr, Sr, I, II, III, IV, etc) None First Name Zip Code Middle Name City/Town Genetic Sex Male Female Unknown State Unknown Is Deceased?* Approx. Date	
Cky 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	

- **W** 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 <u>Name/Address</u> Information, General Information, and <u>Employment Information</u> tabs.

i. Name/Address Information Tab

🔛 Please Enter ALL Available Information for New Adul	lt	Х
Name/Address Information General Information Employm	nent 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	
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 🔳 Unknown 🛛 Save	<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 <u>A</u> ddress	
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 <u>A</u> ddress	
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 Information	
Date of Birth Age (YY- MM) SSN I Is Adult U	.S. Citizen?*
Race Unknown V Ethnicity (Hispanic/Latino?) Unknown	~
Height 🔍 ' 🔍 " Weight Eye Color Unknown 🗸 Hair Color U	Inknown 🗸
Marital Status Unknown V Docket # (for Art	ington CSU)
Driver's Lic. # State Issued Driver's License	~
Adult Phone/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 Name/Address Information General Information Employment Information Adult Employer Address / Phone Number Adult Employer Address / Phone Number Status Unknown Aprox. Date Adult Semployer Address / Phone Number Job Title Image: Control of the second se		
Adult Employment Information Status Unknown v Aprox. Date Employer Address Job Title Zip Code Is Adult Law Enforcement Officer?* State Law Enforcement Officer Badge Number Phone	🖳 Please Enter ALL Available Information for New Adult	Х
Status Unknown v Aprox. Date Employer Address Job Title Zip Code Is Adult Law Enforcement Officer?* State Law Enforcement Officer Badge Number Phone Phone Phone Extension	Name/Address Information General Information Employment Information	
Employer	Adult Employment Information Adult Employer Address / Phone Number	_
Job Title Zip Code Find City by Zip Code Is Adult Law Enforcement Officer?* State Unknown Law Enforcement Officer Badge Number Phone Phone Extension	Status Unknown V Aprox. Date Address	
Is Adult Law Enforcement Officer?* City/Town Law Enforcement Officer Badge Number Phone	Employer	1
Is Adult Law Enforcement Officer?* State Unknown Same as Home Law Enforcement Officer Badge Number Phone Phone Extension	Job Title Zip Code Find City by Zip Code	Ī
Law Enforcement Officer Badge Number	City/Town	
	☐ Is Adult Law Enforcement Officer?* State Unknown ✓ <u>Same as Hom</u>	
*- 🗹 Yes 🔲 No 🔳 Unkradyn Save Cancel	Law Enforcement Officer Badge Number Phone Phone Phone Extension	וו
•- ☑ Yes		=
•- ☑ Yes		
	• Ves No I Unkryn Save Cancel	

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.
- (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
Pettioner's Information Urknown? SSN Name Add View Clear Respondent's Information Urknown? SSN Name Add View Clear Juvenle's Information SSN Name Add View Clear	Adult Number SSN Edit Adult Adult Name Edit Adult Info Date of Birth Age (Years - Months) Print Face Sheet Is Deceased? No Genetic Sex
Juvenile Number DOB Age (Years - Months) Intake Case Number (ICN): Will be assigned after saving Court District Open Date Case Type Petitioner Type Petitioner Type Relationship None (Petitioner to Juvenile) Mandatory fields displayed in bold Worker Keyed By Enc J. Reinick Case Copy Intake Close View / Pint View Supreme Offense History Summary Report	Adult Information Address / Phones / Email Employment Information Associated Juveniles Adult Information Height Color: Eyes Hair Marital Status Is U.S. Citizen? Is U.S. Citizen? Docket # (Arlington CSU) Driver's License Information State License Issued
	Qose

Badded Refer to the **BADGE Juvenile & Adult Information Screens Manual** 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 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 Bold Are Mandatory				
• Ves No 🔳 Unknown Save	Cancel			

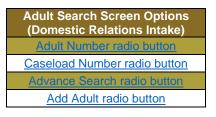
BADGE Manual

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 Infor	mation SSN Name	UNKE VERI		Add View Clear	Adult Number Caseload Number	
Respondent's In		e		Add View Clear	 Advance Search Add Adult 	
Juvenile's Inform Juvenile N	SSN Name		Years - Months)	Add View Clear		Find Close
Intake Case N	Number (ICN): Will be assi	igned after saving				
Court District		~	FIPS			
Open Date	Time C	1:23:03 PM 😩	Close Date	_		
Case Type		 Petitic 	ner Type	~		
Relationship	None \sim	(Petitioner to Juvenile)	Mandatory	fields displayed in bold		
Worker		Keyed E	ly Eric J. Reinick			
Save	Copy Intake Case		Print View Su Report Court D	preme Offense History etails 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.

BADGE CSU Intake Manual

	Adult Information	Adult Information Scre number and name disp	en - Adult layed here
	Adult Number	SSN HEIGHT	Edit Adult
	Adult Name	•	Info
Domestic Relations Intake	Date of Birth	Age (Years - Months)	Print Face Sheet
Intake Case	Race / Ethnicity		Jileet
Petitioner's Information	Is Deceased? No	Genetic Sex	
Unknown? SSN Name Name Add View Clear	Adult Information Address / Phones /	Email Employment Information As	sociated Juveniles
Respondent's Infomation Unknown? SSN Name Add View Clear	Adult Information		
		nt 🧾 Color: Eyes 💼	Hair Hair
Juvenile's Information SSN Name Add View Clear	Marital Status	Is U.S. Citizen (Arlington CSU)	? "••••
Juvenile Number DOB Age (Years - Months)	· · · · · · · · · · · · · · · · · · ·	(Anington CSU)	
	Driver's License Information Driver's License Number	State Licer	nse Issued
		<u>C</u> lose	
🖳 Edit Information for Adult Number	lumber	×	
	unber		
Name/Address Information General Information Employment Information			
Adult <u>N</u> ame			
Last Name Address	1 C		
Suffix (Jr, Sr, I, II, III, IV, etc) None V			
First Name Zip Code	Find City by Zip Code	•	
Middle Name City/Town Unknown			
Genetic Sex O Male Female O Unknown State VA Virgin	ia 🗸		
Is Deceased?* Approx. Date	ss Confidential?* Paste Unknow	<u>wn</u>	
All Fields in Bold Are Mandatory			
•- ✓ Yes No ■ Unknown <u>S</u> ave <u>C</u> ancel			

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 [Petention Population Add Juvenile	
		enter juvenile's legal name	
	use nick	names) and date of birth, if	known
	Last Name		(Required)
		Name Suffix V	
	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 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
1000	100.00		1000	1.00		Contraction of the	1	
100.0	ing the		1000	Transfer.	Non-Addition of the	1000		
1000	100.00		and a		Reference .	10.00	- N - 1	
1.00	(Market		104	-	Program (Second Second Se	10.00		
	100.000		1000	10.000	Station Colleges (e sela reas	11	1 P
1000	100.000		and the second s	100000		1000	10	
1000	ter le		1000	1000	10.04	10000		
1000	100.00		and a	1.756.0000	Subject South	0.00	- N - 1	10 A
10,000	(all all all all all all all all all all		104	0.000		1000		
	100.000		1000	1000		10.00	10.0	1 B 1
1000	10.00		100	1000	No. of Loss Sector	1000		
and stands	ter in		1000	rectrus.		10.000		
1000	100.00		and a			1.000	18	1 B
1.0	(all all all all all all all all all all		104	04 A104	Star States	10.00		
1000	100.000		1000			10.00	11	1 P
1,000	10.00		100		Productor .	100.000		
1000	the second s		1000	Transformer	No. of Col.	10.000		

Juvenile Information Screen - ×	💀 Domestic Relations Intake 🛛 🕹
Juvenile Information Juvenile number and name displayed here	Intake Case
Juvenie Name Age (Years - Months) No image Date of Birth Age (Years - Months) Available	Unknown? SSN Name Add Wew Clear Respondent's Information
Race / Ethnicity Constant Genetic Sex	Unknown? SSN Name Add View Clear
Info/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family Access Log Recorded Alerts	SSN Name Add View Clear Juvenie Number DOB Age (Years - Months)
View/Change Print Alets	Intake Case Number (ICN): Will be assigned after saving Court District V FIPS
	Open Date
	Case Type Petitioner Type Relationship None (Petitioner to Jovenile) Mandatory fields displayed in bold
	Worker Keyed By Keyed By
	Save Copy Intake Close User / 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>Juvenile Information</u> 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 inc	ludes juveniles with	n no suffixes or date	of birth recorded.		
	Select	View Info	Add New	Cancel	

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 Juvenile X					
Name/Address Information General Information Birth/Fan	nily Information				
Juvenile <u>N</u> ame	Juvenile Address				
Last Name	Address				
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				
Genetic Sex O Male O 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	<u>C</u> ancel				

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 <u>N</u> ame	Juvenile Address
Last Name	Address
Suffix (Jr, Sr, I, II, III, IV, etc) None $$	
First Name	Zip Code <u>Find City by Zip Code</u>
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 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

- 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.

Juvenile Info	s Information General Information Birth/Far	Juvenile Drive	r's License	
SSN	Is DNA Taken?*	Туре	Unknown	~
Race	Unknown 🗸	Status	Unknown	Y
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 1	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.

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

iii. Birth/Family Information Tab

🖳 Please Enter ALL Available	Information for New Juv	enile	×				
Name/Address Information	General Information Birth/F	amily Information					
Juvenile Birth Information							
Date of Birth		Age (YY-MM)					
State of Birth	Unknown 🗸	Birth Country					
Birth Verification No	one 🗸	Birth Certif. #	Unknown				
Juvenile <u>Family</u> Information							
Mother's Maiden Name							
Annual Family Income Ur	nknown	\sim					
Living with Ur	nknown	\sim					
•- 🗹 Yes 🔲 No 🔳 Ur	nknown <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 Information Screen - ×	🖳 Domestic Relations Intake 🛛 🗙
Juvenile Information Juvenile Information Juvenile Number Juvenile Number Juvenile Number Juvenile Name Date of Birth Race / Ethnicity Resident of Genetic Sex Info/Face Sheet Alias Case Workers ID Marks Detention Info Aliets Family Access Log	Intake Case Pettioner's Information Unknown? SSN Name Add View Clear Respondent's Information Unknown? SSN Name Add View Clear Juvenle's Information SSN Name Add View Clear
Recorded Alets View/Change Print Alets Qose	Juvenie Number (ICN): Will be assigned after saving Court District FIPS Open Date Cose Date Case Type Petitioner Type Relationship None (Petitioner to Juvenile) Mandatory fields displayed in bold Worker Keyed By Save Copy Intake Cose View / Print View Supreme Offense History Save Copy Intake Cose View / Print View Supreme Offense History Summary Report

- 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 View Clear Respondent's Information Unknown? SSN Name Add View Clear	Juvenie Number SSN SSN Juvenie Name SSN Date of Birth State Age (Years - Montha) No image Available Available
Juvenile's Information SSN SSN DOB DOB Age (Years - Months) I I I I I I I I I I I I I I I I I I I	Resident of Immunication Genetic Sex Immunication Info/Face Sheet] Alas Case Workers ID Marks Detention Info Alerts Family Access Log Immunication O Birth/Family More and the family Access Log Immunication Juvenile Juvenile Information Juvenile Uncertain Difference Uncertain Difference Uncertain Difference Uncertain Difference Uncertain Difference Uncertain Difference Difference
Court District V FIPS Open Date Cose Date	Is DNA Sample Submitted? No License # Height: " " State Issued Color: Eyes Brown Hair White
Case Type Petitioner Type V Relationship None (Petitioner to Juvenile) Mandatory fields displayed in bold Worker Keyed By Mandatory fields displayed in bold	School Home Cell Grade Uhknown Work Ed. Registered Voter? No Email Email
Save Copy Intake Close Close View / Print View Supreme Offense History Intake Report Court Details Summary Report	Last Modified by 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	X
Name/Address Information General Information Birth/	Family Information
Juvenile <u>N</u> ame	Juvenile <u>A</u> ddress
Last Name	Juvenile Information Screen - Juvenile
Suffix (Jr, Sr, I, II, III, IV, etc) None	number and name displayed here
First Name	Zip Code Eind City by Zip Code
Middle Name	City/Town Unknown
Genetic Sex 🔿 Male 💿 Female	State Unknown ~
☐ Is Deceased? *	Paste Unknown
All Fields in Bold Are Mandatory	Juvenile FIPS of Residence Resident of 999 Other/Unknown
	Headenicor 033 Other/Oriknown
• Ves No I Unknown Save	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 Name UNKNOWN, U Name	MUST be enter	ed or "Unknov Add	View Clear			
Juvenile N	Juvenile's Information SSN Add View Clear Juvenile Number DDB Age (Years - Months)							
Court District	Number (ICN): Will	be assigned after sav	ing 🛶 ICN wi FIPS	ll appear here	after saving			
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	Domestic Relations Intake X					
	TION BUTTONS					
Petitioner's Information						
Unknown? SSN Name UNKNOWN,	NKNOWN Add View Clear					
Respondent's Information						
Unknown? SSN Name	Add View Clear					
Juvenile's Information						
SSN SSN Name	Add View Clear					
Juvenile Number	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 J	uvenile)					
Worker	Worker Keyed By Dis 1 Territor					
Edit Intake Case Copy Intake Info 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

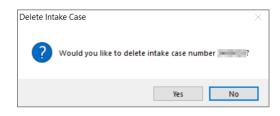
a. (i) Click the Copy Intake Case button and the <u>Copy Domestic Relations Intake Case</u> screen will appear. All available document types will be auto-selected in the Check All Documents You Want to Copy section of the screen, (ii) deselect (uncheck) any documents that will not be copied. If no documents 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 Petitioner Aduit Number Petitioner 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) Custody Affidavit (CA) Offenses Recorded O Petitions Filed O CA Recorded O 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 101-101 Name 101-101 Market Add View Clear	You need to change either juvenile or petitioner in order to copy the case.
Juvenie Number	ОК
Check All Documents You Want to Copy Custody Petitions Custody Affidavits Protective Order	
Save Cancel	

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 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	- 🗆 ×
4 4 1 of 1 ▶ ⊨ ¢ ⊗ 🚱 🚔 🗐 🖓 ┍ 100%	
Virginia Department of Juve Intake Report	nile Justice
INTAKE INFORMATION:	
Intake Case Number: Fips: Fips:	in the second
Worker Name:	
Intake Opened Date: Intake	Closed Date:
Case Type Code:	
JUVENILE INFORMATION: Juvenile Number: Juvenile Name: SSN:***** Sex*: Race: Height:	Weight: DOB:
Address:	
Home Phone: Work Phone: Mother's Maiden Name:	Cell Phone:
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: Institut, milaulitin a	ALC: NO	Respondent:			
Juvenile:	100 M 100	ICN:	Juvenile DOB:	0.0108	
Informa	tion from the Supreme	Court must be verified f	or accuracy.		
SC Case Number	Statute			~	
All and a final state of the	ALL REAL PROPERTY.		And the set of the set of		
10.00 PT	personal and to	en			
	international sector of			~	Supreme Court Details
Supreme Ct Name: Supreme Court Case Number:			Supreme Ct. DOB:	100	No data found for this cas
Case Type:			ast Hearing Date:		0*
Statute:					ОК
Statute Originated From:					
Amended Case Type:					
Amended Offense Code:					
Final Disposition:					
Final Disposition: Appealed Date:	Perfected:		Convicted as A	dult?	

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					- 0	×
🖣 1	of 1 ▶ ▶	+ 🛞 🚱 🕯	🔓 🔲 🔍 🔍 🔹 100% 🔹	Find	Next		
		Vii	rginia Department of Juvenile Ju Offense History Summary Repo		ick "X" to cl	ose Report	
JUVENILE	NUMBER:		JUVENILE NAME:				
SSN: ***-*			DOB:	RACE:			
CASE NUMBER	PROCESSING LOCALITY	OFFENSE DATE	STATUTE DESCRIPTION	INTAKE DISPOSITION	WORKER	COURT ADJUDICATION	
	Robust	0.00		Autor Carl	has there		
	Access to		A LAN VIELD AND A LAND AND AND AND AND AND AND AND AND AND	No. 14	and there		
	Access in		A DEC VERSION A DESERVICE DE DESERVICE TELEVICE DE DESERVICE	factory card	tore there		

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.

	I New Petition and Order But	
Add Custody Petition	Add Support Petition	Add Protective Order
Domestic Relations Intake		×
	ADD NEW PETITION AND ORDER BUTT	
Unknown? SSN	Name UNKNOWN, UNKNOWN	Add View Clear
Respondent's Information Unknown? SSN Juvenile's Information SSN Juvenile Number		Add View Clear
Intake Case Number (ICN)		
Court District Richmond City	r (CSU) FIPS 760 - Rid	chmond
Open Date	Time 01:23:03 PM Close Date	
Case Type 01 - No One Ir	nterviewed Petitioner Type OL - Oth	ter Law Enforcment
Relationship None	(Petitioner to Juvenile)	
Worker	Keyed By Dis i Norman	
Edit Intake Case Copy In Info Cas		Supreme Offense History rt Details Summary Report
Add Custo	dy Petition Add Support Petition Add Prote	ctive Order

- 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 JO Retrieved by the SC	d C
Add Custody Petition Add Support Petition Add Protective Order		
	Selected Offense Details Offense Date ₩/01/2021 ✓ Add New Offense	_
~~~~~	VCC Code Find VCC Code Statute	
	Heading	
	Subheading	
	Description	
	Penalty Modfier Judge Ordered Detention	
	Offense Decision	
	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 Heading Sub Heading Description	interia	VCC		Use Wildcard?*	
		- Search Results -					
		VCC Code	Statute	Offense Description			<b>^</b>
		CNV-7017-M3	10.1-1142(D)	BUILD FIRE WITHIN 150 FEET	T OF WOODLAND,	BRUSHLAND ETC.	
Find VCC Code	State	CNV-7025-M1	10.1-2214	UNDERWATER RECOVERY O	OF HISTORIC PROP	ERTY WITHOUT PERMIT	
		CNV-7026-M1	10.1-203	USE OF MOTORIZED VEHICL	E ALONG APPALAC	HIAN TRAIL	
		CNV-7027-M1	10.1-2305	ARCHAEOLOGICAL EXCAVAT	ION OF HUMAN RE	MAINS WITHOUT PERMIT	
		CNV-7028-M1	10.1-2306	DAMAGE, ETC ANY OBJECT O	OF ANTIQUITY ON S	STATE-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 OW	/NER	
		- Selected Offense	Detaile	ENT TO HEET CONDITIONO	TO OBTAIN EVOLU	TION OF HOUSE DEDUIT	
			ONSERVATION			Notify School?*	
			ARKS AND RECREA	TION			
		*- 🗹 Yes 🗌	No	Ok	Close		

A juvenile must be added to the **Juvenile's Information** section on the *Intake Case* tab 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.

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 Decision         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-3874J9 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."
- In the **Charged Offense Information** table, a record will display a check mark in the **JO** checkbox whenever a judge orders a juvenile to be detained, the **Judge Ordered Detention** checkbox associated with the offense record is selected, and the record is saved.
- In the **Charged Offense Information** table, a record will display a check mark in the **Retrieved by the SC** checkbox whenever the Supreme Court number (SC#) on the petition was used by a clerk to pull intake case information into the Supreme Court of Virginia's data system.
  - 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.

Butt	ons on the Custody Affid	avit Tab of the <u>Domestic I</u>	Relations Intake Screen	
Add Button	Edit Button	Copy Button	Delete Button	View/Print Button
	💀 Domestic Relations Intake		×	
	Intake Case Narrative Custody Petition	Custody Affidavit		
	Custody Affidavits Attached to the Intake C	Case		
	Affidavit # Child's Name	Child's Current Address		
	Add E	dit Copy Delete	View/Print	

- 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.

Tal	os on the <u>Custody Affidavit</u> Scree	en	
<u>Affidavit Data Tab</u>	Address Information Tab	Affidavit Dat	<u>ta (continue) Tab</u>
🖳 Custody Affidavit		×	
Affidavit Data Address Informa	tion Affidavit Data (continue)		
	CUSTODY AFFIDAVIT		
In re: CHILD'S NAME	LATING WERE V.	Paste Juvenile's Name	
	the undersigned affiant, state the follow in omitted from this form and submitted under seal because I allege that th opardized by disclosure. Another party may request that a hearing be heli used.	he health, safety or liberty of	
1. The child presently resides		<u>Paste Juvenile's Address</u> his date.	
Subscribed and swom before r	ne on Intake Case Number	(ICN)	
	Save		

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.

🖳 Custody At	fidavit			×
Affidavit Data	Address Information	Affidavit Data (continue)		
		CUSTOD	Y AFFIDAVIT	
In re:	CHILD'S NAME			Paste Juvenile's Name
		URBCE HED.	ν.	
I, LAFORCE	, YADDLE		the undersigned affiant, state the followi	ng information under oath:
a party or o information	child would be jeopard should be disclosed.	lized by disclosure. Anothe	mitted under seal because I allege that the r party may request that a hearing be held	to determine whether this
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 swom before me on	10 (8 OC) (2 (1 )	∽ 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 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. 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	Addres	s Informatio	n Affidav	vit Data (continue)		
2. The othe	r places w	here and p	ersons with	n whom this child ha	lived during the last five (5) years:	
Time Res	ided	From	То	Child's Address	Person Resided with	]
Time Res		(EARS	7		Person with Whom Child Resided	
	rom: 🗹		- To:		Name: First BOTH Last PARENTS	
	Vhere Chi	ld Resided			Current Address of Person with Whom Child Resided	
Address:					Address:	
City:				State: V	City: State: V	
Paste Pet	itioner's A	ddress 🚽	•		Paste Petitioner's Address	
			Done	e Ca	ncel Delete	
				Save	Cancel	
				ouro -	Gandor	

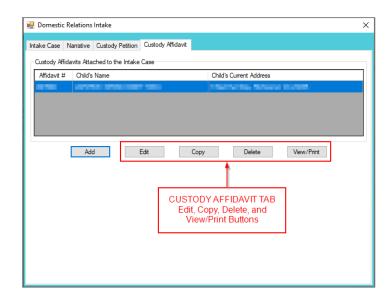
- The system may or may not display the **Paste Petitioner's Address** or the **Paste Respondent's Address** hyperlinks. The data must exist in the system for a given hyperlink to display.
- For the **Time Resided** textbox, specify the unit of time (days, weeks, months, or years). For example, "3 WEEKS" 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 Affidavît 🛛 🕹
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 litigation (court proceeding) concerning custody of or visitation with this child, in any State or foreign country. If yes, complete below: <ul> <li>a. Name of Court and State or foreign country in which litigation occured:</li> <li>b. When did the litigation occured:</li> <li>c. What was the outcome of the litigation:</li> <li>d. Attach a copy of all pleadings and Orders filed in this litigation.</li> </ul> <li>I do </li> <li>do not </li> <li>have knowledge or information of any proceedings that could affect this proceeding, including but not limited to custody, visitation, paternity, 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 in which proceeding is pending:</li> <li>a. Name of Court and State or foreign country in which proceeding is pending:</li> <li>b. Attach a copy of all pleadings filed in the litigation.</li>
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 ○     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
  - 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.



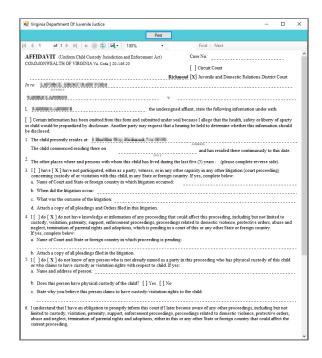
- d. Copy Button-Domestic Relations Intake Screen, Custody Affidavit Tab
  - To copy an existing custody affidavit, (i) select a custody affidavit, and the row will be highlighted in blue. (ii) Click the Copy button, and the <u>Select Custody Affidavit Number</u> screen will appear.

Select Cu	stody Affidavit N	lumber	
Custody	Affidavit Number	63	
	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. 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 Operation</u> screen will appear. (iii) Click the **Yes** or **No** button to return to the *Custody Affidavit* tab.

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

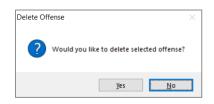
- f. View/Print Button—Domestic Relations Intake Screen, Custody Affidavit Tab
  - To view or print the custody affidavit(s) related to the intake case, (i) select a custody affidavit, and the row will be highlighted in blue. (ii) Click the View/Print button, and the completed custody affidavit will appear in the <u>Virginia Department of Juvenile 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.

	Narrative							
			Charged Offense	e Information				
Offense Date	VCC Code	Offense Number	Offense Description		PM	Offense Decision		Retrieved by the SC
- <b>-</b>	(CARANTER	(change)	NOTO: TO DOM: OF	INC CATRONIA				
		Edit, D	DY PETITION TAI Delete, and File Ition Buttons					
Selected Of	fense Details				_	1		
Offens	e Date	100				A	dd Nev	v Offense
VC	C Code CUS-3	874-J9	Statu	ite 18.2-456(5)	_			
н	eading CUST	ODY			_			
Subh	eading JUVE	NILE AND D	OMESTIC		_			
Des	cription MOTIO	ON TO SHO	W CAUSE - CUSTODY/\	ISITATION	_			
Penalty N	Aodifier		Jud	ge Ordered Detention				
04 D	ecision 02 - Pe	etition 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.

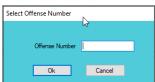


- 2. If the information is complete, click the **Yes** button. Either the <u>Petition screen</u> OR the <u>Foster</u> <u>Care Petition</u> screen will appear (see note below).
- Once the petition is saved it is sent to the Virginia Supreme Court and no changes can be made to the petition. If there is 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):	DOB NONE 2000
Offense Information Offense Date VCC Code CUS-3874J9 Statute 18.2-456(5) Description MOTION TO SHOW CAUSE - CUSTODY/VISITATION	Offense Number
Petition Information Petition: Date The Text Suvenile'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	Petition (Years - Months)
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. 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): Internet Juvenile # Juvenile's Name Latental, Case Automatic Action Petitioner's Name Latental, Internet	DOB KENDACIK
Offense Information Offense Date Offense Date Offense Date VCC Code CUS-3874-J9 Statute 18.2-456(5) Description MOTION TO SHOW CAUSE - CUSTODY/VISITATION Petition Information Petition: Date Offense Time Offense Time Offense Text Copy Offense Text	Offense Number
IN VIOLATION OF SECTION 18.2-456(5) OF THE 1950 CODE OF VIRGINIA AS AMENDE	D.
Child Held in Custody? Yes No N/A Place of Detention or Shelter Care No Selection Was Made Taken into Custody: Date Time	Do not print juvenile's address and phone Do not print confidential adult address and phone
Placed in Detention or Sheter Care: Date Time	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. 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 *Custody Petition* tab in the <u>Domestic</u> <u>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. 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.

				-	
	Print				
( 4 1 of 2 🕨 🎽   4 🛞 🚱   属	• 100% •	Find   Next			
PETITION		Case No.			
Commonwealth of Virginia VA. CODE §§ 16.1-262; 16	1-263	-			
		0	ATE OF HEARING		
	RICHMO	ND Juvenile and Do	mestic Relations Distric	t Court	
n re a Child under eighteen years of age					
CHILD'S NAME		SSN	DATE OF BIRTH	AGE SE	
CHILD'S ADDRESS			2		
CHILD'S ADDRESS				TELEPHON	
NAME OF PARENT	[]MOTHER []FATHER	\$\$N	DATE OF BIRT		
5.					
ADDRESS OF PARENT					
6.					
NAME OF PARENT	[]MOTHER []FATHER	SSN	DATE OF BIRT	H TELEPHON	NE NO
7.					
ADDRESS OF PARENT					
<b>GUARDIAN LEGAL CUSTODIAN OR PERSON</b>	IN LOCO PARENTIS NAME AND A	DDRESS		TELEPHO	NE NO
).					
GUARDIAN/LEGAL CUSTODIAN OR PERSON					
		PTOCHILD			
		PTOCHILD		TELEPHO	NE NO
OTHER(S) NAME AND ADDRESS		PTOCHILD		TELEPHO	NE NO
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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**

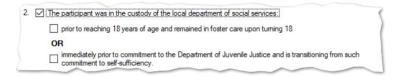
🛃 Domestic Relations Intake 🛛 🗙	🖳 Foster Care Petition - 🗆 🗙
Intake Case Narrative Custody Petition Custody Affidavit Charged Offense Information	Petition for Approval of Voluntary Continuing Services and Support Agreement - Intake Case Number (ICN):     and Support Agreement and Approval of Case Plan     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.

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The participant e	ntered into a Voluntary Co	ntinuing Services and S	upport Agreement ("Agreeme	nt") with the
- mo participant o	nored into a volantary co	thanking ber these and b	apport rigiconione ( rigiconio	in ymaraio
		Concession of the second se		
		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 Agreement	ent 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
<ul> <li>Petition for Approval of Voluntary Continuing Services and Support and Support Agreement and Approval of Case Plan</li> </ul>	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 hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be held within 45 days if a hearing to be hearing to be hearing to be held within 45 days if a hear	aring has not already been scheduled.
2. Issue a summons and attach a copy of the petition to the follow	ring:
Participant	Petitioner
Name	Name Manager and Annual A
Address	Address
Potenzell, IV-2023	Transmission (Proceedings
Date 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	×

Adult Number		Get Petitione	<u> </u>
<ul> <li>Caseload Number</li> </ul>		Get Respond	lent
O Advance Search			
🔵 Add Adult			

- 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).
- Prefer to the <u>BADGE Login & Search Manual</u> for instructions on using the <u>Adult Search</u> screen.
- Frefer 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.

5. 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.
Voice 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 Agence	y Case No.
Petition Date Worker Name	
Edit Delete View / Print	t Close

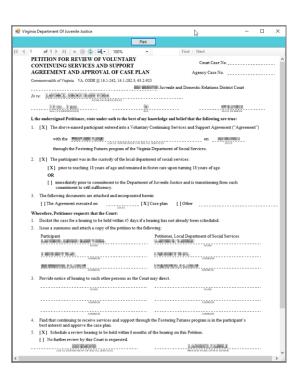
On the *Foster Care Petition* screen, the **Save** button and the **Edit** button are interchangeable. The action to be performed determines whether the **Save** button or the **Edit** button is displayed.

## 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.
	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	) COV	Use Wildcard?*
Offense VCC Code Offense Offense Description	PM Offense JO Retrieved Decision JO by the SC	Sub Heading Description			
		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 PROF	ERTY WITHOUT PERMIT
Offense Date	Add New Offense	CNV-7026-M1	10.1-203	USE OF MOTORIZED VEHICLE ALONG APPALAC	CHIAN TRAIL
VCC Code Find VCC Code Statute		CNV-7027-M1	10.1-2305	ARCHAEOLOGICAL EXCAVATION OF HUMAN RE	MAINS 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	1
		CNV-7031-M1	10.1-1004	EXCAVATE ETC. WITHOUT PERMISSION OF OV	/NER V
Description Penalty Modifier Offense Decision 02 - Petition Filed			Details CONSERVATION PARKS AND RECR		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	K 💀 Domestic Relations Intake X
Intake Case Narrative Custody Petition Custody Affidavit Support Petition	Intake Case Namative Custody Petition Custody Affidavit Support Petition
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 Offense Description PM Offense Description JO Retrieved by the SC
	an na hai (ana ana (anna (annan na annan na annan na 🗤 🔲 🗖 🗖
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
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	Edit Delete File Petition

- In the **Charged Offense Information** table, a record will display a check mark in the **JO** checkbox whenever a judge orders a juvenile to be detained, the **Judge Ordered Detention** checkbox associated with the offense record is selected, and the record is saved.
- In the **Charged Offense Information** table, a record will display a check mark in the **Retrieved by the SC** checkbox whenever the Supreme Court number (SC#) on the petition was used by a clerk to pull intake case information into the Supreme Court of Virginia's data system.

#### iii. Add New Offense Button—Domestic Relations Intake Screen, Support Petition Tab

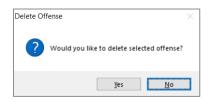
1. If another offense needs to be added to the petitioner/order, (i) click the Add New Offense button, and the Selected Offense Details fields will become accessible, and (ii) repeat the steps above to add another offense.



- 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.

		Custody Affidavt Support Petition				
		Charged Offense Information				
VCC Code	Offense Number	Offense Description	PM	Offense Decision		Retrieved by the SC
10.000						
nce Detaile						
					011	
				Add Ne	ew Offi	ense
ading		eperatori.				
ading	1000	HD 11.				
iption	11 C C 14	CONTRACTOR OF A DESCRIPTION OF A DESCRIP				
odifier		Judge Ordered Detention				
cision 02 - Pet	ition Filed					
	Edit, Du	Edit, Delete, an Edit, Delete, an Date Code Code Code Code Code Code Code Cod	VCC Code Offense Offense Description  Edit, Delete, and File Petition Buttons  nee Details Date  Statute Statu	VCC Code Offense Offense Description PM Edit, Delete, and File Petition Buttons  rese Details Date Code Statute Code Statute Code Code Code Code Code Code Code Cod	VCC Code Offense Offense Description PM Offense Description PM Offense Description Edit, Delete, and File Petition Buttons	VCC Code Offense Offense Description PM Offense Jo Decision Jo Edit, Delete, and File Petition Buttons

- 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.



- 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.

Please be aware that after saving the petition you will not be able to edit the information for this offense:	
Offense Date: Inc. Inc. Inc. Inc. Inc. Inc. Inc. Inc.	
Would you like to continue?	

- 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
-			

## 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.

Petitioner and tab       Support Petition (SP)- Part 2 tab       SP - Part 3 tab       SP - Part 4 tab       SP - Part 5 tab         Image: Support Petition for Support (VM) - table Case Number (CN):       ×       ×       ×         Petiton for Support Petition       SC #       ×       ×         Petiton for Support Petition       SC #       ×       ×         Petiton for Support Petition       SC #       ×       ×         Petiton for Support Petiton for Support Petiton (SP) - Part 2 SP - Part 3 SP - Part 4 SP - Part 5       ×       ×         Petitoner and Respondert Infomation       Support Petiton (SP) - Part 2 SP - Part 3 SP - Part 4 SP - Part 5       ×       ×         Petitoner       Name       Date of Bith       SSN       Date of Bith       SSN       ×         Phones: Home       Cell       Phones: Home       Cell       Phones: Home       Cell       ×         Work       Extention       Work       Extention       Phones: Home       Cell		Tabs	on the <u>Support Petiti</u>	<u>on</u> Screen	
Pettion for Support (Civit) - Intake Case Number (ICN): VCC DES-3825-J9 SC # Pettioner and Respondent Information Support Pettion (SP) - Part 2 SP - Part 4 SP - Part 5 Pettioner Name Date of Birth SSN Date of Birth SSN Date of Birth SSN Date of Birth Address Phones: Home Cell Phones: Home Cell Phones: Home Cell Work Extention	Respondent Information		<u>SP – Part 3 tab</u>	<u>SP – Part 4 tab</u>	<u>SP – Part 5 tab</u>
		Pettion for Support (Civil) - Intake Case VCC DES-3825-J9 Pettioner and Respondent Information Pettioner Name Date of Birth Address Phones: Home	SC # Support Petition (SP) - Part 2 SP - Part 3 Respondent SSN Date of Birth Address Cell Charles Phones: Home	SP - Part 4 SP - Part 5	
Employer     Employer       Emp. Address     Employer       Wew / Edt Petitioner     Unknown       Vew / Edt Petitioner     Vew / Edt Respondent		Employer Emp. Address View / Edit Petition	Employer Emp. Address	Unknown	

i. Petitioner and Respondent Information Tab—Support Petition Screen

🖳 Support Peti	tion				– 🗆 🗙
Petition for Suppo		SC #			
Petitioner and Re	spondent Information	Support Petition (SP) - P	art 2 SP - Part 3	SP - Part 4 SP - P	art 5
Petitioner		l	Respondent		
Name	NUMBER OF STREET		Name	Papers Activ	
Date of Birth	(0.0x.200)	SSN SSN	Date of Birth	0.000	SSN
Address	Charles States		Address	Of Instruction	
	Charles, PC1221			Advent, N. 200	
Phones: Home		Cell	Phones: Home		Cell
Work	date produces	Extention	Work		Extention
Driver's Lic. #	100-0x-0000	State Issued	Driver's Lic. #		State Issued
Employer	And Council		Employer		
Emp. Address	The set fixed by:		Emp. Address		
	Advent 19, 200			Unknown	
	View / Edit Petition	her		View / Edit Respon	ndent
Petition Date	<b>••••••</b>	Worker Name 📗	i Nexat		
	Save	Delete	View / Print	Close	

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

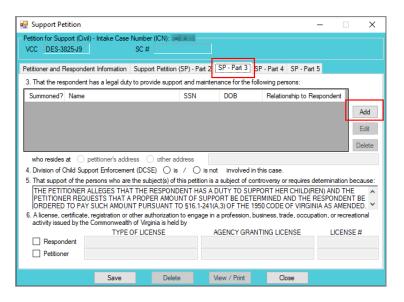
					_
👷 - 10 Martin - 14	and a second		mation Scre		
- Adult Informatio	n	number an	d name disp	layed here	
Adult Numb	er Indiana	SSN	00.02100	Edit Adult	
Adult Nam	e Limite Const	64 C		Info	
Date of Bir	th <b>Classifica</b>	Age (Years - Mont	hs)	Print Face	
Race / Ethnici	ty the second			Sheet	
Is Deceased	I? No	Genetic Se	linesia -		
Adult Informatio					
	n Address / Phones	s / Email Employme	it information As	sociated Juveniles	
Height	Wei	ight 📗 Color: E	yes	Hair	
Marital Status	(spanni)		ls U.S. Citizen	?	
Docket #		(Arlington CSU)			
Driver's Licen	se Information				
Drivora Licou	nse Number		State Licer	nse Issued	

Prefer to the BADGE Juvenile & Adult Information Screens Manual for instructions on using the Adult Information 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 VCC DES-3825-J9	e Case Number (ICN): SC #					
Petitioner and Respondent Infom	nation Support Petition (S	SP) - Part 2 SP - Part 3	SP - Part 4 SP - P	art 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 () not applicable () The undersigned Petitioner respectfully represents to the Court:						
That the respondent and That the respondent and Divorce pending in	ver been married; rr adjudicating the patemity petitioner were lawfully ma petitioner were divorced o least 18 years of age and	n ·	in in			
Description:     D						
S	ave 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 Ente	r ALL Available Infor	mation for New	Person			×	
Petitioner is liste	ed as a contact for the	following juvenile:	s				
Relation	Juvenile's Name			DOB	SSN	Copy Selected Juvenile	
						Juvernie	
-Supported Pers	on Information			— Ali	Fields in	Bold Are Mandatory	
	Person to be su	mmoned?		Past	e Petitioner	<u>rs Information</u>	
Last Name	•		Su	ffix Nor	ne v		
First Name	•		Middle Na	me			
Soc. Sec. #	‡		Date of B	irth		Age (YY-MM)	
Relations	nip 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 ....** 

etitioner and Respondent Information 3. That the respondent has a legal du				
Summoned? Name	SSN	DOB	Relationship to Respondent	
Landra a resta a	10.0.0	• • • • • • •	(ma)	Add
				Edit
				Ear
				Delete
who resides at 🔘 petitioner's add	Iress 🔘 other address			
4. Division of Child Support Enforceme	ent (DCSE) 🔿 is / 🔿 is i	not involved in	this case.	

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.
- 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 Person</u> screen will appear, (iii) edit the information, and (iv) click the Ok button when the edits are completed.
- 4. 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 Sup	port Petition (SP) - I	Part 2 SP	-Part 3 S	P - Part 4 SP - F	Part 5		
7. A Protective Order is currently in effect ag	ainst Respondent.	⊖ Yes	No		Paste	e Petitioner's	Name
Court Issuing Order			State	<ul> <li>Expiration</li> </ul>	Date		· ·
Person(s) protected							
The petitioner therefore p to appear and A. 🗹 Make a finding in its Order that the R previously established).	answer this petit	ion in Cou	urt, and tha	t the Court			een
Mother's: Name		SSN		Maiden Nam	ne 🗌		
Respondent's: Name		SSN	1000				
B. 🗌 Order the Respondent to furnish supp	oort as follows:						
Child support per guidelines							
Child support in the amount of			per				
Spousal support in the amount of			per				
Combined child and spousal support	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 f 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 himsef and (iii) residing in the home of the parent seeking support.							
Support for a pare		s circumstances					
<ul> <li>in the amount</li> </ul>	t of	per			<ul> <li>as determine</li> </ul>	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.			
<ul> <li>E. Provide in the order that Respondent fumish 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.</li> <li>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. any reasonable and necessary unpaid expenses of the order that the parents pay. In proportion to their gross incomes, any reasonable and necessary unpaid expenses of the mother's pregnancy and delivery of a child bom during the 6 months before the commencement of this initial child support proceeding.</li> </ul>							
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

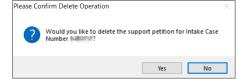
1. To edit an existing petition, (i) click the **Edit** button, (ii) edit the information, and (iii) click the **Save** button when the edits are completed.

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		
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 popt.					
Support for a parent in necess	itous circumstances				
<ul> <li>in the amount of</li> </ul>	per		<ul> <li>as determ</li> </ul>	nined by the	court.
C. Enter an order or require the Respondent to enter into an agreement creating a wage assignment or income deduction to enforce any orders entered in the case as the responding court deems appropriate.					
enforce any orders entered in the case as the responding court deems appropriate. D. Order that all payments be made ○ directly to the payee / ○ to or through the VA DSS or its contractors / ● N/A					
<ul> <li>D. Oter that an payments be made ○ directly to the page 7 of to or through the VA DSS on scothactors (0) (0) (1)</li> <li>E. □ Provide in the order that Respondent funnish health insurance coverage, including dental and vision care overage, if available, for the dependents and for delivery of the documents necessary for the use of such coverage to the dependents.</li> <li>F. □ Provide in the order that parents share the cost of any reasonable and necessary unrelimbursed medical or dental expenses for each child who is the subject of the obligation in proportion to their gross incomes.</li> <li>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 bom during the 6 months before the commencement of this initial child support proceeding.</li> <li>H. □ Require the Respondent to post a performance bond.</li> </ul>					
I.					
Petitioner further requests the granting	of such other and further relief as the	law provides.			

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

 To delete the petition, click the **Delete button**, and the <u>Please Confirm Delete</u> <u>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

 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.

V	Find   Next CASE NO. DCSE ID NO. Juvenile and Domestic Relations District Court Repeater Keiner Jahren
TITION FOR SUPPORT (CIVIL)           memorealth of Verginia         VA. CODE §§ 16.1-241(A) (3), 16.1-278.15, 20-88           verginia         v.           verginia         v.           verginia         v.           verginia         v.           verginia         v.           verginia         v.           verginia         verginia	CASE NO. DCSE ID NO. Juvenile and Domestic Relations District Court Reported
moonwalth of Virginia VA. CODE § 16.1-241(A) (3), 16.1-278.15, 20-88           v.           numer           numer	DCSE ID NO.
Numer         V.           Numer         Numer           Social Security No.         *******           Driver's License No. and State         Driver's License No. (H)           Date of Birth         Date	DCSE ID NO.
v	Juvenile and Domestic Relations District Court
v	Argental Argental Balancia Alaria Malancia Alaria
	Republic Langer L. A., and Ballaren, "Lis (Balla) Restand Marco Maling Adars / Defense
Tember Adam	Resknitt Adres Maling Adres if Different
Social Security No. ***********************************	Residential Address Mailing Address IT Different
Social Security No. ***********************************	Residential Address Mailing Address IT Different
Social Security No. +++++++ Social Social Social Drive Driver's License No. and State Drive Celephone No. (H) (W) Telep Date of Burth Date	
Social Security No. +++++++ Social Social Social Drive Driver's License No. and State Drive Celephone No. (H) (W) Telep Date of Burth Date	
Driver's License No. and State Driver Telephone No. (H) (W) Telep Date of Birth Date	Security No. ***-**-
Telephone No. (H) (W) Telephone No. (H) Date of Birth Date of Birth	s License No. and State
Date of Birth Date	
Employer	ione No. (H) (W)
Employer	f Birth
Employer	
	Employer
Employer's Address	Employer's Address
	Employer's Address
petitioner's information in the above box is provided on a separate sheet beca	sa [] a protective order has been issued or [] the
tioner alleges that the petitioner is at risk of physical or emotional harm from th	
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 more of the order.	subjects of this petition. If so, attach a copy
[] That the respondent and petitioner were lawfully married on	

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

- x. Close Button
  - 1. To exit the <u>Support Petition</u> screen and return to the <u>Domestic Relations 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.

🛃 Domestic Relations Intake X	🖳 Domestic Relations Intake 🛛 🕹
Intake Case Namative 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 UCC Code Offense Offense Description PM Offense Jo Retrieved by the SC
Respondent's Information	Date Number · Decision by the SC
Unknown? SSN Name Add View Clear	
Juvenile's Information	
SSN Name Add View Clear	
Juvenile Number DOB DOB Age (Years - Months) Juvenile Has Alert(s)	
Intake Case Number (ICN): 3489033	
Court District	Selected Offense Details
	Offense Date Add New Offense
Open Date Time Time Close Date	VCC Code Find VCC Code Statute
Case Type Petitioner Type	Heading
Relationship (Petitioner to Juvenile)	Subheading
Worker Keyed By 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
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 Affidavit Support Petition Protective Order Charged Offense Information           Offense         VCC Code         Offense Offense Description         PM         Offense Jo         Retrieved Decision         Jo         Retrieved by the SC	Offense Search Citteria Statute VCC 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	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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#### **BADGE CSU Intake Manual**

🛃 Domestic Relations Intake 🛛 🕹	🛃 Domestic Relations Intake 🛛 🕹
Intake Case Narrative Custody Petition Custody Affidavit Support Petition Protective Order Charged Offense Information	Intake Case Narrative Custody Petition Custody Affidavit Support Petition Protective Order Charged Offense Information
Offense Date VCC Code Offense Offense Description PM Offense Jo Retrieved by the SC	Offense VCC Code Offense Offense Description PM Offense J0 Betrieved by the SC
Selected Offense Details Offense Date VCC Code Find VCC Code Statute	Selected Offense Details Offense Data VCC Code Statute
Heading Subheading Description Penalty Modifier Under Subject Content on Subject Content	Heading United Control Subheading Description Penalty Modifier United Control Judge Ordered Detention
Offense Decision  Save Cancel	Offense Decision Edit Delete File Petition

In the **Charged Offense Information** table, a record will display a check mark in the **JO** checkbox whenever a judge orders a juvenile to be detained, the **Judge Ordered Detention** checkbox associated with the offense record is selected, and the record is saved.

In the **Charged Offense Information** table, a record will display a check mark in the **Retrieved by the SC** checkbox whenever the Supreme Court number (SC#) on the petition was used by a clerk to pull intake case information into the Supreme Court of Virginia's data system.

- 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

s on the Custody Affidavit Tab of the Domestic Relations Intake Scr

- 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.

Add Button Edit Button Copy Button Delete Button	View/Print Button
Domestic Relations Intake	×

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> Scree	en
Affidavit Data Tab Address Information Tab	Affidavit Data (continue) Tab
Custody Affidavit  Affidavit Data Address Information Affidavit Data (continue)  CUSTODY AFFIDAVIT  In re:  CONLOWS NAME  CONLOWS NAME  CONTINUE  CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE CONTI	Paste Juvenile's Name  wing information under oath: the health, safety or liberty of eld to determine whether this  Paste Juvenile's Address this date.

## 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 A	ffidavit			×
Affidavit Data	Address Information	Affidavit Data (continue)		
		CUSTOD	Y AFFIDAVIT	
In re:	CHILD'S NAME			Paste Juvenile's Name
		100000-0000	v. Letter: one	
L LINE	0.000		the undersigned affiant, state the follo	owing information under oath:
a party or			mitted under seal because I allege that party may request that a hearing be he	
1. The child p	presently resides at:			Paste Juvenile's Address
The child o	commenced residing th	ere on	and has resided there continiously to	this date.
Subscribed ar	nd sworn before me on	11-10-00 Fights	∽ Intake Case Numbe	er (ICN)

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- 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. 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.

. The other places	where and per	sons with whom this child ha	as lived during the last rive (5) years:
Time Resided	From	To Child's Address	Person Resided with
Time Resided:			Person with Whom Child Resided Name: First Last
	hild Resided	- To: [	
From:	hild Resided	To:	Name: First Last
From: Address Where C	hild Resided	To:	Name: First Last Current Address of Person with Whom Child Resided

g. To delete address information, (i) select an address, and the row will be highlighted in blue, and (ii) click the **Delete** button.

- 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. 1       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: <ul> <li>a. Name of Court and State or foreign country in which litigation occured:</li> <li>b. When did the litigation occured:</li> <li>c. What was the outcome of the litigation:</li> <li>d. Attach a copy of all pleadings and Orders filed in this litigation.</li> </ul> <li>1 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. If yes, complete below:         <ul> <li>a. Name of Court and State or foreign country in which proceeding is pending:</li> <li>b. Attach a copy of all loeadings filed in the litigation.</li> </ul> </li>
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      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
  - 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.

take Case	Narrative	Custody Petition	Support Petition	Protective On	der Custody Affidavit		
Custody Affic	lavits Atta	ched to the Intake	Case				
Affidavit #	Child's			Child	s Current Address		
0.7927							
0.798	(Letter	0.000.04	1000	( 1964)	maning fatosai	1.000	
	Ade	-	Edit	Сору	Delete	View/Print	

- d. Copy Button-Domestic Relations Intake Screen, Custody Affidavit Tab
  - i. 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 Number</u> screen will appear.

Custody Affidavit Number	Select Custody Affidavit Numbe	er
Ok Cancel		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. 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 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. 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 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	-	o x
Print		
◀ 4 1 of 1 ▶ ▶    ⇐ ⑧ 🕲   🖳 +   100% -	Find   Next	
AFFIDAVIT (Uniform Child Custody Jurisdiction and Enforcement Act) COMMONWEALTH OF VIRGINIA Va. Code § 20-146.20	Case No.	
In re:	d [X] Juvenile and Domestic Relations District Co	
1.000.1.00001 v. 100	la Laman	
I, the undersigned af	fiant, state the following information under oath:	
[] Certain information has been omitted from this form and submitted under seal be or child would be jeopardized by disclosure. Another party may request that a heari be disclosed.	ng be held to determine whether this information sh	
1. The child presently resides at:	ANWES	
The child commenced residing there on	and has resided there continuously to this o	late.
<ol> <li>The other places where and persons with whom this child has lived during the la</li> </ol>		
<ol> <li>I[] have [X] have not participated, either as a party, witness, or in any other concerning custody of or visitation with this child, in any State or foreign count a. Name of Court and State or foreign country in which litigation occurred:</li> </ol>		
c. What was the outcome of the litigation:		
d. Attach a copy of all pleadings and Orders filed in this litigation.		
4. I [ ] do [ X ] do not have knowledge or information of any proceeding that coul custody, visitation, paternity, support, enforcement proceedings, proceedings re neglect, termination of parental rights and adoptions, which is pending in a court if yes, complete below:	lated to domestic violence, protective orders, abuse	
a. Name of Court and State or foreign country in which proceeding is pending:		
<li>b. Attach a copy of all pleadings filed in the litigation.</li>		
<ol> <li>I[] do [X] do not know of any person who is not already named as a party in or who claims to have custody or visitation rights with respect to child. If yes:</li> <li>a. Name and address of person:</li> </ol>		hild
		~

- 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						
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	ETHION 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.

Т	abs on the <u>Petition for Protectiv</u>	<u>e Order – Family Abuse</u> Scre	en
Petitioner Information Tab	Respondent Information Tab	Protective Order Tab	<u>Protective Order (continue)</u> <u>Tab</u>
	Petition for Protective Order - Family Abuse     Petition for Protective Order (Family Abuse) - Intake Case Num     VC     SC #      Petitioner formation     Respondent Information     Protective     Name     SSN     Age (Years - Months)     The Petitioner is under 18 years old. Next Fi Petitioner's Name     Address     Home Phone     Cell Phone     Petitioner's Guardan 1     Relationship to Petitioner     Name     Address     Home Phone     Cell Phone     Petitioner's Guardan 2     Relationship to Petitioner     Name     Address     Home Phone     Cell Phone     Cell Phone     Petitioner's Guardan 2     Relationship to Petitioner     Name     Address     Home Phone     Cell     Cell Phone     Cell     Cell     Cell     Cell	Order Protective Order (continue)	

## i. Petitioner Information Tab

1. The **Petitioner** information will auto-populate. 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 Line Info
SSN Age (Years - Months) Address Confidential No Petitioner	Date of Birth
The Petitioner is under 18 years old. Next Friend and Guardians information should be provided.	Race / Ethnicity Sheet
Petitioner's Next Friend Name Add View Clear	Is Deceased? No Genetic Sex
Address	
Home Phone Cell Phone Bork 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?
Address	Marital Status
Home Phone Cell Phone Bitt.	Docket # (Arlington CSU)
Pettioner's Guardian 2 Relationship to Pettioner	Driver's License Information
	Driver's License Number
Name Add View Clear	Driver's Deense Number
Address	
Save Delete View / Print Close	Qose

- 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			×
<ul> <li>Aduit Number</li> <li>Caseload Number</li> <li>Advance Search</li> <li>Add Aduit</li> </ul>			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 Information</u> screen. (iv) Click the Close button to return to the <u>Petitioner Information</u> tab.



#### **BADGE Manual**

#### **BADGE CSU Intake Manual**

Adult Information Screen - Adult Adult Information Screen - Adult number and name displayed here Adult Number SSN Edit Adult Info	Edit Information for Adult Number Adult Number Adult Number X
Date of Birth     Age (Years - Months)     Print Face       Race / Ethnicity     Sheet     Sheet       Is Deceased?     No     Genetic Sex	Adult <u>N</u> ame Adult <u>A</u> ddress Address Address Address Address
Adult Information Address / Phones / Email Employment Information Associated Juveniles Adult Information Height ' ' Weight Color: Eyes Hair Martal Status 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
Driver's License Information Driver's License Number State License Issued	All Fields in Bold Are Mandatory

## c. Clear Button

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



## ii. Respondent Information Tab

1. The **Respondent** information will auto-populate. To view or edit the respondent's information, (i) click the **View/Edit Respondent** button, and the <u>Adult 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 #		pumber and pame displayed bare
Petitioner Information Respondent Information Protective Order Protective Order (continue)		
		Adult Number SSN SSN Edit Adult
Respondent Name	View / Edit	Adult Name Info
	Respondent	Adult Name
		Date of Birth Age (Years - Months) Print Face
Home Phone Cell Phone Work Phone	Ext.	Sheet
SSN Date of Birth Age (Years - Months)	Gender Me	Race / Ethnicity
Race Height I ' Weight Color: Eyes	Hair	Is Deceased? No Genetic Sex
Respondent's Guardian 1       Relationship to Respondent       Name       Address       Home Phone       Cell Phone       Work Phone       Ext		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?       Docket #       (Arlington CSU)
Relationship to Respondent		Driver's License Information
Name Ad	d View Clear	Driver's License Number State License Issued
Address		
Home Phone Cell Phone Work Phone Ext	t.	
Save Delete View / Print Close		Qose

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
    - 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			×
Aduit Number     Caseload Number     Advance Search     Add Aduit	]	]	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 Height ' ' Weight Color: Eyes Hair 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         Is Deceased?*       Approx. Date       Is Address Confidential?*       Paste Unknown
Date of Birth     Age (Years - Months)     Print Face       Race / Ethnicity     Is Deceased?     No	Adult Name         Adult Address           Last Name         Adult Name           Suffix (Jr, Sr, I, II, III, IV, etc)         None
Aduit Number SSN Edit Aduit Info	Edit Information for Adult Number Adult Number Adult Number Adult Number Name/Address Information General Information Employment Information
Adult Information Screen - Adult number and name displayed here	

## c. Clear Button

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



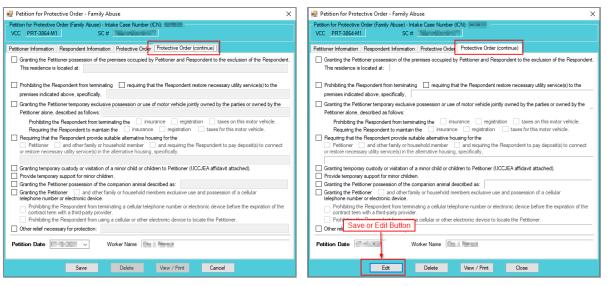
## iii. Protective Order Tab

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 #
VCC PRT-3864-M1 SC #	Petitioner Information Respondent Information Protective Order Protective Order (continue)
Petitioner Information Respondent Information Protective Order Protective Order (continue) 1. The Petitioner and Respondent are family or household members because	The Petroner and Respondent are family or household members because     O     Petroner is the Respondent's     No Selection Was Made     Please indicate the relationship between the Petritioner and Respondent.
Petitioner is the Respondent's No Selection Was Made	Petitioner and Respondent No Selection Was Made
Petitioner and Respondent     No Selection Was Made	Petitioner is a child of a person Respondent cohabits with, or cohabited with within the previous 12 months
O Petitioner is a child of a person Respondent cohabits with, or cohabited with within the previous 12 months	Petitioner is a person Respondent's parent cohabits with, or cohabited with within the previous 12 months
O Petitioner is a person Respondent's parent cohabits with, or cohabited with within the previous 12 months	2. Respondent to committing on this a reasonable time has committed the following acts of family druse:
Respondert is committing or, within a reasonable time, has committed the following acts of family abuse:     Bes accompanying diffavit     Acco	Other cases involving the Petitioner and Respondent      An Emergency Protective Order (EPO) involving the parties is in effect and was issued in the     Please indicate if other cases involving the Petitioner and Respondent have been filed in Virginia courts or nol     A Preliminary Protective Order or a Protective Order involving the parties is currently in effect.
Prohibiting such contact with the Petitioner as the judge deems necessary for the health or safety of the Petitioner. Prohibiting such contact with the following family or household members as the judge deems necessary for their health and safety. (Rease provide on Fom DC-S21, NON-DISCLOSURE ADDENDUM, the date of birth, gender, and race for each family or household member listed.)	A Preiminary Protective Order or a motective cover involving the parties is cliniumly in effect.     Petitioner knows or has reason to know that the Respondent owns or otherwise possesses firearms.     PETITIONER, THEREFORE, RESPECTFULLY REQUESTS that a preliminary protective order as the judge deems     be issued and that such order impose the following conditions on the Respondent and such other conditions as the judge deems     appropriate as allowed by law:     Persection of the text of the Mathematicate what type(s) of the protective orders have been requested
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. 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. 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. 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 ▶ ▶    + ⊗ ②   ₩, +   100% ·	Find   Next
PETITION FOR PROTECTIVE ORDER-FAMILY ABUSE	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 H	EARING
TO THE RESPONDENT: You are commanded to appear before this Court on	
	[]CLERK []DEPUTY CLERK
A minor, by hicker act friend, a minor by hicker act friend, and a minor by hicker with the second sec	TO THE PETITIONER: Please provide your information on Form DC-621, NON-DESCLOFTER ADDENDUM.
RESPONDENT	EXPOSIONIS NU SUSCIPTION EACL SQ.* 40 BV VI TI 8 0 VI VIS HOR SN ******
(H) (W) (W) RESPONDENTS TELEPHONE NUMBER	
[ ] Petitioner and Respondent reside in the same home, and	
<ol> <li>Respondent is committing or, within a reasonable time, has committed th         <pre>[]</pre> </li> </ol>	e following acts of family abuse:
[ ] see accompanying affidavit.	
3. Other cases involving the Petitioner and Respondent [ ${\bf X}$ ] have [ ] have	not been filed in Virginia courts.
4 [ 1] An Emergency Protective Order involving the parties is in effect and <	was issued in the S

e. Close Button

- i. 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.

		For Juvenile     For Response	ondent	
ICN	FIPS	Worker Name	Date Opened	Date Closed
	10.000	No. 1. Martine	B. Statistics	10.00
in the second	No Relevant	Der S. Renet.	0-0-00	6 P (8)
	No Manager	the statement	B (1995)	N IN COL
	No. Advanced	Read Transmission	0.000	10.00
100 B	All shares in the	In a linear	and the second se	and the second second
elected 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			-	×
🕅 🖣 1 🛛 of 1 🕨 🗏   🗢 🛞 🚱   🖨 🗐 💷 🖳 +   100%	•	Find	Next	
Virginia Department of Juve Intake Narrative				
CASE NUMBER:	JUVENILE	SSN:		
JUVENILE NUMBER:	JUVENILE	DOB:		
JUVENILE NAME:	JUVENILE R	ACE:		
RESPONDENT NAME:	JUVENILE	SEX*:		
Input Fact Based Statements ONLY.				Page
<				

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	e				×
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	- Months)		
Intake Case	Number (ICN): Will	be assigned aft	er saving			
Court District			$\sim$	FIPS		
Open Date	· · ·	Time	Close	Date	_	
Case Type			<ul> <li>Petitioner</li> </ul>	Гуре		$\sim$
Relationship	None	<ul> <li>✓ (Petition)</li> </ul>	ner to Juvenile)	Mandatory f	fields displayed	in bold
Worker			Keyed By	a i finali		
Save	Copy Intake Case	Close	View / Prin Intake Rep			e History ary Report

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

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 Adult Information Science Adult	Intake Case
Adult Number	Petitioner's Information
Adult Name	Unknown? SSN Marine Name Add View Clear
Date of Birth Date Market Age (Years - Months)	Respondent's Information Unknown? SSN Name Add View Clear
Race / Ethnicity Sheet	
Is Deceased? No Genetic Sex	SSN Name Add View Clear
Adult Information Address / Phones / Email Employment Information Associated Juveniles	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 Hair	Court District V FIPS
Marital Status Is U.S. Citizen?	Open Date Time Time Close Date
Docket # (Arlington CSU)	Case Type   Petitioner Type  Petitioner Type  Petitioner Type  Petitioner Type  Mandatory fields displayed in bold
Driver's License Information	
Driver's License Number State License Issued	
	Save Copy Intake Close Close View / Print View Supreme Offense History Case Intake Report Court Details Summary Report
Qose	

🖳 Adult Search

- **W** Refer to the **BADGE Juvenile & Adult Information Screens Manual** 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	iii Juvenile Delinquent/Status Intake X
Adult Number SSN Edit Adult Adult Name Edit Adult	Pettioner's Information Unknown? SSN Name Add View Clear
Date of Birth Age (Years - Months) Print Face Race / Ethnicity Commission	Hespondent's Information           Unknown?         SN         Name         Add         View         Clear           Juvenile's Information         Juvenile's Information         SN         SN
Is Deceased? No Genetic Sex	Juvenie s innomation         Add         View         Clear           SSN         Name         Add         View         Clear           Juvenie Number         DOB         Age (Years - Months)         Clear
Adult Information       Address / Phones / Email       Employment Information       Associated Juveniles         Adult Information       Height       Color: Eyes       Hair         Martial Status       Is U.S. Citizen?       Docket #         Docket #       (Arlington CSU)         Driver's License Information       Employment Information	Intake Case Number (ICN): Will be assigned after saving Court District Open Date Case Type Petitioner Type Petitioner Type Petitioner to &vrenie Mandatory fields displayed in bold Worker Keyed By
Driver's License Number State License Issued	Save Copy Intake Close View / Print View Supreme Offense History Case Summary Report

- *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 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. 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. To clear all the information in the search fields, click the **Clear All** button.

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	
			10/102						
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100.00	AND REAL		10.0	1000	A DATE:	10-10-100 C	100		1

Adult Information Screen - Adult Information - Adult - Adult Information - Adult	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	×
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 to select a suffix from the drop-down 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.

Add New	Adult		$\times$
?	have ent It is advis	possible matches with the inform ou review all possible matches. V e matches?	
		Yes	No

- 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 Add Adult	Name/Address Information         General Information         Employment Information           Adult Name         Adult Address         Adult Address	
Last Name Use Wildcard Name Suffix First Name Include Atternative Spellings Date of Birth Include Atternative Spellings Date of Birth Include Atternative Spellings Date of Birth Include records that have no values for suffix and DOB Genetic Sex O All Nale Female SSN Street Address (Full or Partial) City ZIP Code Is Law Enforcement Officer (LEO)? LEO Badge #	Last Name       Address         Suffix (Jr, Sr, I, II, III, IV, etc)       None          First Name       Zip Code         Middle Name       City/Town         Genetic Sex () Male () Female () Unknown       State         Is Deceased?*       Approx. Date	
Phone (Home, Work, or Cell)	All Fields in Bold Are Mandatory	
Find Close Clear Al	• ✓ Yes No ■ Unknown Save Cancel	

- 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 <u>Name/Address</u> Information, General Information, and <u>Employment Information</u> tabs.

## i. Name/Address Information Tab

🖳 Please Enter ALL Available Information for New Adu	ult	×
Name/Address Information General Information Employm	ment Information	
Adult <u>N</u> ame	Adult <u>A</u> ddress	
Last Name Suffix (Jr, Sr, I, II, III, IV, etc) None	Address	
First Name	Zip Code Find City by Zip Code	
Middle Name	City/Town	
Genetic Sex O Male O Female   Unknown	State Unknown ~	
Is Deceased?* Approx. Date	Is Address Confidential?* Paste Unknown	
All Fields in	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 <u>A</u> ddress	
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 ~
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 Information	
Date of Birth Age (YY- MM) SSN Is Adult U.S. Cit	zen?*
Race Unknown  V  Bthnicity (Hispanic/Latino?) Unknown	$\sim$
Height 🗸 ' 🗸 " Weight Eye Color Unknown 🗸 Hair Color Unknow	vn 🗸
Marital Status Unknown V Docket # (for Arlington	CSU)
Driver's Lic. # State Issued Driver's License	~
Adult <u>P</u> hone/E-mail Home Phone Cell Phone E-mail	
• ✓ 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       Adult Employer Address / Phone Number         Status Unknown ◇ Aprox. Date       Adult Employer Address / Phone Number         Job Title       Zip Code       Find City by Zip Code         Oth Title       Zip Code       Find City by Zip Code         Law Enforcement Officer?*       State       Unknown ◇ Same as Home         Hone       Phone Extension       Phone Extension		
Adult Employment Information         Status       Unknown ~ Aprox. Date         Employer       Adult Employer Address / Phone Number         Job Title       Zip Code         Is Adult Law Enforcement Officer?*       State         Law Enforcement Officer Badge Number       Phone	🖳 Please Enter ALL Available Information for New Adult	×
Adult Employment Information         Status       Unknown ~ Aprox. Date         Employer       Adult Employer Address / Phone Number         Job Title       Zip Code         Is Adult Law Enforcement Officer?*       State         Law Enforcement Officer Badge Number       Phone		
Adult Employment Information         Status       Unknown ~ Aprox. Date         Employer       Adult Employer Address / Phone Number         Job Title       Zip Code         Is Adult Law Enforcement Officer?*       State         Law Enforcement Officer Badge Number       Phone	Name/Address Information General Information Employme	nt Information
Status       Unknown        Aprox. Date       Address         Employer		
Employer	Adult Employment Information	Adult Employer Address / Phone Number
Employer	Status Helensum vi Aprox Date	Address
Job Title       Zip Code       Find City by Zip Code         City/Town       City/Town       State       Unknown         Law Enforcement Officer 8adge Number       Phone       Phone Extension	Status Unknown V Aprox. Date	Address
Is Adult Law Enforcement Officer?*     City/Town       Law Enforcement Officer Badge Number     Phone   Phone Extension	Employer	
Is Adult Law Enforcement Officer?*     City/Town       Law Enforcement Officer Badge Number     Phone   Phone Extension		
Is Adult Law Enforcement Officer?*     State     Unknown     Same as Home       Law Enforcement Officer Badge Number     Phone     Phone Extension	Job litle	Zip Code Find City by Zip Code
Law Enforcement Officer Badge Number		City/Town
	☐ Is Adult Law Enforcement Officer?*	State Unknown V <u>Same as Home</u>
	Law Enforcement Officer Badge Number	Phone Phone Extension
•- ✓ Yes 🔲 No 🔳 Unkr 🔊 No Save Cancel		
•- ☑ Yes		
•- ☑ Yes		
•- ☑ Yes		
• ✓ Yes No ■ Unkri⊋in <u>S</u> ave <u>C</u> ancel	N	
	• ✓ Yes 🗌 No 🔳 Unkr√wn 🛛 Save	Cancel

## 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 <u>Intake Case tab of the <u>Juvenile Delinquent/Status Intake</u> screen.</u>
- 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  Respondent's Information  Respondent's Information  Add View Clear  Firs  Cour District  Firs  Firs  Firs  Cour District  Firs  Firs  Cour District  Firs  Firs  Cour District  Firs  Firs	Aduit Number SSN Edit Aduit Aduit Name SSN Edit Aduit Date of Birth Age (Years - Months) Print Face Race / Ethnicity Genetic Sex Aduit Information Aduit Information Aduit Information Height ' Weight Color: Eyes Hair Marital Status Is U.S. Citizen? Docket # (Atlington CSU) Diver's License Information Driver's License Information
	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 <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	n Bold Are Mandatory			
•- Ves 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 Last Name Use Wildcard
Juvenile's Information SSN Name Add View Clear	
Juvenile Number DOB Age (Years - Months)	O DC Number First Name Use Wildcard
Intake Case Number (ICN): Will be assigned after saving	Intake Case Number     Include Atternative First Name Spellings
Court District VIII De assigned aller saving	Caseload Number Alias SSN
Open Date	O Advance Search DOB / Age  ◎ DOB    Age
Case Type	Previous Selections     Street Address     (Full or Partial)
Relationship None (Petitioner to Juvenile) Mandatory fields displayed in bold	ZIP Code Phone (Home, Cell, or Work)
Worker Keyed By	Juvenile Number Find Juveniles with Commitment(s) to the State Clear All
vvorker Neyed 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 Care	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 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	1	-
100.0	and the		1000	Transfer.	Non-Address of the Address of the Ad	10.00		
1000	100.00		and a		Reference .	10.00	- N - 1	- 10
1.00	parts.		104		No. of Concession, Name	10.00		
	100.000		1000	10.000	Stational Appendix	e sela reas	100	11 A.
1000	10.00		and a	100000		1000	1	10 A
1000	ter le		1000	A1000	10.04	10000		
100.0	100.00		1000	1.756.0000	Service South	10.00		- N
10,000	(all all all all all all all all all all		100	0.000		1000		
	100.000		1000	1000		10.00	- M	11 Mar 1
1000	10.00		100	1000	No of Loss Sector	1000		1 A A
wiresh.	ter le		1000	word.		10.000		
and the second second	100 Mar		1000			1.000	18 - I	- B
	parts.		104	04, M004	Star Statement	110.00		
	100.000		1000			10.00	11 - A	1 P
1000	10.04		and a		Percenta de la constante de la	1000		
1000	the first		1000	Transfer Sec.	10.00	10 10 10 March		

Juvenile Information Screen - ×	🔛 Juvenile Delinquent/Status Intake X
Juvenile Information Juvenile Number Juvenile Number Juvenile Name Date of Birth Age (Years - Months) No Image Available	Intake Case Petitioner's Information Unknown? SSN Name Add View Clear Respondert's Information
Resident of Case Workers ID Marks Detention Info Alerts Family Access Log Recorded Alerts Veew/Change Print Alerts	Unknown?       SSN       Name       Add       Vew       Clear         Juvenle's Information       SSN       Name       Add       Vew       Clear         Juvenle Number       DOB       Mane       Add       Vew       Clear         Juvenle Number       DOB       Mane       Add       Vew       Clear         Juvenle Number       DOB       Mandatory       FIPS       Close Date         Court District       Time       Close Date       Close Date         Case Type       Vew       Petitioner Type       Vew         Relationship       None       (Petitioner to Juvenile)       Mandatory fields displayed in bold
Gose	Worker         Keyed By         Market         Market           Save         Copy Intake Case         Close         View / Print Intake Report         View Supreme Court Details         Offense History Summary Report

- 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 in	icludes juveniles v	with no suffixes or date	of birth recorded.		
		<u>S</u> elect	<u>V</u> iew Info	Add 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> <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 Juven	nile X
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 Juve	nile X
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) None 🗸	
First Name	Zip Code <u>F</u> ind City by 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
•- 🗹 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.

Juvenile Info	s Information General Information Birth/Far	Juvenile Drive	r's License	
SSN	Is DNA Taken?*	Туре	Unknown	~
Race	Unknown 🗸	Status	Unknown	Y
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 1	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.

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

## iii. Birth/Family Information Tab

💀 Please Enter ALL Available Information for New Juv	enile X
Name/Address Information General Information Birth/F	amily Information
Juvenile Birth Information	
Date of Birth	Age (YY-MM)
State of Birth Unknown 🗸	Birth Country
Birth Verification None ~	Birth Certif. # Unknown
Juvenile <u>F</u> amily Information	
Mother's Maiden Name	
Annual Family Income Unknown	~
Living with Unknown	~
•- 🗹 Yes 📄 No 🔳 Unknown <u>S</u> ave	Cancel

- 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 🛛 🕹
Juvenile Information Screen - Juvenile number and name displayed here Juvenile Number Juvenile Number Juvenile Number Date of Birth Age (Years - Months) No Image Available Race / Ethnicity Resident of Genetic Sex Info/Face Sheet Alias Case Workers ID Marks Detention Info Alerts Family Access Log Recorded Alerts View/Change Print Alerts	
Qose	Relationship     None     (Petitioner to Juvenile)     Mandatory fields displayed in bold       Worker     Keyed By     Image: Copy Intake Close     View / Pinnt     View Supreme Offense History       Save     Copy Intake Close     View / Pinnt     View Court Details     Summary Report

- 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	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

 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.
- I. 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	ar information	
Unknown? SSN	Namo		Add View Clear
Respondent's Information	, 		
3511	Name		Add Liea
venile's Information	Please provide Juvenile	e information	
SSN	Namo		Add View Clear
Juvenile Number	DOB	Age (Years - Months	)
🖳 Juvenile Delingu	Jent/Status Intake		×
Intake Case Narrat	ive		
Petitioner's Informa	ation		
Unknown?	SSN Name	UNIX HERE	Add View Clear
Respondent's Info	mation		
Unknown?	SSN Name		Add View Clear
Juvenile's Informat			
	SSN Name		Add View Clear
Juvenile Nun			
	imber (ICN):	ICN Appears H	
	Menand Card Line	FIPS 📜	Performance -
	Time		
	1 Lipso Arc Real Instrument	Petitioner Type	Care .
Relationship	(Peti	itioner to Juvenile)	
Worker	Nergi	Keyed By	1
Edit Intake Case Info	Copy Intake Case Cas		fiew Supreme Offense History Court Details 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

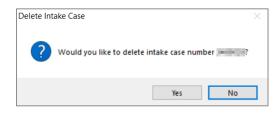
a. (i) Click the Copy Intake Case button and the <u>Copy Juvenile Delinquent / Status Intake Case</u> screen will appear. All available document types will be auto-selected in the Check All Documents You Want to Copy section of the screen, (ii) deselect (uncheck) any documents that will not be copied. 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 Petitioner Name View	Copy Intake Case X
Original Juvenile Juvenile Number Juvenile Name Lander Bander Ban	
Juvenile Intakes (JI)         Court Summons (CS)         Bench Warrants (BW)           Offenses Recorded         0         Petitions Filed         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	
Unknown? SSN Here Name Lange Lange Add View Clear	Copy Intake Case
Juvenile's Information SSN IN A Market State St	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	

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 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			,	×
<  <  1 of 1 ▶ ▶    < ⊗ 🚱   🖨	a 🗐 💷 🔍 + 📔 100%	• Fi	ind   Next	
Virg	inia Department of Ju			^
	Intake Repor	Click "X" t	o close Report	
INTAKE INFORMATION:				
Intake Case Number:	Fips:	Reference 1		
Worker Name:				
Intake Opened Date:		ke Closed Date:		
Case Type Code:	Cardinal Contraction (1997)			
JUVENILE INFORMATION:				
Juvenile Number:				
Juvenile Name:	SALE FROM			
SSN: *****- Sex*:	Race: Height:	Weight:	DOB:	
Address:	AND DEPOS			
	k 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			-		×	
Petitioner:	artist, standis art		Respondent:				
Juvenile:	and a second	0.051	ICN:	Juvenile DOB:	0.010		
	Informatio	on from the Supreme	Court must be verified t	or accuracy.			
	Case Number	Statute				^	
	and the second	STREET, STREET,		AND REAL PROPERTY.			
		100,004-01 (s) To	PT				
) E		And the second s				$\checkmark$	Supreme Court Details
Supreme Supreme Case Typ Statute C Statute C	e Ct Name:	n mer menstan Bulleförstelle Der Schott		Supreme Ct. DOB:	100	-	No data found for this case
	d Case Type: d Offense Code:					-	
Final Dis Appealed Remarks	d Date:	Perfected:		Convicted as .	Adult?	-	

The amount of information found on the Supreme Court Details 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					
∢ ∢ 1	of 1 🕨 🕅	+ 🛞 🚱 🕯	🕽 🗐 🔍 🔍 - 📔 100%	Find	Next	
		Vir	ginia Department of Juvenile Ju Offense History Summary Repo		ick "X" to cl	ose Report
JUVENILE SSN: ***-**	NUMBER:		JUVENILE NAME:	RACE:		
CA SE NUMBER	PROCESSING LOCALITY	OFFENSE DATE	STATUTE DESCRIPTION	INTAKE DISPOSITION	WORKER	COURT ADJUDICATION
14880	Romond	010	an a	Parties Filed	bas field	
	Access 1		A LAN ON DESIGN AND A LAND AND AND AND A LAND AND AND AND AND AND AND AND AND AND	later the		
	la fina de		Record Vielands A Lange with a substrate with Vieland Constrations	No. 11	ter den	

## 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	×
Intake Case Narrative ADD NEW INTAKE, CC Petitioner's Information Unknown? SSN	URT SUMMONS, AND VARRANT
Respondent's Information Unknown? SSN Name Name	Add View Clear
Juvenile's Information SSN State Information Juvenile Number DOB	Add View Clear
Intake Case Number (ICN):	FIPS Close Date
Case Type Relationship (Petitioner to d	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			Deshihi	ited Diver
Description			Prohib	itea Diver
Search Results -				The
VCC Code	Statute	Offense Description		(i) car
CNV-7017-M3	10.1-1142(D)	BUILD FIRE WITHIN 150 FEET OF WOODLAND, BRUSHLAND ETC.		hous
CNV-7025-M1	10.1-2214	UNDERWATER RECOVERY OF HISTORIC PROPERTY WITHOUT PERMIT		(iii) re – Div
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		Appr intak
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	FUE TO MEET CONDITIONS TO OBTAIN EVOLUTION DEPARTMENT		
	CONSERVATION	Notify School?*		
Sub Heading D	PARKS AND RECR			

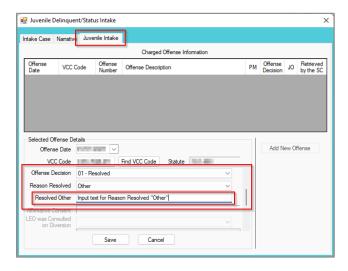


- Multiple VCCs can be added to a petition/order.
- Click the **Find** button to search for an offense without entering any information into the search fields.
- When a VCC is selected, a summary of the charge will be displayed at the bottom of the screen. If the **Notify School?*** field is checked, 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	РМ	Offense Decision	JO	Retriev by the
	Date Code ading ading		Find VCC Code Statute	Î	Add No	lew O	ffense

- 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 🛛 🕹	·
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 Offense Description PM Offense Description PM Offense Description JO Retrieved by the SC
Selected Offense Details	
Offense Date Add New Offense	Selected Offense Details
VCC.Code Find VCC.Code Statute	Offense Date Add New Offense
Offense Decision	VCC Code Find VCC Code Statute
Reason Resolved UP - Resolved Resolved Other 03 - Petition / Detention Order Filed	Offense Decision 01 - Resolved
Affirmative Consent 05 - Referred To Another Agy For Sv 06 - Returned To Probation Supervis	Development Age of juvenile
LEO was Consulted 07 - Req'd To Participate-Diversion 08 - Complaint Unfounded	Complainant/victim does not want to proceed
on Diversion 09 - Returned To Out-Of-State 11 - Petition/Sheter Care Filed	Elevas Consulted     family/guardian addressed appropriately     Level of functioning/disability of juvenile prohibits diversion     Diversion     Mediated
12 - Shelter Care Only 13 - Detention Order Only	Restitution paid School addressed appropriately
14 - Pending 17 - Accepted Via ICJ	Schola addressed appropriately Sections - Juvenile and/or family referred
18 - Unsuccessful Diversion/Petition Filed 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.

Selected Offense Data       Offense D3/01/2022       Offense Requires School Notification         VCC Code       WWN-5261-F2       Find VCC Code       Statute         Selected Offense Date       03/01/2022       Offense Requires School Notification         VCC Code       WWN-5261-F2       Find VCC Code       Statute         Requested Oharge       Requested Charge Was Reduced or Denied       Its 2-300         Save       Cancel       Cancel	Juvenile Delinq	uent/Stat	tus Intake	_							>
Offense Date     VCC Code     Offense Number     Offense Description     PM     Offense Description       Selected Offense Details     Offense Date     03/01/2022     Offense Requires School Notification       VCC Code     WPN-5261-F2     Find VCC Code     Statute       VCC Code     WPN-5261-F2     Find VCC Code     Statute       LEO's Rationale     Requested Charge Was Reduced or Denied     V	ntake Case Narra	tive Juv	enile Intake								
Date     VCC Code     Number     Offense Description     PM     Decision     JJ     by the SC       Selected Offense Data     33/01/2022     Offense Requires School Notification     Add New Offense       VCC Code     WPN-5261-F2     Find VCC Code     Statute     18.2-300       VCC Code     WPN-5261-F2     Find VCC Code     Statute     18.2-300       Requested Charge     Requested Charge Was Reduced or Denied     V     V				Charg	ed Offense In	formation					
Offense Date     03/01/2022     Offense Requires School Notification       VCC Code     WPN-5261-F2     Find VCC Code       Statute     18.2-300       Construction     Construction       LEO's Rationale     Requested Charge       Rationale     Requested Charge       Rationale     Construction		Code		Offense Des	cription			PM		JO	
Offense Date     03/01/2022     Offense Requires School Notification       VCC Code     WPN-5261-F2     Find VCC Code       Statute     18.2-300       Construction     Construction       LEO's Rationale     Requested Charge       Rationale     Requested Charge       Rationale     Construction											
Offense Date     03/01/2022     Offense Requires School Notification       VCC Code     WPN-5261-F2     Find VCC Code       Statute     18.2-300       Construction     Construction       LEO's Rationale     Requested Charge       Rationale     Requested Charge       Rationale     Construction											
VCC Code WPN-5261-F2 Find VCC Code Statute 18.2-300 on Diversion LEO's Rationale Requested Charge Requested Charge Was Reduced or Denied Rationale Entered Here v											
Conduction     Image: Conductive Conductine Conductive Conductive Conductine Conductine Conductine Conduct	Selected Offense I	Details			_	_				_	
on Diversion ALEO's Rationale Requested Charge Was Reduced or Denied Rationale Reduced or Denied V			2022 🗸	(	Offense Requi	res School N	Notification		Add N	lew Of	ffense
Requested Charge Amended Rationale Entered Here V	Offense Date VCC Code	03/01/					Notification		Add N	lew Of	ffense
Amended Inequested Charge was headded or Jened	Offense Date VCC Code	03/01/ WPN-5					Notification	^	Add N	lew Of	fense
Rationale Entered Here	Offense Date VCC Code on Diversion	03/01/ WPN-5					Notification	^	Add N	lew Of	ffense
· ·	Offense Date VCC Code on Diversion LEO's Rationale	03/01/ WPN-5	261-F2	Find VCC Code	Statute		Notification	^	Add N	lew Of	ffense
Save Cancel	Offense Date VCC Code on Diversion LEO's Rationale Requested Charge Amended	03/01/ WPN-5	sted Charge	Find VCC Code	Statute		Notification	^	Add N	lew Of	ffense
	Offense Date VCC Code on Diversion LEO's Rationale Requested Charge Amended	03/01/ WPN-5	sted Charge	Find VCC Code	Statute		Notification	<	Add N	lew Of	ffense
	Offense Date VCC Code on Diversion LEO's Rationale Requested Charge Amended	03/01/ WPN-5	sted Charge	Find VCC Code Was Reduced Here	d or Denied		Notification	<b>^</b>	Add N	lew Of	ffense

- 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 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	nt/Status Intake				×
Intake Case Narrativ	Juvenile Intake	]			
		Charged Offense Information			
Offense Date VCC	Code Offense Number	Offense Description	PM	Offense Decision	JO Retrieved by the SC
Selected Offense De Offense Date	tails	Offense Requires School Notification		Add Ne	w Offense
		Find VCC Code Statute 18.2-52	_	Add No	W Ollelibe
			11		
Offense Decision	07 - Req'd To Parti	cipate-Diversion ~			
Reason Resolved		~	1.1		
Resolved Other					
Affirmative Consent		~			
LEO was Consulted on Diversion	Yes, Victim Consen	ted Attempts to Contact Victim			
	Yes, Deputy Direct	or/RPM Exemption			

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	linquen	t/Status I	ntake	_							×
Intake Case N	Varrative	Juvenile	e Intake								
				Charge	ed Offense Inf	ormation					
Offense Date	VCC Co		ffense umber	Offense Desc	ription			РМ	Offense Decision	JO	Retrieved by the SC
03/01/2022	WPN-52	61 52	07665	POSSESSION	IN PERPETI	RATION OF VI	OLEN		01		
- Selected Offe Offense VCC ( LEO was Cons	Date 0 Code V	3/01/202 VPN-5261	-F2 F	O ind VCC Code with Diversion	Statute	es School Noti 18.2-300	fication	^	Add N	ew Of	fense
on Dive LEO's Ratio	onale	f the value	e chosen i	is "LEO Did No field will be re	ot Agree with						
Requested Ch Ame	nded		-	Was Reduced			$\sim$				
Ratio	onale o	r "Reques	sted Char	is "Requested ge Increased"	, the Rationa			~			
			Save	Can	cel						

- 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 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	Charged 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	, v						
	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.

#### **BADGE Manual**

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🔜 Juvenile Delinquent/Status Intake				×		🖳 Juvenile D	elinquent/Sta	tus Intake					$\times$
Intake Case Narrative Juvenile Intake						Intake Case	Narrative Juv	enile Intake					
Charged Offense Information					Ш				Charged Offense Information				
Offense Date VCC Code Offense Number Offense Description	РМ	Offense Decision		Retrieved by the SC		Offense Date	VCC Code	Offense Number	Offense Description		Offense Decision	JO Retrieved by the SC	
03/01/2022 WPN-5261 5207665 POSSESSION IN PERPETRATION OF VIOLEN		01				06/02/2021	CNV-7026-M	1 4749313	USE OF MOTORIZED VEHICLE ALONG AP	A	02		
					Ш								
Selected Offense Details						Selected Of	fense Details			_			5
Offense Date 03/01/2022 V Offense Requires School Notification		Add Ne	ew Offer	nse		Offens	e Date 06/02	2/2021			Ad	d New Offense	
VCC Code WPN-5261-F2 Find VCC Code Statute 18.2-300						VCC	Code CNV-	7026-M1	Statute 10.1-203	_	Deter	ntion Assessment	t
LEO was Consulted on Diversion LEO Did Not Agree with Diversion Decision	^				Ш	н	eading CONS	SERVATION					
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					Ш	Subh	eading PARM	S AND REC	REATION				
offense.	11					Desc	cription USE	OF MOTORI	ZED VEHICLE ALONG APPALACHIAN TRAIL				
Requested Charge Mas Reduced or Denied V						Penalty N	Nodifier Attem	pt	Judge Ordered Detention				
Rationale If the value chosen is "Requested Charge Was Reduced or Denied" or "Requested Charge Increased", the Rationale field will be required in order to easy the offense	~					Offense De	ecision 02 - P	etition Filed		_			
Save Cancel							Edit	Сору	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.
- In the **Charged Offense Information** table, a record will display a check mark in the **JO** checkbox whenever a judge orders a juvenile to be detained, the **Judge Ordered Detention** checkbox associated with the offense record is selected, and the record is saved.
- In the Charged Offense Information table, a record will display a check mark in the Retrieved by the SC checkbox whenever the Supreme Court number (SC#) on the petition was used by a clerk to pull intake case information into the Supreme Court of Virginia's data system.
  - 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 $\qquad \lor$	
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 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.

Prefer to the BADGE Caseload Management Module Manual 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	×
Worker Name: Follow-up:	DAI Date: 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	
<ul> <li>1. Aggravating factors (override to more restrictive placeme</li> </ul>	nt than indicated by guidelines)
<ul> <li>2. Mitigating factors (override to less restrictive placement the</li> </ul>	an indicated by guidelines)
Type Factor	Narrative Add
	Edit
	Delete
Factor	
Narrative	
3. Approved local graduated sanction for probation/parole	violation
Justification	
Actual Decision / Recommendation: O Rele	ase O Alternative O Secure Detention
Save	ose 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.

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: Dat I Image DAI Date: DAI Date: DAI#: DAI#:	Worker Name: DAI Date: DAI Date: DAI#: DAI#:
DAI Scores       Overrides         Mandatory Overrides (Juvenie Must Be Detained)       1. Use of fream in current offense         2. Weapons Offenses, Adm. Dr. A-2022-005, email amend       2. Weapons 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       1. Aggravating factors (override to more restrictive placement than indicated by guidelines)         2. Meguing factors (override to less restrictive placement than indicated by guidelines)       1.	DAI Scores       Overrides         Mandatory Overrides (Livenile Must Be Detained)       I. Use of fream in current offense         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         2. Migravating factors (override to more restrictive placement than indicated by guidelines)       2. Miligating factors (override to less restrictive placement than indicated by guidelines)
Type     Factor     Narrative     Add       Factor     Edit     Delete       Factor	Type     Factor     Narrative       Factor     Cancel       Delete       Factor       Narrative       3. Approved local graduated sanction for probation/parole violation       Justification
Actual Decision / Recommendation: O Release O Alternative O Secure Detention Save Close Print	Actual Decision / Recommendation: Release Alternative Secure Detention
1. Page a varie actors (overnoo to more restrictive procement than indicated by guidemnoor     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	Ferror X Add Delete Delete

c. Edit Button

Factor Juvenile Has Significant Substance Abuse Problem

OK

- 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

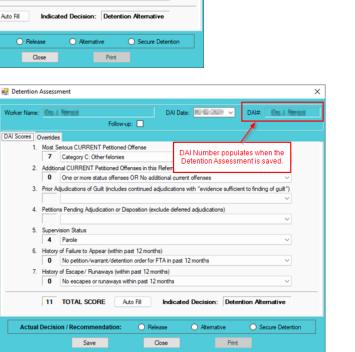
## d. Actual Decision/Recommendation—Detention Assessment Screen

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: Follow-up:	DAI Date: 🕮 🐨 🗸 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	
<ul> <li>4. Local court policy (indicate applicable policy)</li> </ul>	
Discretionary Override	
<ul> <li>1. Aggravating factors (override to more restrictive placement</li> </ul>	t than indicated by guidelines)
2. Mitigating factors (override to less restrictive placement the	an indicated by guidelines)
Type Factor	Narrative Add
	Edt
	Delete
Factor	
Narrative	
3. Approved local graduated sanction for probation/parole v	iolation
Justification	
Actual Decision / Recommendation: O Relea	ise O Alternative O Secure Detention
Save	Print

#### **BADGE Manual**

		Follow-up:	
Scores (	Overrides	5	
1.	Most Se	erious CURRENT Petitioned Offense	
	7	Category C: Other felonies	~
2.	Addition	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 find	ing of guilt")
4.	Petition	is Pending Adjudication or Disposition (exclude deferred adjudications)	~
5.	Supervi	rision 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 At	ernative
Actual	Decisio	on / Recommendation: O Release O Atemative O S	ecure Detention



~ 🔒

Please select value from the list

#### 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.
- 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		-	
🕅 4 1 of 1 🕨 🕅 4 🛞 🚱 🖨 🗐 🛍 💐 +   100%	•		Find
Virginia Department of Juvenile Justice Detention Assessment Instrument Report			
Juvenile Name: Juvenile Number:			B:
ICN: Intake Date: Worker Name: Completed as Follow-up (on call Intake):			)#:  #:
1. MOST SERIOUS CURRENT PETITIONED OFFENSE	15	Score	
Category A: Felonies against persons			
Category B: Felony weapons or felony narcotics distribution Category C: Other felonies	7		
Category D: Class 1 misdemeanors against persons	5		
	3	-	
Category E: Other Class 1 misdemeanors Category F: Violations of probation/parole	2		
	2		
2. ADDITIONAL CURRENT PETITIONED OFFENSES IN THIS REFERRAL	3		
Two or more additional current felony offenses	2		
One additional current felony offense One or more additional misdemeanor OR violation of prob./parole offenses	1		
One or more additional misdemeanor OK violation of proc/parole offenses.		0	
3. PRIOR ADJUDICATIONS OF GUILT	•		
(includes continued adjudications with "evidence sufficient to finding of guilt")			
Two or more prior adjudications of guilt for felony offenses	6		
One prior adjudication of quilt for a felony offense	4		
Two or more prior adjudications of guilt for misdemeanor offenses	3		
Two or more prior adjudications of guilt for prob./parole violations	2		
One prior adjudication of guilt for a misdemeanor or status offense	1	0	
No prior adjudications of quilt.	0		
4. PETITIONS PENDING ADJUDICATION OR DISPOSITION (exclude deferred adjudication)			
One or more pending petitions/dispositions for a felony offense	8		
Two or more pending petitions/dispositions for other offenses	5		
One pending petition/disposition for an other offense	2	0	
No pending petitions/dispositions.	0	<u> </u>	
5. SUPERVISION STATUS			
Parole	4		
Probation based on a Felony or Class 1 misdemeanor	3		
Post-Disposition Case Management OR Probation based on Other Offenses	2		
Diversion	1	4	
None	a		
<ol> <li>HISTORY OF FAILURE TO APPEAR (within past 12 months) Two or more petitions/warrants/detention orders for FTA in past 12 months</li> </ol>	3		
One petition/warrant/detention order for FTA in past 12 months	1	0	
No petition/warrant/detention order for FTA in past 12 months	0		
7. HISTORY OF ESCAPE/RUNAWAYS (within past 12 months)			
One or more escapes from secure confinement or custody	4		
One or more instances of absconding from non-secure, court-ordered placements	3		
One or more runaways from home	1	0	
No escapes or runaways w/in past 12 months	0		
INDICATED DECISION: 10-14 DETENTION ALTERNATIVE TOTAL SCO	RE:	11	
MANDATODY OVERDIDE.			

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.

Worker Name	100.1	Percet.		DAI Date:		DAI#:
		Fo	llow-up:			
DAI Scores	Overrides					
1.	Most Se	erious CURRENT Petiti	oned Offense			
	7	Category C: Other felo	nies			~
2	Addition	al CURRENT Petitione	ed Offenses in this	Referral		
	0	One or more status off	fenses OR No add	ditional current offense	es	~
3.	Prior Ad	judications of Guilt (incl	ludes continued a	djudications with "evi	idence sufficient	to finding of guilt")
						~
4.	Petition	s Pending Adjudication	or Disposition (ex	clude deferred adjudic	cations)	
						~
5.	Supervi	ision Status				
	4	Parole				~
6.	History	of Failure to Appear (wit	thin past 12 mont	hs)		
	0	No petition/warrant/de	etention order for	FTA in past 12 months	s	~
7.	History	of Escape/ Runaways	(within past 12 m	onths)		
	0	No escapes or runawa	ays within past 12	months		~
	11	TOTAL SCORE	Auto Fill	Indicated Decis	ion: Detent	ion 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 Decision Worker Name	
Mandatory Ovemides (Luvenile Must Be Detained)  I. Use of fiream in current offense 2. Weapons Offenses, Adm. Dir. A-2022-005, email amend 3. Escapee/AWOL/Absconder per DJJ Procedure 9471	Please Confirm Delete Operation           Would you like to delete detention assessment for Intak           Case Number
4. Local court policy (indicate applicable policy) Discretionary Override     1. Aggravating factors (override to more restrictive placement than indicated by guidelines)	keyed by
2. Mitigating factors (override to less restrictive placement than indicated by guidelines)     Factor     Narrative	<u>Y</u> es <u>N</u> o
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

	Status Intake		×
ssessmen Detention	Juvenile Intake Detention A	on Orders	
Withdrawn	Served	Detention Date	Printed
	ation		
- ·		Is Offenses for this Detentio	
ne charge for which he nor if committed by an and substantial threat ear and substantial threat		committed by adult, he/she was placed on probati n adult at to the person or property of hereat of eartime herm to earch	others; or
<u>.</u>	the juvenile would present a c	r and euhetantial t	nd substantial threat to the person or property of r and substantial threat of early is harm to such i 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 exhetantial 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.

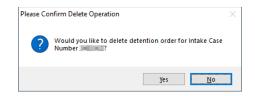
## 2. Edit Button

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.

		enile intake Deteni	ion Assessment Detentio	n Orders	
	Issued	Served	Withdrawn	Detention Date	Printed
0	06/10/2021				
• (	06/10/2021	Click	row to select a de	atoption order to a	dit delete
		CIICK a		ew/print	

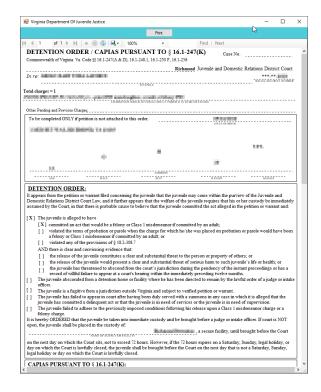
## 3. Delete Button

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	<ul> <li>Selected Offense I Offense Date</li> <li>VCC Code</li> <li>Heading</li> <li>Subheading</li> <li>Description</li> <li>Penaty Modifier</li> </ul>	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	Detention Assessmer	t Detention Orders	Shelter Care Orders	]
Sł	nelter Care #	Date Printe	ed Facility			
► 0						
- Shelter Ca	re Order Info	mation				
onener ea	cility					
10	() A		nity Youth Homes (	Shelter Facilities	O Less Secure Det	entions
- Shelter Ca	re Order Rea	0	ing rotarrionico		0 200 00020 200	
🗌 The c	hild is eligible	for placement in	a secure facility; or			
The c	hild has faile	d to adhere to the	directions of the court	, intake officer or mag	gistrate while on conditio	nal release; or
The c	hild's parent,	guardian or other	person able to provide	e supervision cannot	be reached within a reas	sonable time; or
The c	hild does not	consent to return	home; or			
	er the child's a reasonable		n nor any other person	able to provide prope	er supervision can arrive	to assume custody
			es to permit the child to can be located within		relative 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.

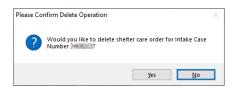
#### c. Edit Button

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.

🛛 Juver	nile Delinquent/Sta	tus Intake				×	
Intake Ca	ase Narrative Juv	enile Intake Dete	ntion Assessment	Detention Orders	Shelter Care Orders		
	Shelter Care #	Date Printed	Facility				
	89565		Chesterfield Grou	ip Home			
•	89566		Crater Green House (The Green House) Shelter				
Shelter	r Care Order Informat	on					
	Facility Crater Gre	en House (The Gre	an Hause) Challen				
	raciity Clater Cre	en nouse (me cire	en House/ Sheiter				
	r Care Order Reason:						
	he child is eligible for						
ПШ	he child has failed to	adhere to the direc	tions of the court, inta	ake officer or mag	strate while on conditional	release; or	
TT 🗌	he child's parent, gua	rdian or other perso	on able to provide sup	pervision cannot b	e reached within a reason	able time; or	
IT 🗌	he child does not cor	sent to return home	e; or				
	either the child's pare ithin a reasonable tim		any other person able	e to provide proper	supervision can arrive to	assume custody	
	he child's parent or g rovide proper supervis				elative or other person willi	ing 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	- 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 warnant 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		
<ol> <li>S. Neither the child's parent or guardian nor any other person a within a reasonable time; or</li> </ol>	le to provide proper supervision can arrive to assume custody	
<ol> <li>6. The child's parent or guardian refuses to permit the child to r provide proper supervision and care can be located within a</li> </ol>		
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	

## 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 Inform	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

🛃 Petition	×
Domestic Relations Intake - Intake Case Number (ICN):	DOB <b>Kirks Drivs</b>
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 Text Copy Offense Text IN VIOLATION OF SECTION 18.2-456(5) OF THE 1950 CODE OF VIRGINIA AS AMENDED	
Child Held in Custody? Yes No 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
SC #	Save Delete View / Print Close

- a. 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	Ν	
	63	
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 #.

 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 🛞 🚱   🖬	100% *	Find   Next				
TITION		Case No.				
nmonwealth of Virginia VA. CODE §§ 16.1-262; 1	6.1-263					
		DA	TE OF HEARING			
	RICHMO	ND Juvenile and Dor	mestic Relations District (	Court		
e a Child under eighteen years of age ILD'S NAME		202	DATE OF BIRTH	AGE SE	VE PACE	
TRUET GOOD FILL AGE						
HILD'S ADDRESS				TELEPHON		
AME OF PARENT	[]MOTHER []FATHER	SSN	DATE OF BIRTH	TELEPHON		
	() normal () man			100011101		ļ
DDRESS OF PARENT						
						ļ
AME OF PARENT	[]MOTHER []FATHER	SSN	DATE OF BIRTH	TELEPHON	Æ NO	
DDRESS OF PARENT						
UARDIAN/LEGAL CUSTODIAN OR PERSO	N IN LOCO PARENTIS NAME AND A	DDRESS		TELEPHO?	NE NO	
UARDIAN/LEGAL CUSTODIAN OR PERSO	N IN LOCO PARENTIS RELATIONSH	P TO CHILD				
). THER(S) NAME AND ADDRESS				TELEPHON	NE NO	
1.						
Child held in CUSTODY [ ] YES [ ] NO						
<ol> <li>Date and Time Taken into Custody</li> </ol>	15. Date and Time Placed m. /	in Detention or Shelter	Care	m.		
. The above information is not known to the pe		/				
the undersigned petitioner, state under oath to th		med child is within the	ourview of the Juvenile and			1
mestic Relations District Court Law in that, with	hin this city/county, the child:		,			
VIOLATION OF SECTION 18.2-456(5) OF TH	E 1950 CODE OF VIRGINIA AS AMEN	DED.				
		Virgi	nia Crime Code: CUS-38	74-J9		
HEREFORE, the Petitioner requests that the chil d that this Court enter such orders and judgments	d and the persons having his or her custod	y and control be summ	oned to appear before this C	ourt,		
d intent of the Juvenile and Domestic Relations E	histrict Court Law.	ruance while the law and	s winch was serve the purpo	90		
06/28/2021	YADDLE LAFORCE		PETITION PERSONATURE			
N1	TRADESAAGE (MENTOR TYPE)					
MUD HUT WAY, UNKNOWN, VA 23235	rork: (800)411-9111 httoseks address and felephone number co	DEI COPY ONE Y)				
			a ma an 06/29/2021 03-5			

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



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	Juvenile Intake Cetention Assessment				
	Charged Offense Information				
Offense Date VCC	Code Offense Offense Description	РМ	Offense Decision	JO	Retrieved by the SC
ASL-1	317-F3 ADULTERATION OF FOOD, DRUG, ETC. WITH		03		
Selected Offense De				~	
Offense Date	Offense Requires School Notification		Add N	ew Of	tense
VCC Code	ASL-1317-F3 Statute 18.2-54.2		Detention	n Asse	essment
Heading	ASSAULT		Deter	ntion C	Order
Subheading					
Description	ADULTERATION OF FOOD, DRUG, ETC. WITH INTENT INJURE			Ε.	
Penalty Modifier	Judge Ordered Detention			1	
Offense Decision		111			
Offense Decision	03 - Petition/Detention Order Filed	TT.			
Edit	03 · Petition/Detention Order Filed Copy Delete View Petition	F	Requires So Print So		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 Of	ense		×
Intake Case Narrative Juvenile Intake		Offense Sea Statut		VCC Use Wildcard?"	
Charged Offense Information				VCC 🕑 Die Wildcard /	
Offense UCC Code Offense Offense Description PM Offense JO Retriev Date JO Decision JO Retriev		Headin		Find	
Date VCC Code Number Offense Description PM Decision JO by the S		Sub Headin			•
		Descriptio	·		
		Search Res	its		
		VCC Code	Statute	Offense Description	^
		CNV-7017-	13 10.1-1142(D)	BUILD FIRE WITHIN 150 FEET OF WOODLAND, BRUSHLAND ETC.	
Selected Offense Details		CNV-7025-1	11 10.1-2214	UNDERWATER RECOVERY OF HISTORIC PROPERTY WITHOUT PERMIT	
Offense Date Add New Offense		CNV-7026-1	11 10.1-203	USE OF MOTORIZED VEHICLE ALONG APPALACHIAN TRAIL	
VCC Code Find VCC Code Statute		CNV-7027-1	11 10.1-2305	ARCHAEOLOGICAL EXCAVATION OF HUMAN REMAINS WITHOUT PERMIT	
Heading		CNV-7028-1	10.1-2306	DAMAGE, ETC ANY OBJECT OF ANTIQUITY ON STATE-CONTROLLED LAND	
		CNV-7030-1	11 10.1-1005	DUMP ETC. WITHOUT PERMISSION OF OWNER	
Subheading		CNV-7031-1	11 10.1-1004	EXCAVATE ETC. WITHOUT PERMISSION OF OWNER	
Description Penalty Modifier Judge Ordered Detention Offense Decision Save Cancel		Sub Headin	CONSERVATION PARKS AND RECR		
		- 🗹 Yes	No 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.

🛃 Juvenile De	elinquent/Stat	us Intake				×
Intake Case	Narrative Juve	enile Intake				
	L		Charged Offense Information			
Offense Date	VCC Code	Offense Number	Offense Description	PM	Offense Decision JO	Retrieved by the SC
- Selected Off	ense Details					
Offense	,				Add New 0	Offense
VCC	Code		Find VCC Code Statute			
He	ading					
Subhe	eading					
Desc	ription					
Departur M	odifier		Judge Ordered Detention			
Ferfaily M						
Offense De	cision		~	-		

## 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.

#### **BADGE CSU Intake Manual**

🖳 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	ake Case Number (ICN):			
uvenile # 1	Juvenile's Name	DOCIDARIO O	()).	DOB BOILD
	Petitioner's Name	LOUDI		
Offense Information				
Offense Date	VCC Code CUS-3874-J9	Statute 18.2-456(5	i) Off	ense Number
Description MOTION TO S	HOW CAUSE - CUSTODY/VIS	SITATION		
etition Information				
Petition: Date	V Time El-III +	Incomplete Area at	the Date of Petition	(Years - Months)
retition: Date	V Time	Juvernie's Age at		
		Juvenile's Age at		
Offense Text Copy Offe				
Offense Text Copy Offe	nse Text			
Offense Text Copy Offe	nse Text			· · · · · · · · · · · · · · · · · · ·
Offense Text Copy Offense Text Copy Offense Text	nse Text 18.2-456(5) OF THE 1950 CO	DE OF VIRGINIA A	S AMENDED.	
Offense Text Copy Offense Text Copy Offense Text	nse Text	DE OF VIRGINIA A	S AMENDED.	Donot print juvenile's address and bhone
XHense Text         Copy Offe           VIOLATION OF SECTION           Child Held in Cust	nse Text 18.2-456(5) OF THE 1950 CO	DE OF VIRGINIA AS	S AMENDED.	Do not print juvenile's
Vifense Text Copy Offe N VIOLATION OF SECTION Child Held in Cust Place of Detention or Shelter	nse Text 18.2-456(5) OF THE 1950 CO ody? O Yes O No O I	DE OF VIRGINIA AS	S AMENDED.	Do not print juvenile's address and phone Do not print confidential
Vifense Text Copy Offe N VIOLATION OF SECTION Child Held in Cust Place of Detention or Shelter	nae Text 18.2-456(5) OF THE 1950 CO ody? Yes No I Care No Selection Was Made o Custody: Date	DE OF VIRGINIA AS	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. /	/		=.		
<ol> <li>The above information is not known to the petitioner: No(s).</li> </ol>					
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, purpose		
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 Content of the	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.

#### **BADGE CSU Intake Manual**

Regional Department Of Juvenile Justice	- 0	x I			
Print			Print Petition		×
[4 4 1 of 2 ▶ ▶] + ⊛ ② [a] + 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			to editing until retrieved by	y the Supreme Court of
PICIDION	Juvenile and Domestic Relations District Court		Virgi	nia.	
In re a Child under eighteen years of age	Artist and Denteste Relations District Court				
CHILD'S NAME	SSN DATE OF BIRTH AGE SEX* R				
1. Editori, choose a divisione					ОК
CHILD'S ADDRESS 4.	TELEPHONE NO	0			(
NAME OF PARENT []MOTHER []FATHER	SSN DATE OF BIRTH TELEPHONE NO				
5.					
ADDRESS OF PARENT					
6.			🖶 Print		×
NAME OF PARENT []MOTHER []FATHER	SSN DATE OF BIRTH TELEPHONE NO	0			
7.			General		
ADDRESS OF PARENT					
8. GUARDIAN/LEGAL CUSTODIAN OR PERSON IN LOCO PARENTIS NAME AND ADD	RESS TELEPHONE N		Select Printer		
9.	1440 1400 1400 1400 1400 1400 1400 1400	Ŭ I	8-		
GUARDIAN/LEGAL CUSTODIAN OR PERSON IN LOCO PARENTIS RELATIONSHIP 1	TO CHILD		Fax		ConeNote (Desktop)
10.				ft Print to PDF	Policy
OTHER(S) NAME AND ADDRESS 11.	TELEPHONE N	•	Microsof	ft XPS Document Writer	
12. Child held in CUSTODY [ ] YES [ ] NO			Status:	Readv	Print to file Preferences
13. Place of Detention or Shelter Care     14. Date and Time Taken into Custody     15. Date and Time Placed in 1	Naturality of Baller Com		Location:	neady	
// : m. /	/ care : m.				Find Printer
16. The above information is not known to the petitioner: No(s).			Comment:		
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	_	Page Range		
IN VIOLATION OF SECTION 18.2-456(5) OF THE 1950 CODE OF VIRGINIA AS AMENDED	a.		O AI		
					Number of <u>c</u> opies: 1
			Selection	Current Page	
			O Pages:	1	Collate
	Virginia Crime Code: CUS-3874-J9			· · · · · ·	23 23
WHEREFORE, the Petitioner requests that the child and the persons having his or her custody a	nd control be summoned to appear before this Court,			single page number or a single	
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.	nce with the law and which will serve the purpose		page range. H	or example, 5-12	
end intent of the Juvenue and Domestic Relations District Court Law. 06/28/2021 VADDLE LAFORCE					
PULLIDATE NAME OF A DR LVPL	PETERONERS SIGNATURE				t Count Auto
1 MUD HUT WAY, UNKNOWN, VA 23235 work: (800)411-9111 BUTTION IS ADDRESS AND FEDERATION NUMBER COURT				<u>P</u> rir	nt Cancel <u>Apply</u>
	ned and simed before me on 06/28/2021 03:52 PM	~	v		

- (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 Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print Print	
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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	
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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	
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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	
Comment:     Rnd Printer     Pride Printer     Printer.	
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	
Page Range	TELEPHONE NO
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	
OPages: 1	m.
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 Juvenile Intake tab on the <u>Juvenile Delinquent/Status Intake</u> screen. The Requires School Notification statement and Print School Letter button will now display on the Juvenile Intake tab.

💀 Petition	×	🔡 Juvenile Delinquer	nt/Status Intake	_			×
Domestic Relations Intake - Intake Case Number (ICN):	DOB BOILD DEID	Intake Case Narrativ	Juvenile Intake	Letention Assessment Charged Offense Information			
Petitioner's Name Land Land Land Land Land Land Land Land	Offense Number	Offense Date VCC C	Number	Offense Description ADULTERATION OF FOOD, DRUG, ETC. WITH		Viffense ecision 03	Retrieved by the SC
Petition: Date Transformer Time Transformer Structure 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.	ettion (Years - Months) team			Offense Requires School Notification Statute 18.2-54.2		Add New Of Detention Asso	essment
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 SC #	Do not print juvenile's address and phone Do not print confidential adult address and phone Save Delete View / Print Close	Subheading	ADULTERATION	OF FOOD, DRUG, ETC. WITH INTENT INJURE	Rec	Detention C	Notification

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

Delete File Petition	Delete View Petition

- 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	t Of Juvenile Justice		-		×
	Print				
l⊴ 1 of 1 ▶	▶   + ⊗ 🕲   💐 -   100% - Find   Next				
E-SchoolNotfications	CONFIDENTIAL PETITION FILED RE: DOB: INTAKE OFFICER: After Hours Intake FIPS:				
	ICN: ST	TATUTE	PE	TITION	
	(ASSAULT) 18 ADULTERATION OF FOOD, DRUG, ETC. WITH INTENT INJURE OR KILL	1.2-54.2		17102	-
	In accordance with Section 16.1-260 of the Code of Virginia as amended, this is to notify the petition listed which involves a juvenile who is or should be enrolled in your school.	∕you that this	agenc	y has file	ed
			Pa	ge 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.

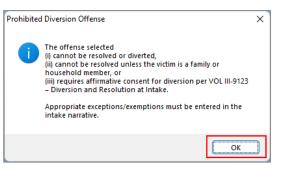
	VCC Code Search	×
Find VCC Code Stat	Please enter the offense date before searching for VCC code.	
	ОК	

- 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.

#### **BADGE CSU Intake Manual**

#### **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 REET 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 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 Requi	rement	X
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.

 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 X
Intake Case Narrative Court Summons	Intake Case Narrative Court Summons
Charged Offense Information	Charged Offense Information
	by the SC Date Number Decision by the SC
	Decor (result of each (result succession of each (result))) 1
Selected Offense Details	Selected Offense Details
Offense Date SC # Add New Offe	Offense Date SC # Add New Offense
VCC Code Find VCC Code Statute	VCC Code Statute Detention Assessment
Heading: Subheading: Decription:	Heading: Subleading: Deciption:
Penalty Modifier Judge Ordered Detention	Penalty Modifier Judge Ordered Detention
Offense Decision	Offense Decision 21 - Unsuccessful Diversion/No Petition Filed
Reason Offense Not Diverted	Reason Offense Not Diverted
Save Cancel	Edit Delete



- 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.
- 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.
- In the **Charged Offense Information** table, a record will display a check mark in the **JO** checkbox whenever a judge orders a juvenile to be detained, the **Judge Ordered Detention** checkbox associated with the offense record is selected, and the record is saved.
- In the **Charged Offense Information** table, a record will display a check mark in the **Retrieved by the SC** checkbox whenever the Supreme Court number (SC#) on the petition was used by a clerk to pull intake case information into the Supreme Court of Virginia's data system.
  - 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.
  - 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 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:	: DAI Date: DAI Date: > DAI#:	
	Follow-up:	
Al Scores (	Overrides	
1.	Most Serious CURRENT Petitioned Offense	
	7 Category C: Other felonies V	
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)	
	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	

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 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.

Refer to the <u>BADGE Offense History Screen Manual</u> on how to navigate the <u>Offense History</u> 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

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: 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	
<ul> <li>4. Local court policy (indicate applicable policy)</li> </ul>	
Discretionary Override	
<ul> <li>1. Aggravating factors (override to more restrictive placement</li> </ul>	than indicated by quidelines)
<ul> <li>2. Mitigating factors (override to less restrictive placement that</li> </ul>	
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.

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.

#### BADGE CSU Intake Manual

👮 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         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. 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       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	×
Image: State in the state	Aggravating and Mitigating Overrides must be uncheck before selecting Approved Local Graduation Sanction	:ed
	0)	x ]

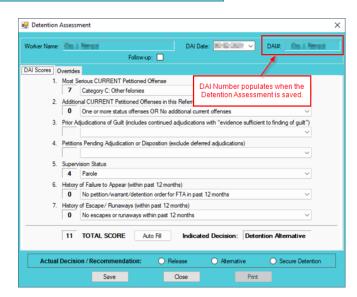
#### d. Actual Decision/Recommendation—Detention Assessment Screen

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 Ovenide  I. Aggravating factors (ovenide to more restrictive placement than indicated by guidelines)  2. Mitigating factors (ovenide 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			

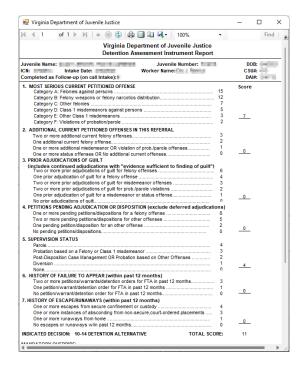
🖳 Detent	ion	Assessn	nent					×
Worker Na	ame:	01.1	News	Follow-up:		e: #040-0404 ~	DAI#:	
DAI Score	s C	verrides						
	1.	Most S	erious CURRENT F	Petitioned Offens	e			
		7	Category C: Other	felonies				$\sim$
	2.	Addition	nal CURRENT Peti	tioned Offenses	in this Referral			
_		0	One or more statu	s offenses OR N	lo additional curre	nt offenses		$\sim$
	3.	Prior Ac	judications of Guilt	(includes contin	ued adjudications	with "evidence suffi	cient to finding of gui	dt")
								- <b>0</b>
	4.	Petition	s Pending Adjudica	ation or Disposition	on (exclude defer	ed adjudications)		
								$\sim$
	5.	Superv	ision Status					
		4	Parole					$\sim$
	6.	History of Failure to Appear (within past 12 months)						
		0	No petition/warra	nt/detention ord	er for FTA in past	12 months		~
	7.	History	of Escape/ Runaw	ays (within past	12 months)			
	0 No escapes or runaways within past 12 months			~				
		11	TOTAL SCORE	Auto Fill	Indicate	d Decision: Det	tention Alternativ	e
Act	tual	Decisio	on / Recommend	lation:	) Release	O Alternative	O Secure D	etention
			Save		Close	Pri	nt	





- 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.
- 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. 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.



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 Number 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)       Comment:         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	Discretionary Override
VCC Code CNV-7026-M1 Statute 10.1-203 Detention Assessment	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	Factor Narative
Subheading PARKS AND RECREATION	Tadar Handard
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
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 Overrides (Juvenile Must Be Detained)       Comment:         1. Use of fiream in current offense       Comment:         2. Weapons Offenses, A.M. Dr. A-2022-005, email amend       S.Escapee/AWOL/Absconder per DJJ Procedure 9471         3. Escapee/AWOL/Absconder per DJJ Procedure 9471       4. Local court policy (indicate applicable policy)         Diacretionary Override       1. Aggravating factors (override to more restrictive placement than indicated by guidelines)         2. Mitosing factors (override 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	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	

- viii. Detention Order Button—Juvenile Delinquent/Status Intake Screen, Court Summons Tab
  - (i) Select the *Court Summons* tab on the *Juvenile Delinquent/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 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.

			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.

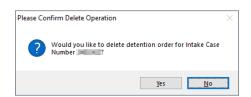
## 2. Edit Button

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.

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					

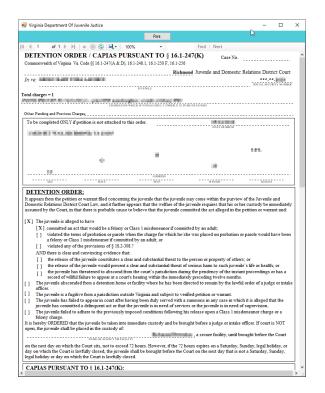
## 3. Delete Button

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	Delinquent	/Status Intake				1
take Case	Narrative	Court Summons	Detention Assessmen	t Detention Orders	Shelter Care Orders	
Sh	elter Care ≠	Date Printe	d Facility			
<b>▶</b> 0						
Shelter Car	e Order Info	mation				
Fac	ality					$\sim$
	0	VI   Commu	nity Youth Homes (	) Shelter Facilities	C Less Secure Det	entions
Shelter Car	e Order Rei	-	.,		0	
			a secure facility; or			
The cl	hild has faile	d to adhere to the	directions of the court,	intake officer or mag	gistrate while on condition	nal release; or
The cl	hild's parent	, guardian or othe	person able to provide	supervision cannot l	be reached within a reas	onable time; or
The cl	hild does no	t consent to return	home; or			
	r the child's a reasonab		n nor any other person	able to provide prope	er supervision can arrive	to assume custody
			es to permit the child to can be located within		relative or other person v	villing 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.

	Shelter Care #	Date Printed	Facility
		Date Printed	
	-	_	101010-00
			Deer receiver of the second second
Shelter C:	are Order Informat	ion	
ineller Ca		ION	
E.	solity Salem Ho	use A/A Reach She	ter
Fa	acility Salem Ho	use (VA Beach Shel	iter)
			,
Shelter Ca	are Order Reason	s - 1 Reason Selecte	ed
<b>— —</b>	and a shade a fact	placement in a secu	feeth
Ine	child is eligible for	placement in a secu	ine raciiity, or
🛛 The	child has failed to	adhere to the directi	ions of the court, intake officer or magistrate while on conditional release; or
_			-
The	child's parent, gua	ardian or other perso	n able to provide supervision cannot be reached within a reasonable time; or
	obild doop not on	nont to mtum homo	·
The	child does not cor	nsent to return home	; or
- Neith	ner the child's pare	ent or guardian nor a	; or ny other person able to provide proper supervision can arrive to assume custody
- Neith		ent or guardian nor a	
Neith within	ner the child's pare n a reasonable tim	ent or guardian nor a e; or	ny other person able to provide proper supervision can arrive to assume custody
Neith within	ner the child's pare n a reasonable tim child's parent or g	ent or guardian nor a le; or uardian refuses to pe	ny other person able to provide proper supervision can arrive to assume custody emit the child to return home and no relative or other person willing and able to
Neith within	ner the child's pare n a reasonable tim child's parent or g	ent or guardian nor a le; or uardian refuses to pe	ny other person able to provide proper supervision can arrive to 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 Co	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			-		
	rint				
4 1 of 2 🕨 🔰   ← 🛞 🚱   💐 +   100%	•	Find   Next			
HELTER CARE ORDER A. CODE ANN. §§ 16.1-274(D), 16.1-248.1, 16.1-249, 16.1-252, 16.1-256, 1	16.1-	CASE NO.			
	Richmo	nd Juvenile and Domestic Relati	ions District Cou	urt	
n re: Avvinite					
To be completed ONLY if petition or warrant is not attached to this or	der.				٦
BUD-BUT Mat. ROBBITO, FACIDITY					
ADD8	188				
AGE RACE		NUME	HEIGHT		
	NDA*	WEIGHT	httpshi		
OF ALL (SON WIRD					
CHARLES ON WHICH	CHILD IS TO BE DET	AINED			
It appears from the petition or warrant filed concerning the juvenile t Juvenile and Domestic Relations District Court Law, and it further ap					
immediately assumed by the Court, in that	pears that the	weither of the juvenile requires th	iat his custody t	e	
[X] 1. The child is eligible for placement in a secure facility; or					
		1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.			
<ol> <li>The child has failed to adhere to the directions of the court</li> </ol>	n, intake office	or magistrate while on condition	ai release; or		
[] 3. The child's parent, guardian or other person able to provi	de supervision	cannot be reached within a reaso	onable time; or		
[] 4. The child does not consent to return home; or					
<ol> <li>S. Neither the child's parent or guardian nor any other perso within a reasonable time; or</li> </ol>	n able to provi	de proper supervision can anive	to assume custo	dy	
[] 6. The child's parent or guardian refuses to permit the child	to return home	and no relative or other person v	villing and able to		
provide proper supervision and care can be located within	n a reasonable i	ime.			
It is hereby ORDERED that the juvenile be taken into immediate cust if neither the judge nor the intake officer is reasonably available. If co					
NAME OF AGENCY OR FACILITY		shelter care facility, there to rem	ain until brough	t	
NAME OF AGENCY OR FACILITY before the Court on the next day on which the court sits as provided					
	-,				
[ ] and that pursuant to a hearing before the court,		is ordered to	pay child suppo	rt in	
the amount of per	to				
for the duration of the placement.					
SPECIAL INSTRUCTIONS:					
NA BU DEL	[ ] JUDGE	1 INTAKE OFFICER	] MAGISTRATI	_	

- 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							
			Detention Assessment	Detention Orders	Shelter (	Care C	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				
			UMMONS TAB 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.

#### BADGE CSU Intake Manual

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 *Juvenile Delinquent/Status Intake* screen.

#### **BADGE CSU Intake Manual**

#### **BADGE Manual**

💀 Search Offer	nse		×
-Offense Searc	h Criteria		
Statute		VCC Use Wildcard?*	
Heading		Find	
Sub Heading			
Description			
-Search Results	S		
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	1
CNV-7028-M1	10.1-2306	DAMAGE, ETC ANY OBJECT OF ANTIQUITY ON STATE-CONTROLLED LAND	1
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 REET CONDITIONS TO OBTAIN EVOLUTION (DEMONAL DEDUIT	Ľ
Heading	CONSERVATION	□ Notify School?*	
Sub Heading	PARKS AND RECRE	ATION L3	
•- 🗹 Yes	No No	Ok	

ohibited	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	

Click the **Find** button on the <u>Search Offense</u> screen to search for an offense without entering any information into the search fields.

Pr

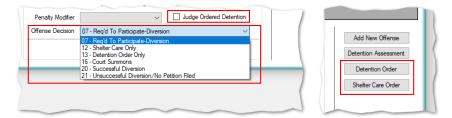
- When a VCC is selected, a summary of the charge will be displayed at the bottom of the screen. If the **Notify School?*** field is checked, the juvenile's school must be notified via a school notification letter.
- A **Prohibited Diversion Offense** (i) cannot be resolved or diverted, (ii) cannot be 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	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.	
	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	×	🖳 Juvenile Delinquent/Status Intake	×
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 Offense Description PM	Offense JO Retrieved by the SC	Offense Date VCC Code Offense Number Offense Description PM	Decision ³¹ by the SC
Selected Offense Details Offense Date SC #	Add New Offense	Selected Offense Details	Add New Offense
VCC Code Find VCC Code Statute Heading	Add New Uttense	Offense Date     SC #       VCC Code     Contraction       Heading     Statute	Detention Assessment
Subheading		Subheading	
Description		Description	
Penalty Modifier  V  Judge Ordered Detention		Penalty Modifier Judge Ordered Detention	
Offense Decision V		Offense Decision 07 - Req'd To Participate-Diversion	
Save Cancel		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.
- In the **Charged Offense Information** table, a record will display a check mark in the **JO** checkbox whenever a judge orders a juvenile to be detained, the **Judge Ordered Detention** checkbox associated with the offense record is selected, and the record is saved.
- In the **Charged Offense Information** table, a record will display a check mark in the **Retrieved by the SC** checkbox whenever the Supreme Court number (SC#) on the petition was used by a clerk to pull intake case information into the Supreme Court of Virginia's data system.

#### 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	×			
Worker Name:	DAI Date: DAI Date: DAI#:				
DAI Scores C					
	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				
J.	4 Parole				
6	History of Failure to Appear (within past 12 months)				
ν.	0 No petition/warrant/detention order for FTA in past 12 months				
7	History of Escape/ Runaways (within past 12 months)				
	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 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.

Befer to the BADGE Caseload Management Module Manual 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	
<ul> <li>4. Local court policy (indicate applicable policy)</li> </ul>	
Discretionary Override	
<ul> <li>1. Aggravating factors (override to more restrictive placement</li> </ul>	than indicated by quidelines)
<ul> <li>2. Mitigating factors (override to less restrictive placement that</li> </ul>	
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)
  - 1. (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 Error 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.

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.

#### **BADGE CSU Intake Manual**

🖳 Detention Assessment X	Reg Detention Assessment
Worker Name: DAI Date: DAI Date: DAI DAIH:	Worker Name: DAI Date: DAI Date: DAI#: DAI#:
DAI Scores       Overrides         Mandatory Overrides (Juvenie Must Be Detained)         1. Use of fream in current offense         2. Weapons Offenses, Adm. Dir. A-2022-005, email amend         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. Maging factors (override to less restrictive placement than indicated by guidelines)	DAI Scores       [Overrides]         Mandatory Overrides (Juvenile Must Be Detained)       1. Use of fiream in current offense         2. Weapons Offenses, Adm. Dir. A-2022-005, email amend       3. Escapee/AWOL/Absconder per DJI Procedure 9471         4. Local court policy (indicate applicable policy)       Discretionary Override         Ibicretionary 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       Edit     Edit       Delete   Factor Narrative       3. Approved local graduated sanction for probation/parole violation       Justification	Type     Factor     Narrative       Factor     Cancel       Delete       Factor       Narrative       3. Approved local graduated sanction for probation/parole violation       Justification
Actual Decision / Recommendation: O Release O Alternative O Secure Detertion	Actual Decision / Recommendation: O Release O Atemative O Secure Detention
Save Close Print	Save Close Print
✓       1. Figure varies rations (overnoe to more restrictive processent than indicated by guidelines)         ☐       2. Mitigating factors (override to less restrictive processent than indicated by guidelines)         Type       Factor       Narrative         A       Auvenile Has Significant Substance Abuse Problem       Auvenile was screened by a qualified problem	Delete
Factor Juvenile Has Significant Substance Abuse Problem	Delete

- 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	×
Image: State in the state	Aggravating and Mitigating Overrides must be uncheck before selecting Approved Local Graduation Sanction	:ed
	0)	x ]

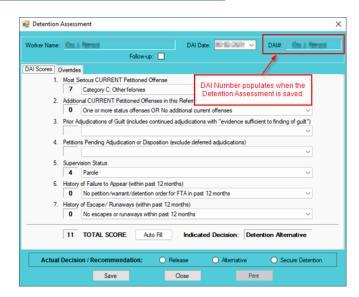
#### d. Actual Decision/Recommendation—Detention Assessment Screen

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: Con a Paraget	DAI Date: Care Dai#:				
DAI Scores [Overdes] Mandatory Overdes (Luvenie Must Be Detained) D. Use of fream in currert offense 2. Weapons Offenses, Adm. Dr. A-2022-005, email amend 3. Escapee/AWOL/Ascorder 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         Factor         Narrative         Add					
	Edit				
Factor     Narrative     3. Approved local graduated sanction for probation/parole violation     Justification     Actual Decision / Recommendation:     Release     Atemative     Secure Detertion					
	ise Alternative Secure Detention				

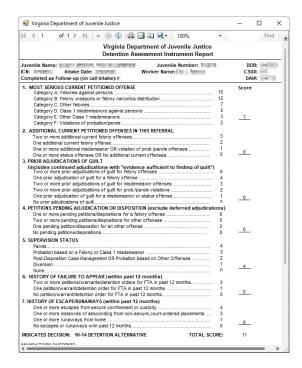
🛃 Detenti	ion /	Assessr	nent					×
Worker Na	me:	01.1	News	Follow-up:	DAI Dat	e: #040000 v	DAI#:	
DAI Scores	0	verrides						
	1.	Most S	erious CURRENT P	etitioned Offense	9			
		7	Category C: Other	felonies				$\sim$
	2.	Additio	nal CURRENT Petit	ioned Offenses i	n this Referral			
		0	One or more status	s offenses OR N	o additional curre	nt offenses		$\sim$
	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 r	months)			
		0	No petition/warran	t/detention orde	r for FTA in past	12 months		~
	7.	History	of Escape/ Runaw	avs (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. (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. 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.



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 4. Local court policy indicate applicable policy)
Selected Offense Details Offense Date 06/02/2021 Add New Offense	Discretionary Override
VCC Code CNV-7026-M1 Statute 10.1-203 Detention Assessment	Jacquiring vertice     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	Justfication 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	🚆 Juvenile 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. A-2022-005, email amend       Comment:         3. Escapee/AWOL/Absconder per DJJ Procedure 9471       4. Local court policy (indicate applicable policy)         Discretionary Ovemide       1. Aggravating factors (override to more restrictive placement than indicated by guidelines)         2. Mitogain factors (override 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	

- 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 Summons 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 Number         Offense Description         PM         Offense Decision         JO         Retrieved by the SC	▶ 07/08/2021
	Detention Order Information
	Facility O Al  Secure Detentions Jala Offenses for this Detention Order
Selected Offense Details Offense Date SC # Add New Offense	Date Issued Date Served Date Withdrawn
	Detention Order / Capias Reason(s)
VCC Code Detention Assessment	The juvenile is alleged to have
Heading Detention Order	committed an act that would be a felony or Class 1 misdemeanour if committed by adult,
Subheading	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
Description	violated any of the provisions of §18.2-308.7
Penalty Modifier Judge Ordered Detention	AND there is clear and convincing evidence that:
Offense Decision 13 - Detention Order Only	the release of the juvenile constitutes a clear and substantial threat to the person or property of others; or
Edt Delete	the relases of the invanile would oreseent a clear and exhetratial threat of ratious ham to each invanile's life or     Add Save Cancel View / Print

- 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.

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: Capias Reasons - 1 Reason Selected	👷 Juvenile Delinquent/Status 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	) <b>(</b>	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						an an an an Ard, 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 jur	venile is alleged to	have				^
committed an act that would be a felony or Class 1 misdemeanour if committed by adult,	_ com	mitted an act that v	would be a felony or Cla	iss 1 misdemeanour if o	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						ation or parole	
✓ violated any of the provisions of §18.2-308.7	✓ viola	ated any of the prov	visions of §18.2-308.7				
AND there is clear and convincing evidence that:	AND the	ere is clear and con	vincing evidence that:				
the release of the juvenile constitutes a clear and substantial threat to the person or property of others; or							
		he releases of the im	vanila would praeant a r	plaar and exhetantial th	reat of earing e harm to each	i i wanila'e lifa or	~
Add Edit Delete View / Print			Add Ed	dit Dele	View / Print		

## 1. Add Button

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

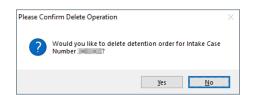
## 2. Edit Button

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					

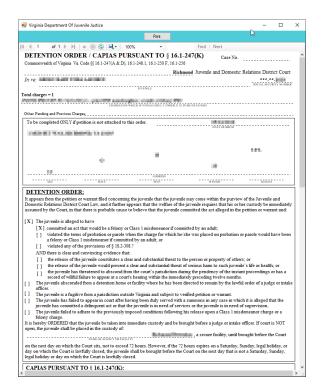
## 3. Delete Button

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.



- 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 [	Delinquent	/Status Intake					
ntake Case	Narrative	Juvenile Intake	Court Summons	Bench Warrant	Detention Orders	Shelter Care Orders	
Sh	elter Care #	Date Printe	ed Facility				_
▶ 0			_				
Shelter Car	e Order Info	mation					
Fac	ality						~
	0 4	NI 💿 Commu	nity Youth Homes	O Shelter Fa	cilities 🔿 Less	s Secure Detentions	
Shelter Car	e Order Rea	ason(s)					
The cl	hild is eligible	e for placement in	a secure facility; o	r			
The cl	hild has faile	ed 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 retur	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
			es to permit the ch can be located w			ther person willing and	able to
		Add	Save	Cano	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.

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.

Pret         SHELLINE CARE ORDER       CASE NO.         SHELLINE CARE ORDER       CASE NO.         KODEANNE [161-27400, 161-264, 161-262, 161-252, 161-255, 161.       Released         The comparison of the comparison comparison comparison comparison comparison of the comparison of the comparison of the comparison comparison comparison comparison comparison comparison comparison of the comparison of the comparison comparison comparison comparison comparison comparison comparison comparison of the comparison of the comparison comparison comparison comparison comparison comparison comparison of the comparison com	H Virginia Department Of Juvenile Justice	- 0	>
CASE NO.	Print	]	
VALCODE ANN: [1]161274(D), 1612441, 161249, 161229, 161229, 1612         Inter	4 4 1 of 2 ▶ ▶   + ⊗ 🕲   ₩, •   100% •	Find   Next	
In the challed sparent or guardian networks to period the factor of the provide proper supervision can arrive to assume custody the factor of the provide proper supervision can arrive to assume custody the sparent or guardian networks to be control to the sparent or guardian networks to be control to the sparent or guardian networks to be control to the sparent or guardian networks to be control to the sparent or guardian networks to be control to the sparent or guardian networks to be control to the sparent or guardian networks to be control to the sparent or guardian networks to be control to the sparent or guardian networks to be control to the sparent or guardian networks to be control to the sparent or guardian networks to be control to the sparent be the sparent or guardian networks to be control to the sparent be the sparent or guardian networks to be control to the sparent be the sparent or guardian networks to be control to the sparent be the sparent or guardian networks to be control to the sparent be the sparent or guardian networks to be control to the sparent be the sparent or guardian networks to be control to the sparent be the sparent or guardian networks to be control to the sparent be the sparent or guardian networks to be control to the sparent be the sparent or guardian networks to be control to the sparent be the sparent or guardian networks to be control to the sparent be the sparent or guardian networks the control to the sparent be the sparent or guardian networks to be control to the sparent be the sparent or guardian networks to be control to the sparent be the sparent or guardian networks to be control to the sparent be the sparent or guardian networks to be control to the sparent be the sparent or guardian to any other person be provide proper supervision methods.         I be check as sparent or guardian networks to be control to the sparent be the sparent or guardian networks to be sparent be the sparent be the sparent be the		CASE NO.	
Automatic sector of the provide project sequence of the provide proper supervision can arrive to assume cutody within a reasonable time; or     Souther the child's parent or guardian refuses to provide proper supervision can arrive to assume cutody of the provide regime of the regime of the provide reg	nre: UNOCTIMUTIONAL LOOKT		U.
It speares from the petition or summar field concerning the perivale that the veftine above that the negative of the Above the Abov			
[]       2. The child has failed to adhere to the directions of the court, intake efficer or magistrate while on conditional release, or         []       3. The child's parent, guardian or other person able to provide supervision cannot be reached within a reasonable time; or         []       4. The child does not consent to return home; or         []       4. The child's parent or guardian or one wy other person able to provide proper supervision can anive to a sume cutody within a reasonable time; or         []       6. The child's parent or guardian or may other person able to provide proper supervision can anive to a sume cutody within a reasonable within a reasonable time; or         []       6. The child's parent or guardian or fulles to permit the child to return home and no relative or other person willing and able to provide proper supervision date can cen to located within a reasonable within exceeding willing or indue efficer or maginate dimension and can cen to located the frouting by for open, the pulses of in the cutody of the supervision of the states efficient increasonably similar the reasonable will be placed in the cutody of the supervision of the states efficient increasonable similar to reasonable will be placed in the cutody of the supervision of the placed in the cutody of the supervision of the placed in the cutody of the supervision of the placement.	tecourses which child It appears from the petition or warrant filed concerning the juvenile that th Juvenile and Domestic Relations District Court Law, and it further appears	juvenile may come within the purview of the	
[ 4. The child does not consent to return home, or         [ 5. Neither the child's parent or guardian nor any other person able to provide proper supervision can anive to assume custody within a reasonable time, or         [ 6. The child's parent or guardian nor any other person able to provide proper supervision and car can be located within a reasonable time.         [ 16. The child's parent or guardian refuses to pennit the child to return home and no relative or other person willing and able to provide proper supervision and car can be located within a reasonable time.         [ 16. The child's parent or guardian refuses to pennit the child to return home and no relative or other person willing and able to provide proper supervision and car can be located within a reasonable time.         [ 16. The child's opennet pay does not be mainted with a cost and the beaught before a judge or instate officer or magistrate distribution of the mate does of the cost and the cost and the second of the dual does of the dual does of the pay child support in the amount of the placement.         SpecIAL INSTRUCTIONS:		ce officer or magistrate while on conditional release; or	]
[]       5. Neither the child's parent or guardian nor any other person able to provide proper supervision can anive to assume custody within a reasonable time, or         []       6. The child's parent or guardian refuses to peniit the child's or ethan home and no relative or other person willing and able to provide proper supervision and care can be located within a reasonable time.         []       6. The child's parent or guardian refuses to peniit the child's to return home and no relative or other person willing and able to provide proper supervision and care can be located within a reasonable time.         []       hild the provide propervision do care can be located within a reasonable time.         []       in hereby ORDERED that the given dia bale bale of the coult of of court is NOT open the mate differs reasonably available.         []       anther the plage on the mate differs reasonably available.         []       anther parsuant to a hearing before the count, is ordered to pay child support in the amount of person.         []       and that pursuant to a hearing.         []       hear of the duation of the placement.         SPECIAL INSTRUCTIONS:	[] 3. The child's parent, guardian or other person able to provide su	ervision cannot be reached within a reasonable time; or	
within a reasonable imm, or                 f. The child's parent or guardian refuses to pennit the child to return home and no relative or other person willing and able to             provide program supervision and care can be located within a reasonable time.                  It is hereby ORDERED that the gavernable takes not immediate surfordy and be brought before a judge or mitake efficient or magintrate             if an interface of the initiate officer is reasonable values                 It is hereby ORDERED that the reasonable values             is endered to be brought before a judge or mitake officer or magintrate             if an interface or the initiate officer is reasonable values             , a shefter care facility, there to remain until brought             before the Court on the next day on which the court is as provided by law.                 [ ] and that pursuant to a hearing before the court,                 pers               is ordered to pay child support in             the amount of             pers                 pers               to                 SPECIAL INSTRUCTIONS:	[] 4. The child does not consent to return home; or		
provide projer supervision and care can be located within a reasonable time.  It is herely ODEExed but the journel but the invite immediate cardody and be branch but there a judge or initials efficier is reasonable available. If court is NOT open, the juvenile shall be placed in the custody of before the cust of the main term defined is a provided by law.  [] and that pursuant to a hearing before the court. [] and that pursuant to a hearing before the court. [] and that pursuant to a hearing before the court. [] for the amount of performance. [] perfor		to provide proper supervision can arrive to assume custody	
if neither the judge nor the inits deficer is reasonably available. If couri is NOT open, the juvenile shall be placed in the custody of			
before the Court on the next day on which the court sits as provided by law. [] and that pursuant to a hasing before the court, is ordered to pay child support in the amount of per to to	if neither the judge nor the intake officer is reasonably available. If court is	NOT open, the juvenile shall be placed in the custody of:	_
[] and that pursuant to a hearing before the court, is ordered to pay child support in the anount of per to for the duration of the placement. SPECIAL INSTRUCTIONS:			
the annuari of per to for the duration of the placement. SPECIAL INSTRUCTIONS:	, , ,		
for the duration of the platement. SPECIAL INSTRUCTIONS:	· · · · · · · · · · · · · · · · · · ·		
SPECIAL INSTRUCTIONS:			
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*****			
	of august		

## 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 -				
Selected Offense Details								
			SC #			Add Ne	∍w Of	fense
	10.00					Determine		
			otatate			Detention	1 ASSE	essment
-		-						
	and the second second	The Relation of	DOM: NO 1018					
Desciption								
			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		
ICN	FIPS	Worker Name	Date Opened	Date Closed
	10.100.001	No. 1966	A COMPANY	10.000
-	The Palment	Sect Rends	8-3-87	10.000
	No Advant	The L Press .	barre der	49.52
100	The Delatership	And Annual Control	Ender Book	10.000
ALC: NO	The second second	The A Department	10.00 AV	1000

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		-		×
◀ ◀ 1 of 1 ▶ ▶   ♦ ⊗ 🚱   🖨 🗐 🕮 💐 । 100% -	Find	Next		
Virginia Department of Juveni Intake Narrative	le Justice			
CASE NUMBER: JUVENILE NUMBER: JUVENILE NAME: RESPONDENT NAME:	JUVENILE SSN: JUVENILE DOB: JUVENILE RACE: JUVENILE SEX*:	0.000		
Jacob Santilizard Rationards 1992). Howe for location of logarithm in the For location of a bottom universitie sizes. For Respondent sciences for bottom input for the second Rationards 1992). These for location of hospital sciences in lines investigation and a science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of the science of t			Page 1	Of 1
د				>

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	I		
Caseload Number		-	
<ul> <li>Advance Search</li> </ul>			
O Add Adult			
	Find	Close	

Adult Information	Adult Information Screen number and name disp	
Adult Number	SSN <b>HEI GE HEI</b>	Edit Adult
Adult Name	And Oferen Marshall The	
Race / Ethnicity	Age (Years - Months)	Print Face Sheet
Is Deceased? No	Genetic Sex	
Adult Information Height I V	es / Email Employment Information A	Hair
Marital Status	Is U.S. Citizer (Arlington CSU)	1? 1
Driver's License Information Driver's License Number	State Lice	nse Issued
	Glose	

- 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 Screen					
Adult Number	Edit Adult				
Date of Birth	Print Face Sheet				
Race / Ethnicity	Shider				
Adult Information Address / Phones / Email Employment Information A	resociated Investiges				
Adult Information					
Height ' ' Weight Color: Eyes Hair Marital Status Is U.S. Citizen?					
Docket # (Arlington CSU)					
Driver's License Information Driver's License Number State License Issued					
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		×
<ul> <li>Adult Number</li> <li>Caseload Nu</li> </ul>		
<ul> <li>Advance Se</li> </ul>	arch	
O Add Adult		
Last Name	Use Wildcan	d
	🗌 Name Suffix 🚽 🗸	
First Name	Use Wildcan	ł
Date of Birth	Include Alternative Spellings (MM/DD/YYYY)	
Date of Birth	(MM/DD/TTTT)	B
Genetic Sex	All O Male O Female	
SSN		
Street Address	(Full or Partial)	
City	ZIP Code	
🗌 Is Law E	Enforcement Officer (LEO)? LEO Badge #	
Phone	(Home, Work, or Cell)	
Find Adults with Open Workload		
Fi	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 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. 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.
 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.

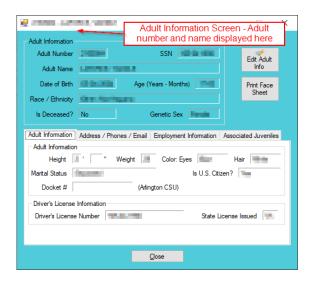
a. If the <u>Search Results</u> screen displays multiple similar records, each record can be viewed individually to identify the correct adult. (i) Select an adult record, and the row will be highlighted in blue, (ii) click the **View Info** button, and the <u>Adult Information</u> screen will

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		
0.000	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		
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	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		
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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	×
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 newly assigned adult number.
  - a. Type the last name in the Last Name field.
  - i. If required, click the Name Suffix checkbox to select a suffix from the drop-down 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 ye have entered. It is advised that you review all possible matches. Would yo like to review these matches?	
	Yes No	

- 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
Add Adult	Adult <u>A</u> ddress
Last Name Use Wildcard	Last Name     Mathematical Address       Suffix (Jr, Sr, I, II, III, IV, etc)     None
Include Atternative Spellings Date of Birth     (MM/DD/YYYY)     Include records that have no values for suffix and DOB	First Name     Tip Code     Find City by Zip Code       Middle Name     City/Town
Genetic Sex   All  Male  Female  SSN	Genetic Sex Male Female Unknown State Unknown
Street Address (Full or Partial) City ZIP Code Is Law Enforcement Officer (LEO)? LEO Badge #	Is Deceased?* Approx. Date Is Address Confidential?* Paste Unknown
Phone (Home, Work, or Cell)	All Fields in Bold Are Mandatory
Find Close Clear All	*- Yes No I 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 <u>Name/Address</u> Information, General Information, and <u>Employment Information</u> tabs.

# i. Name/Address Information Tab

🔡 Please Enter ALL Available Information for New Adult	lt	×
Name/Address Information General Information Employme	nent 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	
Genetic Sex () Male () Female () Unknown	State Unknown ~	
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 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 <u>A</u> ddress	
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 Information		
Date of Birth Age (YY- MM) SSN Is Adult U.S. Citizen?		
Race Unknown V Ethnicity (Hispanic/Latino?) Unknown V		
Height 🗸 ' 🗸 " Weight Eye Color Unknown 🗸 Hair Color Unknown 🗸		
Marital Status Unknown V Docket # (for Arlington CSU)		
Driver's Lic. # State Issued Driver's License		
Adult Phone/E-mail Home Phone Cell Phone E-mail		
•- ✓ 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 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 ~	Same as Home
Law Enforcement Officer Badge Number Phone Phone Phone	Extension
•- ✓ Yes 🔲 No 🔳 Unkrignn 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 <u>Intake Case</u> 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) 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.

Real Adult Criminal Intake X	Adult Information Screen - Adult
Pettioner's Information Unknown? SSN Name Add View Clear	Adult Number SSN Edit Adult Adult Name
Respondent's Information           Unknown? SSN         Name         Add         View         Clear           - Juvenie's Information         - Juvenie's Information         - Discrete Comparison         - Discrete Comparison	Date of Birth         Age (Years - Months)         Print Face Sheet           Race / Ethnicity         Image: Age (Years - Months)         Image: Age (Years - Months)
SSN Name Add View Clear	Is Deceased? No Genetic Sex
Intake Case Number (ICN): Will be assigned after saving Court District V FIPS Open Date V Time Cose Date	Adult Information     Address / Phones / Email     Employment Information       Adult Information     Height     "       Height     "     "   Color: Eyes
Case Type         V         Petitioner Type         V           Relationship         None         (Petitioner to Juvenile)         Mandatory fields displayed in bold	Marital Status Is U.S. Citizen?
Worker Keyed By Keyed	Driver's License Information Driver's License Number State License Issued
Save Cose Intake Report Court Details Summary Report	Qose

Prefer 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 Employm		
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 V	
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>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.

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

### 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 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			🖳 Adult Search	×
Petitioner's Information	Name	Add View Clear	Adult Number     Caseload Number	
Respondent's Information	Name	Add View Clear	Advance Search     Add Adult	
Juvenile's Information SSN Juvenile Number	Name Age (Years - Mo	Add View Clear	Find Close	
Intake Case Number (ICN): V Court District	Vill be assigned after saving	5		
Open Date	Time Close Date	÷		
Case Type Relationship None	Petitioner Type     (Petitioner to Juvenile)	Mandatory fields displayed in bold		
Worker	Keyed By	Nexat		
Save Copy Intal Case	ke Close View / Print Intake Report	View Supreme Offense History Court Details Summary 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. (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.

#### **BADGE CSU Intake Manual**

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
The becased is Approx. Date	
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 Criminal	l Intake							×
Intake Case								
Petitioner's Infom	nation							
Unknown?	SSN	Name	Carlo Salar			Add	View	Clear
Respondent's Inf	omation							
Unknown?	SSN	Name	OWNERS NO. 1	0		Add	View	Clear
Juvenile's Informa	ation							
	SSN	Name				Add	View	Clear
Juvenile Nu	umber	DOB		Age (Years - Mont	ths)			
Intake Case N	lumber (ICN): Wil	l be assign	ned after savi	ing 🗲	IC	N App	ears her	e
Court District			~	FIPS		afters	saving	
Open Date	×	Time		Close Date		-		
Case Type			~	Petitioner Type				$\sim$
Relationship	None	$\sim$	(Petitioner to Ju	ivenile)	Mandatory f	ields dis	played in	bold
Worker				Keyed By	No.4.4			
Save	Copy Intake Case		Close	View / Print Intake Report	View Sup Court De		Offense H Summary F	

🖶 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 0 4 4	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 C	iriminal 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 Button	Delete Intake Case	View / Print Intake Report	View Supreme Court Details	Offense History Summary Report

💀 Adult Criminal Intake			×
Intake Case Narrative	INTAKE ACT	ON BUTTONS	
Petitioner's Information Unknown? SSN	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):	00.00		
Court District		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	View / Print Intake Report Court Details	Offense History Summary Report
	Add Adult C	iminal 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						×
≪ 1 of 1 )	- H   + 🛞 🤇	) 🏟 🗐 🖬 🔍	100%	• Find	Next	
		Virginia Depart		ile Justice		^
		Int	take Report	Click "X" to a	close Report	
INTAKE INFORMATI	ON:					
Intake Case Numbe	C		Fips:	in the second		
Worker Name:	Ene il Rend					
Intake Opened Date		17.0.0		losed Date:		
Case Type Code:	0-0.6.00	MOTOR, CONT.	Card and a second			
JUVENILE INFORMA						
JUVENILE INFORMA	TION:					
Juvenile Name:	particular, car	COLUMN TOOL				
SSN: ***-**-	Sex*:	Race:	Height:	Weight:	DOB:	
Address:	r nar, hón	1960, NO 1960.				
Home Phone:		Work Phone:		Cell Phone:		
Mother's Maiden Na	me:					
ALIAS INFORMATIO	V - NONE					
PETITIONER INFOR	MATION:					
SSN: ***-**-						>

### 5. View Supreme Court Details Button

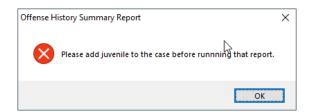
a. Click the View Supreme Court Details button and the <u>Supreme Court Detail</u> screen will appear. If there is no information entered by the Supreme Court, the <u>Supreme Court Details</u> information screen will appear indicating no data found for the specified intake case.

🛃 Supren	ne Court Detail			-		$\times$	
Petitioner:	restrict relative and	40	Respondent:				
Juvenile:	STREET, OR THINKS	10 M M	ICN:	Juvenile DOB:	0.000		
	Informatio	on from the Supreme	Court must be verified	for accuracy.			
	SC Case Number	Statute	1. 1997, 1979, 1979 197	Low Inc.		Â	
•	CARGO IN CONTRACTOR	And all the second					Supreme Court Details
		the contraction of the contracti			101	_	No data found for this case
	te Originated From:						UK UK
	ded Case Type: ded Offense Code:					-	
	Disposition: aled Date:	Perfected:		Convicted 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 C	Criminal 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		VCC	Use Wildcard?*	
Description				Prohibited Diversion Offense
VCC Code CNV-7017-M3 CNV-7025-M1 CNV-7026-M1 CNV-7027-M1 CNV-7028-M1	Statute           10.1-1142(D)           10.1-2214           10.1-203           10.1-2305           10.1-2306	Offense Description BUILD FIRE WITHIN 150 FEET OF WOODLAT UNDERWATER RECOVERY OF HISTORIC PI USE OF MOTORIZED VEHICLE ALONG APPA ARCHAEOLOGICAL EXCAVATION OF HUMAN DAMAGE, ETC ANY OBJECT OF ANTIQUITY	ROPERTY WITHOUT PERMIT ALACHIAN TRAIL N REMAINS WITHOUT PERMIT	<ul> <li>(i) cannot be resolved or diverted,</li> <li>(ii) cannot be resolved unless the victim is a family or household member, or</li> <li>(iii) requires affirmative consent for diversion per VOL III-9123         <ul> <li>Diversion and Resolution at Intake.</li> </ul> </li> <li>Appropriate exceptions/exemptions must be entered in the intake narrative.</li> </ul>
CNV-7030-M1 CNV-7031-M1	10.1-1005 10.1-1004	DUMP ETC. WITHOUT PERMISSION OF OW EXCAVATE ETC. WITHOUT PERMISSION OF		OK OK
	Details CONSERVATION PARKS AND RECR	EATION	Notify School?*	

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.

#### **BADGE CSU Intake Manual**

🖳 Adult Criminal Intake	×	🛃 Adult Criminal Intake	×
Intake Case Narrative Adult Criminal Intake		Intake Case Narrative Adult Criminal Intake	
Charged Offense Information		Charged Offense Information	
Offense Date VCC Code Offense Offense Description	PM Offense JO Betrieved by the SC	Offense Date VCC Code Offense Number Offense Description	PM Offense JO Retrieved becision JO by the SC
		Device (Redevice) and (Refer DC, an exact rest of	
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	4
Subheading Subheading		Subheading	•
Description		Description	•
Penalty Modifier V Judge Ordered Detention		Penalty Modifier Judge Ordered Detention	
Offense Decision 19 - Adult Criminal 🗸		Offense Decision 19 - Adult Criminal	
Save Cancel		Edit Delete	

- In the **Charged Offense Information** table, a record will display a check mark in the **JO** checkbox whenever a judge orders a juvenile to be detained, the **Judge Ordered Detention** checkbox associated with the offense record is selected, and the record is saved.
  - In the **Charged Offense Information** table, a record will display a check mark in the **Retrieved by the SC** checkbox whenever the Supreme Court number (SC#) on the petition was used by a clerk to pull intake case information into the Supreme Court of Virginia's data system.

#### 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. 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.

Intake Ca	Narrative Adult Crimin se Narrative History				
		O For Juvenile	For Respondent		
ICN	FIPS	Worker Name		Date Opened	Date Closed
	(mit minute	(100.0 100.00		0.000	
ielected Ir	ntake Case Narrative				
ielected Ir	ntake Case Narrative			_	_
ielected Ir	ntake Case Narrative				_
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ielected Ir	ntake Case Narrative			_	_
ielected Ir	ntake Case Narrative				_
ielected Ir	ntake Case Narrative				
ielected 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		-	×
4 4 1 of 1 ▶ ▶   ← ⑧ ②   ♣ 🗐 💷 🔍 +   100%	- Find	Next	
Virginia Department Intake Na			
CASE NUMBER:	JUVENILE SSN:		
JUVENILE NUMBER:	JUVENILE DOB:		
JUVENILE NAME:	JUVENILE RACE:		
RESPONDENT NAME:	JUVENILE SEX*:		
INPUT FACT BASED STATEMENTS ONLY. * Genetic Sex			Page 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.

# CSU Intake Search

There are several methods to search for existing intakes. From the <u>CSU Intake</u> screen, (i) click the **Search** menu.

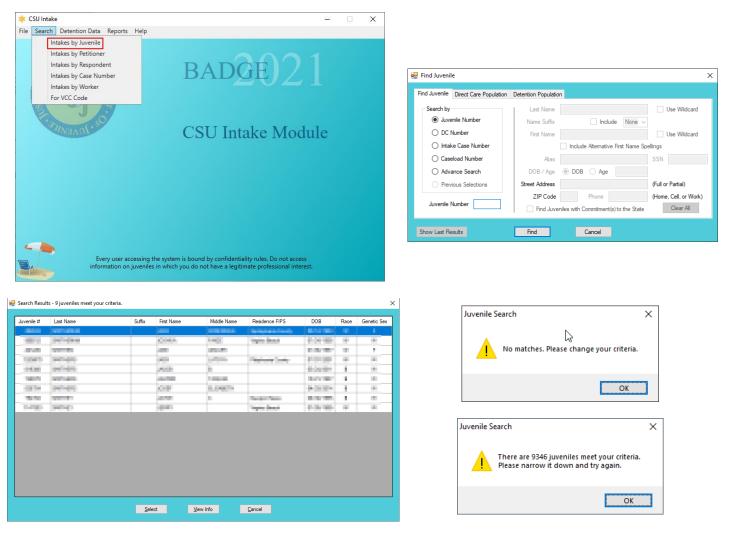
#### **BADGE CSU Intake Manual**

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.

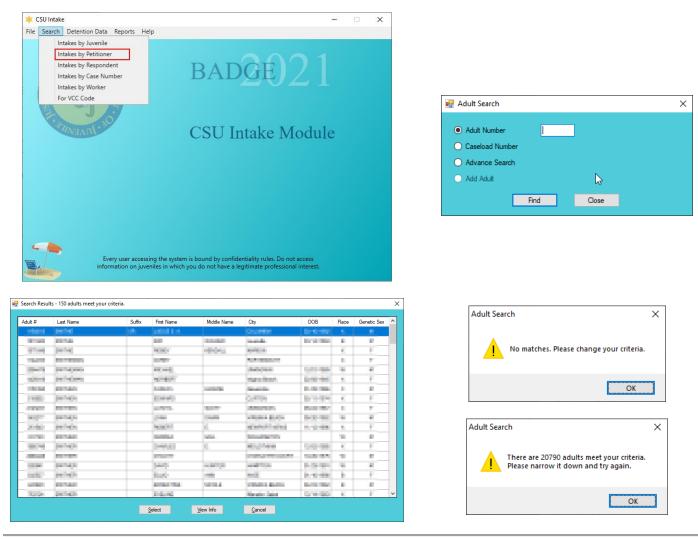
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		1.12.1			100		-					
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- Prefer to the BADGE Login & Search Manual for instructions on how to search for a juvenile.
- If only one juvenile is found the Intake History screen will be displayed immediately, the Search Results screen will not display.

### 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.



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.

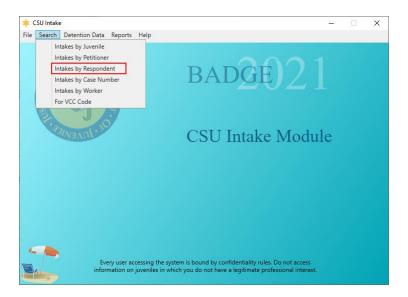
Adult #	Last Name	Suffix	First Name	Middle Name	City	DOB	Race	Genetic Sex	
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Recorded Intakes			
ICN JI FIPS	Opened Closed	Worker	View/Edit Selected Inta
			Intake Repo
			View Suprem Court Details

- 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.



🛃 Adult Search			×
Adult Number			
Caseload Numb	er		
O Advance Searc	h		
Add Adult		⊳	
	Find	Close	

#### **BADGE CSU Intake Manual**

Adult #	Last Name	Suffix	First Name	Middle Name	City	DOB	Race	Genetic Sex	
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10.000	(mile)		1000	1000	ALC: NOT THE OWNER OF THE OWNER OWNER OF THE OWNER OWN				
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Adult Sea	rch	×
	No matches. Please change your criteria.	
	OK	
Adult Sear	ch	$\times$
	There are 20790 adults meet your criteria. Please narrow it down and try again.	
	ОК	

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.

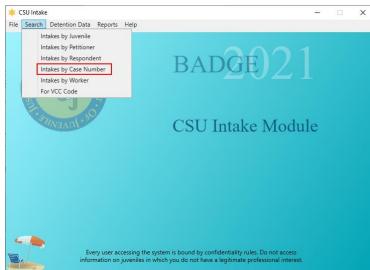
Adult #	Last Name	Suffix	First Name	Middle Name	City	DOB	Race	Genetic Sex	
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Intake History	a <u>R</u> eports <u>H</u> elp				×
Selected Petitioner					
Adult # Name			DOB	SSN	
10403	1000		0.040	100 10-400	Info
Add New Intake	Intake History Report	Offense History Summary Report		w Offense tory Details	Services History
Recorded Intakes					_
ICN JI FIPS	Ope	ned Closed V	/orker		View/Edit Selected Intake Intake Report View Supreme Court Details
					Refresh

- Prefer 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.

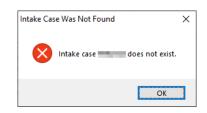
### 4. Intakes by Case Number

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.



Pomestic Relations Intake X	Juvenile Delinquent/Status Intake
Intake Case Narrative Custody Petition Custody Affidavit Support Petition Protective Order	Intake Case Narrative Juvenile Intake Court Summons Bench Warrant Detention Assessment Detention Orders
Petitioner's Information Unknown? SSN Name Name Add View Clear	Petitioner's Information Unknown? SSN Name Add View Clear Add View Clear
Respondent's Information Unknown? SSN Name Add View Clear	Respondent's Information           Unknown?         SSN         Name         Add         View         Clear
Juvenile's Information SSN Name DOB Age (Years - Months) Juvenile Has Alert(s)	Juvenie's Information SSN Norme DOB Age (Years - Months) Juvenie Has Alert(s)
Intake Case Number (ICN):	Intake Case Number (ICN):
Court District FIPS FIPS	Court District FIPS The Close Date Close Date
Case Type Petitioner Type	Case Type
Relationship (Petitioner to Juvenile)	Relationship (Pettioner to Juvenile)
Worker Keyed By Keyed By	Worker
Edt Intake Case Copy Intake Delete Intake Case Other Case Intake Report Court Details Summary Report	Edit Intake Case Copy Intake Delete Intake View / Print View Supreme Offense History Intake Report Court Details Summary Report
Add Custody Petition Add Support Petition Add Protective Order	Add Juvenile Intake Add Court Summons Add Bench Warrant

Intake Case Nar	rative Adult Criminal	Intake			
Petitioner's Infor	mation				
Unknown?	SSN SSN	Name	a dibe	Add	View Clear
Respondent's In	formation				
Unknown?	SSN THE PROPERTY OF	Name	e-	Add	View Clear
Juvenile's Infom	nation				
	SSN	Name		Add	View Clear
Juvenile N	lumber	DOB	Age (Years - Months)		
Intake Case	Number (ICN): 💻	0.0			
Court District	Advention (2)		FIPS	Sec.	
Open Date		Time	Close Date		
Case Type	D REPORT		Petitioner Type	1.00	
Relationship	where the	(Petitioner to	Juvenile)		
Worker	1. New York		Keyed By		
Edit Intake Case Info	e Copy Intake Case	Delete Intake Case		ew Supreme Court Details	Offense History Summary Report
110	Case	Case	intake nepoli	our Doublis	Summary Report



Select Intake Case Number

Intake Case Number

Ok

2

Cancel

The **Case Number** is NOT the same as the **Juvenile Number**.

### 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.

b. To search for another worker's caseload click the **Change User** button and the <u>*Employee Search*</u> screen will appear

🛊 CSU Intake — 🗆	X 🛃 Intake Cases for Specified User X
File Search Detention Data Reports Help Intakes by Avenile Intakes by Petitioner Intakes by Respondent Intakes by Case Number	Please Select Searching Orteria Intake User Intake User Start Date Intake User Search End Date Interior → Search
Indaes by Vorker For VCC Code	ICN Date/Time Opened FIPS Juvenile Name Petitioner Name
CSU Intake Module	
Every user accessing the system is bound by confidentiality rules. Do not access information on juveniles in which you do not have a legitimate professional interest.	View / Edit Close Print

i. Employee Search Screen

🛃 Employe	e Search	×
Last Name		Use Wildcard
	Name Suffix None V	
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 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.
- 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."

Employee	Search		×
	No matches. Please change j	your criteria.	
	[	OK	]

b. The <u>Search Results</u> screen will appear with all user name matches.

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.

🛃 Intake	Cases for Specified U	ser			×
Please S Intake U	elect Searching Criteria ser	a Change User			Search
ICN	Date/Time Opened	FIPS Juvenie Name	Pettio	ner Name	
		View / Edit	Close	Print	

- 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.

#### **BADGE CSU Intake Manual**

🖷 Intake Cases for Specified User X	Domestic Relations Intake
Please Select Searching Citeria	Intake Case Narrative Custody Petition Custody Affidavit Support Petition Protective Order
	Petitioner's Information
Intake User State Date Search	Unknown? SSN Name Add View Clear
Intake Cases Done by Read Internet from Total 1848 to BC-COC	
ICN Date/Time Opened FIPS Juvenile Name Petitioner Name	Respondent's Information Unknown? SSN Name Add View Clear
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View / Edit Close Print	Add Custody Petition Add Support Petition Add Protective Order
Juvenile Delinquent/Status Intake	Intake X
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Intake Case Narrative Juvenile Intake Court Summons Bench Warrant Detention Assessment Detention Orders	Intake Case Narrative Adut Criminal Intake
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### 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.

* CSU Intake	- 🗆 X	🖳 Offense Co	de Browser					×
File Search Detention Data Reports Help		- Offense Code S	earching Criteria	v				
Intakes by Juvenile		Statute		VCC	Date Started	] [	Include	Expired?*
Intakes by Petitioner Intakes by Respondent	$2 \rightarrow 1$	Heading				] 6	🗹 Use Wil	dcard?*
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Intakes by Worker		Description					Clear	Find
For VCC Code		- Search Results						
		VCC Code	Statute	Offense Description			Started	Expired
CSU In	ntake Module							
		- Selected Offen	e Details					
		Heading						
		Sub Heading						
		Min. Penalty	· · · · ·	Max. Penalty	DAI Score	Violent Fel	ony?* 🗌	Notify School?*
		Petition Types						
		Petition Ten	nplate					~
Every user accessing the system is bound by confide information on juveniles in which you do not have a leg	ntiality rules. Do not access gitimate professional interest.	* - 🗹 Yes 🗌	No					~

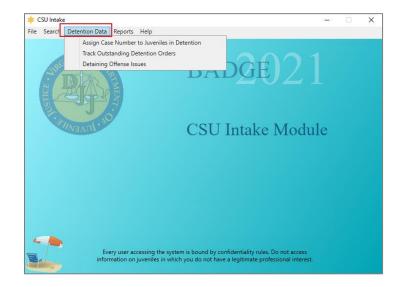
LIC-6847-M2 46.2-349 ALLOW PERSON WITH NO LEGAL RIGHT TO DRIVE VEHICLE 01/22/1997	Offense Code S	earchin	ng Criteria -								
Sub Heading       Search for any offense with "drive" in its description       Clear       Find         Description       drive       "drive" in its description       Clear       Find         Search Results       VCC Code       Statute       Offense Description       Stated       Expired         HIT-6609-F5       46.2-894       VCTIM INURED - DRIVER FAILS TO STOP, REPORT OR AS       06/12/2002       09/23/2002         LIC-6847-M2       46.2-894       DAMAGE TO ATTENDED PROPERTY-DRIVER FAILS TO REP       07/01/2001       09/23/2002         LIC-6847-M2       46.2-894       DAMAGE TO ATTENDED PROPERTY-DRIVER FAILS TO REP       07/01/1997       06/12/2002         LIC-6800-M1       46.2-834       DAMAGE TO ATTENDED PROPERTY-DRIVER FAILS TO REP       07/01/1997       06/12/2002         LIC-6800-M2       46.2-411.1(8)       DRIVE BEFORE COMPLETION OF ALCOHOL SAFETY ACTION       10/16/2000         LIC-6800-M1       46.2-411.1(8)       DRIVE BEFORE COMPLETION OF ALCOHOL SAFETY ACTION       10/16/2000         LIC-6800-M2       45.2-411.1(8)       DRIVE BEFORE COMPLETION OF ALCOHOL SAFETY ACTION       10/16/2000         LIC-6800-M1       46.2-411.1(8)       DRIVE BEFORE COMPLETION OF ALCOHOL SAFETY ACTION       10/16/2000         Selected Offense Details       HIT-AND RUN.       ACCIDENT REPORTS       Sub He	Statute			VCC		Date Started			🗹 Include	Expired?*	
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VCC Code         Statute         Offense Description         Stated         Expired           HIT-6608-F5         462-894         VICTIM INJURED - DRIVER FAILS TO STOP, REPORT OR AS         06/12/2002           HIT-6609-F5         462-894         DAMAGE TO ATTENDED PROPERTY-DRIVER FAILS TO REP         07/01/2001         09/23/2002           LIC-6847-M2         462-834         DAMAGE TO ATTENDED PROPERTY-DRIVER FAILS TO REP         07/01/2001         09/23/2002           LIC-6809-M1         462-834         DAMAGE TO ATTENDED PROPERTY-DRIVER FAILS TO REP         07/01/1997         06/12/2002           LIC-6809-M1         462-834         DAMAGE TO ATTENDED PROPERTY-DRIVER FAILS TO REP         07/01/1997         06/12/2002           LIC-6809-M1         462-2431         DRIVE BEFORE COMPLETION OF ALCOHOL SAFETY ACTION         10/16/2000           LIC-6809-M1         452-2401         License revoked - drive while         10/16/2000           Selected Offense Details         TRAFFIC - HIT AND RUN, ACCIDENT REPORTS         10/16/2000           Heading         THATER C - HIT AND RUN, ACCIDENT REPORTS         Sub Heading         HIT AND RUN           Min. Penaty         1 Year         Max. Penaty         10 Years         DAI Score         A- 15 Points         Volent Felony?*         Notify Scho           Pettion Types <t< td=""><td>Description</td><td>drive</td><td></td><td></td><td></td><td></td><td></td><td></td><td>Clear</td><td>Find</td><td></td></t<>	Description	drive							Clear	Find	
HIT-6608-F5         462-894         VICTIM INJURED - DRIVER FAILS TO STOP, REPORT OR AS         06/12/2002           HIT-6609-F5         462-894         DAMAGE TO ATTENDED PROPERTY-DRIVER FAILS TO REP         07/01/2001         09/23/2002           LIC-6847-M2         462-894         DAMAGE TO ATTENDED PROPERTY-DRIVER FAILS TO REP         07/01/2001         09/23/2002           LIC-6847-M2         462-834         DAMAGE TO ATTENDED PROPERTY-DRIVER FAILS TO REP         07/01/1997         06/12/2002           LIC-6800-M1         462-834         DAMAGE TO ATTENDED PROPERTY-DRIVER FAILS TO REP         07/01/1997         06/12/2002           LIC-6800-M2         462-2411.1(8)         DRIVE BEFORE COMPLETION OF ALCOHOL SAFETY ACTION         10/16/2000           LIC-6800-M1         462-2301         License revoked - drive while         10/16/2000           Selected Offense Details         TRAFFIC - HIT AND RUN, ACCIDENT REPORTS         540           HIT AND RUN         Min. Penaty         1 Year         Max. Penaty         10 Years         DAI Score         A - 15 Points         Volent Felony?*         Notify Scho           Petition Types         Juvenie Intake; Bench Warrant; Adult Criminal;         10         10/16/2000         10/16/2000         10/16/2000         10/16/2000         10/16/2000         10/16/2000         10/16/2000         10/16/2000	Search Results										
HIT-6609-F5         46.2-894         DAMAGE TO ATTENDED PROPERTY-DRIVER FAILS TO REP         07/01/2001         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         07/01/2001         09/23/2002           LIC-6800-M2         46.2-431         DAMAGE TO ATTENDED PROPERTY-DRIVER FAILS TO REP         07/01/1997         06/12/2002           LIC-6800-M1         46.2-301         DRIVE BEFORE COMPLETION OF ALCOHOL SAFETY ACTION         10/16/2000           LIC-6800-M1         46.2-301         License revoked - drive while         10/16/2000           Selected Offense Details         TAFFIC - HIT AND RUN, ACCIDENT REPORTS         Sub Heading         HIT AND RUN           Min. Penalty         1 Year         Max. Penalty         10 Years         DAI Score         A - 15 Points         Volent Felony?*         Notify Scho           Petition Types         Juvenie Intake; Bench Warrant; Adult Criminal;         License         License         License         License	VCC Code	Sta	atute	Offe	nse Description				Started	Expired	1
LIC-6847-M2         46.2-349         ALLOW PERSON WITH NO LEGAL RIGHT TO DRIVE VEHICLE         01/22/1997           HIT-6609-M1         46.2-349         DAMAGE TO ATTENDED PROPERTY-DRIVER FAILS TO REP         07/01/1997         06/12/2002           LIC-6800-M2         46.2-311         DRIVE BEFORE COMPLETION OF ALCOHOL SAFETY ACTION         10/16/2000         10/16/2000           LIC-6809-M1         46.2-301         License revoked - drive while         10/16/2000         10/16/2000           Selected Offense Details         Hadrog         TRAFFIC - HIT AND RUN, ACCIDENT REPORTS         10/16/2000           Hadrog         HIT AND RUN         Volent Felory?*         Notify Schoore           Min. Penalty         1 Year         Max. Penalty         10 Years         DAI Score         A - 15 Points         Volent Felory?*         Notify Schoore	HIT-6608-F5	46.	2-894	VICT	IM INJURED - D	RIVER FAILS TO	STOP, REPOR	T OR AS	06/12/2002		P
HIT-6609-M1         46.2-894         DAMAGE TO ATTENDED PROPERTY-DRIVER FAILS TO REP         07/01/1997         06/12/2002           LIC-6800-M2         46.2-491.1(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 Offense Detais         10/16/2000         10/16/2000           Heading         TRAFFIC - HIT AND RUN, ACCIDENT REPORTS           Sub Heading         HIT AND RUN           Min. Penalty         1 Year           Max. Penalty         10 Years           Juvenile Intake; Bench Warrant; Adult Criminal;	HIT-6609-F5	46.3	2-894	DAM	AGE TO ATTEN	DED PROPERTY-	DRIVER FAILS	TO REP	07/01/2001	09/23/2002	1
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 Offense Details Heading TRAFFIC - HIT AND RUN, ACCIDENT REPORTS Sub Heading HIT AND RUN Min. Penalty 1 Year Max. Penalty 10 Years DAI Score A - 15 Points Violent Felony?* Notify Scho Petition Types Juvenile Intake; Bench Warrant; Adult Criminal;	LIC-6847-M2	46.3	2-349	ALLC	W PERSON WI	TH NO LEGAL RIG	GHT TO DRIVE	VEHICLE	01/22/1997		1
IIC-6809-M1       46 2-301       IIcense revoked - drive while       10/16/2000         Selected Offense Details       IICENSE Details       IICENSE Details         Heading       TRAFFIC - HIT AND RUN, ACCIDENT REPORTS       Sub Heading       HIT AND RUN         Min. Penalty       1 Year       Max. Penalty       10 Years       DAI Score       A - 15 Points       Violent Felony?"       Notify Scho         Pettion Types       Juvenile Intake; Bench Warrant; Adult Criminal;       Control of the second s	HIT-6609-M1	46.3	2-894	DAM	AGE TO ATTEN	DED PROPERTY-	DRIVER FAILS	TO REP	07/01/1997	06/12/2002	
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Sub-Heading         HIT AND RUN           Min. Penaty         1 Year         Max. Penaty         10 Years         DAI Score         A - 15 Points         Violent Felony?*         Notify Scho           Petition Types         Juvenile Intake; Bench Warant; Adult Criminal;	Selected Offens	se Deta	ils								
Min. Penaty         1 Year         Max. Penaty         10 Years         DAI Score         A - 15 Points         Volent Felory?*         Notify Scho           Petition Types         Juvenile Intake; Bench Warant; Adult Criminal;	Heading	TRAF	FIC - HIT	AND RUN, A	ACCIDENT REPO	ORTS					
Petition Types Juvenile Intake; Bench Warrant; Adult Criminal;	Sub Heading	HIT A	ND RUN								
	Min. Penalty	1 Yea	r	Max. Pena	ty 10 Years	DAI Score	A - 15 Points	Violent	Felony?*	Notify Schoo	91?
Petition Template SHE/SHE> DID ON OR ABOUT SDATES UNLAWFULLY AND FELONIOUSLY FAIL TO STOP AFTER AN	Petition Types	Juven	nile Intake;	Bench Warr	ant; Adult Crimina	al;					
ACCIDENT IN WHICH A PERSON WAS INJURED AND MAKE A PROPER REPORT THEREOF. IN	Petition Ten	nplate									^
VIOLATION OF \$46,2-894 OF THE 1950 CODE OF VIBGINIA AS AMENDED.	- 🗹 Yes 🗌	No	VIOLATIC	340.2	-034 OF THE 13	SUCCEDE OF VINC	ANNEN AS AMEN	DED.			5

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.



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>.

🜞 CSU Intake — 🗆 🗙	🛃 Assign Case Numbers to Juveniles in Detention 🛛 – 🗌 🗙
File Search Detention Data Reports Help Assign Case Number to Juveniles in Detention Track Outstanding Detention Orders Detaining Offense Issues DETAILING OFFENSE ISSUES	Detaining District:     Abingdon (CSU)       Detaining FIPS     All       The grid below shows Detentions without an ICN (Red), cases where the Detention Home has not accepted the ICN (Green) and the current Detention admissions (Black).       Case #     Name
Every user accessing the system is bound by confidentiality rules. Do not access information on juveniles in which you do not have a legitimate professional interest.	SSN: DOB: Genetic Sex: Race: Address: Date Admitted: Judge Ordered Admission Home Phone: Date Released: Reason: Comments: Assigned Case Number: Save Close

- The **Detaining District** and **Detaining FIPS** may auto-populate.
- c. 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</u> <u>Intake</u> screen.

Detaining			~		
	ig FIPS: All		~	Search	
The grid below ICN (Green) a	w shows Detentions without an ICN (Red), ca nd the current Detentions admissions (Black)	ises where the Detention Home h	as not accept	ed the	
Case #	Name	Detention Home		^	
	And the second sec			_	
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Address:	RENORMALIZZER, RENOW,	A.200			
)ate Admitted:	10-C201071 Judge Ordered A	Admission Home P	hone:		
ate Released:	Reason: Commun	a contractor			ſ
Comments:				<u>^</u>	

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 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.

🜟 CSU Intake	- 🗆 ×	🖶 Outstanding Detention Orders	– 🗆 X
File Search Detention Data Reports Help		Facility: V FIPS:	~
Assign Case Number to Juveniles in Detention			
Track Outstanding Detention Orders	$\wedge \wedge 1$	Issued Start Date:	Date:
Detaining Offense Issues		User: J Change Us	er Clear Search
DADY DADY		The grid below shows Outstanding Detention Orders, and Order	
		Juv # ICN Issued DOB Name	
CSU Inta	ke Module		
		Detention Date: Detention Facility:	
		Date Withdrawn: Date S	Served:
Every user accessing the system is bound by confidentialit information on juveniles in which you do not have a legitime		Save Close	Print Active Outstanding DOs

- 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.

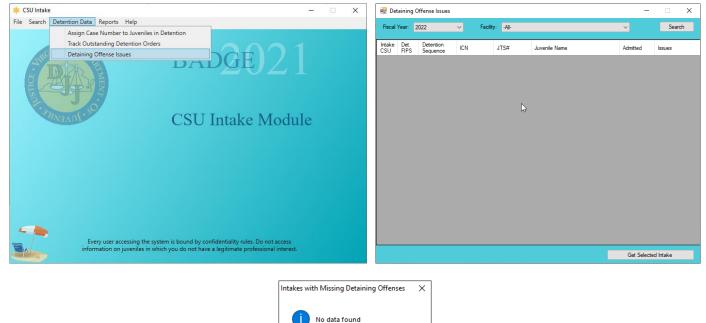
💀 Virginia Department of Juvenile Justice			_		×
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	Virginia Department Of Ju Active Outstanding Dete				
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LARONZL/ROWO	1204	1012000	Manual Specification		
CARONEL ONDER SAFE FOOR	1000	LAN DR.	second monthly		
OutstandingDOsRpt			Page	1 Of 1	

# 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.

#### **BADGE CSU Intake Manual**





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	<ul> <li>✓ Facil</li> </ul>	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
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	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		
5			Incomplete Intakes Over 1 week old		
1			Possible Duplicate Juveniles by DOB, Last First Name		
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			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
			F	IPS Code Reports Menu	•	h	ntake Com	nplaints b	by Worker and Disposition
		The state	S	chool Notification Menu	•	b	ntake Case	es by Wo	rker and Petition Type
5 AL		C	losed Intake Log		- b	ntake Case	es by Wo	rker	
	EL		C	pen Intake Log		h	ntake Com	nplaints b	by Heading and Resolution Status
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	-								
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1	and the second								

### 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			-		×		
File Search Detention Data Reports Help									
				Regional Reports Menu					
		ALLA D		District Reports Menu					
				FIPS Code Reports Menu	·	Total Inta	ike Compl	aints	
		Th		School Notification Menu	·	Intake Co	omplaints	by Penalty Class and Disposition	
	8 .			Closed Intake Log		Intake Co	Intake Complaints by Worker and Disposition		
			Open Intake Log		Intake Ca	ntake Cases by Worker and Petition Type			
	S			Incomplete Intakes Over 1 week old		Intake Ca	ises by Wo	orker	
				Possible Duplicate Juveniles by DOB, Last First Name		Intake Co	omplaints	by Heading and Resolution Status	
		"MANN!		Possible Duplicate Juveniles by Mother Maiden, DOB, Race, Sex	le				
				VCC Offense Summary					
				r accessing the system is bound by confidentiality rules. Do not access on 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**

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File	Search	Detention Data	Reports	Help					
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	sol.s	NAN INANA	Po Po	complete 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		le			
2	L			cessing the system is bound by confidentiality rules. Do not acc juveniles in which you do not have a legitimate professional int					

- 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

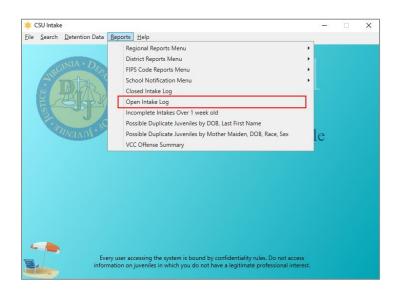
- a. The Re-Print School Notification Letters report lists the intake officer, ICN, intake open date, the juvenile's name, and code section information. (i) Click the Reports menu, (ii) click the School Notification Menu option, (iii) select the Re-Print School Notification Letters option, and the <u>CSU</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

<b>*</b> 0	SU Intake			0	-9	$\times$
<u>F</u> ile	Search	Detention Data	Reports Help			
	ATRO	NIA · DEPA	Regional Reports Menu District Reports Menu FIPS Code Reports Menu School Notification Menu	* * *		
1	8		Closed Intake Log			
	USTIC	E B	Open Intake Log Incomplete Intakes Over 1 week old			
	1.		Possible Duplicate Juveniles by DOB, Last First Name			
		INANO.	Possible Duplicate Juveniles by Mother Maiden, DOB, Race, Sex VCC Offense Summary	le		
4	-		ry user accessing the system is bound by confidentiality rules. Do not ac nation on juveniles in which you do not have a legitimate professional in			

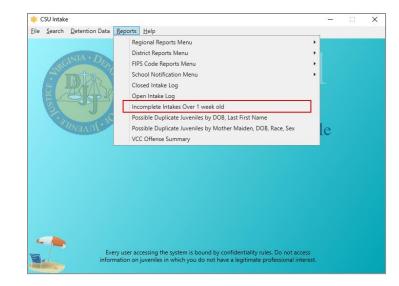
The Closed Intake Log report lists the worker name, intake number, name, Social Security number, birth date, race, genetic sex, closed date, offense code, offense decision, and case type information. (i) Click the Reports menu, (ii) select the Closed Intake Log option, and the <u>CSU Intake – Reports</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



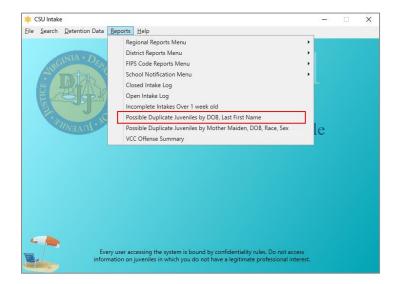
 The Open Intake Log report lists the worker name, intake number, juvenile/respondent name, Social Security number, birth date, race, genetic sex, opened date, offense code, offense decision, and case type information. (i) Click the Reports menu, (ii) select the Open Intake Log option, and the <u>CSU 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



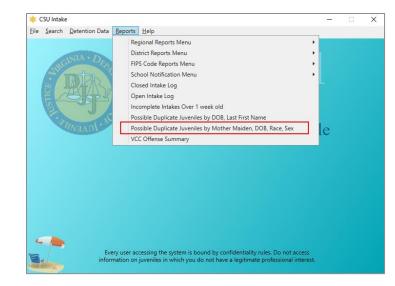
 The Incomplete Intakes Over 1 week old report lists the case number, worker name, date opened, and keyed by information. (i) Click the Reports menu, (ii) select the Incomplete Intakes Over 1 week old option, and the <u>CSU Intake – Reports</u> screen will appear. (iii) Select the FIPS Code from the drop-down menu. (iv) Click the Generate Report button and the report will appear.

Possible Duplicate Juveniles by DOB, Last First Name

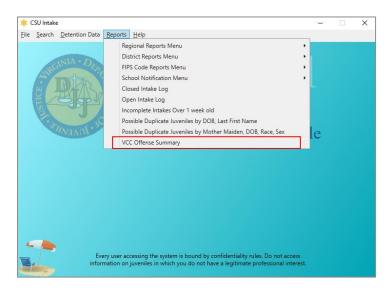


 The Possible Duplicate Juveniles by DOB, Last First Name report lists the juvenile number, birth date, name, race, genetic sex, processing locality, and worker name information. (i) Click the Reports menu, (ii) select the Possible Duplicate Juveniles by DOB, Last First Name option, and the <u>CSU Intake – 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

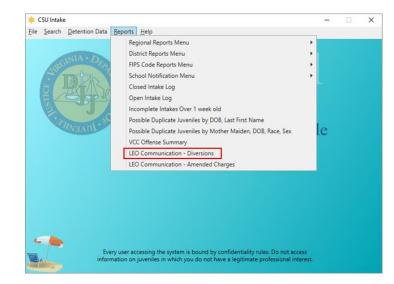


 The Possible Duplicate Juveniles by Mother Maiden Name, DOB, Race, Sex report lists the juvenile number, birth date, mother's maiden name, name, race, genetic sex, processing locality, worker name, and date entered information. (i) Click the Reports menu, (ii) select the Possible Duplicate Juveniles 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

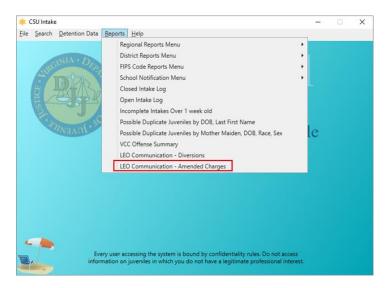


The VCC Offense Summary report lists the district, FIPS, VCC, description, delinquent count, domestic count, and adult criminal count information. (i) Click the Reports menu, (ii) select the VCC Offense Summary option, and the <u>Intake Report Parameters</u> screen will appear. Select the (iii) CSU and (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	No. 1	
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		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 say	ring		Caseload Number	
Court District ~	FIPS		Advance Search	
Open Date Time 09:16:01 AM	Close Date		<ul> <li>Add Adult</li> </ul>	
Case Type	Petitioner Type	~	Find	Close
Relationship None  V (Petitioner to J	uvenile) Mar	ndatory fields displayed in bold		
Worker	Keyed By	11		
Save Copy Intake Close Close		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 Vie	Clear
Respondent's In	formation						
Unknown?	SSN	Name				Add Vie	Clear
Juvenile's Inform	nation						
	SSN	Name				Add Vie	ew Clear
Juvenile N	lumber	DOB		Age (Years - Mon	ths)		
Intake Case I	Number (ICN): Wil	l be assigned a	after sav	-			
Court District			$\sim$	FIPS			
Open Date		Time 09:16:01	AM 🚖	Close Date		-	
Case Type			~	Petitioner Type			$\sim$
Relationship	None	<ul> <li>✓ (Petit</li> </ul>	tioner to Ju	ivenile)	Mandatory f	ields display	ed in bold
Worker				Keyed By	100		
Save	Copy Intake Case	Close	e	View / Print Intake Report	View Sup Court De		ense History nmary 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	Age (Years - Months)	Adult Number
Intake Case Number (ICN): Will be assigned after Court District	v FIPS	Caseload Number Advance Search Add Adult
Open Date Time 09:16:01 AM	Close Date Petitioner Type	
Relationship None (Petitioner	Mandatory fields displayed in bold	
Save Copy Intake Cose Close	View / Print View Supreme Offense History Intake Report Court Details Summary Repo	
		_

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	- 🗆 🗙	≭ Intake History		– 🗆 🗙
File Search Detention Data Reports Help		<u>File</u> <u>Search</u> <u>Detention</u> Data <u>Reports</u> <u>H</u> elp		
Intakes by Juvenile Intakes by Petitioner Intakes by Respondent Intakes by Case Number	GE)21	Selected Juvenile Juvenile # Name Latitude Control of the second	DOB SSN	Alert! Info
Intakes by Worker For VCC Code		Add New Intake Report	Offense History Summary Report	Services History
		Recorded Intakes	ened Closed Worker	
CSU In	ntake Module			View/Edit Selected Intake
			take Offense Information	Intake Report
		JO VCC Code PM Offense Da		View Supreme Court Details
		Address 122 (Address)	aday ( boostay ( da. ) feam	
			NUMBER OF STREET ADDREES	
			and branch days have	
• • • • • • • • • • • • • • • • • • •			manet included including	_
Every user accessing the system is bound by confide information on juveniles in which you do not have a le				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	
same heread applicate spelight has been	
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.

🛃 Domestic Relations Intake X	💀 Domestic Relations Intake 🛛 🕹
Intake Case Narrative Custody Petition Custody Affidavit Petitione's Information UNKnown? SSN Name UNKNOWN, UNKNOWN Add View Clear	Intake Case Namative Custody Petition Custody Affidavit Petitioner's Information Unknown? SSN Name UNKNOWN, UNKNOWN Add View Clear
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 SSN DOB DOB Age (Years - Months) Juvenile Has Alert(s)	Juvenile's Information SSN Name Add Ver Clear Juvenile Number DOB Age (Years - Months) Juvenile Has Alert(s)
Intake Case Number (ICN):     FIPS       Court District     FIPS       Open Date     Time 12:58:33 PM       Close Date     Close Date       Petitioner Type     Petitioner Type       Relationship     (Petitioner to Juvenile)       Worker     Keyed By       Edit Intake Case     Coop Intake       Case     Delete Intake       View / Print     Vew Supreme       Case     Case       Intake Report     Court Details       Summary Report       Add Custody Pettion     Add Support Pettion	Intake Case Number (ICN):       FIPS         Court District       FIPS         Open Date       Time         Cose Date       Cose Date         Case Type       Petitioner Type         Relationship       (Pettioner to Juvenie)         Mandatory fields displayed in bold         Worker       Keyed By         Save       Copy Intake         Case       Vew / Print         View Supreme       Offense History         Add Custody Pettion       Add Support Pettion         Add Custody Pettion       Add Support Pettion
Adult Search  Adut Number  Caseload Number  Advance Search  Add Adut  Find	X 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 <u>Intake Case Tab</u> section for information on how to add an existing/new adult record to a domestic relations intake.
   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.
   Refer to the <u>Intake Case Tab</u> 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
	0/2018 Intake Case Reports	Intake Cases by Worker and Petition Type reports were added to the District Reports Menu and the FIPS Code Reports Menu.
10/2018		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 <b>Ethnicity</b> 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	<ul> <li>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</li> <li>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"</li> <li>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</li> <li>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</li> </ul>

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Date	Item	Details 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 to create more space on the screen for the new field.
03/2022	Juvenile Delinquent / Status Intake	Add four new fields to the Juvenile Delinquent/Status Intake Screen, Intake Case Tab. 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: <b>Requested Change Amended</b> and <b>Rationale</b> . 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: <b>Requested Change Amended</b> and <b>Rationale</b> , and <b>LEO</b> <b>was Consulted on Diversion</b> and <b>LEO's Rationale</b> .
03/2022	Reports	Add two new reports: LEO Communication – Diversions LEO Communication – Amended Charges
04/2023	Juvenile Delinquent / Status Intake	For the Juvenile Delinquent/Status Intake screen, Juvenile Intake tab: Add a drop-down 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 <b>Reason Offense Not Diverted</b> that is accessible if the offense descision is "02 – Petition Filed," "03 – Petition/Detention Order Filed," or "11 – Petition/Shelter Care Filed".
04/2023	Mandatory Overrides	<ul> <li>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).</li> <li>Overrides tab: Create a new mandatory override titled "Weapons Offenses, Adm. Dir. A- 2022-005, email amend."</li> <li>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.'</li> </ul>
10/2023	Juvenile Delinquent / Status Intake	<ul> <li>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".</li> <li>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.</li> </ul>
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. Add instructions for the Print School Letter Button.
01/2024	Print School Letter Button.	Changes made to: Add Juvenile Intake Button subsection in the Juvenile Delinquent / Status Intake section.
09/2024	JO and Retrieved by the SC checkboxes	Added notes for JO and Retrieved by the SC checkboxes to the following: Custody Petition, Support Petition, Protective Order, Juvenile Intake, Court Summons, Bench Warrant, and Adult Criminal Intake. Table of contents format issues also corrected.
09/2024	BADGE Version at last update	BADGE Version at last BADGE CSU Intake Module Manual update: Version 4.0.5.12.