



Virginia Department of Juvenile Justice

BADGE Web Application

Balanced Approach Data
Gathering Environment

Offense History Manual

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Table of Contents

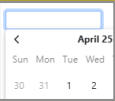

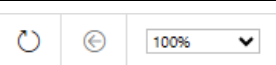


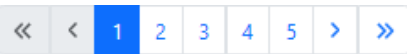
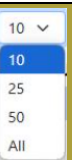
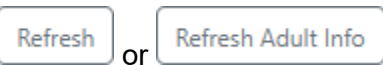

Table of Contents	i
Key/Legend	ii
Please Note	iv
Offense History in the BADGE Web Application	1
Access the Intake Offense History Window	1
Intake Offense History Window	2
1. Select Action - Report	2
2. View Details Button	3
Offense History in the BADGE Windows Application	8
Access the Offense History Screen	8
Offense History Screen	9
1. Modify Intake Offense History	10
a. Add or Edit Adjudication Information.....	10
b. Add or Edit Court Disposition Information	11
c. Save Button.....	12
d. Close Button.....	12
e. Report Button	12
Appendix	14
A. Document Revisions	14


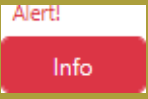
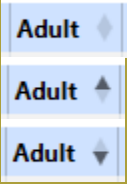

Key/Legend

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 Calendar drop-down field and select the date using the drop-down calendar. Alternatively, type the desired date directly into the Calendar drop-down field and BADGE will automatically format the date in the proper MM/DD/YYYY format.
 Screen/Window Control Buttons	Located in the upper right-hand corner of any given screen/window, in order of appearance (from left to right): Minimize the screen; Maximize the screen; and Close the screen. If a component is greyed out it is not available.
 Report Viewer Buttons (1 of 4)	In order of appearance (from left to right): go to First Page ; go to Previous Page ; Current Page displayed; Total Pages ; go to Next Page ; and go to Last Page .
 Report Viewer Buttons (2 of 4)	In order of appearance (from left to right): Refresh report; Back to Parent Report ; and choose the document view by clicking on the Zoom drop-down menu.
 Report Viewer Buttons (3 of 4)	In order of appearance (from left to right): click the Export drop-down menu to choose to export a report as an Excel spreadsheet, PDF, or Word document; and Print .
 Report Viewer Buttons (4 of 4)	In order of appearance (from left to right): Text Box , enter text to search for; click Find to search for text entered in text box; and click Next to find the next instance of text entered in the text box.
 Scroll Bars	A scroll bar allows the user the move the window viewing area up, down, left, or right. The scroll bar can be vertical or horizontal and is commonly located on the far right or bottom of the window.
 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 Button	Click the Refresh button to display the most current information for a given window, form, or tab. The Refresh button description may also include the name of the window, form, or tab that the user is currently viewing.
 Help Button	Click the Help 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 Help 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.

Style/Symbol/Button		Meaning
	Close Button	Click the Close button to close the current window, leaving open the prior window.
	Info Button and/or Text in Red Font	A record with text displayed in red font generally indicates there is an “alert” associated with a given juvenile record. To view an alert, click the red and white Info button or select the <i>Alerts</i> tab on the <i>Juvenile Information</i> screen.
Go back	Go Back Hyperlink Button	Click the Go Back hyperlink button to return to the previous window, typically located on report viewer windows.
	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 .
	Show/Hide Toggle	Click on the Show/Hide Toggle to show or hide the characters entered.

In the BADGE Manual

Style/Symbol	Meaning
<u><i>Underlined and Italicized</i></u>	Name of a screen, window, pop-up window, self-contained pop-up form, or card.
<i>Italicized</i>	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.
<u>Underlined</u>	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.
<u>Bolded and Underlined</u>	The manual’s main title and other titles for key sections.
Hyperlink	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 the **Offense History** 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.

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 [DJJ Acceptable Use & Information Security Agreement](#). 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 DJJ-BADGE-Issues@djj.virginia.gov. 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.

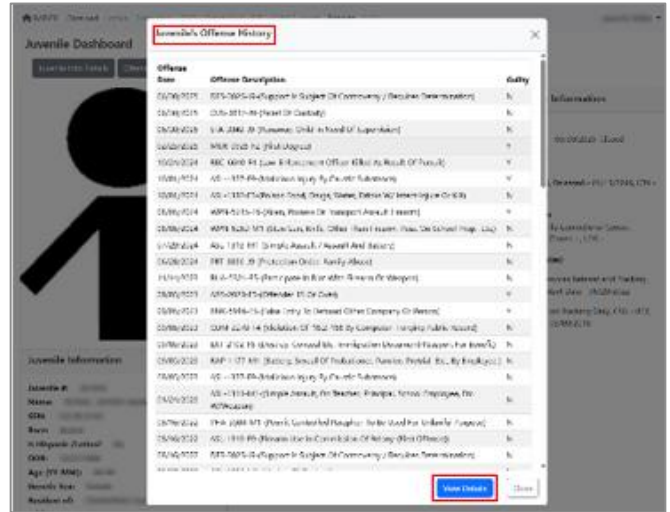
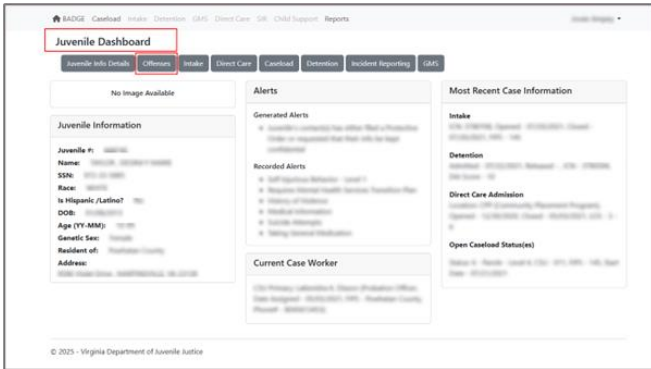
All potentially sensitive data have been removed from all images presented in this manual.

Offense History in the BADGE Web Application

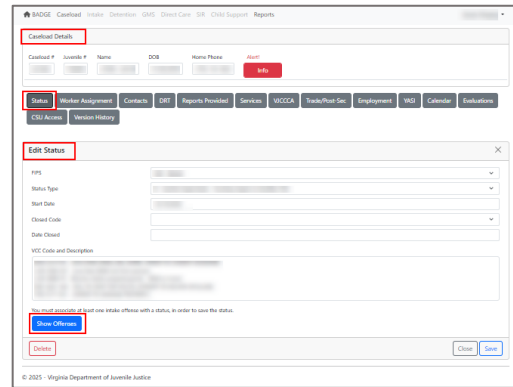
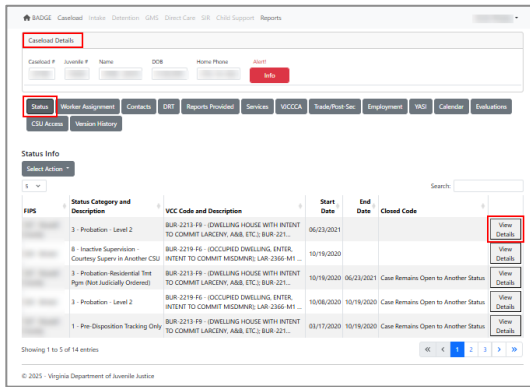
Access the Intake Offense History Window

The user can access the Intake Offense History window using any of the following methods:

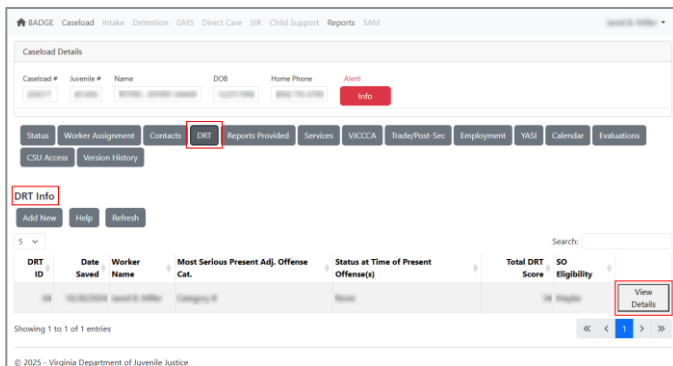
1. From the **Offenses** tab on the Juvenile Dashboard, click the **View Details** button on the Juvenile's Offense History window.
2. From the **Status** tab on the Caseload Details window, (i) click the **View Details** button next to the applicable status and then (ii) click the **Show Offenses** button on the Edit Status window.
3. From the **DRT** tab on the Caseload Details window, (i) click the **View Details** button next to the applicable DRT record and then, when in edit mode, (ii) click the **Associate Offenses** button on the DRT Info window.



OR



OR

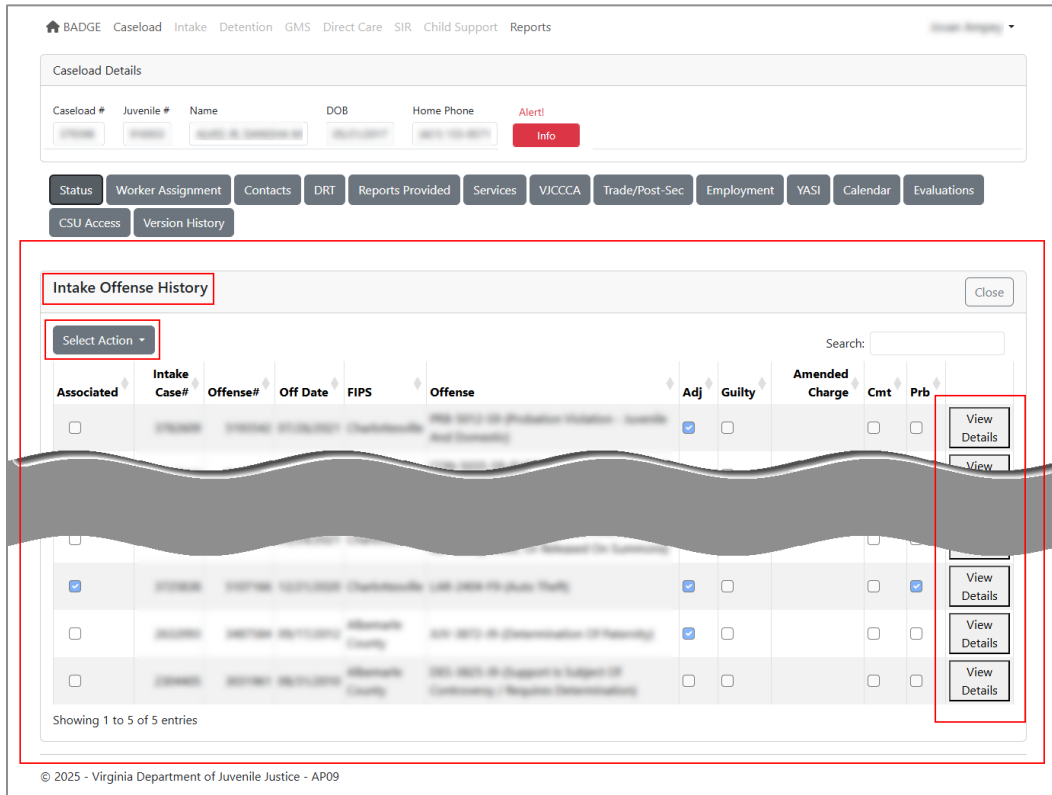


Intake Offense History Window

Use any of the methods described immediately above to access the *Intake Offense History* window. The table on the *Intake Offense History* window displays the following offense history information: Associated, Intake Case#, Offense#, Off Date, FIPS, Offense, Adj, Guilty, Amended Charge, Cmt, and Prb.

The **Select Action** drop-down menu button allows the user to perform the following actions: **Report** and **Help**.

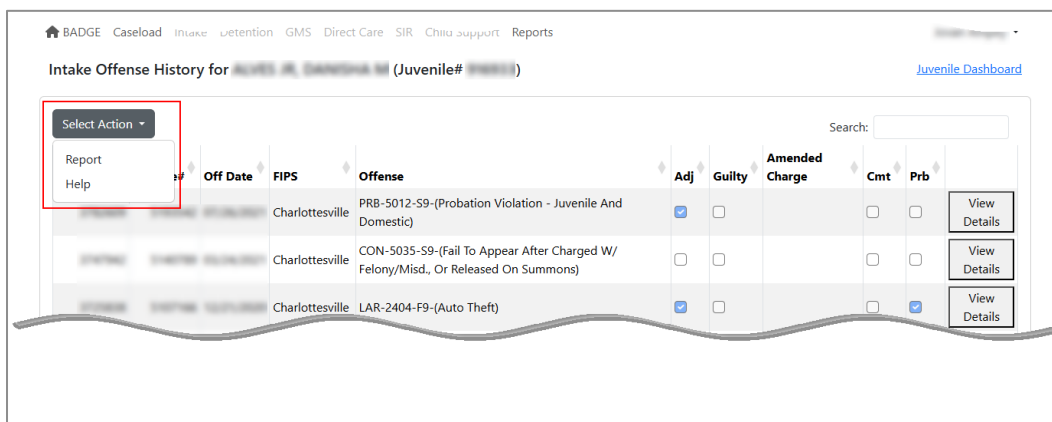
The **View Details** button allows the user to access the *Offense History Details* pop-up window to view or edit the offense history details and add, edit, or delete **Court Disposition** information.



Accessing the *Offense History* window from the *Status* or *DRT* tabs on the *Caseload Details* window will provide access to the **Associated** column. The **Associated** column will not appear if the *Intake Offense History* window is accessed from the *Intake History*, *Juvenile Dashboard*, or *DC Admission History* windows.

1. Select Action - Report

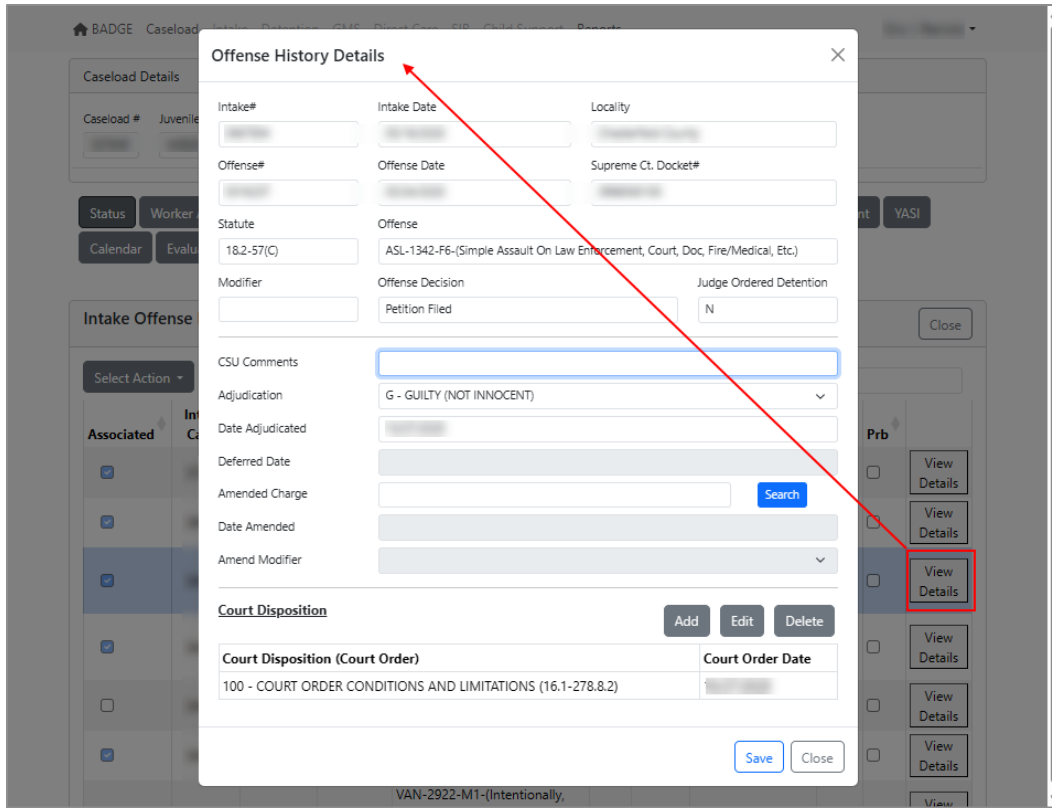
- a. To generate the *Offense History Report*, select the **Report** option from the **Select Action** drop-down menu button and the *Offense History Report* window will appear displaying the report. The **Offense History Report** lists all the offenses, adjudications, and dispositions associated with the juvenile.



The screenshot displays the 'Offense History Report' interface for the Virginia Department of Juvenile Justice. At the top, there is a navigation bar with links for 'BADGE', 'Caseload', 'Intake', 'Detention', 'GMS', 'Direct Care', 'SIR', 'Child Support', and 'Reports'. Below this is a search and navigation area with a 'Go back' link, a search box, and a 'Find | Next' button. The main content area is titled 'Virginia Department of Juvenile Justice Offense History Report'. It features a 'Document Map' on the left side with a link to 'OffenseHistory'. The report is organized into a table with three visible rows. Each row contains the following fields: Name, Charge, Offense Date, Statute (16.1-241(A,3)), Penalty Modifier, Intake Case #, Supreme Court Docket #, Intake Date, Intake FIPS, Intake Disposition, CSU Comments, Amended Charge, Date Amended, Amended Statute, Amended Penalty Modifier, Adjudication, Adjudication Date, Adjudication Deferred Date, Court Disposition Description(s), and Court Order Date. The interface includes a vertical scrollbar on the right and a horizontal scrollbar at the bottom. A copyright notice at the bottom left reads '© 2025 - Virginia Department of Juvenile Justice'.

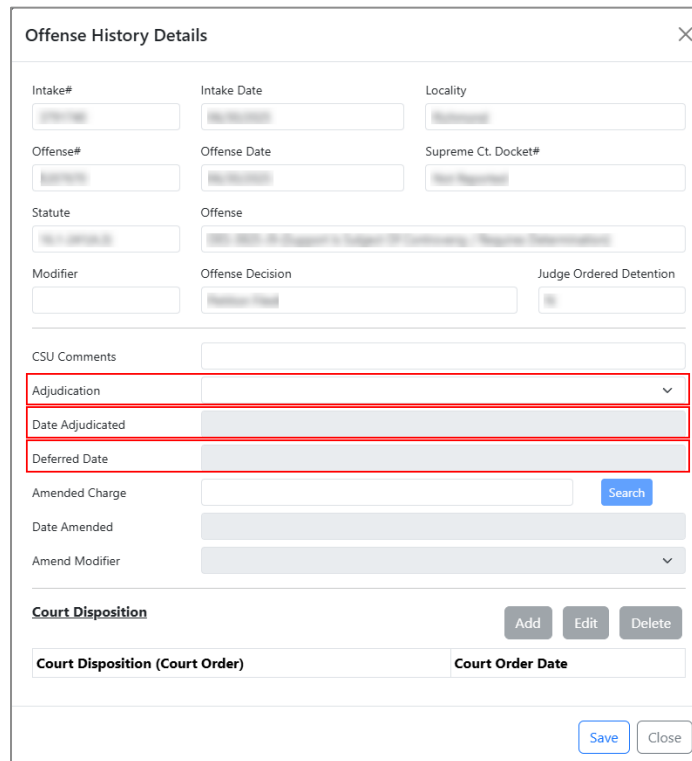
2. **View Details Button**


From the *Intake Offense History* window, (i) click the **View Details** button next to the applicable offense record and the *Offense History Details* window will appear.



a. **Offense History Details Window**

- i. (i) Select the **Adjudication** from the drop-down menu then enter the (ii) **Date Adjudicated** and/or the (iii) **Deferred Date** from the corresponding calendar drop-down fields.



 All juvenile delinquent and adult criminal offenses must have an adjudication selected.

- ii. If the selected charge was amended by the court, click the **Search** button next to the **Amended Charge** field and the Search VCC Code window will appear.

Offense History Details
✕

Intake#	Intake Date	Locality
<input type="text"/>	<input type="text"/>	<input type="text"/>
Offense#	Offense Date	Supreme Ct. Docket#
<input type="text"/>	<input type="text"/>	<input type="text"/>
Statute	Offense	
<input type="text"/>	<input type="text"/>	
Modifier	Offense Decision	Judge Ordered Detention
<input type="text"/>	<input type="text"/>	<input type="text"/>

CSU Comments

Adjudication

Date Adjudicated

Deferred Date

Amended Charge Search

Date Amended

Amend Modifier

[Court Disposition](#) Add Edit Delete

Court Disposition (Court Order)	Court Order Date
--	-------------------------

Save
Close

1. Search VCC Code Window

- a. (i) Search for the amended charge by **Statute, VCC, Heading, Subheading, or Description**. The **Use wildcard for search** checkbox is selected automatically, to limit search results (ii) uncheck the **Use wildcard for search** checkbox. (iii) Click the **Search** button and a list of VCCs and offense descriptions will be generated that meet the search criteria. (iv) Click the **Select** hyperlink next to desired **VCC Code** and the selection will populate the **Amended Charge** field on the Offense History Details window.

Offense History Details

Intake# Intake Date Locality
 Offense# Offense Date Supreme Ct. Docket#

Search VCC Code

Statute VCC
 Heading Subhead
 Description

Use wildcard for search

Court Disposition

Court Disposition (Court Order) Court Order Date

Search VCC Code

47 VCC(s) met your criteria.

10

VCC Code	Offense Description	
ASL-1311-M1	Simple assault, on teacher, principal, school employee, etc. w/weapon	Select
ASL-1312-M1	SIMPLE ASSAULT, ON A TEACHER, PRINCIPAL ETC.	Select
ASL-1313-M1	SIMPLE ASSAULT / ASSAULT AND BATTERY	Select
ASL-1314-M1	Hate crime; simple assault	Select
ASL-1315-M1	SIMPLE ASSAULT, AGAINST FAMILY MEMBER	Select
ASL-1316-F6	SIMPLE ASSAULT, AGAINST FAMILY MEMBER, 3RD/SUBSQNT CONVICT.	Select
ASL-1317-F3	ADULTERATION OF FOOD, DRUG, ETC. WITH INTENT INJURE OR KILL	Select
ASL-1318-F6	DURING COMMISSION OF A FELONY	Select
ASL-1319-F9	FIREARM USE IN COMMISSION OF FELONY-(FIRST OFFENSE)	Select
ASL-1323-F9	FIREARM USE IN COMMISSION OF FELONY-(SUBSEQUENT OFFENSE)	Select

Showing 1 to 10 of 47 entries

- iii. Select the **Date Amended** from the drop-down calendar field.
- iv. Click the **Clear** button to discard any changes to the **Amended Charge**.

Offense History Details

Intake# Intake Date Locality
 Offense# Offense Date Supreme Ct. Docket#

Statute Offense
 Modifier Offense Decision Judge Ordered Detention

CSU Comments

Adjudication NP - NOLLE PROSEQUI

Date Adjudicated 10/22/2020

Deferred Date

Amended Charge ABU-3200-M3-(Direct Curse Or Abusive Language To Another)

Date Amended 06/20/2025

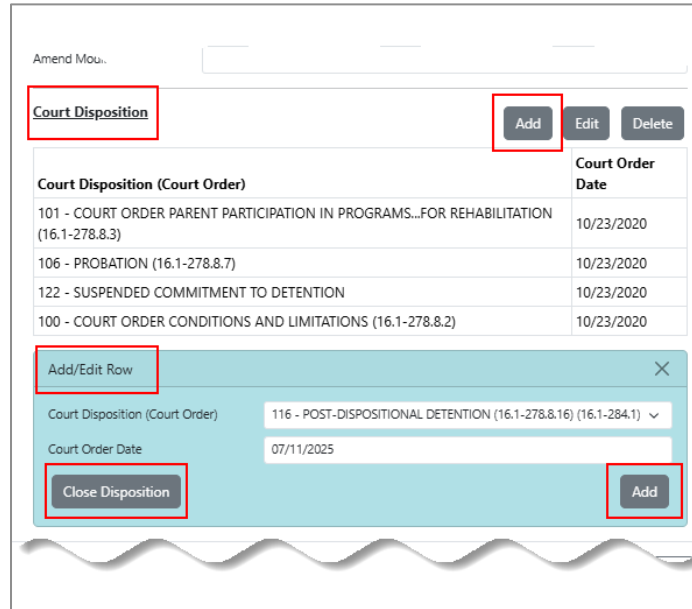
Amend Modifier

Court Disposition

Court Disposition (Court Order) Court Order Date

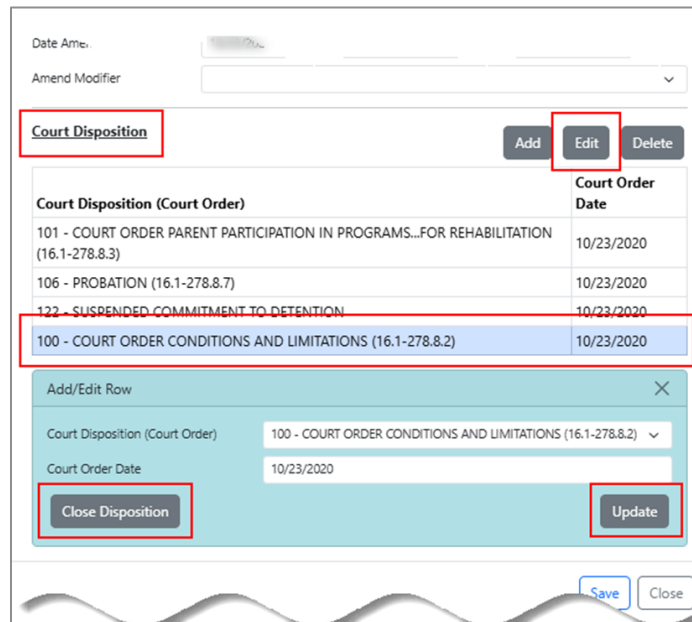
- v. **Court Disposition Section (Add, Edit, or Delete Buttons)**
 The **Court Disposition (Court Order)** table displays the Court Disposition (Court Order) and the Court Order Date. This section allows users to add, edit, or delete court disposition records.
 1. **Add Button**

- a. To add a new **Court Disposition**, (i) click the **Add** button and the *Add/Edit Row* form will appear. (ii) Select the **Court Disposition (Court Order)** from the drop-down menu then (iii) select the **Court Order Date** using the calendar drop-down field. (iv) Click the **Add** button on the *Add/Edit Row* form to associate the disposition with the offense or (v) click the **Close Disposition** button to discard the changes.



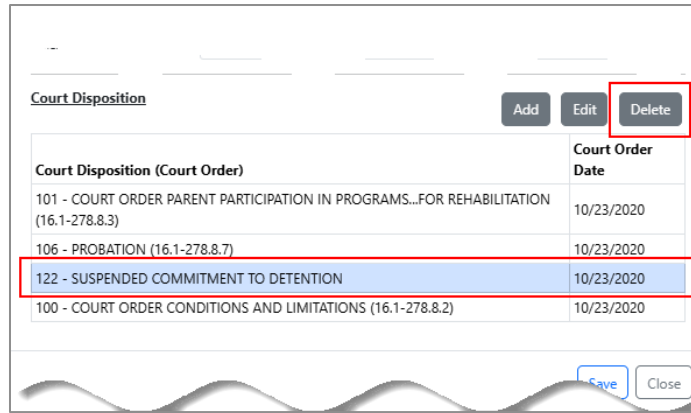
2. Edit Button

- a. To edit an existing **Court Disposition**, (i) select a record from the **Court Disposition** table and it will be highlighted in blue. (ii) Click the **Edit** button, (iii) edit the information as needed, and then click the (iv) **Update** button to associate the edited information with the offense or (v) the **Close Disposition** button to discard the changes.



3. Delete Button

- a. To delete a **Court Disposition**, (i) select a record from the **Court Disposition** table and it will be highlighted in blue. (ii) Click the **Delete** button and the record will be removed.

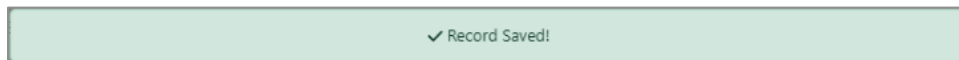
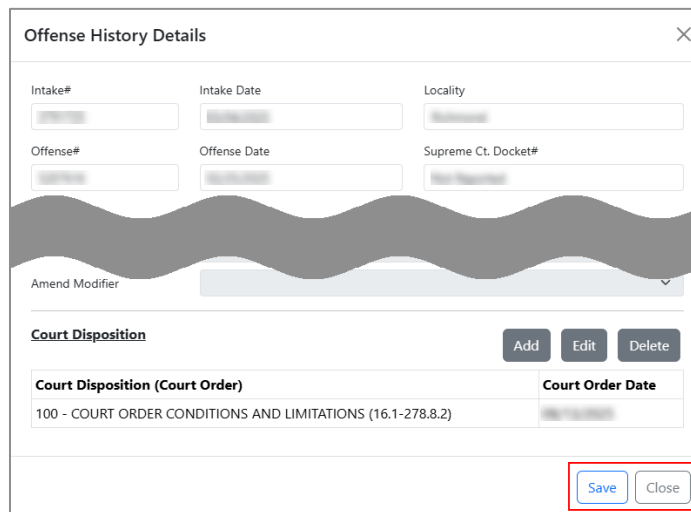


vi. **Save Button**

1. Click the **Save** button, a “Record Saved!” notification will briefly appear, and the user will return to the Intake Offense History window.

vii. **Close Button**

1. Click the **Close** button, no data will be saved, and the user will return to the Intake Offense History window.

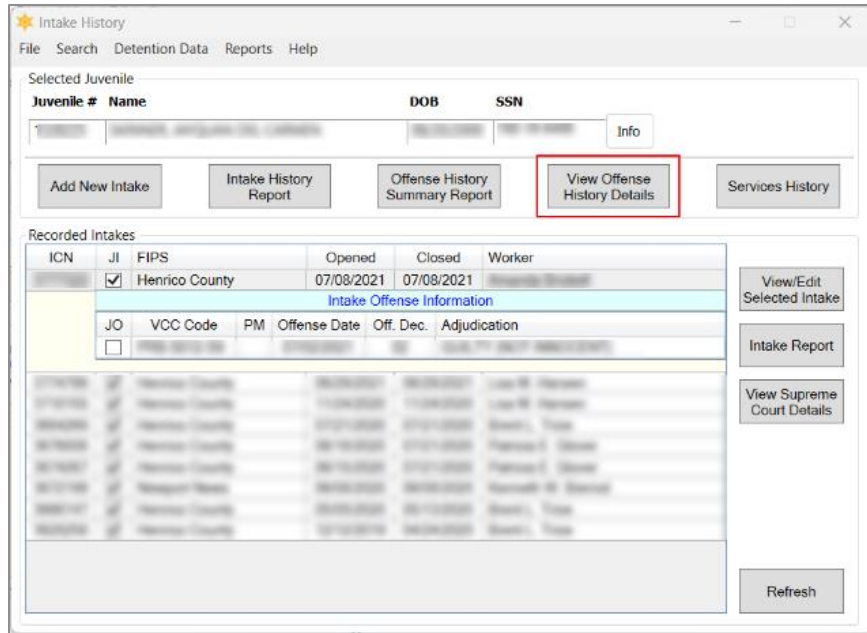


Offense History in the BADGE Windows Application

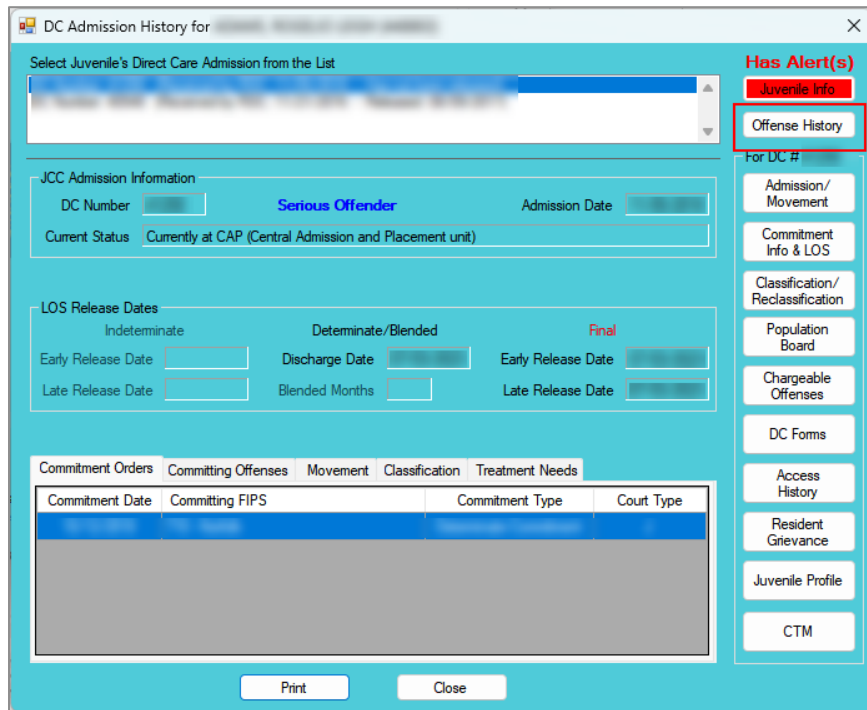
Access the Offense History Screen

The user can access the Offense History using the following methods:

1. From the Intake History screen, click the **View Offense History Details** button.
2. From the DC Admission History screen, click the **Offense History** button.

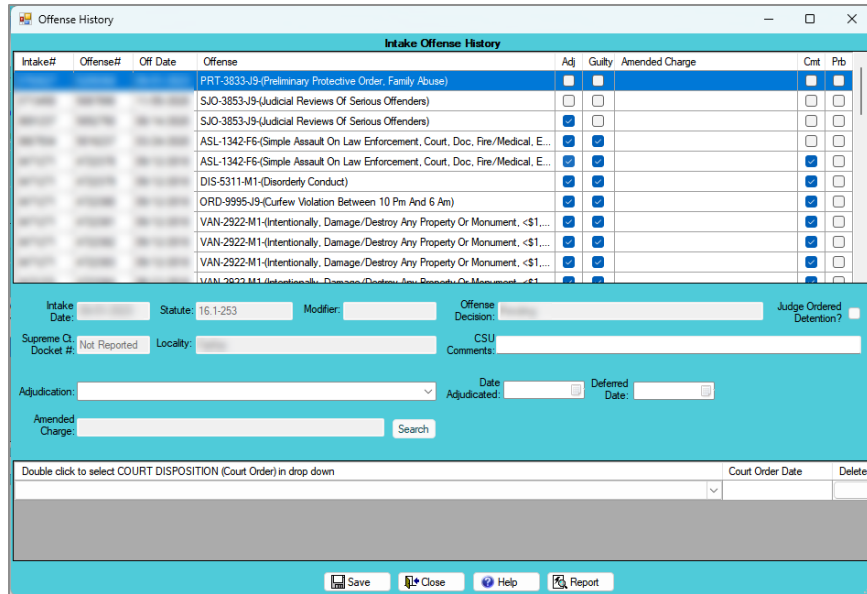


OR



Offense History Screen

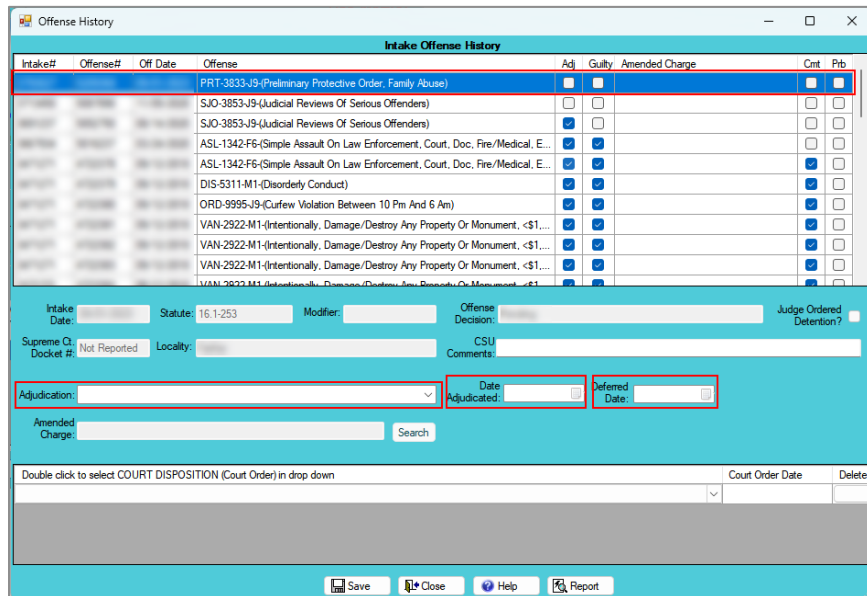
Use the methods described immediately above to access the *Offense History* screen. The table on the *Offense History* screen displays the following offense history information: Intake #, Offense#, Off Date, Offense, Adj, Guilty, Amended Charge, Cmt, and Prb.



1. **Modify Intake Offense History**

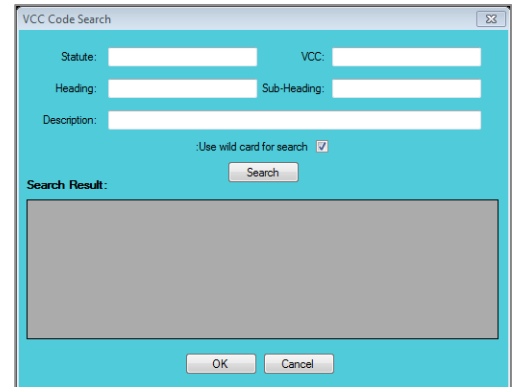
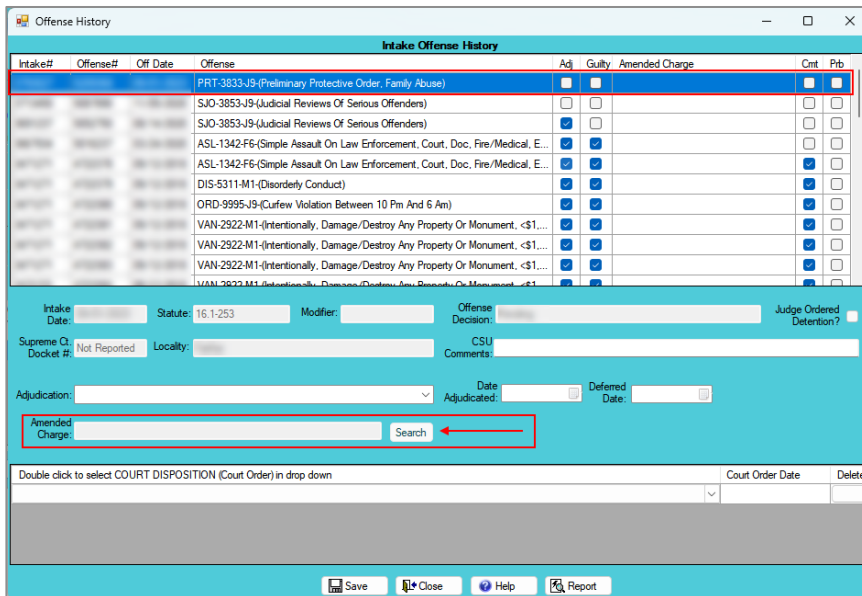
a. **Add or Edit Adjudication Information**

- i. (i) Select an offense and the row will be highlighted in blue. (ii) Select the **Adjudication** from the drop-down menu. Depending on the type of adjudication selected, the (iii) **Date Adjudicated** and/or the (iv) **Deferred Date** may need to be selected using the calendar drop-down button in the corresponding data field.



All juvenile delinquent and adult criminal offenses must have a selected **Adjudication**. The **Date Adjudicated** must be selected using the corresponding calendar drop-down button to add any adjudication other than (i) **DS - Defer/Withheld Finding**.

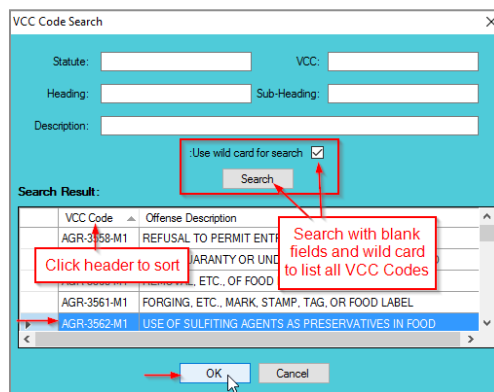
- ii. If the selected charge is amended by the court, click the **Search** button next to the **Amended Charge** field and the VCC Code Search screen will appear.



- On the VCC Code Search screen, select the **Use wild card for search** checkbox and click the **Search** button to search for charges without entering any information into the search fields. This will generate a list of all VCCs and descriptions.
- To add a **Court Disposition** for an adjudicated case where the disposition was transferred to another court, the Offense History screen must be accessed from either the Juvenile Information screen or the CSU Intake module.

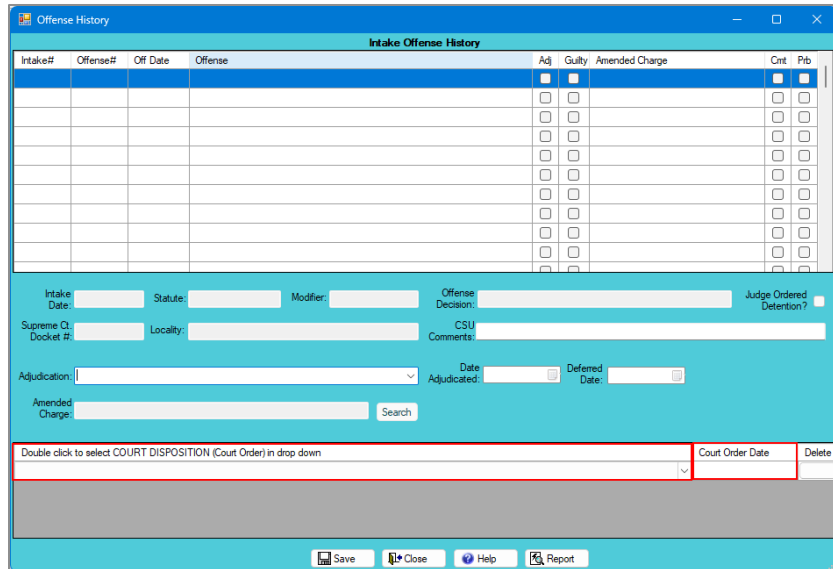
1. VCC Code Search Screen

- a. Search for the amended charge by (i) entering desired search criteria: **Statute, VCC, Heading, Sub-Heading, and/or Description**. The **Use wild card for search** checkbox is selected automatically. (ii) To limit search results, uncheck the wild card checkbox.
- b. Click the **Search** button and a list of VCCs and offense descriptions will be generated that meet the search criteria.
- c. From the **Search Result** table, (i) select the desired **VCC Code** and the row will be highlighted in **blue**. (ii) Click the **OK** button to return to the Offense History screen and the selected result will populate the **Amended Charge** field for the selected offense.



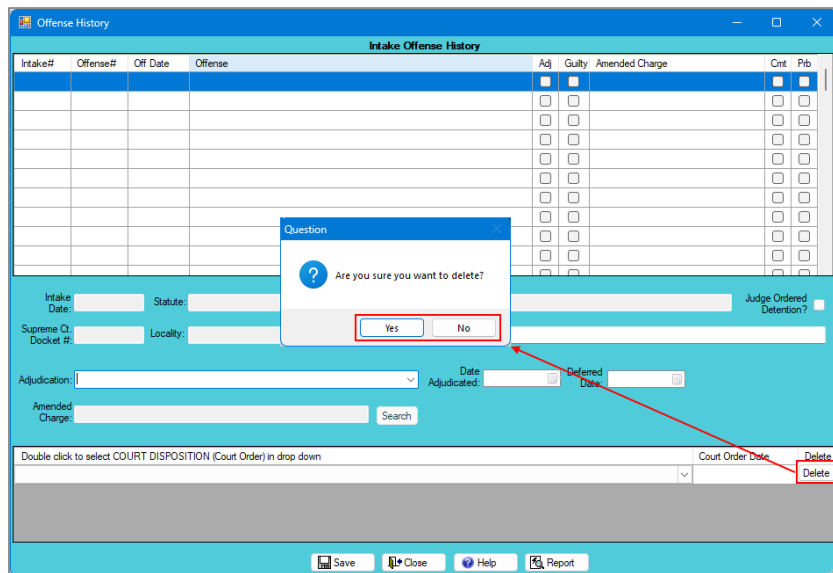
b. Add or Edit Court Disposition Information

- i. To enter a disposition, (i) double click in the **Court Disposition** drop-down field and select the appropriate disposition. (ii) Click the **Court Order Date** field and select the date using the calendar drop-down button.
- ii. To add multiple dispositions, repeat the steps outlined above.



iii. **Delete Button**

1. To delete an existing **Court Disposition** (i) select an offense, and the row will be highlighted in blue. (ii) Click the **Delete** button next to the applicable Court Disposition and the Question screen will appear. Click the (iii) **Yes** button to delete the court disposition or the (iv) **No** button to return to the previous screen.



c. **Save Button**

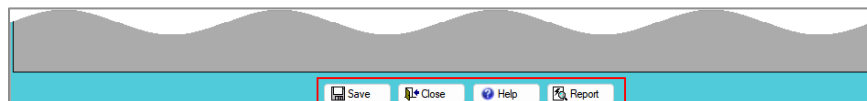
- i. Click the **Save** button to save the modified record and return to the previous screen.

d. **Close Button**

- i. Click the **Close** button to discard any changes and return to the previous screen.

e. **Report Button**

- i. Click the **Report** button and the Report Viewer screen will appear displaying the **Offense History Report**. The **Offense History Report** lists all the offenses, adjudications, and dispositions associated with the juvenile.



Virginia Department of Juvenile Justice

Virginia Department of Juvenile Justice Offense History Report

Name:	DOB:	JTS#:
Charge:		
Offense Date:	Statute: 18.2-250.1	Penalty Modifier:
Intake Case #:	Supreme Court Docket #:	Intake Date:
Intake FIPS:		
Intake Disposition:		
CSU Comments:		
Amended Charge:		
Date Amended:	Amended Statute:	Amended Penalty Modifier:
Adjudication:		
Adjudication Date:	Adjudication Deferred Date:	

Court Disposition Description(s)	Court Order Date

Charge:		
Offense Date:	Statute: 18.2-212	Penalty Modifier:
Intake Case #:	Supreme Court Docket #:	Intake Date:
Intake FIPS:		
Intake Disposition:		
CSU Comments:		
Amended Charge:		
Date Amended:	Amended Statute:	Amended Penalty Modifier:
Adjudication:		
Adjudication Date:	Adjudication Deferred Date:	

Court Disposition Description(s)	Court Order Date

Charge:		
Offense Date:	Statute: 18.2-103	Penalty Modifier:
Intake Case #:	Supreme Court Docket #:	Intake Date:
Intake FIPS:		
Intake Disposition:		
CSU Comments:		
Amended Charge:		
Date Amended:	Amended Statute:	Amended Penalty Modifier:
Adjudication:		

Appendix

A. Document Revisions

Date	Item	Details
01/2018	Table of Contents	Add words version of the Table of Contents
10/2018	Title Page / Headings / Format / Screenshots	The format, headings, title page, and screenshots have been updated for correction and consistency.
01/2018	Accessing the Offense History Screen	The manual was updated to reflect that the Offense History screen could be updated from the SDM and CSU Intake screen.
01/2018	Offense History Screen – Associating an Offense	A note was added to clarify that offenses can only be associated with a workload case status by accessing the offense history through the Caseload Details screen.
01/2018	Offense History Screen – Add a Disposition	A note was added to clarify that to add an offense disposition for a disposition that was transferred to another court, the Offense History screen must be accessed from either the Juvenile Information screen or the CSU Intake Module.
06/2020	<u>Offense History</u> Screen	Update manual to new format. BADGE Updates for <u>Offense History</u> screen: change manual to reflect removal of Deferral Expir. Date data field in main field. Removal of Deferred Date and Deferral Expiration Date fields and change Disposition Date field to Court Order Date field in Court Disposition window of <u>Offense History</u> screen.
11/2021	Minor Edits	Update Hyperlinks.
08/2025	Entire Manual	Complete full manual revision for new BADGE web application. Manual contains Offense History instructions for the new BADGE web application and the existing BADGE windows application Intake History and DC Admission History screens.
08/2025	BADGE Web App Version at last update.	BADGE Version at last <i>Offense History Manual</i> update: Version 2025.8.13.1.
10/2025	Key/Legend	Add Show/Hide Toggle and descripton to the Key/Legend. Add notes throughout manual to indicate when the show/hide feature is accessible.
10/2025	Offenses Tab	Update Intake Offense History instructions and table to show the added FIPS column.
10/2025	BADGE Web App Version at last update	BADGE Version at last <i>Offense History Manual</i> update: Version 2025.9.30.1.