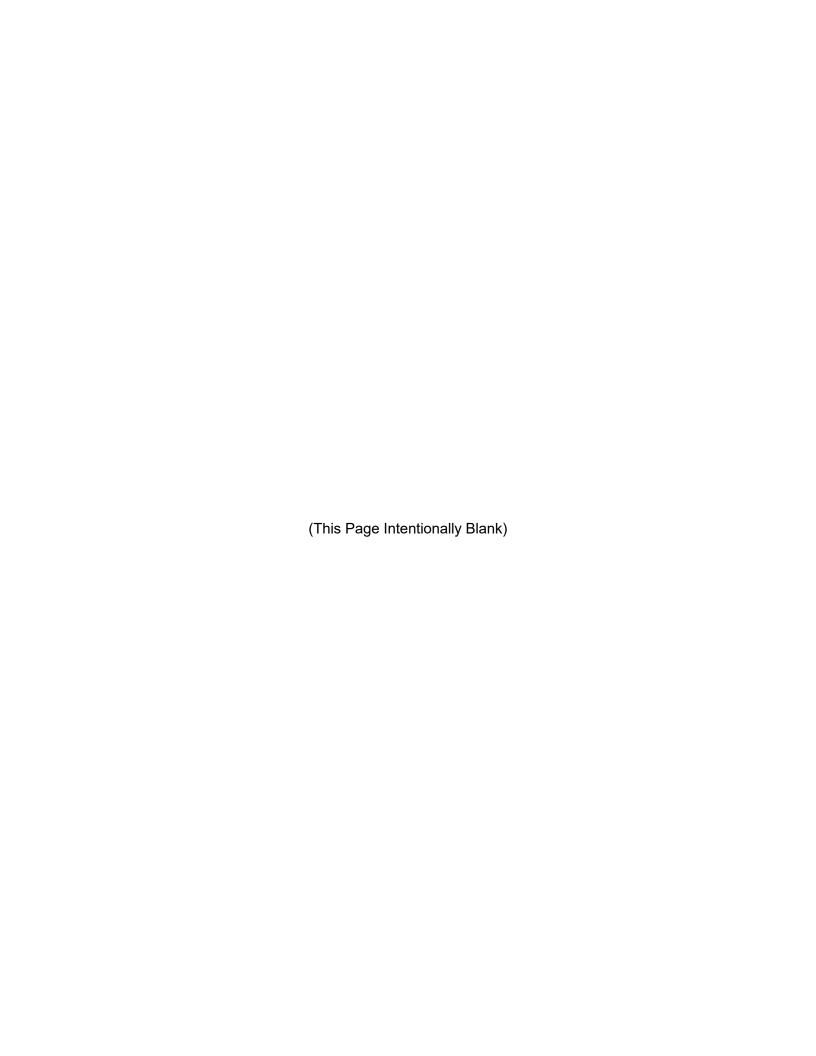
# Virginia Department of Juvenile Justice

# BADGE Web Application Balanced Approach Data Gathering Environment

Juvenile / Adult Search & Information Manual



# **Table of Contents**

	1 Contents	
Table of C	Contents	i
Key/Lege	nd	ji
	ote	
Juvenile /	Adult Search & Information	1
	s the Module	
	n for a Juvenile	
1.	Juvenile Search - By Number	2
2.	Juvenile Search - Advanced	3
3.	Juvenile Search - Detention Population	5
4.	Juvenile Search - Direct Care Population	7
	ile Dashboard	
1.	Juvenile Info Details Tab	. 10
	a. Juvenile Info Tab	. 10
	b. Address Tab	. 15
	c. Alias Tab	. 17
	d. ID Marks Tab	. 20
	e. DNA Verification Tab	. 25
	f. Alerts Tab	. 28
	g. Family Drop-down Menu Tab	
	i. Contacts Window	
	ii. Siblings Window	. 39
	iii. Children Window	
	h. Access Log Tab.	. 45
	i. Action Drop-down Menu Tab	
2.	Offenses Tab.	. 47
3.	Intake Tab	. 48
4.	Direct Care Tab	. 49
	Caseload Tab	
6.	Detention Tab.	. 52
	Incident Reporting Tab	
8.	GMS Tab	
Search	n for an Adult	. 55
	Adult Search - By Number.	
2.	Adult Search - Advanced	. 57
	Information Window	
1.	Adult Info Tab	. 60
	a. Edit Adult Button	. 60
	i. Name/Address Information Expandable Form	. 61
	ii. General Information Expandable Form	
	iii. Phone/Email/Driver's License Expandable Form	
	iv. Employment Information Expandable Form	
2.	Associated Juveniles Tab.	
3.	Print Face Sheet Tab	. 65
User D	Orop Down Menu	. 65
	Change Password	
	Password Reset Settings	
	Sign Out	
	BADGE Version	
	Database	
	Browser	
΄.Λ	Document Revisions	69

# **Key/Legend**

The BADGE application and the manuals use various styles and icons. Below are their explanations. The **BADGE Application** refers to items in the BADGE application while the **BADGE Manual** refers to formatting and items contained in the BADGE manual.

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

In the BADGE Application

Style/Symbol/Button	Meaning
Calendar Drop-down Field	To select a date, click anywhere in the <b>Calendar</b> drop-down field and select the date using the drop-down calendar. Alternatively, type the desired date directly into the <b>Calendar</b> drop-down field and BADGE will automatically format the date in the proper MM/DD/YYYY format.  Located in the upper right-hand corner of any given window, in order of appearance (from left to right): <b>Minimize</b> the window; <b>Maximize</b> the window; and <b>Close</b> the window. If a component is greyed out it is not
Window Control Buttons	available.
Id < 1 of 2 > ▷I  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.
© © 100% ✓ Report Viewer Buttons (2 of 4)	In order of appearance (from left to right): <b>Refresh</b> report; <b>Back to Parent Report</b> ; and choose the document view by clicking on the <b>Zoom</b> dropdown menu.
Report Viewer Buttons (3 of 4)	In order of appearance (from left to right): click the <b>Export</b> drop-down menu to choose to export a report as an Excel spreadsheet, PDF, or Word document; and <b>Print</b> .
Report Viewer Buttons (4 of 4)	In order of appearance (from left to right): <b>Text Box</b> , enter text to search for; click <b>Find</b> to search for text entered in text box; and click <b>Next</b> 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.
« < 1 2 3 4 5 > »  Page Navigation Buttons	In order of appearance (from left to right): go to First Page; go to Previous Page; Select Page displayed from Available Pages; go to Next Page; and go to Last Page.
Record Count Display Drop- down Menu	A drop-down menu feature that allows the user to select the number of records to display if more than 10 records are available to view in a window.
Refresh or Refresh Adult Info Refresh Button	Click the <b>Refresh</b> button to display the most current information for a given window, form, or tab. The <b>Refresh</b> button description may also include the name of the window, form, or tab that the user is currently viewing.
Help Button	Click the <b>Help</b> button to display the <u>Help</u> window describing the business rules related to the selected report or for additional information related to the current tab, form, or window. The <b>Help</b> button may be listed as part of a drop-down menu or as a standalone button. The <u>Help</u> window name may include the name of the tab, form, or window.

Revised 10/2025 **ii** | P a g e

Style/Symbol/Button		Meaning
Close	Close Button	Click the <b>Close</b> button to close the current window, leaving open the prior 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 Alerts tab on the Juvenile Information screen.
Go back	Go Back Hyperlink Button	Click the <b>Go Back</b> hyperlink button to return to the previous window, typically located on report viewer windows.
Adult Adult Adult	Column Sort Button	Click on any column header to toggle the sort order of the data in a column whenever the BADGE application presents data in a tabular format. In order of appearance (from top to bottom): Clear Sort (default); Sort Ascending; and Sort Descending.
<b>©</b>	Show/Hide Toggle	Click on the <b>Show/Hide Toggle</b> to show or hide the characters entered.

# In the BADGE Manual

Style/Symbol	Meaning
Underlined and Italicized	Name of a screen, window, pop-up window, self-contained pop-up form, or card.
Italicized	Name of a tab, document title, report title, or manual title.
Bolded	Name of a function, key, button, option, table, or where emphasis is required. The name of data fields on a module screen, window, pop-up window, self-contained pop-up form, or card.
Underlined	Name of a column header in an application 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 field.
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.
Note Bullet	Tips and notes provide additional information, exceptions, or special circumstances that apply to a particular topic or area in BADGE.
Reference Bullet	Refers the user to another page within the document or a resource outside of the document 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 contain information specific to each module. This manual is intended to assist those using **Juvenile / Adult Search & Information** in the BADGE application.

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.

Revised 10/2025 iii | Page

**iv** | P a g e

# Please Note

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

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

Access the following link for the <u>DJJ Acceptable Use & Information Security Agreement</u>. See §2.2-2827 of the Code of Virginia for restrictions on state employee access to information infrastructure. See §§16.1-223 and 16.1-300 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 <a href="mailto:DJJ-BADGE-Issues@djj.virginia.gov">DJJ-BADGE-Issues@djj.virginia.gov</a>. If there is a need to request a change, please contact the appropriate Regional Program Manager (RPM) or Superintendent.

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

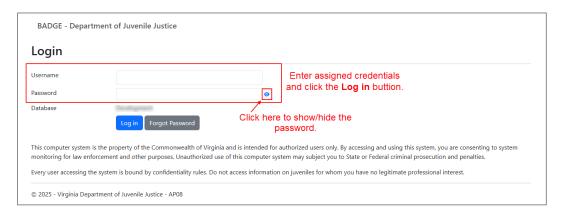
All potentially sensitive data have been removed from all images presented in this manual.

Revised 10/2025 v | P a g e

# Juvenile / Adult Search & Information

# **Access the Module**

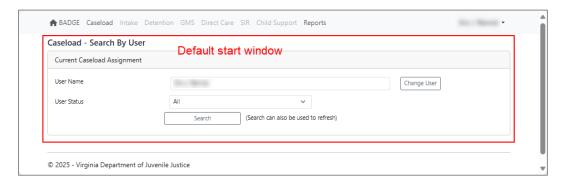
To access the <u>Juvenile / Adult Search & Information Screens</u> the user begins by logging into BADGE using their assigned system credentials at the following URL: <a href="https://badge.dij.virginia.gov/account/login">https://badge.dij.virginia.gov/account/login</a>.



Proceed Click the Show/Hide Toggle to show or hide the characters entered.

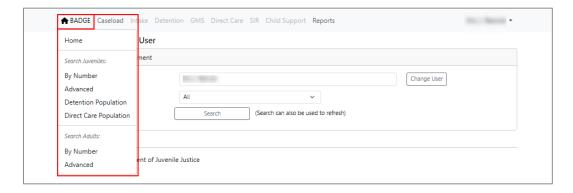
On initial BADGE web application log in, the <u>Caseload - Search By User</u> window will appear.

Refer to the Caseload Manual for instructions on using the Caseload - Search By User window in the BADGE web application.



Whenever a user first logs into the BADGE web application, the <u>Caseload - Search By User</u> screen will appear. The user can then use the **BADGE** application menu bar to access the desired module.

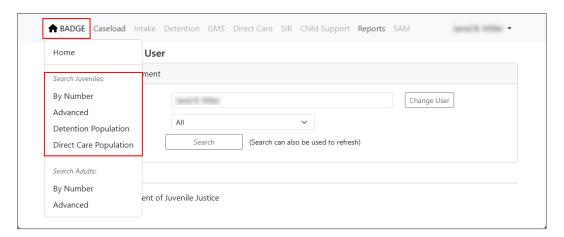
From the **BADGE** web application menu bar, the user can click the **BADGE Home** menu to access the **Search Juveniles** and **Search Adults** options.



To access the <u>Juvenile Information</u> dashboard and <u>Adult Information</u> window the user begins by performing a juvenile or adult search.

# Search for a Juvenile

On the <u>BADGE</u> web application menu bar, click the **BADGE** menu to access the following **Search Juvenile** options: By Number, Advanced, Detention Population, and Direct Care Population.



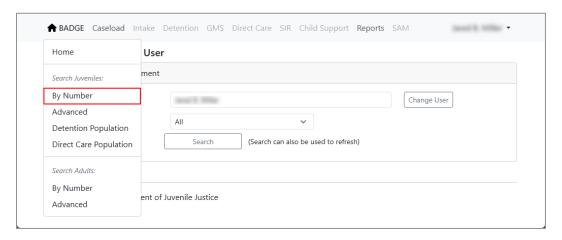
SEARCH JUVENILES Options	Option Summary
By Number	This menu option allows a user to search for a juvenile record by <b>Juvenile Number</b> , <b>DC Number</b> , or <b>Intake Case Number</b> .
Advanced	This menu option allows a user to search for a juvenile record by Last Name, First Name, Alias, SSN, Genetic Sex, DOB/Age, Address, Zip Code, and Phone.
Detention Population	This menu option allows a user to search for a juvenile record by <b>Detention Facility</b> , <b>Detained By</b> , <b>Detention Status</b> , <b>Days Served</b> , <b>Age</b> , <b>Genetic Sex</b> , and <b>Admission Type</b> .
Direct Care Population	This menu option allows a user to search for a juvenile record by Correctional Facility, Commitment Type, Offender Type, Genetic Sex, Committed By, Custody Classification, and Treatment Needs Assigned.



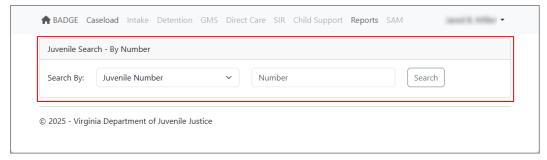
After a search is completed, a Show Last Search Results hyperlink will be displayed on the screen. The user can view the previous juvenile record search results by clicking on this hyperlink.

# 1. Juvenile Search - By Number

a. Click the By Number option from the BADGE menu Search Juveniles section and the Juvenile Search - By Number window will appear.



Revised 10/2025 2 | Page



# i. Search by: Juvenile Number

 (i) Select Juvenile Number from the Search By drop-down field, (ii) enter the juvenile number in the Number field, (iii) click the Search button, and the <u>Juvenile Dashboard</u> will be displayed if the record is found.



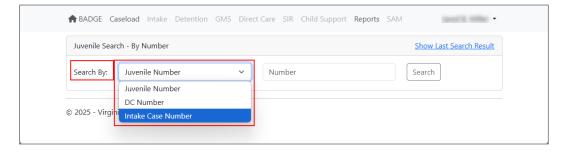
# ii. Search by: DC Number

 (i) Select DC Number from the Search By drop-down menu, (ii) enter the direct care number in the Number field, (iii) click the Search button, and the <u>Juvenile Dashboard</u> will be displayed if the record is found.



# iii. Search by: Intake Case Number

 (i) Select Intake Case Number from the Search By drop-down menu, (ii) enter the intake case number in the Number field, (iii) click the Search button, and the <u>Juvenile Dashboard</u> will be displayed if the record is found.



#### 2. Juvenile Search - Advanced

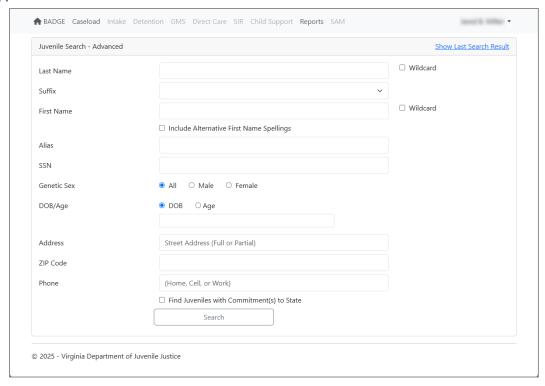
Revised 10/2025 3 | P a g e

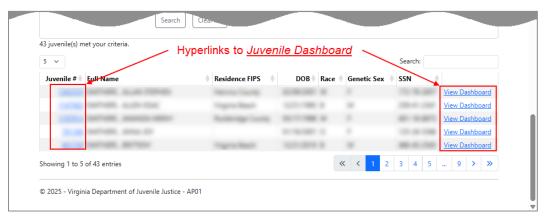
a. Click the **Advanced** option from the **BADGE** menu **Search Juveniles** section and the <u>Juvenile Search</u> - <u>Advanced</u> window will appear.



- i. On the *Juvenile Search Advanced* window type the **Last Name**.
  - 1. Click the **Wildcard** checkbox and the search will match any character or sequence of characters that are in the **Last Name** field.
- ii. Select a name suffix from the **Suffix** drop-down menu, if necessary.
- iii. Type the First Name.
  - 1. Click the **Wildcard** checkbox and the search will match any character or sequence of characters that are in the **First Name** field.
  - If the user is unsure of the exact spelling of the First Name, click the Include Alternative First Name Spellings checkbox.
- iv. Search using the juvenile's alias by typing it into the **Alias** field.
- v. Search using the juvenile's Social Security Number by typing it into the **SSN** field.
- vi. To search for a juvenile using **Genetic Sex**, select the corresponding **All**, **Male**, or **Female** radio button. **All** is selected by default.
- vii. To search for a juvenile by using a date of birth or age, either (a) (i) select the **DOB** radio button and (ii) select the date using the calendar drop-down field, or (b) (i) select the **Age** radio button and (ii) enter an age range in years in the **from** and **to** fields.
- viii. Search using the juvenile's full or partial address by typing it into the **Address: Street Address** (Full or Partial) field.
- ix. Search using the juvenile's zip code by typing it into the **ZIP Code** field.
- x. Search using the juvenile's home, cell, or work phone number by typing it into the **Phone** field.
- xi. To search for a juvenile who is or was placed into the custody of DJJ, click **the Find Juveniles with Commitment(s) to the State** checkbox.
- xii. Click the **Search** button and any records matching the criteria entered will appear at the bottom of the <u>Juvenile Search Advanced</u> window.
- xiii. To open the <u>Juvenile Dashboard</u>, click either the **Juvenile #** or **View Dashboard** hyperlink adjacent to the record.

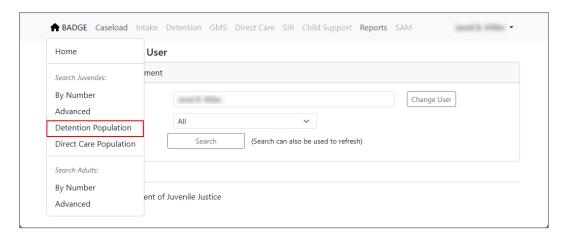
Revised 10/2025 4 | P a g e





# 3. Juvenile Search - Detention Population

a. Click the **Detention Population** option from the **BADGE** menu **Search Juveniles** section and the <u>Juvenile Search – Detention Population</u> window will appear. The <u>Juvenile Search – Detention Population</u> window contains seven search criteria.



i. Detention Facility: Select Facility

Revised 10/2025 5 | P a g e

1. Use the **Detention Facility: Select Facility** drop-down menu to select one or more facilities.

#### ii. Detained by

- 1. Select either the All, CSU, or FIPS radio button to search all or specific detaining localities.
  - If the CSU radio button is selected, use the All CSUs drop-down menu to select a specific CSU.
  - b. If the **FIPS** radio button is selected, use the  **All FIPs -** drop-down menu to select a specific FIPS.

# iii. Detention Status

1. The **All** checkbox will be selected by default. To search by only one or two detention status types (i) deselect the **All** checkbox and (ii) select one or two statuses by clicking the corresponding checkboxes for **Pre-d**, **Post-D** w/o **Programs**, or **Post-D** with **Programs**.

# iv. Days Served (Reg. Adm.)

1. Type the **Days Served** range in the **from** and **to** fields.

#### v. Age

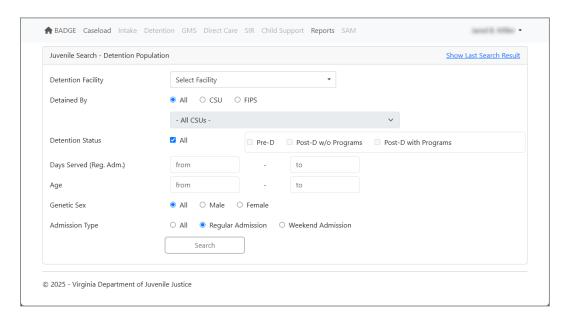
1. Type the **Age** range in the **from** and **to** fields.

#### vi. Genetic Sex

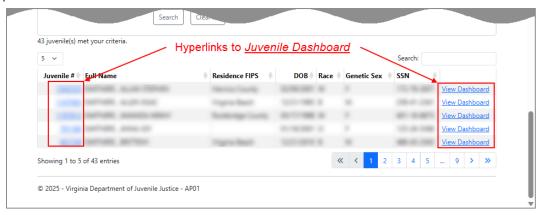
 To search for a juvenile using Genetic Sex, select the corresponding All, Male, or Female radio button, All is selected by default.

# vii. Admission Type

- 1. The **Regular Admission** radio button will be selected by default.
- To search additional admission types, click the appropriate All or Weekend Admission radio button.
- viii. Click the **Search** button and any records matching the criteria entered will appear at the bottom of the <u>Juvenile Search Detention Population</u> window.
- ix. To open the <u>Juvenile Dashboard</u>, click either the **Juvenile #** or **View Dashboard** hyperlink adjacent to the record.

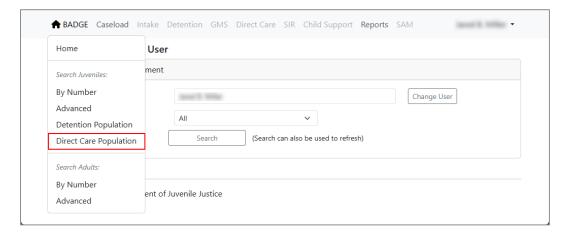


Revised 10/2025 6 | P a g e



# 4. Juvenile Search - Direct Care Population

a. Click the **Direct Care Population** option from the **BADGE** menu **Search Juveniles** section and the <u>Juvenile Search – Direct Care Population</u> window will appear. The <u>Juvenile Search – Direct Care Population</u> window contains nine search criteria.



# i. Correctional Facility: Select Facility

1. Use the Correctional Facility: Select Facility drop-down menu to select one or more facilities.

#### ii. Commitment Type

- To search specific commitment types, click the appropriate All, Indeterminate, Determinate, or Blended radio button, All is selected by default.
- 2. To limit the search to Circuit Court commitments, place a checkmark in the **Circuit Court Commitment** checkbox.

# iii. Offender Type

1. To search specific offender types, click the appropriate All, Serious, Major, Special Decision, or Regular radio button, All is selected by default.

#### iv. Genetic Sex

1. To search by only one genetic sex, click the appropriate **All**, **Male** or **Female** radio button, **All** is selected by default.

# v. Committed By

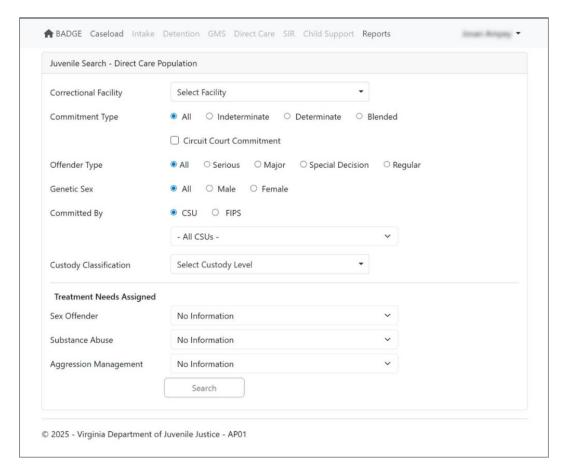
- 1. Select either the All, CSU, or FIPS radio button to search all or specific commitment localities.
  - If the CSU radio button is selected, use the All CSUs drop-down menu to select a specific CSU.
  - b. If the **FIPS** radio button is selected, use the  **All FIPs -** drop-down menu to select a specific FIPS.

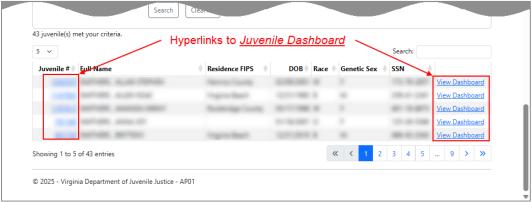
# vi. Custody Classification: Select Custody Level

 Use the Custody Classification: Select Custody Level drop-down menu to select classifications by clicking the Select all, Level II, Level III, Level IV, and/or Information Missing checkbox(es).

# vii. Treatment Needs Assigned

- 1. Select the appropriate option(s) from the **Sex Offender**, **Substance Abuse**, and/or **Aggression Management** drop-down menu(s).
- viii. Click the **Search** button and any records matching the criteria entered will appear at the bottom of the *Juvenile Search Direct Care Population* window.
- ix. To open the <u>Juvenile Dashboard</u>, click either the **Juvenile #** or **View Dashboard** hyperlink adjacent to the record.





#### **Juvenile Dashboard**

Once the user has successfully completed a juvenile search and clicks the **Juvenile #** or **View Dashboard** hyperlink, the *Juvenile Dashboard* will display.

The body of the <u>Juvenile Dashboard</u> displays summary information for the juvenile in the following cards: **Image** (if available), **Juvenile Information**, **Most Recent Case Information**, **Alerts**, and **Current Case Worker**.

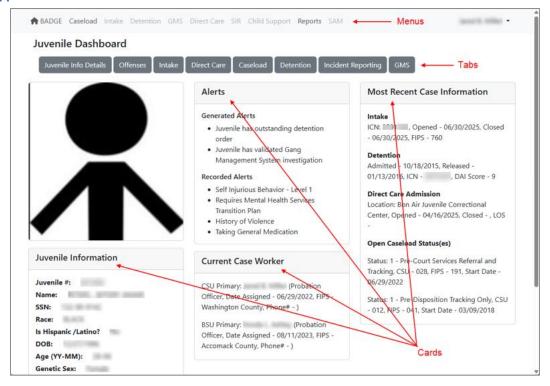
Revised 10/2025 8 | P a g e

Juvenile Dashboard Cards	Card Summary
Image	An image of the juvenile, if available.
Juvenile Information	Displays the juvenile number and key demographic information.
Alerts	Displays the juvenile's system-generated and recorded alerts.
Current Case Worker	Displays the juvenile's primary case workers.
Most Recent Case Information	Displays the juvenile's most recent intake, detention, direct care admission, and open case statuses.

The tabs, at the top of the <u>Juvenile Dashboard</u>, allow the user to access the following juvenile information: <u>Juvenile Info Details</u>, <u>Offenses</u>, <u>Intake</u>, <u>Direct Care</u>, <u>Caseload</u>, <u>Detention</u>, <u>Incident Reporting</u>, and <u>GMS</u>.

Juvenile Dashboard Tabs	Tab Summary
Juvenile Info Details	The <b>Juvenile Info</b> tab contains the <i>Juvenile Info</i> , <i>Address</i> , <i>Alias</i> , <i>ID Marks</i> , <i>DNA Verification</i> , Alerts, <i>Family</i> , <i>Access Log</i> , and <i>Action</i> tabs.
<u>Offenses</u>	The <b>Offenses</b> tab displays the <b>Juvenile's Offense History</b> pop-up window containing the juvenile's offense history record. The table displays the juvenile's <u>Offense Date</u> , <u>Offense Description</u> , and <u>Guilty</u> adjudication information. Clicking the <b>View Details</b> button will take the user to the <u>Intake Offense History for</u> screen.
<u>Intake</u>	The <b>Intake</b> tab displays the <b>Juvenile's Intake Information</b> pop-up window containing the juvenile's intake records. The table displays the juvenile's <u>ICN</u> , <u>JI</u> , <u>FIPS</u> , intake <u>Opened</u> and <u>Closed</u> dates, and the name of the <u>Worker</u> who created the intake record.
<u>Direct Care</u>	The <b>Direct Care</b> tab displays the <b>Juvenile's Direct Care Admissions</b> pop-up window containing the juvenile's direct care admission records. The table displays the juvenile's <u>DC Number</u> , <u>Admission Date</u> , <u>Release Date</u> , and <u>Release Info</u> information.
Caseload	The Caseload tab displays the Juvenile's Caseload Information pop-up window containing the juvenile's caseload records. The Juvenile's Caseload Information window displays the juvenile's Caseload Number, Date of Last Contact Recorded, Number of Currently Open Services, Number of Parole Discharge Evaluations, Number of Probation Discharge Evaluations, and the Currently Open Status(es) table that contains Start Date, Status Description, and FIPS. Clicking the View Details button will take the user to the Caseload Details screen.
<u>Detention</u>	The <b>Detention</b> tab displays the <b>Juvenile's Secure Detention Admissions</b> pop-up window containing the juvenile's detention admission and detaining offense information records. The table displays the juvenile's <u>ICN</u> , <u>Opened by</u> , <u>Detaining FIPS</u> , <u>Admitted</u> and <u>Released</u> dates, and <u>Release Info</u> information. The <b>Detaining Offense Information</b> sub-table displays <u>JO</u> , <u>VCC Code</u> , <u>PM</u> , <u>Off. Date</u> , <u>Off. Dec</u> , and <u>Adjudication</u> information associated with each detention admission.
Incident Reporting	The <b>Incident Reporting</b> tab displays the <b>Incident(s) Juvenile Was Involved</b> pop-up window containing the juvenile's incident records. The table displays the <u>IR ID</u> , <u>Facility</u> , <u>Incident</u> , and <u>Incident Type(s)</u> information.
<u>GMS</u>	The GMS tab displays the Gang Management System (GMS) pop-up window. The Gang Management System (GMS) window displays the Number of Validated GMS Investigations by Gang Observations and Gang Validations, and the Gang Membership History table that contains Gang Name, Gang Set Name, and FIPS.

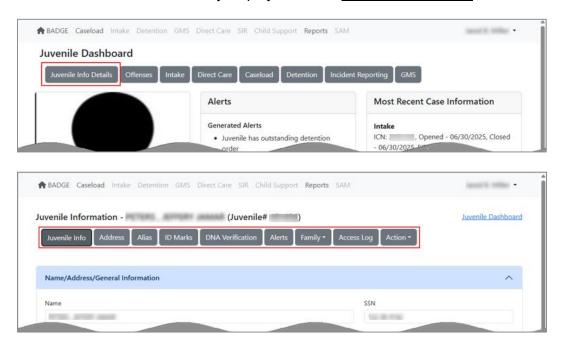
Revised 10/2025 9 | P a g e



The data displayed on the <u>Juvenile Dashboard</u> is read-only.

# 1. Juvenile Info Details Tab

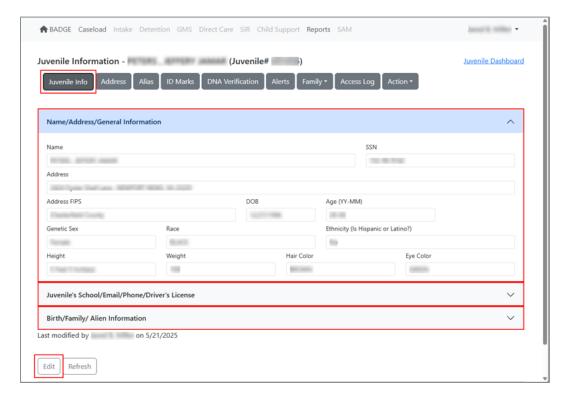
Select the *Juvenile Info Details* tab on the <u>Juvenile Dashboard</u> and the <u>Juvenile Information</u> window will open. The <u>Juvenile Information</u> menu bar allows the user to access the <u>Juvenile Info</u> (default), <u>Address</u>, <u>Alias</u>, <u>ID Marks</u>, <u>DNA Verification</u>, <u>Alerts</u>, <u>Family</u>, and <u>Access Log</u> tabs as well as the <u>Action</u> drop-down menu tab. The <u>Juvenile Info</u> tab will initially display when the <u>Juvenile Information</u> window first opens.



# a. Juvenile Info Tab

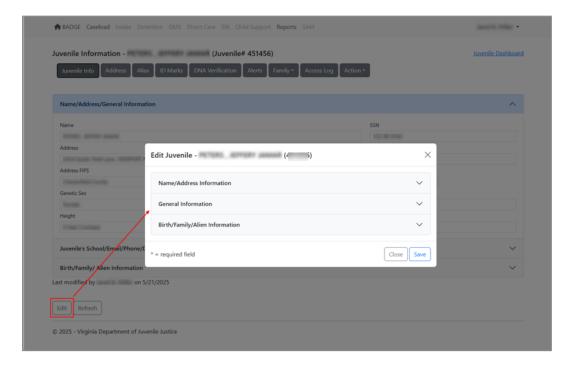
The Juvenile Info tab contains three read-only expandable forms: Name/Address/General Information, Juvenile's School/Driver's License/Phone/Email, and Birth/Family/Alien Information.

The Name/Address/General Information form will be expanded by default.



# i. Edit Button

 Click the Edit button on the bottom of the Juvenile Info tab and the Edit Juvenile pop-up window will appear. The pop-window contains the Name/Address Information, General Information, and Birth/Family/Alien Information expandable forms. The Name/Address Information form will be expanded by default.



a. Name/Address Information Expandable Form

Revised 10/2025 11 | P a g e

If not expanded, click the Name/Address Information form header to expand the form.
 The Name/Address Information form contains the Juvenile Name and Address sections.

# 1. Juvenile Name Section

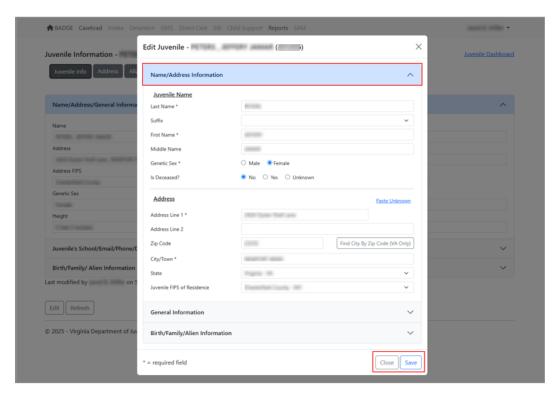
a. Enter or edit the (i) Last Name, select the (ii) Suffix from the drop-down field (if applicable), type the (iii) First Name and (iv) Middle Name, select the appropriate (v) Genetic Sex radio button, and select the appropriate (vi) Is Deceased? radio button (No, Yes, or Unknown).

#### 2. Address Section

- a. Enter or edit the (i) **Address Line 1**, (ii) **Address Line 2**, and (iii) **Zip code** in the corresponding fields.
  - For zip codes located in Virginia, click the Find City by Zip Code (VA Only) button and the City/Town, State, and Juvenile FIPS of Residence fields will auto-populate.
  - ii. For non-Virginia zip codes enter the (i) City/Town and (ii) State in the corresponding fields manually and (iii) select the Juvenile FIPS of Residence using the drop-down button.
- b. Click the Paste Unknown button to autofill "Unknown" into the Address Line 1, City/Town, and State fields and "Other/Unknown - 999" into the Juvenile FIPS of Residence field.

# ii. Expand Next Form, Close, or Save Buttons

1. Click the next desired form header to expand the next form or select the **Close** or **Save** button to perform the stated action and return to the *Juvenile Info* tab.





Clicking an expanded form header will collapse the form.

If the user attempts to close the <u>Edit Juvenile</u> pop-up window without saving changes, an <u>Unsaved Data!</u> confirmation pop-up window will require the user to confirm the request. The juvenile's address can also be added or edited on the <u>Juvenile</u> <u>Information</u> window <u>Address</u> tab.

If the Is Deceased?\* checkbox is selected as Yes, the Address and City/Town fields will auto-populate as "Deceased".

# b. General Information Expandable Form

 If not expanded, click the General Information form header to expand the form. The General Information form contains the Juvenile Information, Juvenile Driver's License, and Juvenile Phone/Email sections.

Revised 10/2025 12 | P a g e

#### 1. Juvenile Information Section

- a. Type the juvenile's Social Security Number in the (i) **SSN** field. Select the (ii) **Race**, (iii) **Ethnicity (Hispanic/Latino?)**, and (iv) **Height** from the corresponding drop-down fields. Enter the juvenile's (v) **Weight** in pounds. Select (vi) **Eye Color** and (vii) **Hair Color** from the corresponding drop-down fields. Enter the juvenile's (viii) **School** name and select the juvenile's (ix) **Grade** from the drop-down field.
- b. Select the **Yes** or **No** radio button for **Registered Voter?** to indicate the juvenile's voter registration status.

# 2. Juvenile Driver's License Section

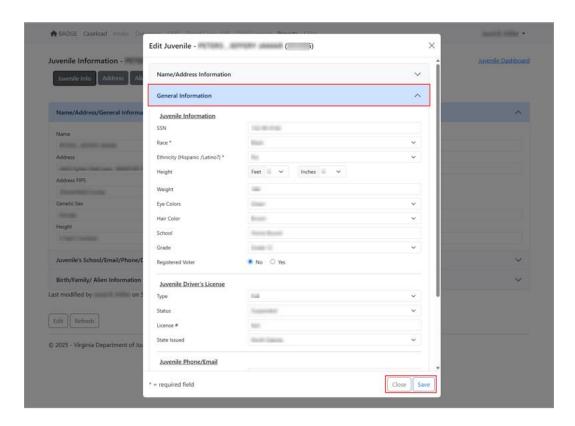
a. Select the juvenile's driver's license type from the (i) **Type** drop-down field. If the juvenile's driver's license type is Full or Learner's, select the (ii) **Status** from the drop-down field, enter the (iii) **License #**, and select the issuing state from the (iv) **State Issued** drop-down field.

# 3. Juvenile Phone/Email

a. Type in the juvenile's (i) **Home Phone**, (ii) **Cell Phone**, (iii) **Work Phone**, (iv) **Extension** and (v) **E-mail**, if applicable.

# ii. Expand Next Form, Close, or Save Buttons

1. Click the next desired form header to expand the next form or select the **Close** or **Save** button to perform the stated action and return to the *Juvenile Info* tab.



#### c. Birth/Family/Alien Information Expandable Form

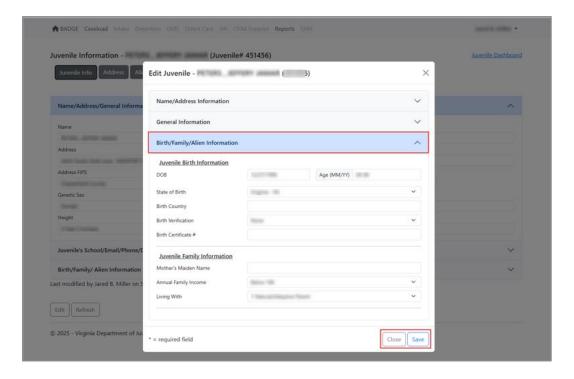
- i. If not expanded, click the Birth/Family/Alien Information form header to expand the form. The Birth/Family/Alien Information form contains the Juvenile Birth Information and Juvenile Family Information sections.
  - 1. Juvenile Birth Information Section
    - a. Enter the juvenile's date of birth in the (i) **DOB** field and the (ii) **Age (MM/YY)** field will auto-populate. Enter the (iii) **State of Birth**, (iv) **Birth Country**, select the (v) **Birth Verification** type from the drop-down field, and enter the (vi) **Birth Certificate** # information.
  - 2. Juvenile Family Information Section

Revised 10/2025 13 | P a g e

a. Enter the (i) **Mother's Maiden Name** and select the (ii) **Annual Family Income** and the person the juvenile is (iii) **Living With** from the corresponding drop-down fields.

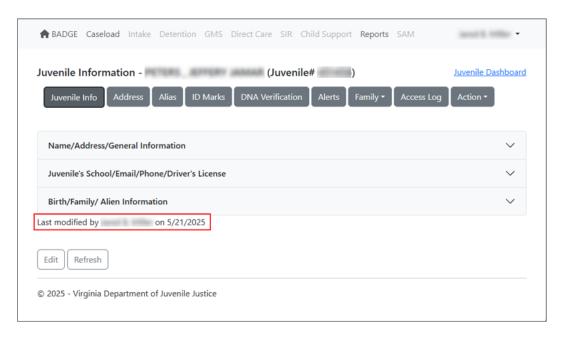
# ii. Expand Next Form, Close, or Save Buttons

1. Click the next desired form header to expand the next form or select the **Close** or **Save** button to perform the stated action and return to the *Juvenile Info* tab.



# ii. Last modified by Notification

The Last modified by notification will auto-populate with the name of the user who made the
most recent modifications to the juvenile information record and the date those changes
occurred.



When the **Save** button is clicked a warning screen will appear if another user is making changes on the <u>Edit Information</u> screen concurrently (see screen image below). Compare the information entered with the information the other user entered and select the appropriate **Leave current DB values** OR **Submit your changes** button to either confirm or deny the other user's changes.

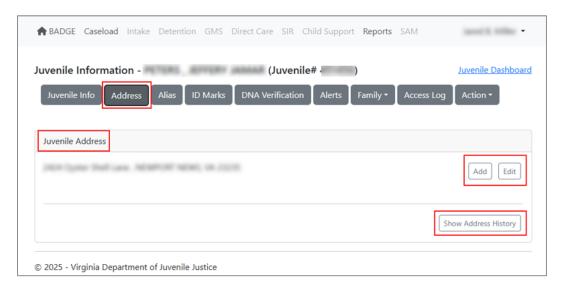
Revised 10/2025 14 | P a g e



Leaving the State of Birth field blank will prompt the drop-down menu to auto-select "Unknown".

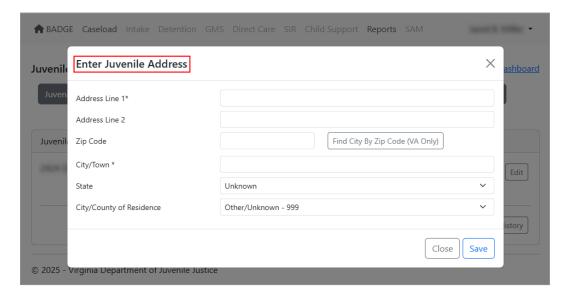
# b. Address Tab

The Address tab displays the current Juvenile Address, allows the user to Add or Edit the juvenile's address, and allows the user to view the juvenile's address history.



#### **Add Button**

 Click the Add button to add a new juvenile address and the Enter Juvenile Address pop-up form will appear.



- a. Enter the (i) Address Line 1, (ii) Address Line 2, and (iii) Zip Code in the corresponding fields.
  - For zip codes located in Virginia, click the Find City by Zip Code (VA Only) button and i. the City/Town, State, and City/County of Residence fields will auto-populate.
  - For non-Virginia zip codes enter the (i) City/Town and (ii) State in the corresponding fields manually and (iii) select the City/County of Residence using the drop-down button.

#### b. Close or Save Buttons

Select the **Close** or **Save** button to perform the stated action and return to the *Address* 

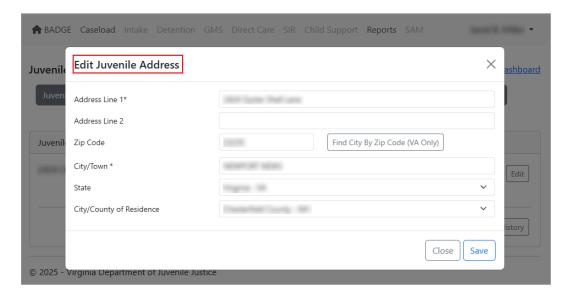


The juvenile's address can also be edited on the Juvenile Info tab.

Revised 10/2025 **15** | Page

#### ii. Edit Button

1. Click the **Edit** button to edit the current juvenile address and the **Edit Juvenile Address** pop-up form will appear.



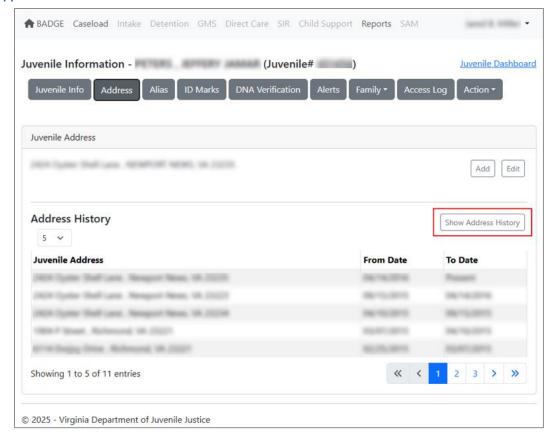
i. Follow the steps in the Add button section above to edit the juvenile's address.

#### b. Close or Save Buttons

- i. Select the **Close** or **Save** button to perform the stated action and return to the *Address* tab.
- The juvenile's address can also be edited on the Juvenile Info tab.

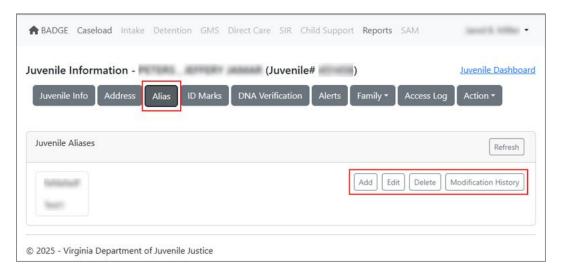
# iii. Show Address History Button

- 1. Click the **Show Address History** button to display the **Address History** records in a table on the bottom of the *Juvenile Address* window.
  - a. The **Address History** table displays the <u>Juvenile Address</u>, <u>From Date</u>, and <u>To Date</u>.



#### c. Alias Tab

The *Alias* tab allows the user to view, add, edit, and delete the juvenile's alias information. If the juvenile has an existing alias, it will be displayed in the *Juvenile Aliases* window.



# i. Add Button

1. (i) Click the **Add** button and the <u>Add New Alias</u> pop-up form will become accessible. (ii) Type the alias into the **Add New Alias** field.

# a. Close or Save Buttons

i. Select the **Close** or **Save** button to perform the stated action and return to the *Alias* tab. If saved, the added alias will appear in the *Juvenile Aliases* window.

Revised 10/2025 17 | P a g e

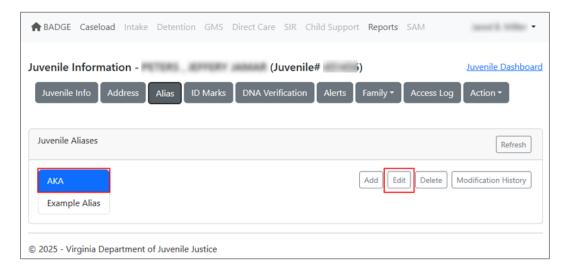


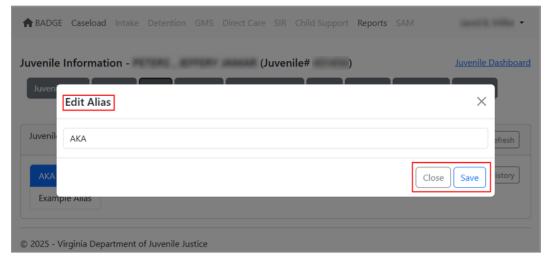
#### ii. Edit Button

- 1. Select an alias from the list on the <u>Juvenile Aliases</u> window and it will be highlighted in <u>blue</u>.
- 2. (i) Click the **Edit** button and the selected alias will appear in the <u>Edit Alias</u> pop-up form. (ii) Edit the alias as necessary.

# a. Close or Save Buttons

i. Select the **Close** or **Save** button to perform the stated action and return to the *Alias* tab. If saved, the edited alias will appear in the <u>Juvenile Aliases</u> window.





# iii. Delete Button

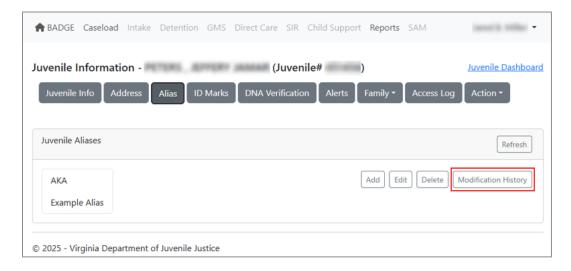
Revised 10/2025 18 | P a g e

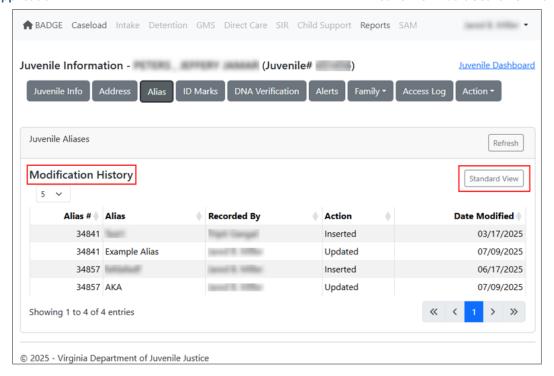
- 1. Select an alias from the list on the <u>Juvenile Aliases</u> window and it will be highlighted in <u>blue</u>.
- 2. (i) Click the **Delete** button and the <u>Delete Alias!</u> confirmation pop-up window will appear. (ii) Click the **Yes** button and the selected alias will be deleted from the *Juvenile Aliases* window list.



# iv. Modification History Button

- 1. Click the **Modification History** button and the juvenile's **Aliases Modification History** table will display in the lower half of the *Alias* tab. The juvenile's **Modification History** table displays <u>Alias #, Alias, Recorded by, Action</u> ("Inserted," "Updated," or "Deleted"), and the <u>Date Modified</u>.
- 2. Click the Standard View button to return to close the Modification History table.





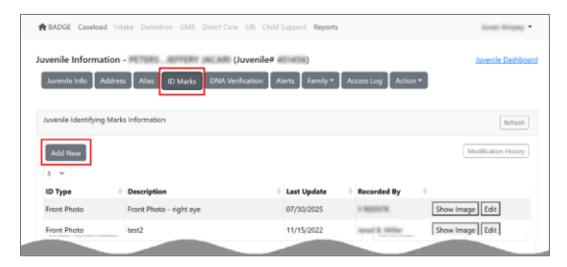


An alias should be edited ONLY if a typographic error exists.

An alias should be removed ONLY when an alias was added in error.

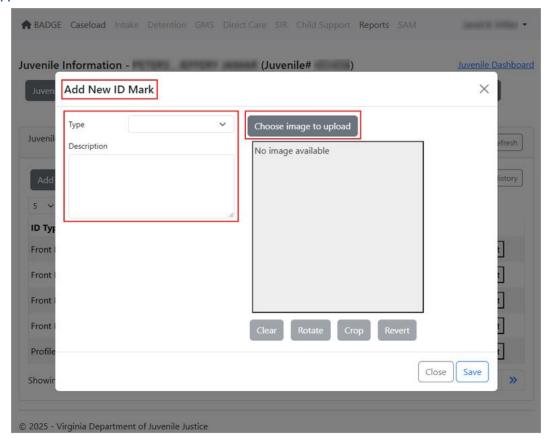
#### d. ID Marks Tab

The *ID Marks* tab displays the <u>Juvenile Identifying Marks Information</u> window. The **Juvenile Identifying Marks Information** table displays <u>ID Type</u>, <u>Description</u>, <u>Last Update</u>, and <u>Recorded By</u> for each identifying mark record. The *ID Marks* tab allows users to view, add, edit, or delete a record.

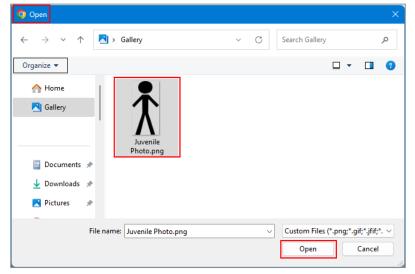


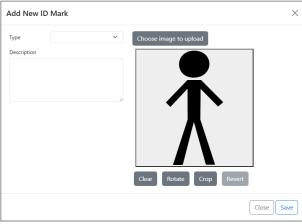
#### Add New Button

- 1. Click the **Add New** button and the <u>Add New ID Mark</u> pop-up form will appear.
- 2. (i) Select **Type** from the drop-down menu and (ii) enter the description of the photo/identifying mark in the **Description** textbox. (iii) Click the **Choose image to upload** button and the <u>Open</u> file explorer screen will appear.
  - a. On the <u>Open</u> file explorer screen (i) browse to/select the saved image file, (ii) click the **Open** button, and the image will open in the <u>Add New ID Mark</u> pop-up form.



Information in the **Description** textbox must be as detailed as possible.





#### 3. Clear Button

 a. On the <u>Add New ID Mark</u> pop-up form, click the Clear button, and the image will be removed.

#### 4. Rotate Button

a. On the <u>Add New ID Mark</u> pop-up form, (i) click the **Rotate** button, and the image will rotate clockwise. Continue to (ii) click the **Rotate** button until the image is correctly positioned.

# 5. Crop Button

a. On the <u>Add New ID Mark</u> pop-up form, (i) click and drag the cursor to size the blue box around the area of the image to be cropped, then (ii) click the **Finish Crop** button. If the cropped image does not display the correct area, (iii) click the **Clear Crop** button and crop the image again.

Revised 10/2025 21 | P a g e



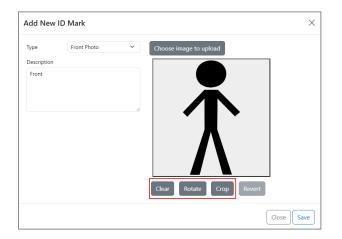
The **Crop** button will change to the **Finish Crop** and the **Clear Crop** buttons after the **Crop** button is clicked and an image area is selected.

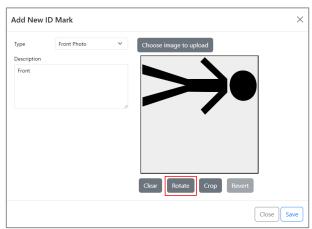
#### 6. Revert Button

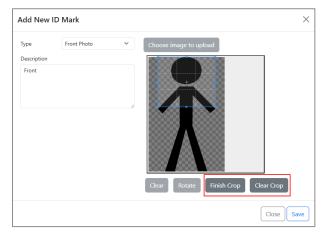
a. Prior to saving an image, the user can click the **Revert** button to return a rotated or cropped image to its original state.

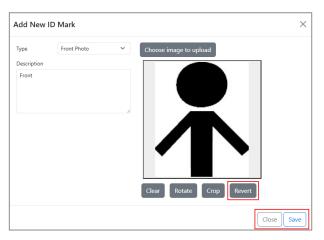
# 7. Close or Save Buttons

a. Select the **Close** or **Save** button to perform the stated action and return to the *ID Marks* tab. If saved, the added ID mark record will appear in the <u>Juvenile Identifying Marks Information</u> window.









# ii. Show Image Button

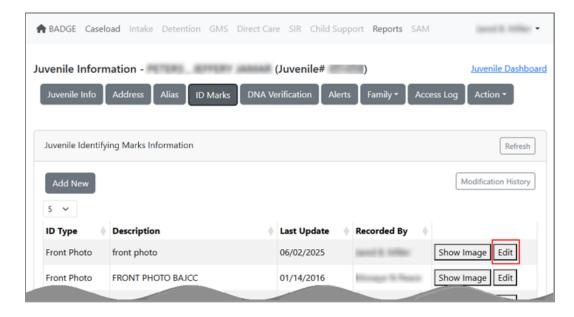
1. (i) Click the **Show Image** button adjacent to a record and the image for that record will be displayed. (ii) Click the **Close** button to return to the *ID Marks* tab.

Revised 10/2025 22 | P a g e



#### iii. Edit Button

 Click the **Edit** button adjacent to the record to be modified, and the <u>Edit ID Mark</u> pop-up form will display.

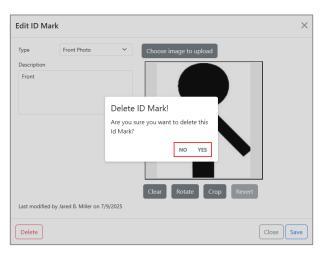


- a. To edit the record, follow the instructions detailed in the Add New button section above.
- b. Close or Save Buttons
  - Select the Close or Save button to perform the stated action and return to the ID Marks tab.
- c. Delete Button

Revised 10/2025 23 | P a g e

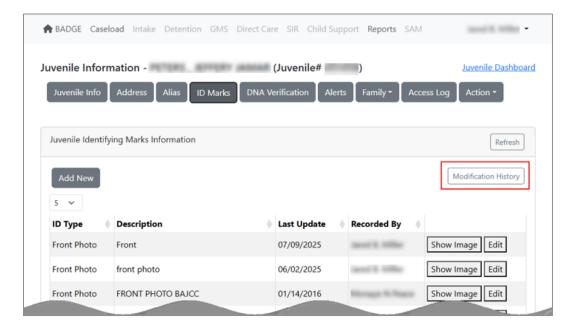
 (i) Click the **Delete** button and the <u>Delete ID Mark!</u> confirmation pop-up window will appear. (ii) Click the **Yes** button and the record will be deleted from the **Juvenile Identifying Marks Information** table.



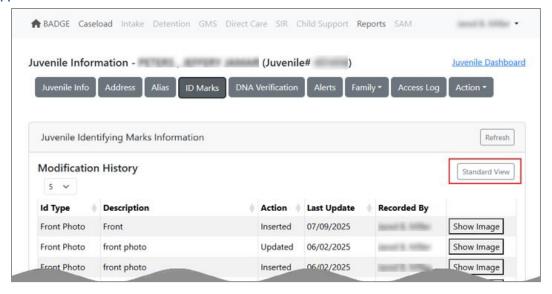


# iv. Modification History Button

- 1. Click the **Modification History** button and the juvenile's **Modification History** table will display in the *ID Marks* tab. The table displays <u>Id Type</u>, <u>Description</u>, <u>Action</u>, <u>Last Update</u>, and <u>Recorded By</u>.
- 2. Click the **Standard View** button to close the **Modification History** table.

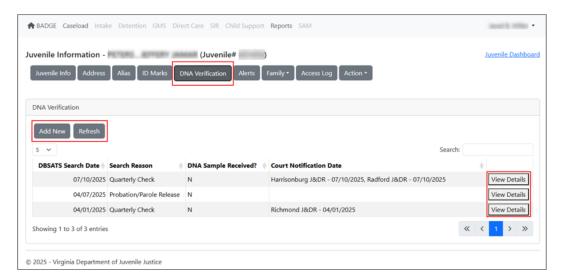


Revised 10/2025 24 | P a g e



#### e. DNA Verification Tab

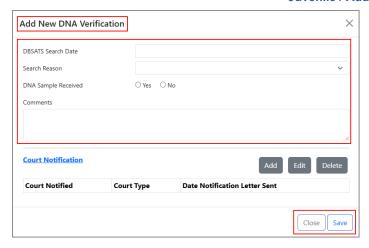
The *DNA Verification* tab displays information related DNA samples collected for juveniles. The **DNA Verification** table displays <u>DBSATS Search Date</u>, <u>Search Reason</u>, <u>DNA Sample Received?</u>, and <u>Court Notification Date</u> for each DNA verification record. The *DNA Verification* tab allows users to view, add, edit, refresh, or delete a record.



# i. Add New Button

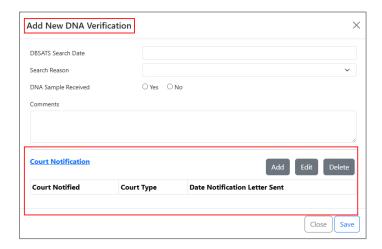
1. Click the **Add New** button and the *Add New DNA Verification* pop-up form will appear.

Revised 10/2025 25 | P a g e



- 2. (i) Select DBSATS Search Date from the calendar drop-down field, (ii) select the Search Reason from the corresponding drop-down menu, (iii) select the appropriate radio button for DNA Sample Received (Yes or No), and (iv) enter any applicable information in the Comments textbox. If there is no data to enter in the Court Notification section, select the (v) Close or (vi) Save button to perform the stated action and return to the DNA Verification tab. If saved, the new information will appear in the DNA Verification table.
  - a. Court Notification Section

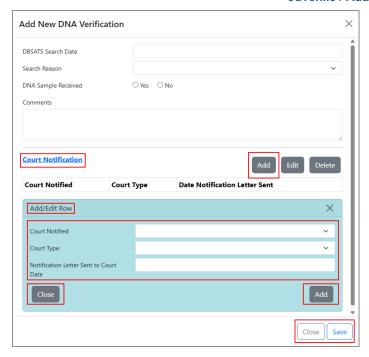
The **Court Notification** table displays the <u>Court Notified</u>, <u>Court Type</u>, and <u>Date Notification</u> <u>Letter Sent</u>. This section allows users to add, edit, and delete court notification records.



#### Add Button

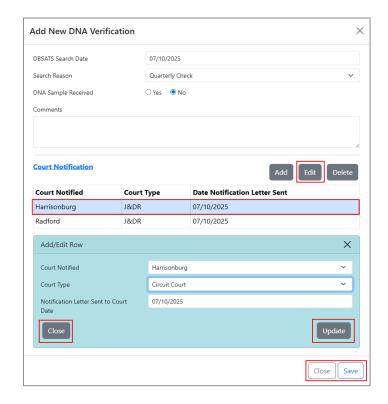
- (i) Click the Add button in the Court Notification section and the <u>Add/Edit Row</u> form will appear. Select the (ii) Court Notified and (iii) Court Type from the corresponding drop-down menus. (iv) Select the Notification Letter Sent to Court Date from the calendar drop-down field.
- 2. Click the (i) **Add** button on the <u>Add/Edit Row</u> form to add the information to the **Court Notification** table or the (ii) **Close** button to discard the changes.
- 3. Select the (i) **Close** or (ii) **Save** button on the <u>Add New DNA Verification</u> pop-up form to perform the stated action and return to the <u>DNA Verification</u> tab. If saved, the new information will appear in the **DNA Verification** table.

The user must click the **Save** button on the <u>Add New DNA Verification</u> pop-up form to commit the Court Notifiaiton changes.



#### ii. Edit Button

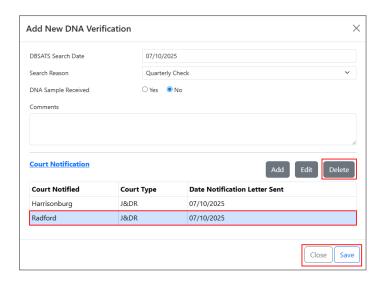
- To edit an existing record, (i) select a record from the Court Notification table and it will be highlighted in blue. (ii) Click the Edit button in the Court Notification section and the <u>Add/Edit Row</u> form will appear. (iii) Edit the record as necessary. Click the (iv) Update button to add the revised information to the Court Notification table or the (v) Close button to discard the changes.
- 2. Select the (i) **Close** or (ii) **Save** button on the <u>Add New DNA Verification</u> pop-up form to perform the stated action and return to the <u>DNA Verification</u> tab. If saved, the new information will appear in the **DNA Verification** table.



# iii. Delete Button

Revised 10/2025 27 | P a g e

- (i) Select a record from the Court Notification table and it will be highlighted in blue.
   (ii) Click the Delete button in the Court Notification section and the record will be removed from the Court Notification table.
- Select the (i) Close or (ii) Save button on the <u>Add New DNA Verification</u> pop-up form to perform the stated action and return to the <u>DNA Verification</u> tab. If saved, the new information will appear in the **DNA Verification** table.

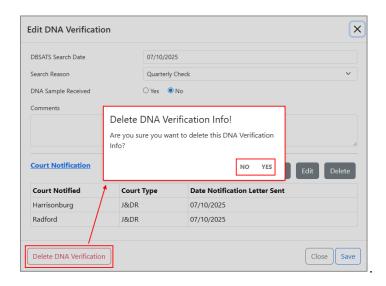


#### ii. View Details Button

- 1. Click the **View Details** button on the *DNA Verification* tab and the <u>Edit DNA Verification</u> pop-up form will appear.
- 2. Follow the instructions outlined above in the <u>Add New</u> button section to add, edit, or delete information on the pop-up form.

#### 3. Delete DNA Verification Button

a. To delete the DNA Verification record, click the **Delete DNA Verification** button and the <u>Delete DNA Verification Info!</u> confirmation pop-up window will appear. (ii) Click the Yes button and the DNA Verification record will be deleted from **DNA Verification** table on the <u>DNA Verification</u> tab.



#### f. Alerts Tab

The *Alerts* tab displays the juvenile's **Generated Alerts** and **Recorded Alerts** and allows the user to view or change **Recorded** alerts.

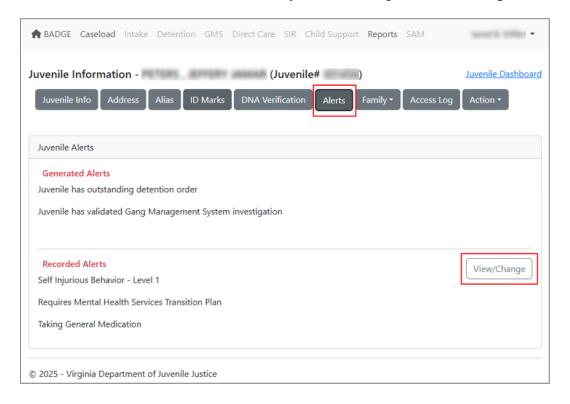
i. Generated Alerts

Revised 10/2025 28 | P a g e

 Generated Alerts are automated alerts created by the BADGE system based on case-specific information that has been recorded. Generated Alerts are read-only.

#### ii. Recorded Alerts

1. **Recorded Alerts** are current or expired alerts that are manually entered by a user. **Recorded Alerts** can be added, edited, or deleted by the user using the **View/Change** button.



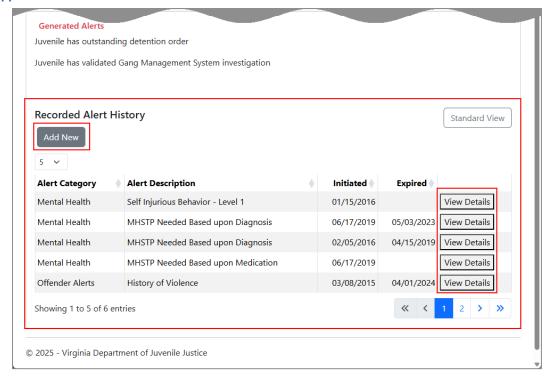


Recorded Alerts are current or expired alerts that are manually entered by a user.

To view or print the Juvenile Alert Report see the Action Drop-down Menu Tab section below.

# a. View/Change Button

i. Click the View/Change button and the Recorded Alert History table will display on the bottom of the <u>Juvenile Alerts</u> window. The table displays the <u>Alert Category</u>, <u>Alert Description</u>, <u>Initiated</u>, and <u>Expired</u> columns for any existing records. Users can add an alert using the **Add New** button or edit an alert using the **View Details** button.

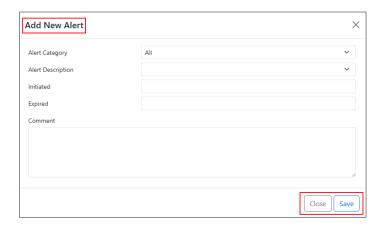


#### 1. Add New Button

- a. Click the **Add New** button and the <u>Add New Alert</u> pop-up form will display.
- b. Select the (i) Alert Category and (ii) Alert Description from the corresponding drop-down fields. Select the (iii) date Initiated and the (iv) date Expired (when appropriate) from the calendar drop-down fields. (v) Type required information about the alert in the Comments textbox.

## c. Close or Save Buttons

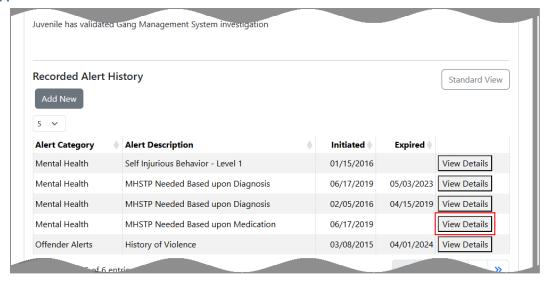
 Select the Close or Save button to perform the stated action and return to the Recorded Alert History table.



## 2. View Details Button

 a. Click the View Details button adjacent to the alert record to be edited or deleted and the <u>Edit Alert</u> pop-up form will display.

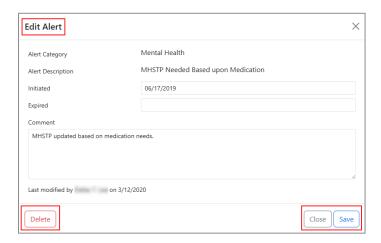
Revised 10/2025 30 | P a g e



b. Select the (i) **Alert Category** and (ii) **Alert Description** from the corresponding drop-down fields. Select the (iii) date **Initiated** and the (iv) date **Expired** (when appropriate) from the calendar drop-down fields. (v) Type required information about the alert in the **Comments** textbox.

#### c. Close or Save Buttons

 Select the Close or Save button to perform the stated action and return to the Recorded Alert History table.



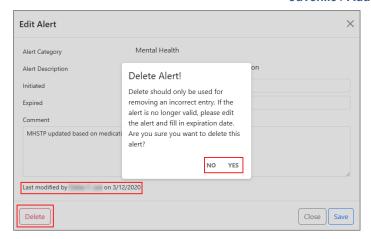
#### d. Delete Button

 (i) Click the **Delete** button and the <u>Delete Alert!</u> confirmation pop-up window will appear. (ii) Click the **Yes** button and the alert will be deleted from the **Juvenile Alerts** table.

## e. Last modified by Notification

 The Last modified by notification will auto-populate with the name of the user who made the most recent modification to the alert record being displayed and the date those changes occurred.

Revised 10/2025 31 | P a g e



- A user with the appropriate privileges can expire an existing alert by editing the Date Expired field.
  - Only the **Date Expired**, **Date Initiated**, and the information in the **Comments** textbox can be edited. The **Date Expired** and **Date Initiated** can ONLY be edited if a **Date Expired** was not previously entered.
- To edit the **Date Initiated** or **Date Expired** for an alert that has already expired, the user must delete the entry and add it again.
- The Date Expired must be after the Date Initiated.
- Information in the **Comments** textbox must be as detailed as possible.
- The **Delete** button should ONLY be used for removing an incorrect alert entry. If the alert is no longer valid, edit the alert and add the **Date Expired**.
- If the juvenile does not have any alerts, DO NOT put in an alert stating the juvenile has no alerts.

## g. Family Drop-down Menu Tab

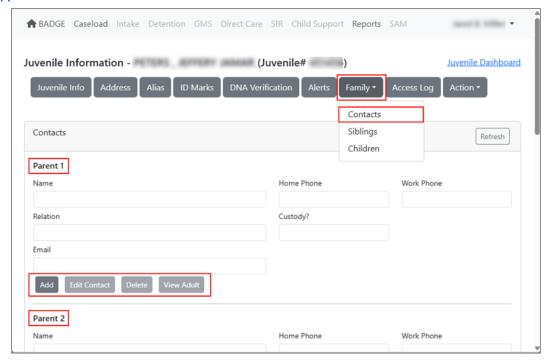
The *Family* tab drop-down menu displays options for reviewing and editing **Contacts**, **Siblings**, and **Children**.



## Contacts Window

The <u>Contacts</u> window contains forms for Parent 1, Parent 2, Guardian, Other 1, and Other 2 contact types. Each contact type contains the following fields: Name, Home Phone, Work Phone, Relation, Custody?, and Email. The <u>Contacts</u> window allows users to view, add, edit or delete a record. (i) Click the Contacts option in the *Family* tab drop-down menu and the <u>Contacts</u> window will display. Use the scroll bar on the right (if necessary) to (ii) scroll to the desired contact type (Parent 1, Parent 2, Guardian, Other 1, and Other 2) to add, edit, delete, or view contact detail.

Revised 10/2025 32 | P a g e



#### 1. Add Button

To add a contact where none exists, click the **Add** button and the **Search Options** drop-down menu and **Add Adult** hyperlink will appear on the <u>Contacts</u> window.

The **Add** button will not be available if a Contacts record already exists.

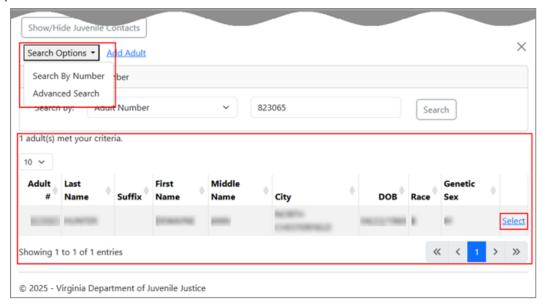


## a. Search Options Drop-down Menu

The **Search Options** drop-down menu allows the user to **Search By Number** or perform an **Advanced Search** to find an adult that already exists in BADGE. See the instructions detailed in the **Search for an Adult section**.

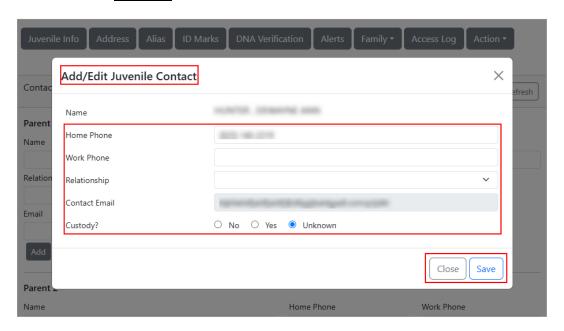
i. (i) Click the Search Options drop-down menu to perform (a) a Search By Number or (b) an Advanced Search following the instructions in the Search for an Adult section. (ii) Use the Select hyperlink to select the desired contact record from the search results and the Add/Edit Juvenile Contact pop-up window will appear. If no search results are returned (a) modify the search criteria and perform the search again or (b) add a new adult (see the Add Adult Hyperlink section below).

Revised 10/2025 33 | P a g e



## 1. Add/Edit Juvenile Contact Pop-up Window

- a. Type or edit the information in the (i) **Home Phone**, (ii) **Work Phone**, and (iii) **Contact Email** fields. (iv) Select the **Relationship** from the drop-down menu and (v) select the appropriate radio button (**Unknown**, **Yes**, or **No**) for **Custody?**.
- b. Select the **Close** or **Save** button to perform the stated action and return to the *Contacts* window.



If the **Guardian** contact is assigned custody by DSS, click to place a check mark in the **Is DSS?** checkbox. This field is only applicable to the **Guardian** contact.

Revised 10/2025 34 | P a g e

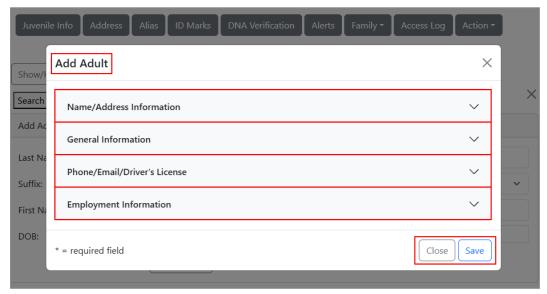


## b. Add Adult Hyperlink

The **Add Adult** hyperlink allows the user to add an adult that does not exist in BADGE. Click the **Add Adult** hyperlink and the **Add Adult** form will appear in the <u>Contacts</u> window.

- i. Type the (i) Last Name (Required) and (ii) First Name (Required) into the corresponding fields. Select the (iii) Suffix from the drop-down field (if applicable) and (iv) select the DOB from the calendar drop-down field.
- ii. Click the Add button to add the record and the <u>Add Adult</u> pop-up window will appear. The pop-up window contains the Name/Address Information, General Information, Phone/Email/Driver's License, and Employment Information expandable forms. The Name/Address Information form will be expanded by default.





Revised 10/2025 35 | P a g e

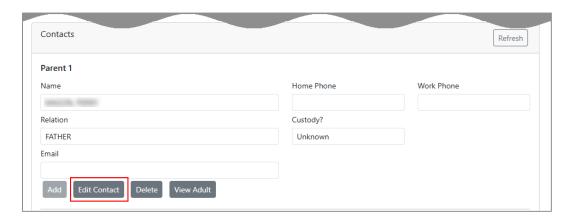
- 1. Follow the instructions detailed in the <u>Adult Info</u> tab section's, <u>Edit Adult</u> button section to add adult information for each of the following expandable forms:
  - a. Name/Address Information Expandable form.
  - b. General Information Expandable form.
  - c. Phone/Email/Driver's License Expandable form.
  - d. Employment Information Expandable form.
- After completion of the expandable forms in the <u>Add Adult</u> pop-up window, select the Close or Save button to perform the stated action and return to the <u>Contacts</u> window. If the record was successfully saved, the <u>Add Adult</u> form on the <u>Contacts</u> window will display an "Adult added successfully!" statement.
  - a. Click the **Click Here to Select Adult** button and the <u>Add/Edit Juvenile Contact</u> pop-up window will appear.
    - i. On the <u>Add/Edit Juvenile Contact</u> pop-up window make any changes required to the (i) **Home Phone**, (ii) **Work Phone**, and (iii) **Contact Email** fields. If not previously selected, select the required (iv) **Relationship** using the dropdown menu field, and select the appropriate (vi) **Custody?** radio button (**Unknown**, **Yes**, or **No**).
    - ii. If no changes are required or when changes to the <u>Add/Edit Juvenile Contact</u> pop-up window are complete, select the **Close** or **Save** button to perform the stated action and return to the <u>Contacts</u> window.



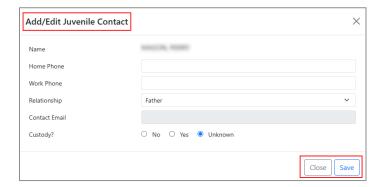


Revised 10/2025 36 | P a g e

#### 2. Edit Contact Button

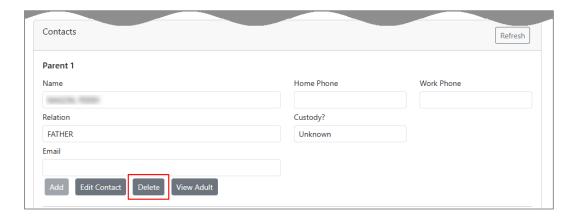


- a. Click the **Edit Contact** button and the <u>Add/Edit Juvenile Contact</u> pop-up window will appear.
  - i. On the <u>Add/Edit Juvenile Contact</u> pop-up window make any changes required to the (i) Home Phone, (ii) Work Phone, and (iii) Contact Email fields. If not previously selected, select the required (iv) Relationship using the drop-down menu field, and select the appropriate (v) Custody? radio button (Unknown, Yes, or No).
- b. If no changes are required or when changes to the <u>Add/Edit Juvenile Contact</u> pop-up window is complete, select the **Close** or **Save** button to perform the stated action and return to the *Contacts* window.



The <u>Add/Edit Juvenile Contact</u> pop-up window allows only limited edits to a juvenile contact. If edits are required to an adult's **Name/Address Information**, **General Information**, **Phone/Email/Driver's License**, and **Employment Information** data see the detailed instructions in the <u>Adult Information</u> window, <u>Adult Info tab</u>, <u>Edit Adult</u> button section.

#### 3. Delete Button



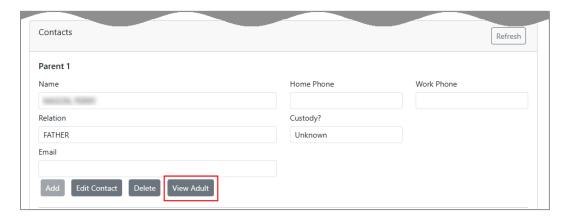
Revised 10/2025 37 | P a g e

a. (i) Click the **Delete** button adjacent to the contact type to be deleted and the <u>Delete Contact!</u> confirmation pop-up window will appear. (ii) Click the **Yes** button and the selected contact will be removed from the juvenile's *Contact* window.



While a contact can be deleted, i.e., removed from a juvenile's record, the adult record will remain in BADGE.

## 4. View Adult Button



- a. Click the **View Adult** button and the <u>Adult Information</u> window will display within the <u>Juvenile</u> <u>Information</u> window. The tabs, at the top of the <u>Adult Information</u> window, allow the user to access the following adult information detail: <u>Adult Info</u> and <u>Associated Juveniles</u>.
  - i. The Adult Info tab is displayed by default and contains three read-only expandable forms: Name/Address/General Information, Adult's Driver's License/Phone/Email, and Employment Information. The Name/Address/General Information form will be expanded by default.

Revised 10/2025 38 | P a g e



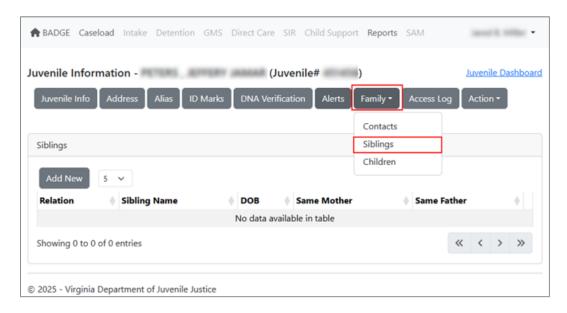
ii. The Associated Juveniles tab displays a read-only **Juveniles Associated with Adult** table with the following data: Relation, Full Name, Juvenile #, DOB, and Address.



b. Go to the <u>Adult Information Window</u> section, below, for detail navigating the <u>Adult Information</u> window.

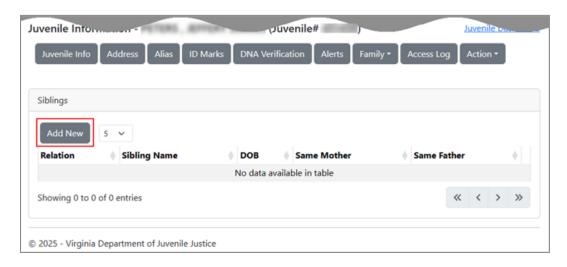
## ii. Siblings Window

The <u>Siblings</u> window displays the **Siblings** table containing the <u>Relation</u>, <u>Sibling Name</u>, <u>DOB</u>, <u>Same Mother</u>, and <u>Same Father</u> information for each sibling record. The <u>Siblings</u> window allows users to add, view, edit or delete a record.



1. Add New Button

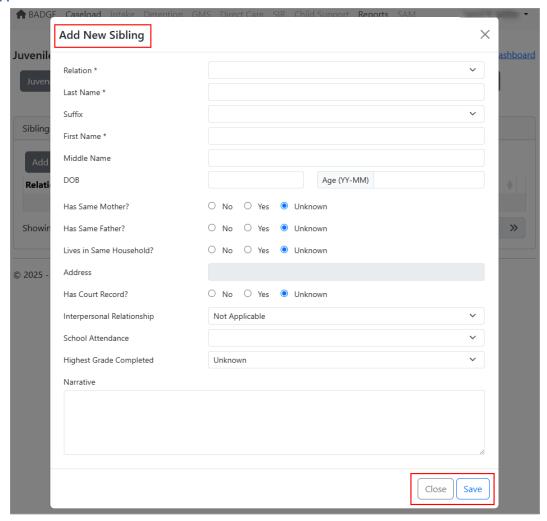
Revised 10/2025 39 | P a g e



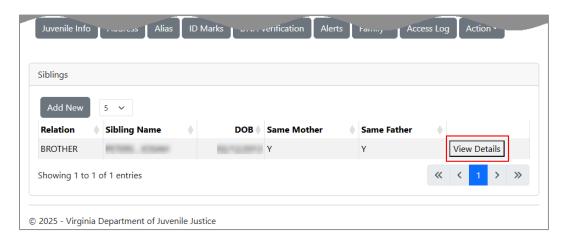
- a. Click the **Add New** button and the *Add New Sibling* pop-up form will display.
- b. Add New Sibling Pop-up Form
  - Select the (i) **Relation** type from the drop-down field. Type the sibling's (ii) **Last Name**, (iii) **First Name**, and (iv) **Middle Name**. (v) Select the **Suffix** from the drop-down field. (vi) Enter the **DOB** using the calendar drop-down field and the **Age (MM/YY)** field will auto-populate.
  - ii. (i) Click the appropriate (Unknown, No, or Yes) corresponding radio button for Has Same Mother?, Has Same Father?, Lives in Same Household?, and Has Court Record?.
    - 1. If **No** is selected for **Lives in Same Household?**, type the sibling's **Address** into the corresponding field.
  - iii. Select the (i) Interpersonal Relationship, (ii) School Attendance, and (iii) Highest Grade Completed from the corresponding drop-down fields.
  - iv. Enter any relevant information about the sibling into the Narrative textbox.
  - v. Close or Save Buttons
    - 1. Click the **Close** or **Save** button to perform the stated action and return to the <u>Siblings</u> window.

Information in the **Narrative** textbox must be as detailed as possible.

Revised 10/2025 40 | P a g e



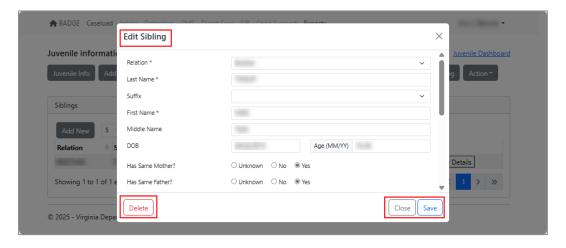
2. View Details Button (Edit and Delete)



- a. Click the **View Details** button and the <u>Edit Sibling</u> pop-up form will display.
- b. Edit Sibling Pop-up Form
  - i. Edit the fields in *Edit Sibling* pop-up form as required following the instructions detailed in the *Add New Sibling* pop-up form immediately above.
  - ii. Close or Save Buttons
    - 1. Click the **Close** or **Save** button to perform the stated action and return to the <u>Siblings</u> window.
  - iii. Delete Button

Revised 10/2025 41 | P a g e

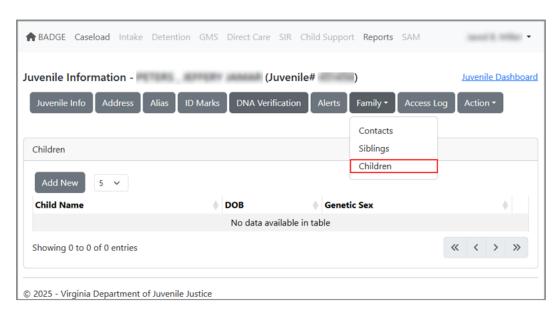
1. To delete, in lieu of editing and saving the sibling record, (i) click the **Delete** button and the <u>Delete Sibling!</u> confirmation pop-up window will appear. (ii) Click the **Yes** button and the record will be deleted from the **Siblings** table.





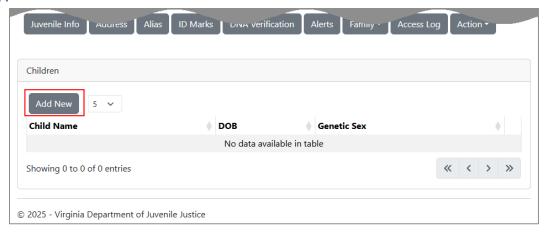
## iii. Children Window

The <u>Children</u> window displays the **Children** table containing the <u>Child Name</u>, <u>DOB</u>, and <u>Genetic Sex</u> information for each child record. The <u>Children</u> window allows users to add, view, edit or delete a record.



#### 1. Add New Button

Revised 10/2025 42 | P a g e



- a. Click the **Add New** button and the <u>Add New Child</u> pop-up form will display.
- b. Add New Child Pop-up Form
  - i. Type the child's (ii) **Last Name**, (iii) **First Name**, and (iv) **Middle Name**. (v) Select the **Suffix** from the drop-down field. (vi) Enter the **DOB** using the calendar drop-down field and the **Age (MM/YY)** field will auto-populate.
  - ii. (i) Click the appropriate (Male or Female) corresponding radio button for Genetic Sex.
  - iii. Enter any relevant information about the child into the Narrative textbox.
  - iv. Close or Save Buttons
    - Click the Close or Save button to perform the stated action and return to the <u>Children</u> window.
- Information in the **Narrative** textbox must be as detailed as possible.

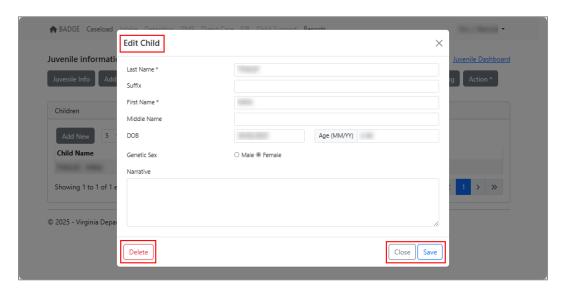


2. View Details Button (Edit and Delete)

Revised 10/2025 43 | P a g e



- a. Click the **View Details** button and the *Edit Child* pop-up form will display.
- b. Edit Child Pop-up Form
  - Edit the fields in <u>Edit Child</u> pop-up form as required following the instructions detailed in the <u>Add New Child</u> pop-up form immediately above.
  - ii. Close or Save Buttons
    - Click the Close or Save button to perform the stated action and return to the <u>Children</u> window.
  - iii. Delete Button
    - To delete the child record, (i) click the **Delete** button and the <u>Delete Child!</u>
      confirmation pop-up window will appear. (ii) Click the **Yes** button and the record will
      be deleted from the **Children** table.



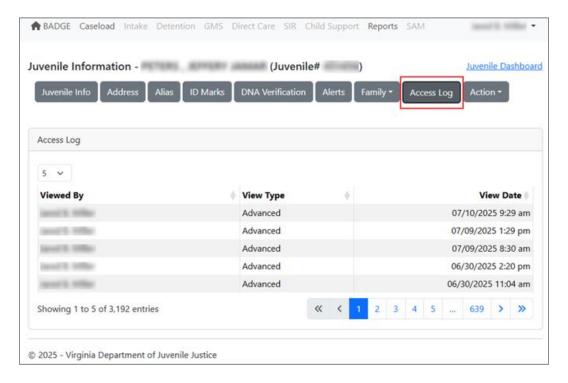


Use the **Delete** button to remove a child ONLY if the information is entered in error.

Revised 10/2025 44 | P a g e

## h. Access Log Tab

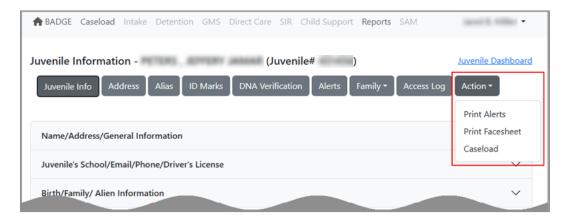
The *Access Log* tab displays read-only information in the **Access Log** table. The table displays <u>Viewed</u> by, View Type, and View Date.



When a user accesses a juvenile's record in BADGE a log entry is automatically created in the Access Log tab.

## i. Action Drop-down Menu Tab

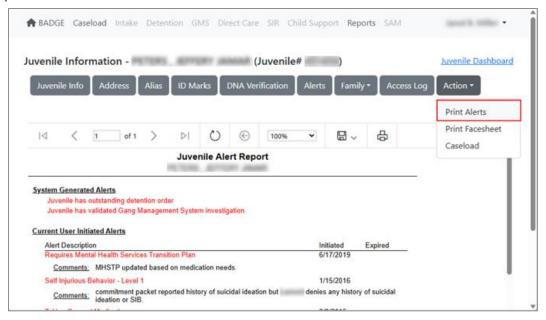
The *Action* drop-down menu tab allows the user to **Print Alerts**, **Print Facesheet**, and access the juvenile's *Caseload Details* window via the **Caseload** option.



## i. Print Alerts

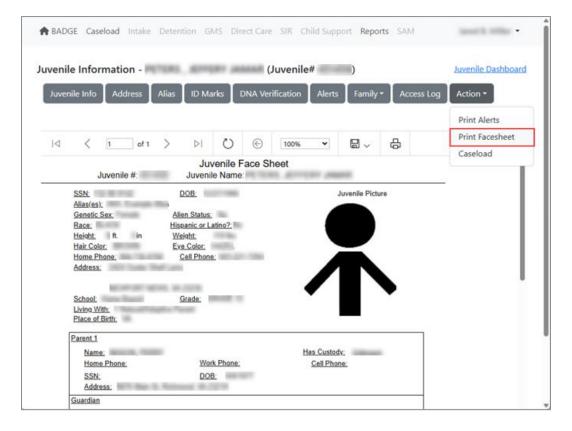
- 1. Click the **Print Alerts** option and the *Juvenile Alert Report* will display.
  - a. The Juvenile Alert Report contains <u>Juvenile Name</u>, <u>System Generated Alerts</u>, <u>Current User Initiated Alerts</u>, and <u>Historical User Initiated Alerts</u> information for any existing juvenile records.
    - i. The <u>Current User Initiated Alerts</u> and <u>Historical User Initiated Alerts</u> sections contain <u>Alert Description</u>, date <u>Initiated</u>, date <u>Expired</u>, and <u>Comments</u> for any existing records.

Revised 10/2025 45 | P a g e



## ii. Print Facesheet

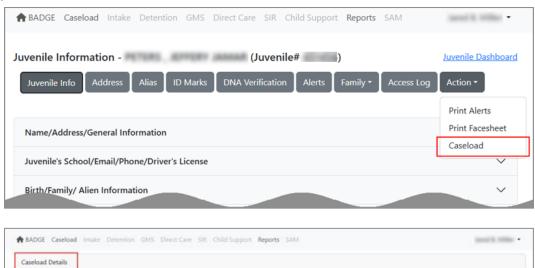
- 1. Click the **Print Facesheet** option and the *Juvenile Face Sheet* report will display.
  - a. The *Juvenile Face Sheet* report contains the juvenile's demographic, contact (parent/guardian), current status, case worker(s), sibling(s), and identifying marks information.

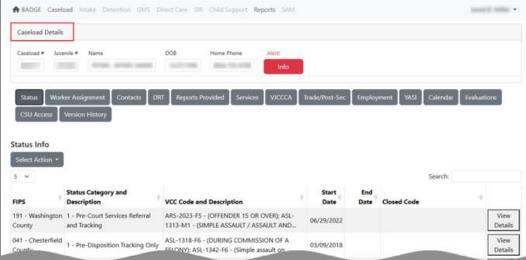


## iii. Caseload

1. Click the **Caseload** option and the <u>Caseload Details</u> window will display. The <u>Caseload Details</u> window displays the juvenile's complete caseload information.

Revised 10/2025 46 | P a g e

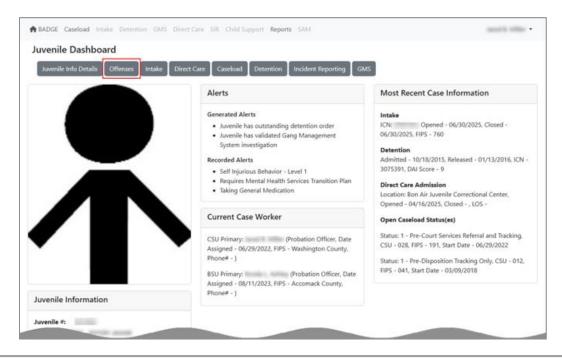




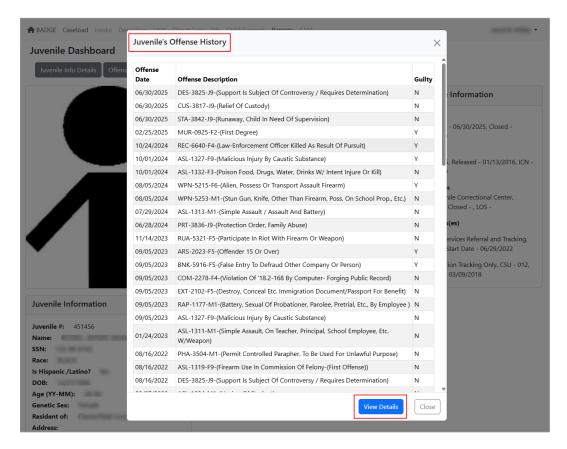
Refer to the Caseload Manual for instructions on how to navigate the Caseload Details screen in the BADGE web application.

## 2. Offenses Tab

Click the **Offenses** tab on the <u>Juvenile Dashboard</u> to display the <u>Juvenile's Offense History</u> pop-up window. The juvenile's **Offense History** table displays the juvenile's <u>Offense Date</u>, <u>Offense Description</u>, and <u>Guilty</u> adjudication information columns for any existing records.



Revised 10/2025 47 | P a g e



Data cannot be edited in the Juvenile's Offense History pop-up window.

## a. View Details Button

Click the View Details button and the <u>Intake Offense History for</u> window will display. The <u>Intake Offense History for</u> window displays the juvenile's offense history. Edits to the offense history can be made from this window.

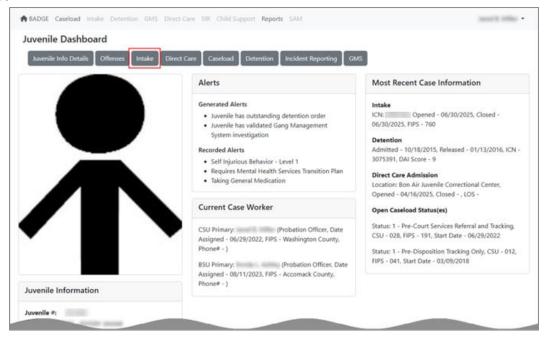


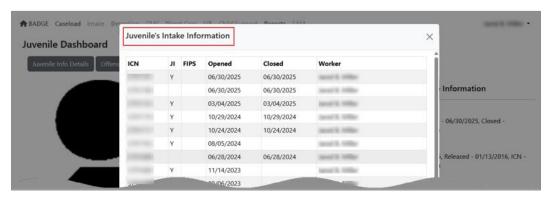
Refer to the Offense History Manual for instructions on how to navigate the Intake Offense History for screen in the BADGE web application.

## 3. Intake Tab

Click the **Intake** tab on the <u>Juvenile Dashboard</u> to display the <u>Juvenile's Intake Information</u> pop-up window. For any existing records, the **Juvenile's Intake Information** table displays the juvenile's <u>ICN</u>, <u>JI</u>, <u>FIPS</u>, intake <u>Opened</u> and <u>Closed</u> dates, and the <u>Worker</u> name that created the intake record.

Revised 10/2025 48 | P a g e



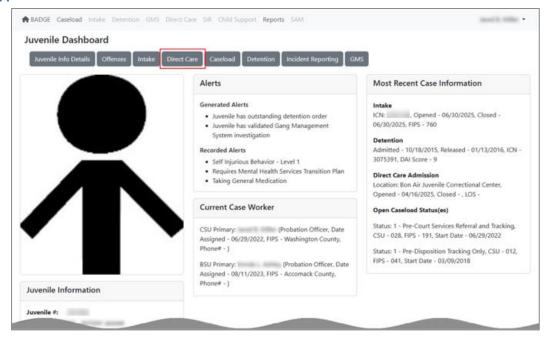


- Data cannot be edited in the **Juvenile's Intake Information** pop-up window.
- Refer to the CSU Intake Module User Manual for instructions on how to navigate the Intake History screen in the BADGE Windows application.

#### 4. Direct Care Tab

Click the **Direct Care** tab on the <u>Juvenile Dashboard</u> to display the <u>Juvenile's Direct Care Admissions</u> popup window. The **Juvenile's Direct Care Admissions** table displays the juvenile's <u>DC Number</u>, <u>Admission Date</u>, <u>Release Date</u>, and <u>Release Info</u> information for any existing records.

Revised 10/2025 49 | P a g e



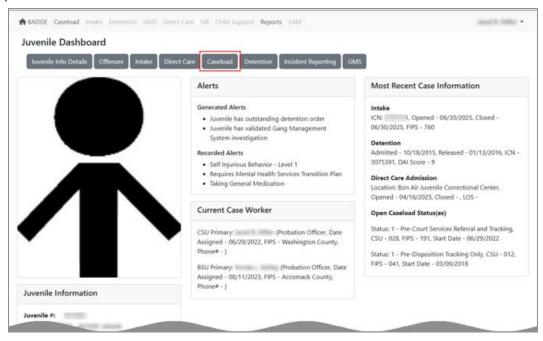


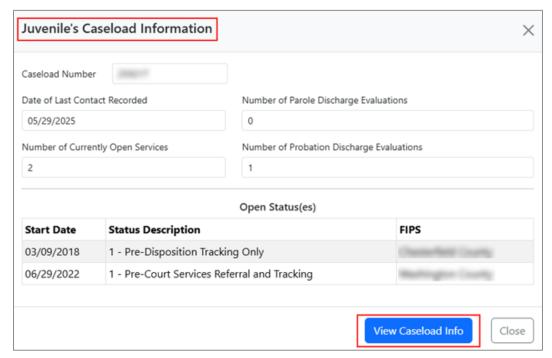
- Data cannot be edited in the juvenile's **Direct Care Admissions** pop-up window.
- Refer to the <u>Direct Care Module User Manual</u> for instructions on how to navigate the <u>DC Admission History</u> screen in the BADGE Windows application.

#### 5. Caseload Tab

Click the **Caseload** tab on the <u>Juvenile Dashboard</u> to display the <u>Juvenile's Caseload Information</u> pop-up window. The **Juvenile's Caseload Information** pop-up window displays the juvenile's **Caseload Number**, **Date of Last Contact Recorded**, **Number of Currently Open Services**, **Number of Parole Discharge Evaluations**, **Number of Probation Discharge Evaluations**, and the **Open Status(es)** table that contains <u>Start Date</u>, <u>Status Description</u>, and <u>FIPS</u> columns for any existing records.

**50** | P a g e



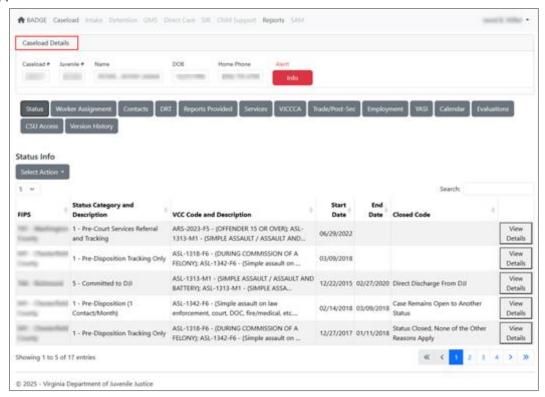


Data cannot be edited in the Juvenile's Caseload Information pop-up window.

## b. View Caseload Info Button

i. Click the **View Caseload Info** button and the <u>Caseload Details</u> window will display. The <u>Caseload Details</u> window displays the juvenile's complete caseload information.

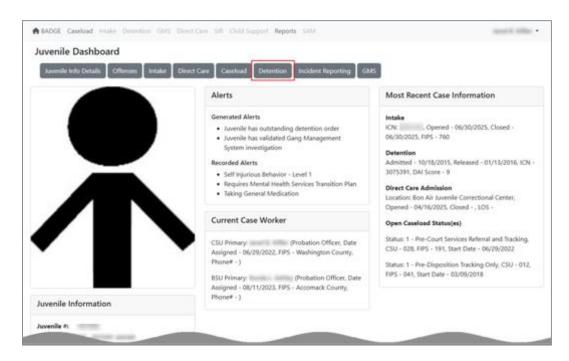
Revised 10/2025 51 | P a g e



Refer to the Caseload Manual for instructions on how to navigate the Caseload Details screen in the BADGE web application.

## 6. Detention Tab

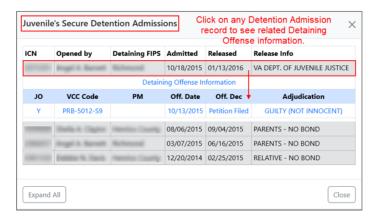
Click the **Detention** tab on the <u>Juvenile Dashboard</u> to display the <u>Juvenile's Secure Detention Admission</u> pop-up window. The **Juvenile's Secure Detention Admission** table displays the juvenile's <u>ICN</u>, <u>Opened By</u>, <u>Detaining FIPS</u>, date <u>Admitted</u>, date <u>Released</u>, and <u>Release Info</u> information for each existing admission record.



Revised 10/2025 52 | P a g e



- a. Click an existing record in the **Juvenile's Secure Detention Admission** table to expand the table and display the **Detaining Offense Information** sub-table associated with the selected detention admission record. Each **Detaining Offense Information** record in the sub-table contains <u>JO</u>, <u>VCC Code</u>, <u>PM</u>, <u>Offense Date</u>, <u>Off. Dec</u>, and <u>Adjudication</u> information.
  - i. The most current detention admission record will be expanded by default and display the detaining offense information when the *Juvenile's Secure Detention Admission* pop-up window initially opens.



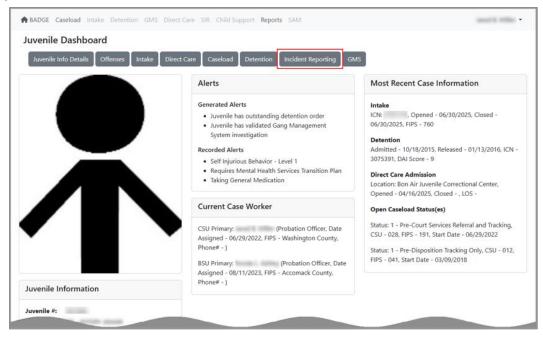
## b. Expand All / Collapse All Buttons

- Click the Expand All button to view all Detaining Offense Information records below every existing Juvenile's Secure Detention Admission record.
- ii. Click the **Collapse All** button to view only **Juvenile's Secure Detention Admission** records and hide all **Detaining Offense Information** records.
- Data cannot be edited in the **Juvenile's Secure Detention Admission** table on the <u>Juvenile's Secure Detention Admission</u> pop-up window.
- Refer to the <u>Detention Module Manual</u> for instructions on how to navigate the <u>Detention Admission</u> screen in the BADGE Windows application.

## 7. Incident Reporting Tab

Click the **Incident Reporting** tab on the <u>Juvenile Dashboard</u> to display the <u>Incident(s) Juvenile Was Involved</u> pop-up window. The **Incident(s) Juvenile Was Involved** table displays the <u>IR ID</u>, <u>Facility</u>, <u>Incident</u>, and <u>Incident Type(s)</u> information.

Revised 10/2025 53 | P a g e



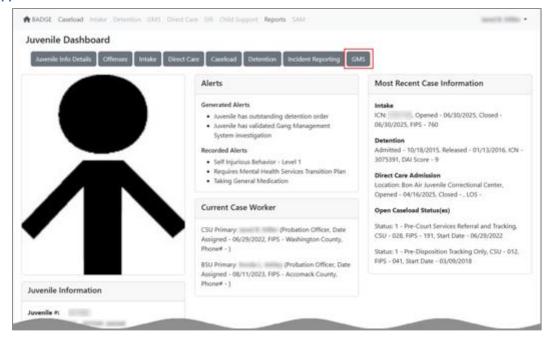


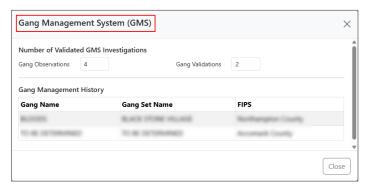
- Data cannot be edited in the Incident(s) Juvenile Was Involved pop-up window.
- Refer to the <u>Incident Reporting Module Manual</u> for instructions on how to navigate the <u>Incident Reporting</u> screen in the BADGE Windows application.

#### 8. GMS Tab

Click the **GMS** tab on the <u>Juvenile Dashboard</u> to display the <u>Gang Management System (GMS)</u> pop-up window. The <u>Gang Management System (GMS)</u> pop-up window displays the **Number of Validated GMS Investigations** by **Gang Observations** and **Gang Validations**, and the **Gang Membership History** table that contains <u>Gang Name</u>, <u>Gang Set Name</u>, and <u>FIPS</u>.

Revised 10/2025 54 | P a g e

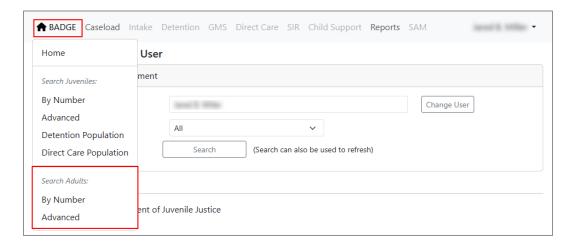




Data cannot be edited in the Gang Management System (GMS) pop-up window.

## Search for an Adult

On the <u>BADGE</u> application menu bar click the **BADGE** menu to access the following **SEARCH ADULTS** options: **By Number** and **Advanced**.



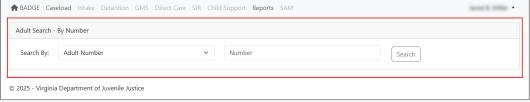
Revised 10/2025 55 | P a g e

SEARCH JUVENILES Options	Option Summary
By Number	This menu option allows a user to search for a juvenile record by <b>Adult Number</b> or <b>Caseload Number</b> .
Advanced	This menu option allows a user to search for a juvenile record by Last Name, Suffix, First Name, Date of Birth, Genetic Sex, SSN, Street Address, City, ZIP Code, and Phone. The user can also limit searches to LEOs, LEO badge numbers, professionals, and adults with an open workload.

## 1. Adult Search - By Number

a. Click the **By Number** option from the **BADGE** menu **Search Adults** section and the <u>Adult Search – By Number</u> window will appear.



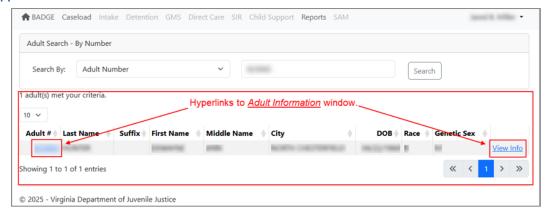


## i. Search by: Adult Number

- 1. (i) Select **Adult Number** from the **Search By** drop-down menu, (ii) enter the adult number in the **Number** field, (iii) click the **Search** button and the record will be displayed, if found.
- 2. To open the Adult Information window, click either the Adult # or View Info hyperlink.

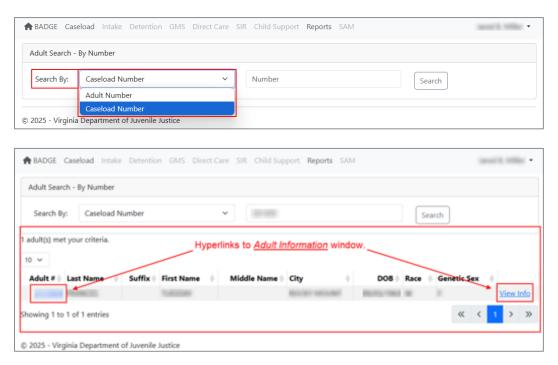


Revised 10/2025 56 | P a g e



## ii. Search by: Caseload Number

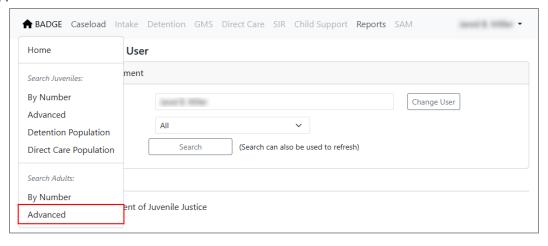
- (i) Select Caseload Number from the Search By drop-down menu, (ii) enter the caseload number in the Number field, (iii) click the Search button and the record will be displayed, if found.
- 2. To open the **Adult Information** window, click either the **Adult #** or **View Info** hyperlink.



#### 2. Adult Search - Advanced

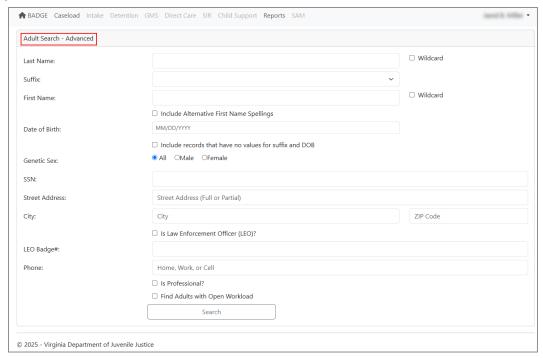
a. Click the **Advanced** option from the **BADGE** menu **Search Adults** section and the <u>Adult Search - Advanced</u> window will appear.

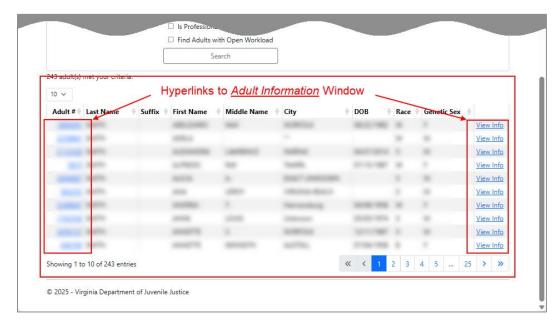
Revised 10/2025 57 | P a g e



- On the <u>Adult Search Advanced</u> window type the Last Name.
  - 1. Click the **Wildcard** checkbox and the search will match any character or sequence of characters that are in the **Last Name** field.
- ii. Select a name suffix from the **Suffix** drop-down menu, if necessary.
- iii. Type the **First Name**.
  - 1. Click the **Wildcard** checkbox and the search will match any character or sequence of characters that are in the **First Name** field.
  - If the user is unsure of the exact spelling of the First Name, click the Include Alternative First Name Spellings checkbox.
- iv. Search using the adult's Date of Birth by clicking the calendar drop-down field.
- v. To search for an adult using **Genetic Sex**, select the corresponding **All**, **Male**, or **Female** radio button, **All** is selected by default.
- vi. Search using the adult's full or partial address by typing it into the **Address: Street Address (Full or Partial)** field.
- vii. Search using the adult's **City** by typing the appropriate information in the (i) **City** and (ii) **ZIP Code** fields
- viii. If searching for a law enforcement officer, (i) click the checkbox next to the **Is Law Enforcement Officer (LEO)?** option and (ii) type the **LEO Badge #** in the corresponding field if known.
- ix. Search using the adult's **Phone** number by typing it into the **Home**, **Work**, **or Cell** field.
- x. If a petition has been filed for an adult in their professional capacity (e.g., DSS, school officials, LEOs), click the **Is Professional?** checkbox.
- xi. To include adults with open workloads in the search results, click the **Find Adults with Open Workload** checkbox.
- xii. Click the **Search** button and any records matching the criteria entered will appear at the bottom of the *Adult Search Advanced* window.
- xiii. To open the Adult Information window, click either the Adult # or View Info hyperlink.

Revised 10/2025 58 | P a g e





## **Adult Information Window**

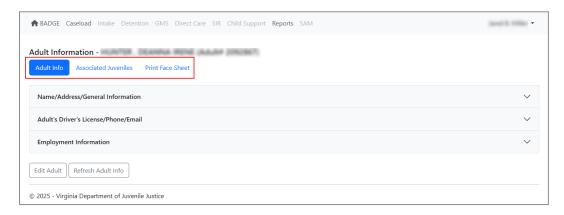
Once the user has successfully completed an adult search and clicks the **Adult #** or **View Info** hyperlink, the <u>Adult Information</u> window will display.

The tabs, at the top of the <u>Adult Information</u> window, allow the user to access the following adult information details: <u>Adult Info</u>, <u>Associated Juveniles</u>, and <u>Print Face Sheet</u>.

Adult Information Window Tabs	Tab Summary	
Adult Info	The Adult Info tab contains the Name/Address/General Information, Adult's Driver's License/Phone/Email, and Employment Information expandable forms.	
Associated Juveniles	The <b>Associated Juveniles</b> tab displays the <b>Juveniles Associated with Adult</b> table. The table displays the juvenile's <u>Relation</u> (to the adult), <u>Full Name</u> , <u>Juvenile #, DOB</u> , and <u>Address</u> .	

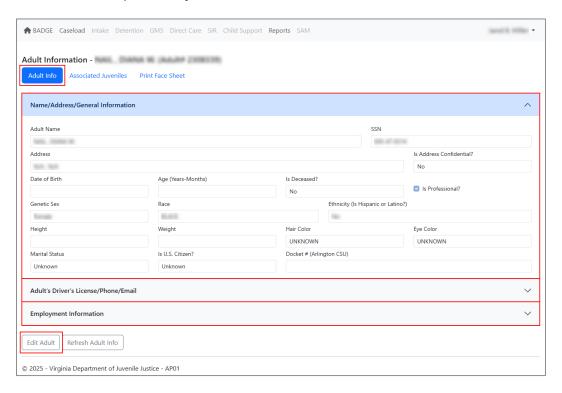
Revised 10/2025 59 | P a g e

Adult Information Window Tabs	Tab Summary
Print Face Sheet	The <b>Print Face Sheet</b> tab generates a printable <b>Adult Face Sheet</b> containing the adult's demographic information and case workers, if appropriate.



## 1. Adult Info Tab

The Adult Info tab contains three read-only expandable forms: Name/Address/General Information, Adult's Driver's License/Phone/Email, and Employment Information. The Name/Address/General Information form will be expanded by default.

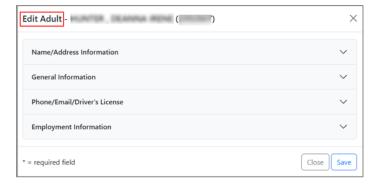


The specific data elements contained in the three read-only expandable forms are detailed in the Edit Button section below.

#### a. Edit Adult Button

Click the **Edit Adult** button on the bottom of the *Adult Info* tab and the <u>Edit Adult</u> pop-up window will appear. The pop-up window contains the **Name/Address Information**, **General Information**, **Phone/Email/Driver's License**, and **Employment Information** expandable forms. The **Name/Address Information** form will be expanded by default.

Revised 10/2025 60 | P a g e



## Name/Address Information Expandable Form

- 1. If not expanded, click the **Name/Address Information** form header to expand the form. The **Name/Address Information** form contains the **Adult Name** and **Address** sections.
  - a. Adult Name Section
    - Enter or edit the (i) Last Name, select the (ii) Suffix from the drop-down field (if applicable), type the (iii) First Name and (iv) Middle Name, select the appropriate (v) Genetic Sex radio button.
    - ii. (i) Select the appropriate Is Deceased? radio button (No, Yes, or Unknown). If deceased, (ii) select the Approx. Date Deceased from the calendar drop-down field.
    - iii. Place a checkmark in the **Is Professional?** checkbox if the adult is associated with the juvenile in their professional capacity (e.g., DSS, school officials, LEOs).

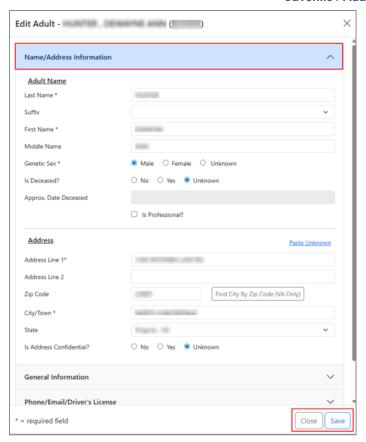
## b. Address Section

- i. Enter or edit the (i) Address Line 1, (ii) Address Line 2, and (iii) Zip Code in the corresponding fields.
  - 1. For zip codes located in Virginia, click the **Find City by Zip Code (VA Only)** button and the **City/Town** and **State** fields will auto-populate.
  - 2. For non-Virginia zip codes enter the (i) **City/Town** and (ii) **State** in the corresponding fields manually.
- ii. Click the **Paste Unknown** button to autofill "Unknown" into the **Address Line 1**, **City/Town**, and **State** fields.
- iii. Select the appropriate **Is Address Confidential?** radio button.

## 2. Expand Next Form, Close, or Save Buttons

a. Click the next desired form header to expand the next form or select the **Close** or **Save** button to perform the stated action and return to the *Adult Info* tab.

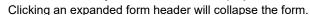
Revised 10/2025 61 | P a g e





If the Is Deceased? checkbox is selected the Address and City/Town fields will auto-populate with "Deceased".

After selecting the **Is Professional?** checkbox, the **Address** section will become unavailable and the user will be required to enter all mandatory information in the *Employment Information* expandable form prior to saving the record.



If the user attempts to close the <u>Edit Adult</u> pop-up window without saving changes, an <u>Unsaved Data!</u> confirmation pop-up window will require the user to confirm the request.

## ii. General Information Expandable Form

1. If not expanded, click the **General Information** form header to expand the form. The **General Information** form contains the **Adult Information** section.

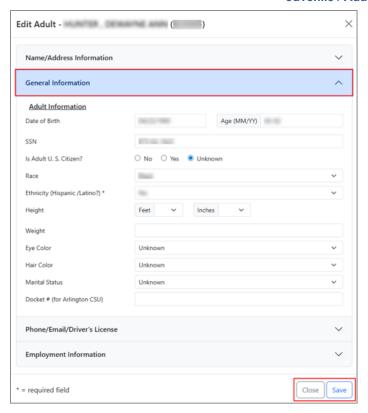
#### a. Adult Information Section

i. (i) Type the adult's **Date of Birth** in the corresponding field and the **Age (MM/YY)** field will auto-populate. (ii) Type the Social Security Number in the **SSN** field. (iii) Select the appropriate radio button for **Is Adult U.S. Citizen?**. Select the (iv) **Race**, (v) **Ethnicity (Hispanic/Latino?)**, and (vi) **Height** (**feet** and **inches**) from the corresponding dropdown fields. Enter the adult's (vii) **Weight** in pounds. Select (viii) **Eye Color**, (ix) **Hair Color**, and (x) **Marital Status** from the corresponding drop-down fields. Enter the (xi) **Docket # (for Arlington CSU)** if required.

#### 2. Expand Next Form, Close, or Save Buttons

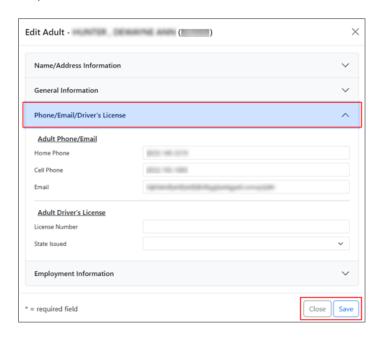
a. Click the next desired form header to expand the next form or select the **Close** or **Save** button to perform the stated action and return to the *Adult Info* tab.

Revised 10/2025 62 | P a g e



## iii. Phone/Email/Driver's License Expandable Form

- If not expanded, click the Phone/Email/Driver's License form header to expand the form. The Phone/Email/Driver's License form contains the Adult Phone/Email and Adult Driver's License sections.
  - a. Adult Phone/Email
    - . Type in the adult's (i) Home Phone, (ii) Cell Phone, and (iii) E-mail, if applicable.
  - b. Adult Driver's License Section
    - Enter the (i) Driver's Lic. # and select the issuing state from the (ii) State Issued Driver's License drop-down field.
- 2. Expand Next Form, Close, or Save Buttons
  - i. Click the next desired form header to expand the next form or select the **Close** or **Save** button to perform the stated action and return to the *Adult Info* tab.



Revised 10/2025 63 | P a g e

## iv. Employment Information Expandable Form

 If not expanded, click the Employment Information form header to expand the form. The Employment Information form contains the Adult Employment Information and Employer Address/ Phone Number sections.

## a. Adult Employment Section

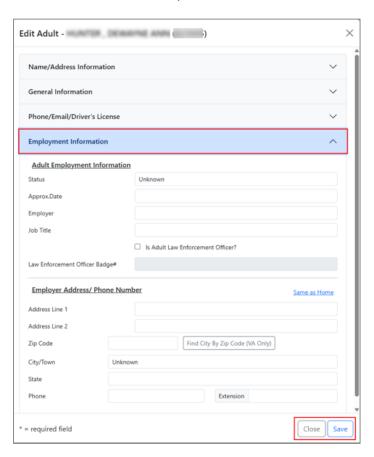
- i. Select the adult's employment (i) **Status** from the drop-down field and (ii) **Approx.Date** using the calendar drop-down field.
- ii. Enter or edit the (i) **Employer** name and (ii) **Job Title**. If the adult is a law enforcement officer (iii) check the **Is Adult Law Enforcement Officer?** checkbox and (iv) input the **Law Enforcement Officer Badge#** in the textbox.

## b. Employer Address/ Phone Number Section

- i. Enter or edit the (i) **Address Line 1**, (ii) **Address Line 2**, and (iii) **Zip code** in the corresponding fields.
  - 1. For zip codes located in Virginia, click the **Find City by Zip Code (VA Only)** button and the **City/Town** and **State** fields will auto-populate.
  - 2. For non-Virginia zip codes enter the (i) **City/Town** and (ii) **State** in the corresponding fields manually.
  - 3. If the employer address is the same as the recorded home address, click the **Same** as **Home** button to auto-populate the address fields.
- ii. Enter the employer phone number in the (i) **Phone** field and any (ii) **Extension** in the corresponding field.

#### 2. Close or Save Buttons

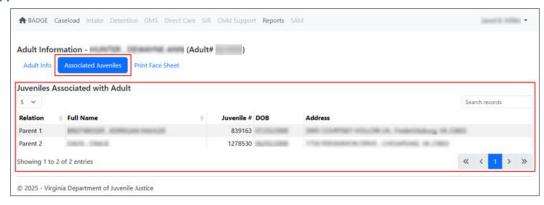
a. Select the Close or Save button to perform the stated action and return to the Adult Info tab.



## 2. Associated Juveniles Tab

a. The Associated Juveniles tab displays the Juveniles Associated with Adult read-only table. The Juveniles Associated with Adult table displays the juvenile's <u>Relation</u>, <u>Full Name</u>, <u>Juvenile #</u>, and <u>Address</u>, if available.

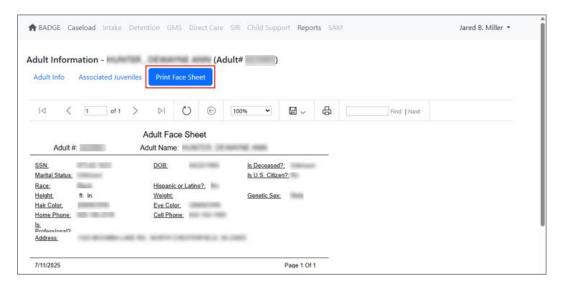
Revised 10/2025 64 | P a g e



The information in the **Juveniles Associated with Adult** table can only be edited by changing the adult information in the juvenile's <u>Contacts</u> window on the <u>Juvenile Information</u> window.

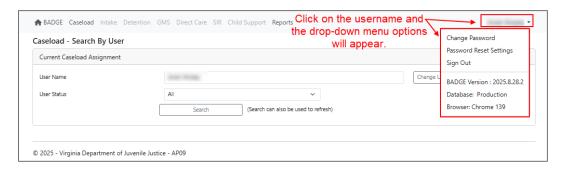
#### 3. Print Face Sheet Tab

- Click the Print Face Sheet tab and the Adult Face Sheet report will display.
  - i. The **Adult Face Sheet** displays <u>Adult #, Adult Name, SSN, DOB, Is Deceased?</u>, <u>Marital Status, Is U.S. Citizen?</u>, <u>Race, Hispanic or Latino?</u>, <u>Height, Weight, Genetic Sex, Hair Color, Eye Color, Home Phone</u>, <u>Cell Phone</u>, <u>Is Professional?</u>, and <u>Address</u> for the adult.
  - ii. If the adult has a **caseload number** the following **Adult's Case Workers** information will also display: <u>FIPS</u>, <u>Worker Type</u>, <u>Phone</u>, and case worker <u>Name</u>.



## **User Drop-Down Menu**

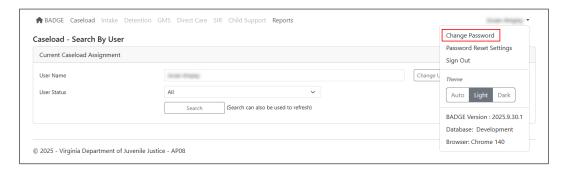
The **User Drop-Down Menu** provides options that allow the user to manage password settings and sign out of the web application. The options available are **Change Password**, **Password Reset Settings**, and **Sign Out**. The drop-down menu also displays the **BADGE Version**, **Database**, and **Browser** information.



## Change Password

Revised 10/2025 65 | P a g e

a. (i) Click on the **User Drop-Down Menu** in the top right corner of the BADGE web app window. (ii) Select the **Change Password** option and the **Change your password** window will appear.



i. Enter the (i) **Current Password** and the desired (ii) **New Password** into the corresponding text fields to the right. (iii) Re-enter the new password in the **Confirm New Password** text field. (iv) Click the **Reset Password** button to submit password changes.



- Click the Show/Hide Toggle to show or hide the characters entered.
  - Passwords must meet the following criteria:
    - o Minimum of 14 characters
    - At least one upper case letter
    - At least one lower case letter
    - At least one numerical character
    - At least one special character that is not a comma (,) or semi-colon (;)

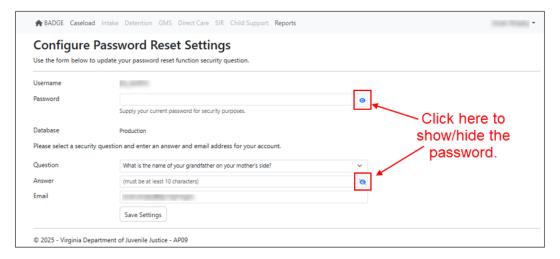
## 2. Password Reset Settings

a. (i) Click on the User Drop-Down Menu in the top right corner of the BADGE web app window. (ii) Select the Password Reset Settings and the Configure Password Reset Settings window will appear.



- i. Enter the (i) **Password** into the corresponding text fields to the right. (iii) Select a security question from the **Question** drop-down menu. Enter the (iv) **Answer** to the selected security question using a minimum of ten characters in the corresponding text field to the right.
- ii. Click the **Save Settings** button to save the information entered.

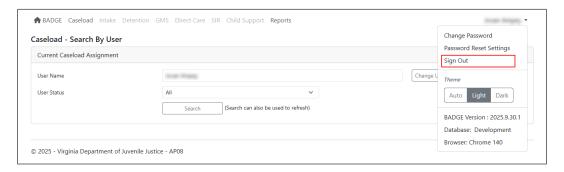
Revised 10/2025 66 | Page



Click the Show/Hide Toggle to show or hide the characters entered.

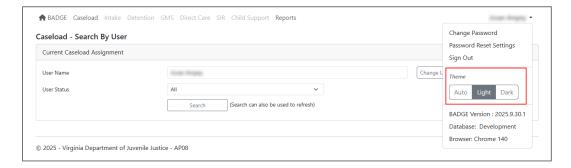
## 3. Sign Out

a. (i) Click on the **User Drop-Down Menu** in the top right corner of the BADGE web app window. (ii) Select the **Sign Out** option to be logged out of the BADGE web application.



## 4. Theme

The Theme option allows the user to adjust the screen from light to dark mode.



## a. Auto

 Click the **Auto** theme option to adjust the screen to the automatic light setting. If **Auto** is chosen, the application theme will mirror the user's Windows settings.

#### b. Light

Click the **Light** option to set the theme to the light setting.

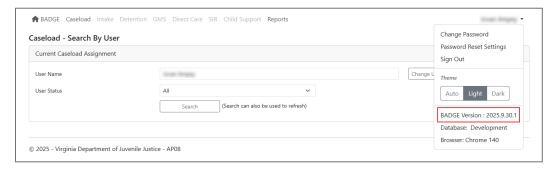
## c. Dark

Click the **Dark** option to set the theme to the dark setting.

## BADGE Version

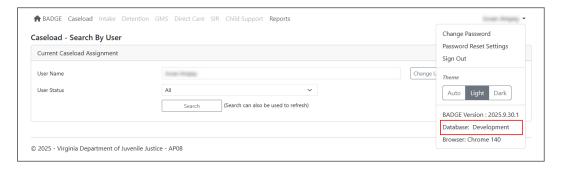
Revised 10/2025 67 | P a g e

The BADGE Version displays the publication date for the BADGE web applications.



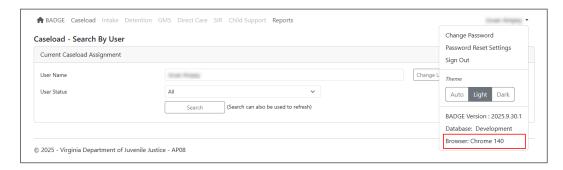
## 6. Database

The Database displays the database being accessed by the BADGE web application.



## 7. Browser

The Browser information displays the current browser being used by the user.



Revised 10/2025 68 | P a g e

# Appendix A. Document Revisions

Date	Item	Details
06/2017	Gender Field Name	The "Gender" field name in BADGE has been changed to "Genetic Sex." This change will only affect the name of the field, not the values.
06/2017	Family Tab – Contacts Screen	The field names for Juvenile Contacts were changed from "Father" and "Mother" to "Parent 1" and "Parent 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.
10/2017	Name/Address Information Tab – Edit Information Screen	A checkbox has been added to Juvenile Information to allow you to indicate if a juvenile is deceased. When the checkbox indicates "Yes," the Address and City/Town fields will automatically display "Deceased," and the residence FIPS will display code "996" and "DECEASED." Any screens or reports in the system that include the juvenile's address or residence FIPS will then display these values. A system-generated alert will also appear for the juvenile indicating, "Juvenile is Deceased."
01/2017	Table of Contents, Hyperlinks, Key and Legend	Update Table of Contents to new format, correct all Hyperlinks, and fix the Key and Legend under Scroll Bar.
07/2018	Map It button / Map Addresses screen – Info/Face Sheet tab	The Map It feature has been added to the Info/Face sheet tab. The Map It button allows geocoded addresses to appear on the Map Addresses screen as points on a Google map. Users can open the address on Google map and print the map or directions to the address.
05/2019	Juvenile Information screen – Juvenile Button – Access Log tab	The Juvenile Information screen in BADGE has been updated to display the Library of Virginia series under which a juvenile record was expunged. The series information will be listed in View Type column in the row for System Expungement. The date that the record was expunged will also be listed in the View Date column.
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.
12/2024	Entire Manual	Complete manual revision. Formatting changes were made per <i>BADGE Style Manual</i> .  Content updated to reflect current state of the <i>BADGE Juvenile &amp; Adult Information</i> screens. Added <b>Appendix A</b> .
08/2025	Entire Manual	Complete full manual revision for new BADGE web application. Merged <i>Juvenile and Adult Search</i> with <i>Juvenile and Adult Information</i> . Removed Appendix A as it was only applicable to previous BADGE application.
08/2025	Hyperlinks	All hyperlinks updated. Added hyperlinks to manuals for the BADGE web application.
09/2025	Manual Update	User Drop-Down Menu section was added.
10/2025	User Drop-Down Menu	Added Theme section to the User Drop-Down Menu and updated all images to include theme options.
10/2025	Key/Legend	Added Show/Hide Toggle and descripton to the Key/Legend. Added notes throughout manual to indicate when the show/hide feature is accessible.
10/2025	Offenses Tab	Updated the Intake Offense History table to show the added FIPS column.
10/2025	BADGE Web App Version at last update	BADGE Version at last <i>Juvenile / Adult Information &amp; Search Manual</i> update: <b>Version 2025.9.30.1.</b>

Revised 10/2025 **69** | A p p e n d i x