



Virginia Department of Juvenile Justice

BADGE Web Application

Balanced Approach Data Gathering Environment

Juvenile / Adult Search & Information Manual

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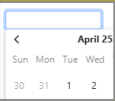

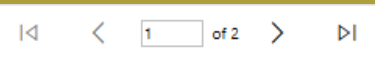
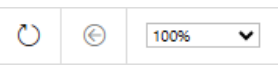
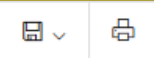


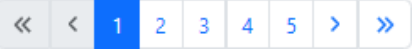
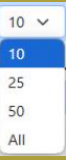
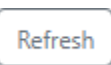
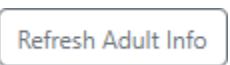

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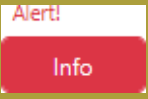
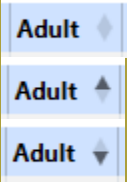
Key/Legend

The BADGE application and the manuals use various styles and icons. Below are their explanations. The **BADGE Application** refers to 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.
 Window Control Buttons	Located in the upper right-hand corner of any given window, in order of appearance (from left to right): Minimize the window; Maximize the window; and Close the window. 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.
 or  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 .

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 **Juvenile / Adult Search & Information Screens** 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@djv.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@djv.virginia.gov for assistance with BADGE login problems.

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

Juvenile / Adult Search & Information

Access the Module

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

On initial BADGE web application log in, the Caseload - Search By User window will appear. Refer to the [Caseload Manual](#) for instructions on using the Caseload - Search By User window.

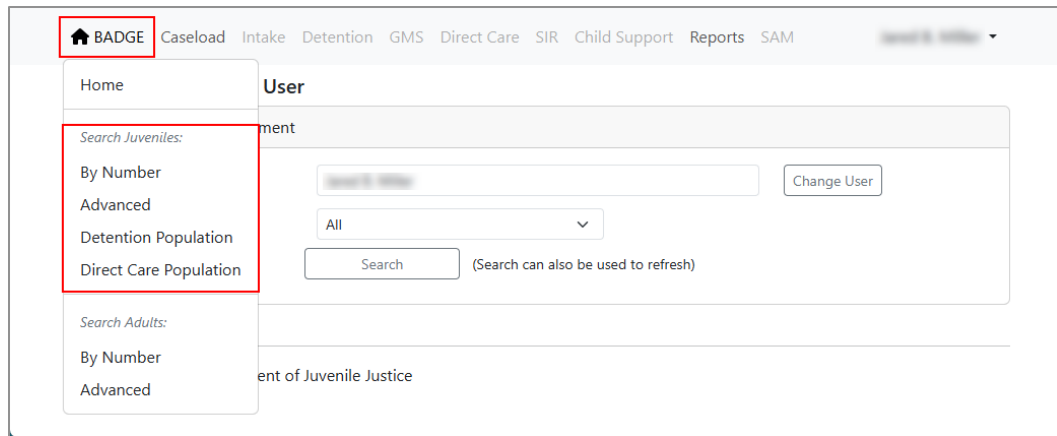
- Whenever a user first logs into the BADGE web application, the Caseload - Search By User screen will appear. The user can then use the **BADGE** application menu bar to access the desired module.

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 Juvenile Information dashboard and Adult Information window the user begins by performing a juvenile or adult search.

Search for a Juvenile

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

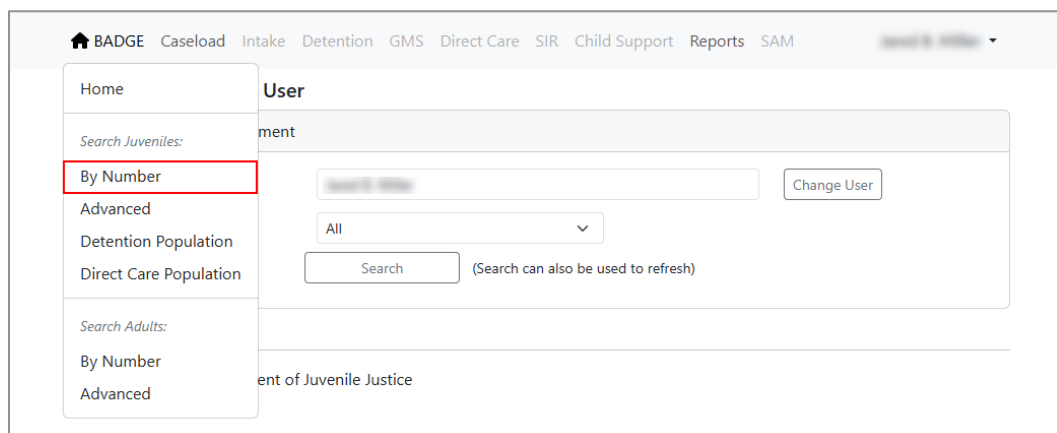


SEARCH JUVENILES Options	Option Summary
By Number	This menu option allows a user to search for a juvenile record by Juvenile Number , DC Number , or Intake Case Number .
Advanced	This menu option allows a user to search for a juvenile record by Last Name , First Name , Alias , SSN , Genetic Sex , DOB/Age , Address , Zip Code , and Phone .
Detention Population	This menu option allows a user to search for a juvenile record by Detention Facility , Detained By , Detention Status , Days Served , Age , Genetic Sex , and Admission Type .
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

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



Home BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM Search By: [dropdown]

Juvenile Search - By Number

Search By: Juvenile Number Number Search

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i. **Search by: Juvenile Number**

1. (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 [Juvenile Dashboard](#) will be displayed if the record is found.

Home BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM Search By: [dropdown]

Juvenile Search - By Number

Search By: Juvenile Number Juvenile Number DC Number Intake Case Number Number Search

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ii. **Search by: DC Number**

1. (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 [Juvenile Dashboard](#) will be displayed if the record is found.

Home BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM Search By: [dropdown]

Juvenile Search - By Number [Show Last Search Result](#)

Search By: Juvenile Number Juvenile Number DC Number Intake Case Number Number Search

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iii. **Search by: Intake Case Number**

1. (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 [Juvenile Dashboard](#) will be displayed if the record is found.

Home BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM Search By: [dropdown]

Juvenile Search - By Number [Show Last Search Result](#)

Search By: Juvenile Number Juvenile Number DC Number Intake Case Number Number Search

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2. Juvenile Search - Advanced

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

The screenshot shows the BADGE Web Application interface. At the top, there is a navigation bar with links: HOME, Caseload, Intake, Detention, GMS, Direct Care, SIR, Child Support, Reports, and SAM. Below this, a dropdown menu is open, showing options for 'Search Juveniles': By Number, **Advanced** (highlighted with a red box), Detention Population, and Direct Care Population. To the right of the dropdown, there is a 'User' section with a 'Change User' button. Below the dropdown, there is a 'Search' button and a note: '(Search can also be used to refresh)'. The main content area is titled 'ment of Juvenile Justice'.

- 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.
 2. 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 Juvenile Search - Advanced window.
- xiii. To open the Juvenile Dashboard, click either the **Juvenile #** or **View Dashboard** hyperlink adjacent to the record.

[BADGE](#)
[Caseload](#)
[Intake](#)
[Detention](#)
[GMS](#)
[Direct Care](#)
[SIR](#)
[Child Support](#)
[Reports](#)
[SAM](#)

Juvenile Search - Advanced [Show Last Search Result](#)

Last Name ☐ Wildcard
 Suffix
 First Name ☐ Wildcard
☐ Include Alternative First Name Spellings
 Alias
 SSN
 Genetic Sex ☒ All ☐ Male ☐ Female
 DOB/Age ☒ DOB ☐ Age
 Address Street Address (Full or Partial)
 ZIP Code
 Phone (Home, Cell, or Work)
☐ Find Juveniles with Commitment(s) to State

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43 juvenile(s) met your criteria.

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Hyperlinks to Juvenile Dashboard

Juvenile #	Full Name	Residence FIPS	DOB	Race	Genetic Sex	SSN
View Dashboard						
View Dashboard						
View Dashboard						
View Dashboard						
View Dashboard						

Showing 1 to 5 of 43 entries

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3. Juvenile Search - Detention Population

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

[BADGE](#)
[Caseload](#)
[Intake](#)
[Detention](#)
[GMS](#)
[Direct Care](#)
[SIR](#)
[Child Support](#)
[Reports](#)
[SAM](#)

Home

User

Search Juveniles:

By Number

Advanced

Detention Population

Direct Care Population

Search Adults:

By Number

Advanced

Search Juveniles:

Search Juveniles

Change User

All

Search

(Search can also be used to refresh)

ment of Juvenile Justice

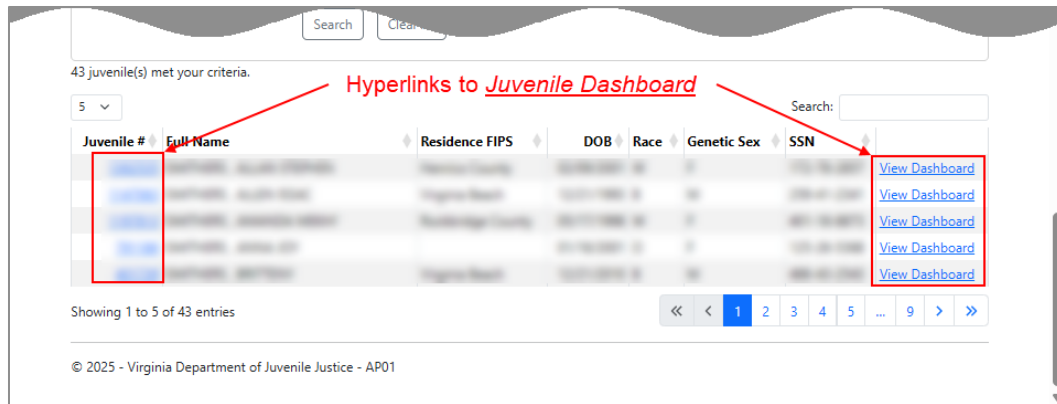
i. Detention Facility: Select Facility

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.
 - a. 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**
 1. 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.
 2. 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 Juvenile Search - Detention Population window.
- ix. To open the [Juvenile Dashboard](#), click either the **Juvenile #** or **View Dashboard** hyperlink adjacent to the record.

The screenshot shows the 'Juvenile Search - Detention Population' window. At the top, there is a navigation bar with links: BADGE, Caseload, Intake, Detention, GMS, Direct Care, SIR, Child Support, Reports, and SAM. A 'Search Filter' dropdown is on the right. The main search area contains the following fields and controls:

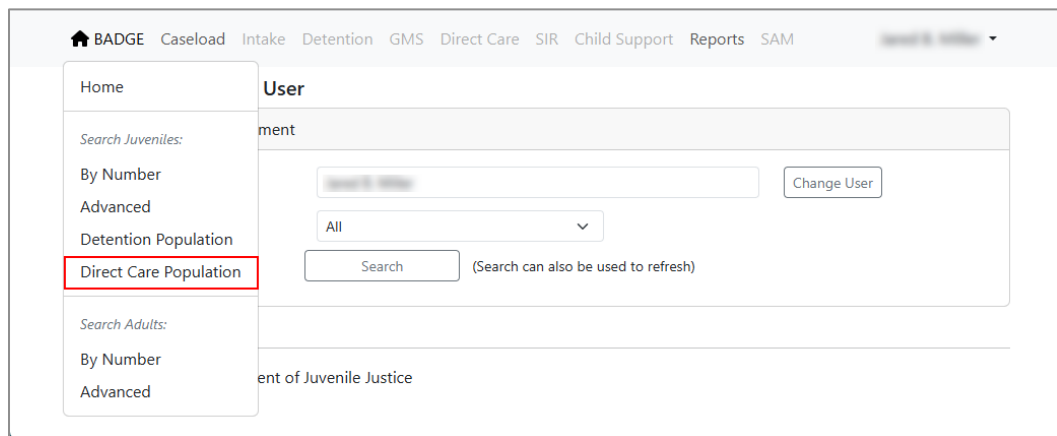
- Detention Facility:** A dropdown menu labeled 'Select Facility'.
- Detained By:** Radio buttons for 'All' (selected), 'CSU', and 'FIPS'. Below them is a dropdown menu showing '- All CSUs -'.
- Detention Status:** A checked checkbox for 'All'. To its right are three unchecked checkboxes: 'Pre-D', 'Post-D w/o Programs', and 'Post-D with Programs'.
- Days Served (Reg. Adm.):** Two input fields labeled 'from' and 'to' separated by a hyphen.
- Age:** Two input fields labeled 'from' and 'to' separated by a hyphen.
- Genetic Sex:** Radio buttons for 'All' (selected), 'Male', and 'Female'.
- Admission Type:** Radio buttons for 'All', 'Regular Admission' (selected), and 'Weekend Admission'.
- Search:** A button at the bottom of the form.

At the bottom left of the window, the copyright notice reads: © 2025 - Virginia Department of Juvenile Justice. At the top right of the search area, there is a link: [Show Last Search Result](#).



4. Juvenile Search - Direct Care Population

- a. Click the **Direct Care Population** option from the **BADGE** menu **Search Juveniles** section and the Juvenile Search – Direct Care Population window will appear. The Juvenile Search – Direct Care Population 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**
 1. 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.
 - a. 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**
 1. Use the **Custody Classification: Select Custody Level** drop-down menu to select classifications by clicking the **Select all**, **Level I**, **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 [Juvenile Dashboard](#), click either the **Juvenile #** or **View Dashboard** hyperlink adjacent to the record.

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43 juvenile(s) met your criteria.

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Hyperlinks to Juvenile Dashboard

Juvenile #	Full Name	Residence FIPS	DOB	Race	Genetic Sex	SSN	
[Link]	[Name]	[FIPS]	[DOB]	[Race]	[Genetic Sex]	[SSN]	View Dashboard
[Link]	[Name]	[FIPS]	[DOB]	[Race]	[Genetic Sex]	[SSN]	View Dashboard
[Link]	[Name]	[FIPS]	[DOB]	[Race]	[Genetic Sex]	[SSN]	View Dashboard
[Link]	[Name]	[FIPS]	[DOB]	[Race]	[Genetic Sex]	[SSN]	View Dashboard
[Link]	[Name]	[FIPS]	[DOB]	[Race]	[Genetic Sex]	[SSN]	View Dashboard

Showing 1 to 5 of 43 entries

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

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 *Juvenile Dashboard*, allow the user to access the following juvenile information: *Juvenile Info Details*, *Offenses*, *Intake*, *Direct Care*, *Caseload*, *Detention*, *Incident Reporting*, and *GMS*.

Juvenile Dashboard Tabs	Tab Summary
Juvenile Info Details	The Juvenile Info tab contains the <i>Juvenile Info</i> , <i>Address</i> , <i>Alias</i> , <i>ID Marks</i> , <i>DNA Verification</i> , <i>Alerts</i> , <i>Family</i> , <i>Access Log</i> , and <i>Action</i> tabs.
Offenses	The Offenses tab displays the Juvenile's Offense History 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 View Details button will take the user to the <i>Intake Offense History</i> for screen.
Intake	The Intake tab displays the Juvenile's Intake Information 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.
Direct Care	The Direct Care tab displays the Juvenile's Direct Care Admissions 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 <u>Start Date</u> , <u>Status Description</u> , and <u>FIPS</u> . Clicking the View Details button will take the user to the <i>Caseload Details</i> screen.
Detention	The Detention tab displays the Juvenile's Secure Detention Admissions 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 Detaining Offense Information 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 Incident Reporting tab displays the Incident(s) Juvenile Was Involved 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.
GMS	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 <u>Gang Name</u> , <u>Gang Set Name</u> , and <u>FIPS</u> .

Juvenile Dashboard

Menu: BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM

Tabs: Juvenile Info Details Offenses Intake Direct Care Caseload Detention Incident Reporting GMS

Alerts

Generated Alerts

- Juvenile has outstanding detention order
- Juvenile has validated Gang Management System investigation

Recorded Alerts

- Self Injurious Behavior - Level 1
- Requires Mental Health Services Transition Plan
- History of Violence
- Taking General Medication

Current Case Worker

CSU Primary: [Name] (Probation Officer, Date Assigned - 06/29/2022, FIPS - Washington County, Phone# -)

BSU Primary: [Name] (Probation Officer, Date Assigned - 08/11/2023, FIPS - Accomack County, Phone# -)

Most Recent Case Information

Intake
ICN: [ICN], Opened - 06/30/2025, Closed - 06/30/2025, FIPS - 760

Detention
Admitted - 10/18/2015, Released - 01/13/2016, ICN - [ICN], DAI Score - 9

Direct Care Admission
Location: Bon Air Juvenile Correctional Center, Opened - 04/16/2025, Closed - , LOS -

Open Caseload Status(es)

Status: 1 - Pre-Court Services Referral and Tracking, CSU - 028, FIPS - 191, Start Date - 06/29/2022

Status: 1 - Pre Disposition Tracking Only, CSU - 012, NPS - 041, Start Date - 03/09/2018

Juvenile Information

Juvenile #: [ID]
Name: [Name]
SSN: [SSN]
Race: [Race]
Is Hispanic / Latino? [Yes/No]
DOB: [DOB]
Age (YY-MM): [Age]
Genetic Sex: [Sex]

- The data displayed on the Juvenile Dashboard is read-only.

1. Juvenile Info Details Tab

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

Juvenile Dashboard

Menu: BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM

Tabs: Juvenile Info Details Offenses Intake Direct Care Caseload Detention Incident Reporting GMS

Juvenile Information

Juvenile Info Details (Juvenile# [ID])

Menu: Juvenile Info Address Alias ID Marks DNA Verification Alerts Family Access Log Action

Name/Address/General Information

Name: [Name] SSN: [SSN]

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.

BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM
 Juvenile Information - **PETERSON, JEREMY JAMES** (Juvenile# 451456) [Juvenile Dashboard](#)
 Juvenile Info Address Alias ID Marks DNA Verification Alerts Family Access Log Action
Name/Address/General Information
 Name SSN
 Address
 Address FIPS DOB Age (YY-MM)
 Genetic Sex Race Ethnicity (Is Hispanic or Latino?)
 Height Weight Hair Color Eye Color
 Juvenile's School/Email/Phone/Driver's License
 Birth/Family/ Alien Information
 Last modified by **JAMES R. WILSON** on 5/21/2025
 Edit Refresh

i. Edit Button

1. 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.

BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM
 Juvenile Information - **PETERSON, JEREMY JAMES** (Juvenile# 451456) [Juvenile Dashboard](#)
 Juvenile Info Address Alias ID Marks DNA Verification Alerts Family Access Log Action
Name/Address/General Information
 Name SSN
 Address
 Address FIPS DOB Age (YY-MM)
 Genetic Sex Race Ethnicity (Is Hispanic or Latino?)
 Height Weight Hair Color Eye Color
 Juvenile's School/Email/Phone/Driver's License
 Birth/Family/ Alien Information
 Last modified by **JAMES R. WILSON** on 5/21/2025
 Edit Refresh
 © 2025 - Virginia Department of Juvenile Justice

Edit Juvenile - PETERSON, JEREMY JAMES (451456)
 Name/Address Information
 General Information
 Birth/Family/Alien Information
 * = required field
 Close Save

a. Name/Address Information Expandable Form

- i. 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.
 - i. 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 *Edit Juvenile* pop-up window without saving changes, an *Unsaved Data!* confirmation pop-up window will require the user to confirm the request. The juvenile's address can also be added or edited on the *Juvenile Information* window *Address* 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

- i. 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.
 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.

Edit Juvenile - [Name] [Address] [Phone]

Name/Address Information

General Information

Juvenile Information

SSN: [Field]

Race *: [Dropdown]

Ethnicity (Hispanic/Latino?) *: [Dropdown]

Height: [Field] Feet [Field] Inches

Weight: [Field]

Eye Colors: [Dropdown]

Hair Color: [Dropdown]

School: [Field]

Grade: [Dropdown]

Registered Voter: ☒ No ☐ Yes

Juvenile Driver's License

Type: [Dropdown]

Status: [Dropdown]

License #: [Field]

State Issued: [Dropdown]

Juvenile Phone/Email

* = required field

Close Save

- 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

- 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

- 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.

The screenshot shows the 'Edit Juvenile' form in the BADGE Web Application. The form is titled 'Edit Juvenile - [Name] (Juvenile# 451456)'. It has tabs for 'Juvenile Info', 'Address', 'Alias', 'ID Marks', 'DNA Verification', 'Alerts', 'Family', 'Access Log', and 'Action'. The 'Family' tab is selected, showing sections for 'Juvenile Birth Information' and 'Juvenile Family Information'. The 'Birth/Family/ Alien Information' section is highlighted with a red box. The 'Close' and 'Save' buttons are also highlighted with a red box.

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.

The screenshot shows the 'Juvenile Information' page in the BADGE Web Application. The page has tabs for 'Juvenile Info', 'Address', 'Alias', 'ID Marks', 'DNA Verification', 'Alerts', 'Family', 'Access Log', and 'Action'. The 'Family' tab is selected, showing sections for 'Name/Address/General Information', 'Juvenile's School/Email/Phone/Driver's License', and 'Birth/Family/ Alien Information'. The 'Last modified by' notification is highlighted with a red box, showing 'Last modified by [Name] on 5/21/2025'.

- When the **Save** button is clicked a warning screen will appear if another user is making changes on the [Edit Information](#) 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.
- 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.

i. Add Button

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

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

The screenshot shows the 'Edit Juvenile Address' pop-up form. The form has a title bar with the text 'Edit Juvenile Address' and a close button (X). The form contains the following fields and buttons:

- Address Line 1* (text input)
- Address Line 2 (text input)
- Zip Code (text input) with a button 'Find City By Zip Code (VA Only)'
- City/Town * (text input)
- State (dropdown menu)
- City/County of Residence (dropdown menu)
- 'Close' and 'Save' buttons at the bottom right.

The background shows the BADGE web application interface with a sidebar and a top navigation bar. The sidebar has a 'Juvenile' tab selected. The top navigation bar has links for BADGE, Caseload, Intake, Detention, GMS, Direct Care, SIR, Child Support, Reports, and SAM. The footer of the application says '© 2025 - Virginia Department of Juvenile Justice'.

- 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 Juvenile Address, From Date, and To Date.

Home BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM Search & Filter

Juvenile Information - PETERS, JEFFERY JAMES (Juvenile# [redacted]) [Juvenile Dashboard](#)

Juvenile Info Address **Alias** ID Marks DNA Verification Alerts Family Access Log Action

Juvenile Address

[redacted] Add Edit

Address History

5

Show Address History

Juvenile Address	From Date	To Date
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]

Showing 1 to 5 of 11 entries

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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.

Home BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM Search & Filter

Juvenile Information - PETERS, JEFFERY JAMES (Juvenile# [redacted]) [Juvenile Dashboard](#)

Juvenile Info Address **Alias** ID Marks DNA Verification Alerts Family Access Log Action

Juvenile Aliases

Refresh

Add Edit Delete Modification History

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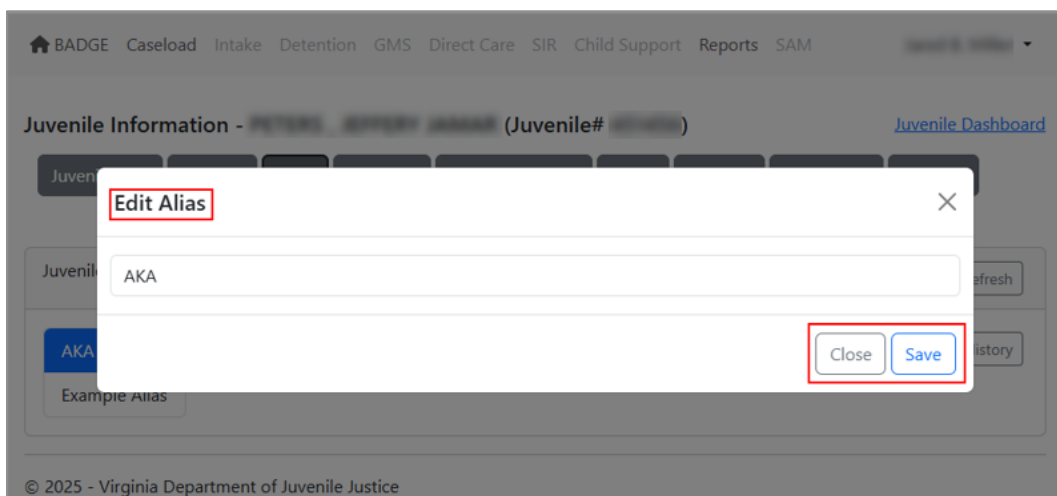
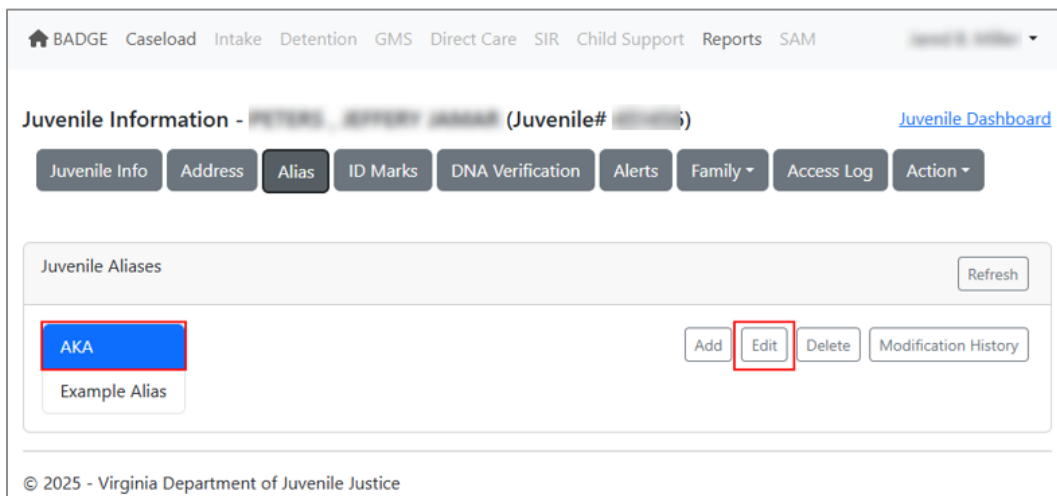
i. Add Button

1. (i) Click the **Add** button and the Add New Alias 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.



ii. Edit Button

1. Select an alias from the list on the Juvenile Aliases window and it will be highlighted in blue.
2. (i) Click the **Edit** button and the selected alias will appear in the Edit Alias 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 Juvenile Aliases window.



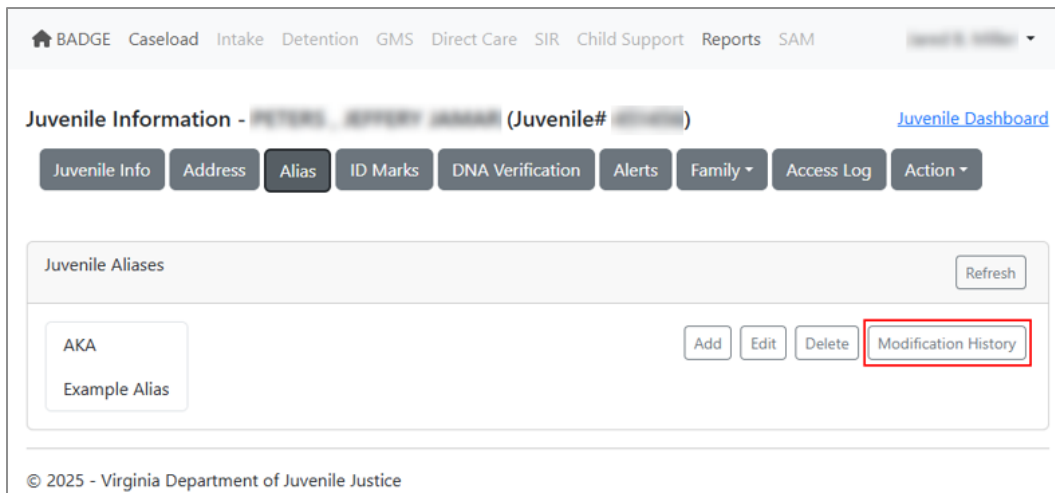
iii. Delete Button

1. Select an alias from the list on the Juvenile Aliases window and it will be highlighted in blue.
2. (i) Click the **Delete** button and the Delete Alias! 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 Alias #, Alias, Recorded by, Action ("Inserted," "Updated," or "Deleted"), and the Date Modified.
2. Click the **Standard View** button to return to close the **Modification History** table.



Navigation: BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM

Juvenile Information - **PETERS, JEFFERY JACOB** (Juvenile# **34841**) [Juvenile Dashboard](#)

Buttons: Juvenile Info Address Alias ID Marks DNA Verification Alerts Family Access Log Action

Juvenile Aliases Refresh

Modification History Standard View

5

Alias #	Alias	Recorded By	Action	Date Modified
34841	test	JEFFERY JACOB PETERS	Inserted	03/17/2025
34841	Example Alias	JEFFERY JACOB PETERS	Updated	07/09/2025
34857	test2	JEFFERY JACOB PETERS	Inserted	06/17/2025
34857	AKA	JEFFERY JACOB PETERS	Updated	07/09/2025

Showing 1 to 4 of 4 entries

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

Navigation: BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports

Juvenile Information - **PETERS, JEFFERY JACOB** (Juvenile# **34841**) [Juvenile Dashboard](#)

Buttons: Juvenile Info Address Alias ID Marks DNA Verification Alerts Family Access Log Action

Juvenile Identifying Marks Information Refresh

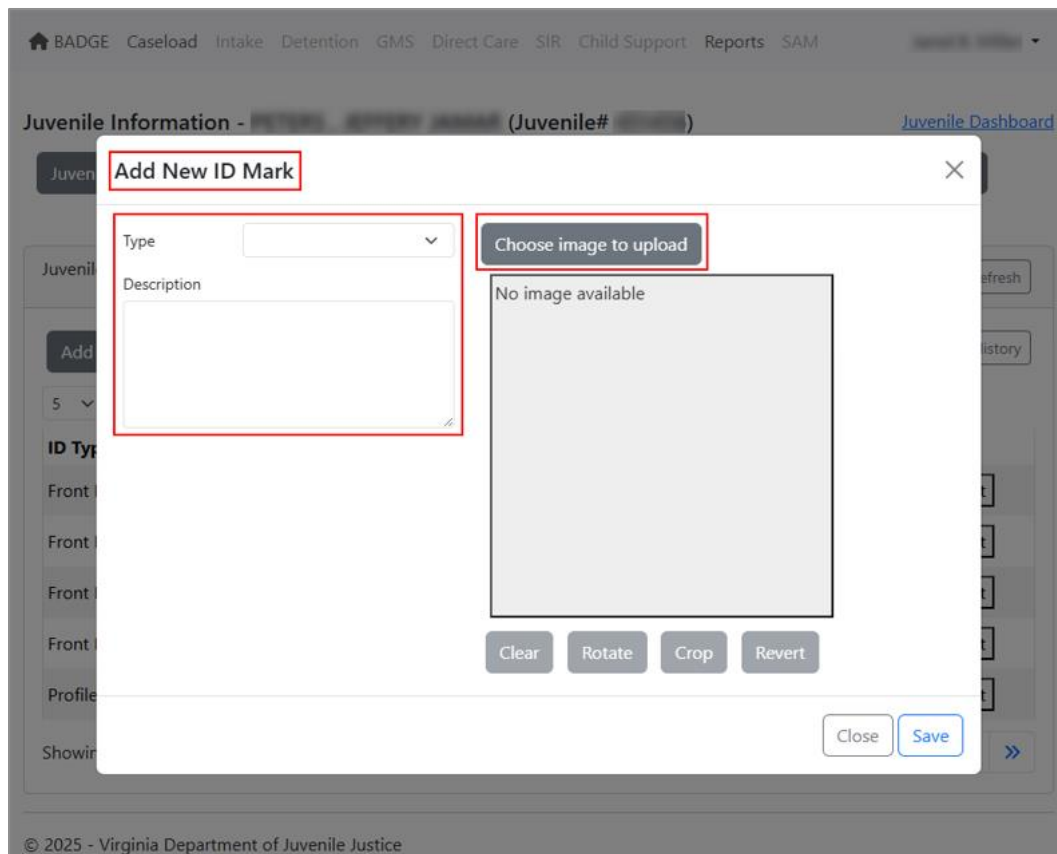
Add New Modification History

5

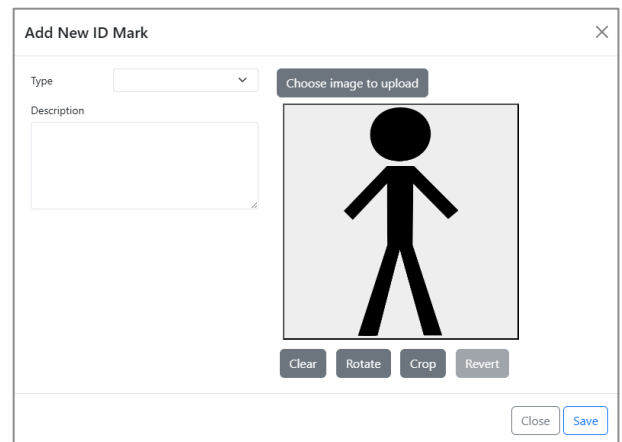
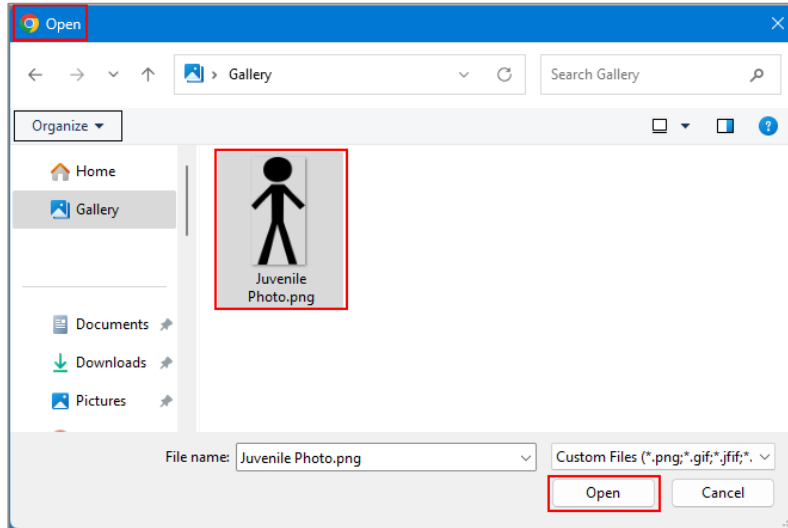
ID Type	Description	Last Update	Recorded By	
Front Photo	Front Photo - right eye	07/30/2025	JEFFERY JACOB PETERS	Show Image Edit
Front Photo	test2	11/15/2022	JEFFERY JACOB PETERS	Show Image Edit

i. Add New Button

1. Click the **Add New** button and the Add New ID Mark 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 Open file explorer screen will appear.
 - a. On the Open file explorer screen (i) browse to/select the saved image file, (ii) click the **Open** button, and the image will open in the Add New ID Mark pop-up form.



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



3. Clear Button

- On the Add New ID Mark pop-up form, click the **Clear** button, and the image will be removed.

4. Rotate Button

- On the Add New ID Mark 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

- On the Add New ID Mark 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.

- 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 *Juvenile Identifying Marks Information* window.

The screenshot shows the 'Add New ID Mark' window. On the left, there is a 'Type' dropdown set to 'Front Photo' and a 'Description' text area with the word 'Front'. On the right, there is a 'Choose image to upload' button and a large image placeholder containing a black stick figure. Below the image placeholder are four buttons: 'Clear', 'Rotate', 'Crop', and 'Revert'. The 'Crop' button is highlighted with a red rectangular box. At the bottom right of the window are 'Close' and 'Save' buttons.

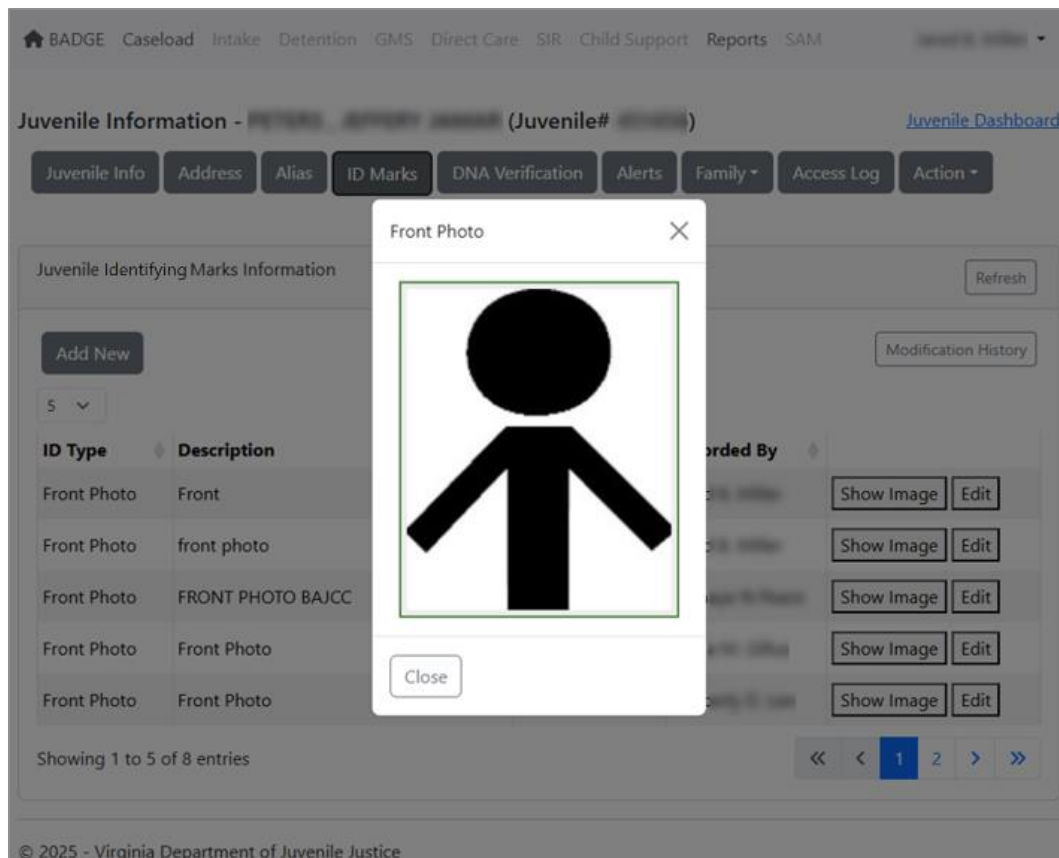
This screenshot shows the 'Add New ID Mark' window after the 'Rotate' button has been clicked. The stick figure in the image placeholder is now rotated 90 degrees clockwise. The 'Rotate' button in the bottom row of buttons is highlighted with a red rectangular box. All other elements, including the 'Type' dropdown, 'Description' text area, and 'Clear', 'Crop', and 'Revert' buttons, remain the same.

This screenshot shows the 'Add New ID Mark' window during the cropping process. A blue dashed selection box is drawn around the upper portion of the stick figure. Below the image placeholder, the buttons are 'Clear', 'Rotate', 'Finish Crop', and 'Clear Crop'. The 'Finish Crop' and 'Clear Crop' buttons are highlighted with a red rectangular box. The 'Type' dropdown, 'Description' text area, and 'Close'/'Save' buttons at the bottom are also present.

This screenshot shows the 'Add New ID Mark' window after the 'Finish Crop' button has been clicked. The image placeholder now shows only the portion of the stick figure that was within the selection box. The 'Revert' button in the bottom row of buttons is highlighted with a red rectangular box. The 'Type' dropdown, 'Description' text area, and 'Clear', 'Rotate', and 'Crop' buttons remain visible.

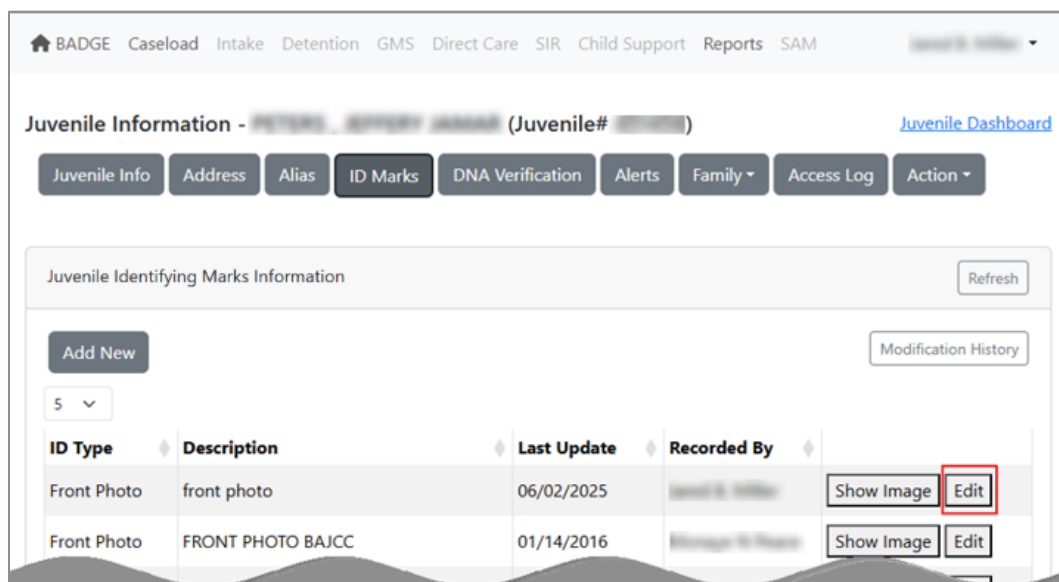
ii. Show Image Button

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.



iii. Edit Button

1. Click the **Edit** button adjacent to the record to be modified, and the Edit ID Mark 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**
 - i. Select the **Close** or **Save** button to perform the stated action and return to the *ID Marks* tab.
- c. **Delete Button**

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

Edit ID Mark

Type: Front Photo

Description: Front

Choose image to upload

Clear Rotate Crop Revert

Last modified by Jared B. Miller on 7/9/2025

Delete Close Save

Edit ID Mark

Type: Front Photo

Description: Front

Choose image to upload

Clear Rotate Crop Revert

Last modified by Jared B. Miller on 7/9/2025

Delete Close Save

Delete ID Mark!
Are you sure you want to delete this Id Mark?
NO YES

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 Id Type, Description, Action, Last Update, and Recorded By.
2. Click the **Standard View** button to close the **Modification History** table.

BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM

Juvenile Information - **PETERSON, JEFFREY JAMES** (Juvenile# **1000000000**) [Juvenile Dashboard](#)

Juvenile Info Address Alias **ID Marks** DNA Verification Alerts Family Access Log Action

Juvenile Identifying Marks Information Refresh

Add New

5

ID Type	Description	Last Update	Recorded By	
Front Photo	Front	07/09/2025	Jared B. Miller	Show Image Edit
Front Photo	front photo	06/02/2025	Jared B. Miller	Show Image Edit
Front Photo	FRONT PHOTO BAJCC	01/14/2016	Matthew B. Pender	Show Image Edit

Modification History

Home BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM Search & Filter

Juvenile Information - **PETERSON, JEREMY JAMES** (Juvenile# **1000000000**) [Juvenile Dashboard](#)

Juvenile Info Address Alias ID Marks **DNA Verification** Alerts Family Access Log Action

Juvenile Identifying Marks Information Refresh

Modification History Standard View

5

Id Type	Description	Action	Last Update	Recorded By	
Front Photo	Front	Inserted	07/09/2025	Jessica K. Miller	Show Image
Front Photo	front photo	Updated	06/02/2025	Jessica K. Miller	Show Image
Front Photo	front photo	Inserted	06/02/2025	Jessica K. Miller	Show Image

e. **DNA Verification Tab**

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

Home BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM Search & Filter

Juvenile Information - **PETERSON, JEREMY JAMES** (Juvenile# **1000000000**) [Juvenile Dashboard](#)

Juvenile Info Address Alias ID Marks **DNA Verification** Alerts Family Access Log Action

DNA Verification

Add New Refresh

5

Search:

DBSATS Search Date	Search Reason	DNA Sample Received?	Court Notification Date	
07/10/2025	Quarterly Check	N	Harrisonburg J&DR - 07/10/2025, Radford J&DR - 07/10/2025	View Details
04/07/2025	Probation/Parole Release	N		View Details
04/01/2025	Quarterly Check	N	Richmond J&DR - 04/01/2025	View Details

Showing 1 to 3 of 3 entries

« < 1 > »

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i. **Add New Button**

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

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 Court Notified, Court Type, and Date Notification Letter Sent. This section allows users to add, edit, and delete court notification records.

i. **Add Button**

1. (i) Click the **Add** button in the Court Notification section and the Add/Edit Row 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 Add/Edit Row 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 Add New DNA Verification pop-up form to perform the stated action and return to the *DNA Verification* tab. If saved, the new information will appear in the **DNA Verification** table.

- The user must click the **Save** button on the Add New DNA Verification pop-up form to commit the Court Notification changes.

Add New DNA Verification

DBSATS Search Date

Search Reason

DNA Sample Received ☐ Yes ☐ No

Comments

Court Notification Add Edit Delete

Court Notified	Court Type	Date Notification Letter Sent
Add/Edit Row Close Add		
Court Notified <input type="text"/>	Court Type <input type="text"/>	Notification Letter Sent to Court Date <input type="text"/>

Close Save

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 Add/Edit Row 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.
- Select the (i) **Close** or (ii) **Save** button on the Add New DNA Verification pop-up form to perform the stated action and return to the DNA Verification tab. If saved, the new information will appear in the **DNA Verification** table.

Add New DNA Verification

DBSATS Search Date

Search Reason

DNA Sample Received ☐ Yes ☒ No

Comments

Court Notification Add Edit Delete

Court Notified	Court Type	Date Notification Letter Sent
Harrisonburg	J&DR	07/10/2025
Radford	J&DR	07/10/2025

Add/Edit Row Close Update

Court Notified

Court Type

Notification Letter Sent to Court Date

Close Update

Close Save

iii. Delete Button

1. (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.
2. Select the (i) **Close** or (ii) **Save** button on the Add New DNA Verification pop-up form to perform the stated action and return to the DNA Verification tab. If saved, the new information will appear in the **DNA Verification** table.

Add New DNA Verification

DBSATS Search Date: 07/10/2025

Search Reason: Quarterly Check

DNA Sample Received: ☐ Yes ☒ No

Comments:

Court Notification

Court Notified	Court Type	Date Notification Letter Sent
Harrisonburg	J&DR	07/10/2025
Radford	J&DR	07/10/2025

Buttons: Add, Edit, Delete, Close, Save

ii. View Details Button

1. Click the **View Details** button on the DNA Verification tab and the Edit DNA Verification pop-up form will appear.
2. Follow the instructions outlined above in the Add New 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 Delete DNA Verification Info! 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 DNA Verification tab.

Edit DNA Verification

DBSATS Search Date: 07/10/2025

Search Reason: Quarterly Check

DNA Sample Received: ☐ Yes ☒ No

Comments:

Court Notification

Court Notified	Court Type	Date Notification Letter Sent
Harrisonburg	J&DR	07/10/2025
Radford	J&DR	07/10/2025

Buttons: Add, Edit, Delete, Close, Save

Delete DNA Verification Info!
Are you sure you want to delete this DNA Verification Info?
Buttons: NO, YES

Delete DNA Verification

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

1. **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.

Home BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM

Juvenile Information - **PETERS, EFFYER JAMES** (Juvenile# **1000000000**) [Juvenile Dashboard](#)

Juvenile Info Address Alias ID Marks DNA Verification **Alerts** Family Access Log Action

Juvenile Alerts

Generated Alerts

Juvenile has outstanding detention order

Juvenile has validated Gang Management System investigation

Recorded Alerts

Self Injurious Behavior - Level 1

Requires Mental Health Services Transition Plan

Taking General Medication

[View/Change](#)

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- **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 *Juvenile Alerts* window. The table displays the Alert Category, Alert Description, Initiated, and Expired columns for any existing records. Users can add an alert using the **Add New** button or edit an alert using the **View Details** button.

Generated Alerts

Juvenile has outstanding detention order

Juvenile has validated Gang Management System investigation

Recorded Alert History Standard View

Add New

5 ▾

Alert Category	Alert Description	Initiated	Expired	
Mental Health	Self Injurious Behavior - Level 1	01/15/2016		View Details
Mental Health	MHSTP Needed Based upon Diagnosis	06/17/2019	05/03/2023	View Details
Mental Health	MHSTP Needed Based upon Diagnosis	02/05/2016	04/15/2019	View Details
Mental Health	MHSTP Needed Based upon Medication	06/17/2019		View Details
Offender Alerts	History of Violence	03/08/2015	04/01/2024	View Details

Showing 1 to 5 of 6 entries

« < 1 2 > »

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1. Add New Button

- Click the **Add New** button and the Add New Alert pop-up form will display.
- 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.
- Close or Save Buttons**
 - Select the **Close** or **Save** button to perform the stated action and return to the **Recorded Alert History** table.

Add New Alert ✕

Alert Category: All ▾

Alert Description: ▾

Initiated:

Expired:

Comment:

2. View Details Button

- Click the **View Details** button adjacent to the alert record to be edited or deleted and the Edit Alert pop-up form will display.

Juvenile has validated Gang Management System investigation

Recorded Alert History Standard View

Add New

5 ▾

Alert Category	Alert Description	Initiated	Expired	
Mental Health	Self Injurious Behavior - Level 1	01/15/2016		View Details
Mental Health	MHSTP Needed Based upon Diagnosis	06/17/2019	05/03/2023	View Details
Mental Health	MHSTP Needed Based upon Diagnosis	02/05/2016	04/15/2019	View Details
Mental Health	MHSTP Needed Based upon Medication	06/17/2019		View Details
Offender Alerts	History of Violence	03/08/2015	04/01/2024	View Details

5 of 6 entries

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

Edit Alert

Alert Category

Mental Health

Alert Description

MHSTP Needed Based upon Medication

Initiated

06/17/2019

Expired

Comment

MHSTP updated based on medication needs.

Last modified by

on 3/12/2020

Delete

Close

Save

- d. **Delete Button**
 - i. (i) Click the **Delete** button and the Delete Alert! 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**
 - i. 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.

Edit Alert

Alert Category: Mental Health

Alert Description: [Text Area]

Initiated: [Text Field]

Expired: [Text Field]

Comment: MHSTP updated based on medication [Text Area]

Last modified by [User] on 3/12/2020

Delete [Close] [Save]

Delete Alert!

Delete should only be used for removing an incorrect entry. If the alert is no longer valid, please edit the alert and fill in expiration date. Are you sure you want to delete this alert?

[NO] [YES]

- 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**.

BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM

Juvenile Information - [Name] (Juvenile# [ID]) [Juvenile Dashboard](#)

Juvenile Info Address Alias ID Marks DNA Verification Alerts **Family** Access Log Action

Contacts

Parent 1

Contacts Siblings Children

Refresh

i. **Contacts Window**

The Contacts 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 Contacts 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 Contacts 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.

The screenshot shows the 'Juvenile Information' page for a juvenile named PETERS, JEFFERY JAMES. The 'Family' dropdown menu is open, showing 'Contacts', 'Siblings', and 'Children'. The 'Add' button is highlighted in the 'Parent 1' section. The 'Add' button is located below the 'Parent 1' section, along with 'Edit Contact', 'Delete', and 'View Adult' buttons.

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 Contacts window.

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

The screenshot shows the 'Juvenile Information' page for a juvenile named PETERS, JEFFERY JAMES. The 'Search Options' dropdown menu is open, showing 'Search By Number' and 'Advanced Search'. The 'Add Adult' hyperlink is highlighted. The 'Add Adult' hyperlink is located next to the 'Search Options' dropdown menu.

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) 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).

Search Options ▾ [Add Adult](#)

Search By Number

Advanced Search

Search by: Adult Number 823065

1 adult(s) met your criteria.

10 ▾

Adult #	Last Name	Suffix	First Name	Middle Name	City	DOB	Race	Genetic Sex

Showing 1 to 1 of 1 entries

« < 1 > »

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1. Add/Edit Juvenile Contact Pop-up Window

- 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?**.
- Select the **Close** or **Save** button to perform the stated action and return to the Contacts window.

Add/Edit Juvenile Contact

Name

Home Phone

Work Phone

Relationship

Contact Email

Custody? ☐ No ☐ Yes ☒ Unknown

- 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.



Add/Edit Juvenile Contact

Name: [Text Field]

Home Phone: [Text Field]

Work Phone: [Text Field]

Relationship: Family Guardian (Dropdown)

Contact Email: [Text Field]

Custody? ☐ No ☐ Yes ☒ Unknown

☐ Is DSS?

Close Save

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 Contacts 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 Add Adult 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.



Show/Hide Juvenile Contacts

Search Options Add Adult

Add Adult

Last Name (Required): [Text Field]

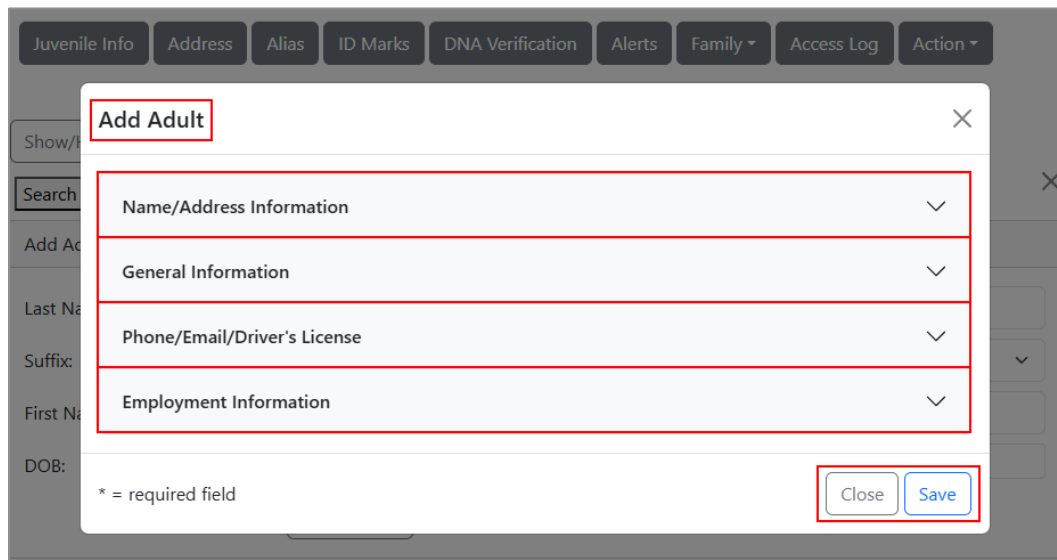
Suffix: [Dropdown]

First Name (Required): [Text Field]

DOB: [Text Field]

Add

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Add Adult

Name/Address Information (Expanded)

General Information

Phone/Email/Driver's License

Employment Information

* = required field

Close Save

1. Follow the instructions detailed in the [Adult Info](#) tab section's, [Edit Adult](#) 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.
2. After completion of the expandable forms in the [Add Adult](#) pop-up window, select the **Close** or **Save** button to perform the stated action and return to the [Contacts](#) window. If the record was successfully saved, the **Add Adult** form on the [Contacts](#) window will display an "Adult added successfully!" statement.
 - a. Click the **Click Here to Select Adult** button and the [Add/Edit Juvenile Contact](#) pop-up window will appear.
 - i. On the [Add/Edit Juvenile Contact](#) 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 (vi) **Custody?** radio button (**Unknown**, **Yes**, or **No**).
 - ii. If no changes are required or when changes to the [Add/Edit Juvenile Contact](#) pop-up window are complete, select the **Close** or **Save** button to perform the stated action and return to the [Contacts](#) window.

2. Edit Contact Button

The screenshot shows the 'Contacts' window with a 'Parent 1' section. It contains input fields for Name, Home Phone, Work Phone, Relation (set to FATHER), Custody? (set to Unknown), and Email. At the bottom, there are four buttons: Add, Edit Contact (highlighted with a red box), Delete, and View Adult. A Refresh button is in the top right corner.

- a. Click the **Edit Contact** button and the Add/Edit Juvenile Contact pop-up window will appear.
 - i. On the Add/Edit Juvenile Contact 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 Add/Edit Juvenile Contact pop-up window is complete, select the **Close** or **Save** button to perform the stated action and return to the Contacts window.

The screenshot shows the 'Add/Edit Juvenile Contact' pop-up window. It has a title bar with the text 'Add/Edit Juvenile Contact' and a close button (X). The form includes fields for Name, Home Phone, Work Phone, Relationship (a dropdown menu set to 'Father'), Contact Email, and Custody? (radio buttons for No, Yes, and Unknown, with 'Unknown' selected). At the bottom right, there are 'Close' and 'Save' buttons, both highlighted with red boxes.

- The Add/Edit Juvenile Contact 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 Adult Information window, *Adult Info* tab, [Edit Adult](#) button section.

3. Delete Button

This screenshot is identical to the one in the 'Edit Contact' section, showing the 'Contacts' window with the 'Parent 1' contact form. In this instance, the 'Delete' button at the bottom is highlighted with a red box.

- a. (i) Click the **Delete** button adjacent to the contact type to be deleted and the Delete Contact! 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 Adult Information window will display within the Juvenile Information window. The tabs, at the top of the Adult Information window, allow the user to access the following adult information detail: *Adult Info* and *Associated Juveniles*.
- 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.

- 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.

Relation	Full Name	Juvenile #	DOB	Address
Parent 1	[Name]	451456	[DOB]	[Address]

- b. Go to the [Adult Information Window](#) section, below, for detail navigating the *Adult Information* window.
- ii. **Siblings Window**
 The *Siblings* window displays the **Siblings** table containing the Relation, Sibling Name, DOB, Same Mother, and Same Father information for each sibling record. The *Siblings* window allows users to add, view, edit or delete a record.

1. Add New Button

Juvenile Information - (Juvenile#) [Juvenile Info](#)

Juvenile Info Address Alias ID Marks DNA Verification Alerts Family Access Log Action

Siblings

Add New 5

Relation	Sibling Name	DOB	Same Mother	Same Father
No data available in table				

Showing 0 to 0 of 0 entries

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- a. Click the **Add New** button and the Add New Sibling pop-up form will display.
 - b. **Add New Sibling Pop-up Form**
 - i. 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 Siblings window.
- Information in the **Narrative** textbox must be as detailed as possible.

Add New Sibling

Relation *
 Last Name *
 Suffix
 First Name *
 Middle Name
 DOB
 Age (YY-MM)
 Has Same Mother? ☐ No ☐ Yes ☒ Unknown
 Has Same Father? ☐ No ☐ Yes ☒ Unknown
 Lives in Same Household? ☐ No ☐ Yes ☒ Unknown
 Address
 Has Court Record? ☐ No ☐ Yes ☒ Unknown
 Interpersonal Relationship: Not Applicable
 School Attendance
 Highest Grade Completed: Unknown
 Narrative

Close Save

2. View Details Button (Edit and Delete)

Siblings

Add New 5

Relation	Sibling Name	DOB	Same Mother	Same Father	
BROTHER	[REDACTED]	[REDACTED]	Y	Y	View Details

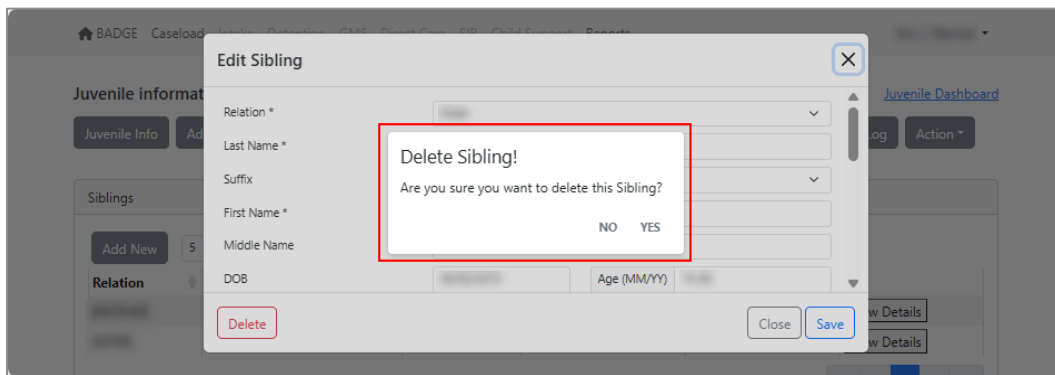
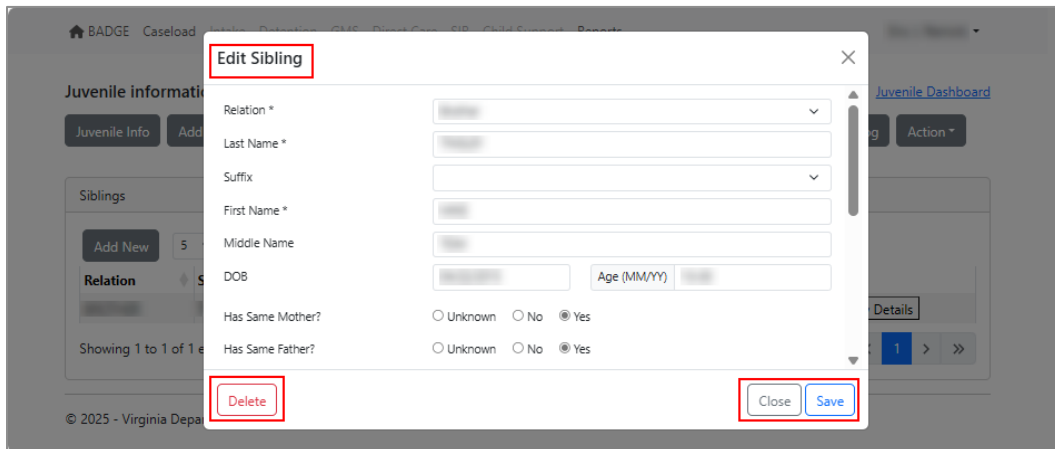
Showing 1 to 1 of 1 entries

« < 1 > »

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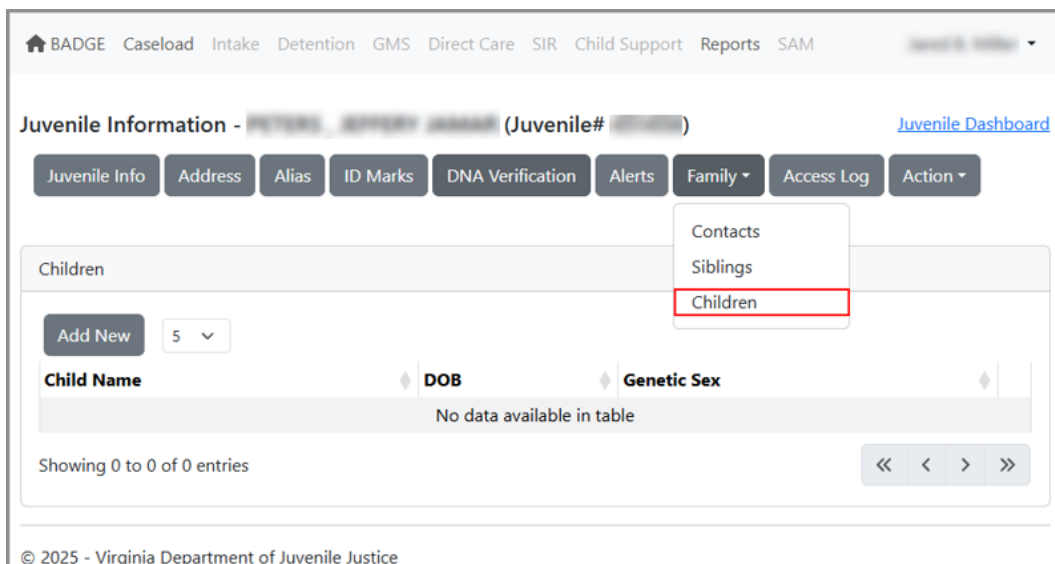
- Click the **View Details** button and the Edit Sibling pop-up form will display.
- Edit Sibling Pop-up Form**
 - Edit the fields in Edit Sibling pop-up form as required following the instructions detailed in the Add New Sibling pop-up form immediately above.
 - Close or Save Buttons**
 - Click the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

- To delete, in lieu of editing and saving the sibling record, (i) click the **Delete** button and the *Delete Sibling!* 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 *Children* window displays the **Children** table containing the Child Name, DOB, and Genetic Sex information for each child record. The *Children* window allows users to add, view, edit or delete a record.



1. Add New Button

Children

Add New 5 ▾

Child Name	DOB	Genetic Sex
No data available in table		

Showing 0 to 0 of 0 entries

« < > »

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- a. Click the **Add New** button and the Add New Child 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**
 1. Click the **Close** or **Save** button to perform the stated action and return to the Children window.

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

Add New Child ✕

Last Name *

Suffix

First Name *

Middle Name

DOB Age (YY-MM)

Genetic Sex ☐ Male ☐ Female

Narrative

Close Save

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2. View Details Button (Edit and Delete)

The screenshot shows the BADGE Web Application interface. At the top, there's a navigation bar with links: HOME, Caseload, Intake, Detention, GMS, Direct Care, SIR, Child Support, Reports. Below this is the 'Juvenile information' section with a search bar and a 'Juvenile Dashboard' link. A row of buttons includes: Juvenile Info, Address, Alias, ID Marks, DNA Verification, Alerts, Contacts, Siblings, Children, Access Log, and Action. The 'Children' section shows a table with one entry. The 'View Details' button for this entry is highlighted with a red box. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has pagination controls.

- a. Click the **View Details** button and the Edit Child pop-up form will display.
- b. **Edit Child Pop-up Form**
 - i. Edit the fields in Edit Child pop-up form as required following the instructions detailed in the Add New Child 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 Children window.
 - iii. **Delete Button**
 1. To delete the child record, (i) click the **Delete** button and the Delete Child! confirmation pop-up window will appear. (ii) Click the **Yes** button and the record will be deleted from the **Children** table.

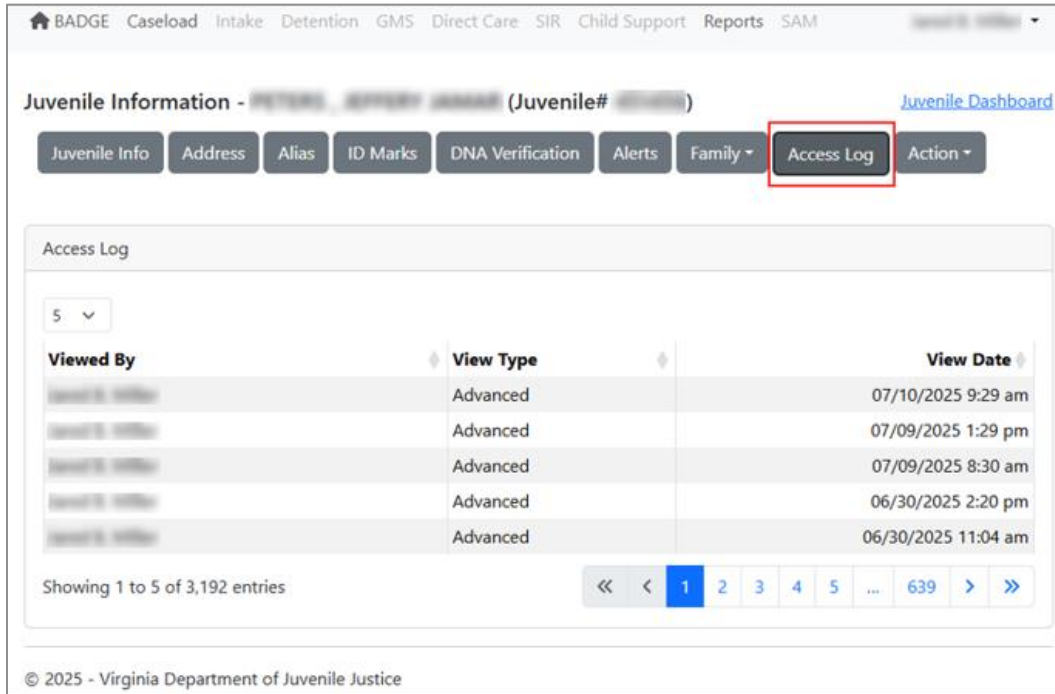
The screenshot shows the 'Edit Child' pop-up form. It has fields for: Last Name *, Suffix, First Name *, Middle Name, DOB, Age (MM/YY), Genetic Sex (Male/Female), and a Narrative text area. At the bottom, there are three buttons: 'Delete' (highlighted with a red box), 'Close', and 'Save' (both highlighted with a red box).

The screenshot shows the 'Delete Child!' confirmation pop-up window. It asks 'Are you sure you want to delete this Child?' with 'NO' and 'YES' buttons. In the background, the 'Edit Child' form is visible, with the 'Delete' button highlighted by a red box.

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

h. **Access Log Tab**

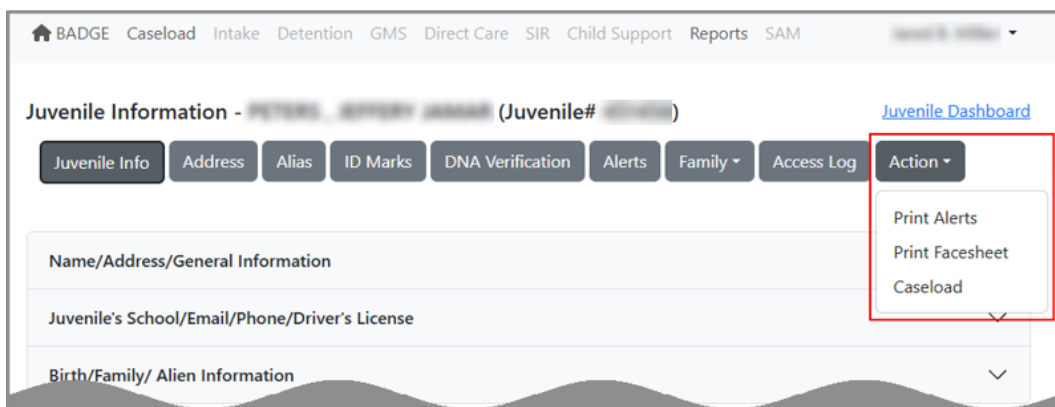
The *Access Log* tab displays read-only information in the **Access Log** table. The table displays Viewed by, View Type, and View Date.



- 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 Juvenile Name, System Generated Alerts, Current User Initiated Alerts, and Historical User Initiated Alerts information for any existing juvenile records.
 - i. The Current User Initiated Alerts and Historical User Initiated Alerts sections contain Alert Description, date Initiated, date Expired, and Comments for any existing records.

[BADGE](#) [Caseload](#) [Intake](#) [Detention](#) [GMS](#) [Direct Care](#) [SIR](#) [Child Support](#) [Reports](#) [SAM](#)

Juvenile Information - [\[REDACTED\]](#) (Juvenile# [\[REDACTED\]](#)) [Juvenile Dashboard](#)

[Juvenile Info](#) [Address](#) [Alias](#) [ID Marks](#) [DNA Verification](#) [Alerts](#) [Family](#) [Access Log](#) [Action](#)

[Print Alerts](#)
[Print Facesheet](#)
[Caseload](#)

Juvenile Alert Report

System Generated Alerts

- Juvenile has outstanding detention order
- Juvenile has validated Gang Management System investigation

Current User Initiated Alerts

Alert Description	Initiated	Expired
Requires Mental Health Services Transition Plan	6/17/2019	
<i>Comments:</i> MHSTP updated based on medication needs.		
Self Injurious Behavior - Level 1	1/15/2016	
<i>Comments:</i> commitment packet reported history of suicidal ideation but [REDACTED] denies any history of suicidal ideation or SIB.		

ii. Print Facesheet

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

[BADGE](#) [Caseload](#) [Intake](#) [Detention](#) [GMS](#) [Direct Care](#) [SIR](#) [Child Support](#) [Reports](#) [SAM](#)

Juvenile Information - [\[REDACTED\]](#) (Juvenile# [\[REDACTED\]](#)) [Juvenile Dashboard](#)

[Juvenile Info](#) [Address](#) [Alias](#) [ID Marks](#) [DNA Verification](#) [Alerts](#) [Family](#) [Access Log](#) [Action](#)

[Print Alerts](#)
[Print Facesheet](#)
[Caseload](#)

Juvenile Face Sheet

Juvenile #: [\[REDACTED\]](#) Juvenile Name: [\[REDACTED\]](#)

SSN: [\[REDACTED\]](#) DOB: [\[REDACTED\]](#) Juvenile Picture
 Alias(es): [\[REDACTED\]](#)
 Genetic Sex: [\[REDACTED\]](#) Alien Status: [\[REDACTED\]](#)
 Race: [\[REDACTED\]](#) Hispanic or Latino?: [\[REDACTED\]](#)
 Height: [\[REDACTED\]](#) ft [\[REDACTED\]](#) in Weight: [\[REDACTED\]](#)
 Hair Color: [\[REDACTED\]](#) Eye Color: [\[REDACTED\]](#)
 Home Phone: [\[REDACTED\]](#) Cell Phone: [\[REDACTED\]](#)
 Address: [\[REDACTED\]](#)

School: [\[REDACTED\]](#) Grade: [\[REDACTED\]](#)
 Living With: [\[REDACTED\]](#)
 Place of Birth: [\[REDACTED\]](#)

Parent 1

Name: [\[REDACTED\]](#) Has Custody: [\[REDACTED\]](#)
 Home Phone: [\[REDACTED\]](#) Work Phone: [\[REDACTED\]](#) Cell Phone: [\[REDACTED\]](#)
 SSN: [\[REDACTED\]](#) DOB: [\[REDACTED\]](#)
 Address: [\[REDACTED\]](#)

Guardian

iii. Caseload

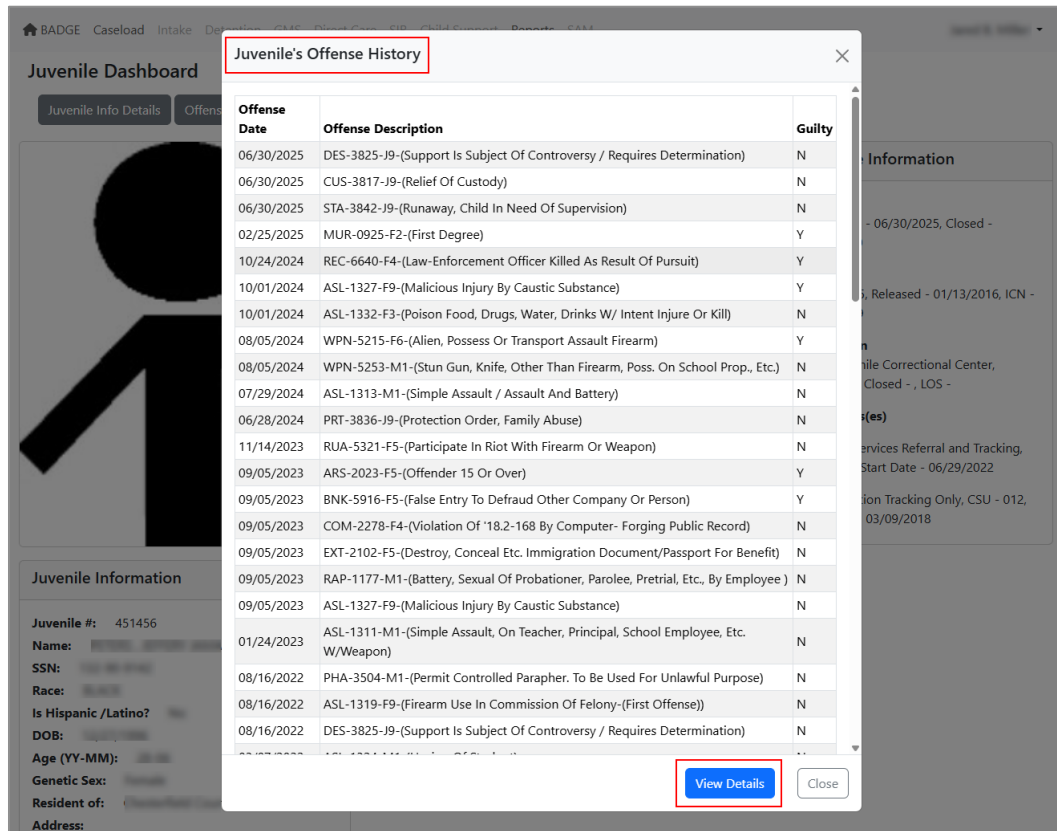
- Click the **Caseload** option and the *Caseload Details* window will display. The *Caseload Details* window displays the juvenile's complete caseload information.

FIPS	Status Category and Description	VCC Code and Description	Start Date	End Date	Closed Code
191 - Washington County	1 - Pre-Court Services Referral and Tracking	ARS-2023-F5 - (OFFENDER 15 OR OVER); ASL-1313-M1 - (SIMPLE ASSAULT / ASSAULT AND...	06/29/2022		
041 - Chesterfield County	1 - Pre-Disposition Tracking Only	ASL-1318-F6 - (DURING COMMISSION OF A FELONY); ASL-1342-F6 - (Simple assault on...	03/09/2018		

- Refer to the [Caseload Manual](#) for instructions on how to navigate the Caseload Details screen.

2. Offenses Tab

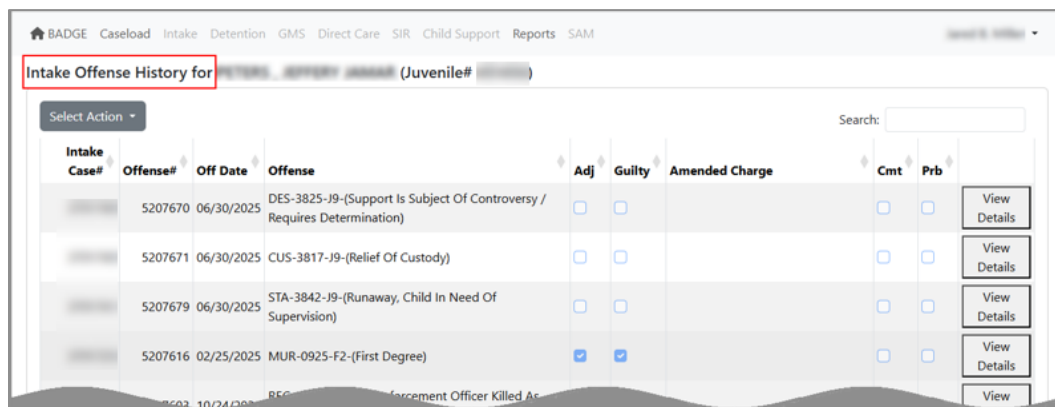
Click the **Offenses** tab on the Juvenile Dashboard to display the Juvenile's Offense History pop-up window. The juvenile's **Offense History** table displays the juvenile's Offense Date, Offense Description, and Guilty adjudication information columns for any existing records.



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

a. View Details Button

- Click the **View Details** button and the Intake Offense History for window will display. The Intake Offense History for 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.

3. Intake Tab

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

Juvenile Dashboard

Navigation: Juvenile Info Details | **Intake** | Direct Care | Caseload | Detention | Incident Reporting | GMS

Alerts

Generated Alerts

- Juvenile has outstanding detention order
- Juvenile has validated Gang Management System investigation

Recorded Alerts

- Self Injurious Behavior - Level 1
- Requires Mental Health Services Transition Plan
- Taking General Medication

Current Case Worker

CSU Primary: [Redacted] (Probation Officer, Date Assigned - 06/29/2022, FIPS - Washington County, Phone# -)

BSU Primary: [Redacted] (Probation Officer, Date Assigned - 08/11/2023, FIPS - Accomack County, Phone# -)

Most Recent Case Information

Intake

ICN: [Redacted] Opened - 06/30/2025, Closed - 06/30/2025, FIPS - 760

Detention

Admitted - 10/18/2015, Released - 01/13/2016, ICN - 3075391, DAI Score - 9

Direct Care Admission

Location: Bon Air Juvenile Correctional Center, Opened - 04/16/2025, Closed - , LOS -

Open Caseload Status(es)

Status: 1 - Pre-Court Services Referral and Tracking, CSU - 028, FIPS - 191, Start Date - 06/29/2022

Status: 1 - Pre-Disposition Tracking Only, CSU - 012, FIPS - 041, Start Date - 03/09/2018

Juvenile Information

Juvenile #: [Redacted]

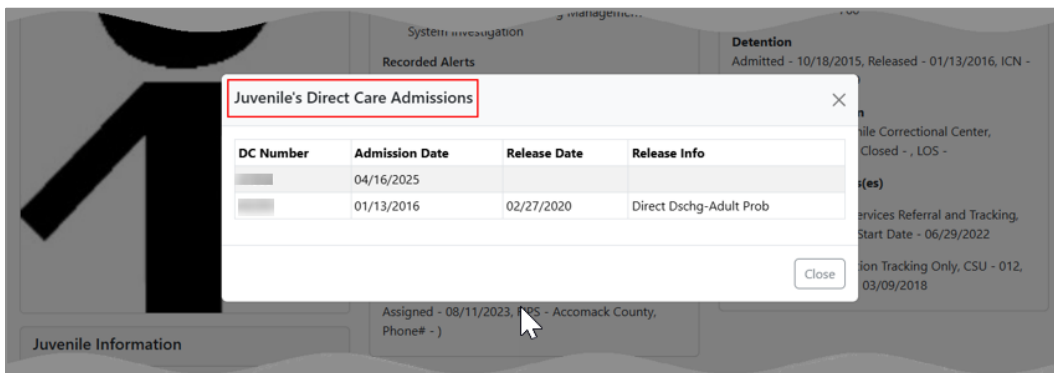
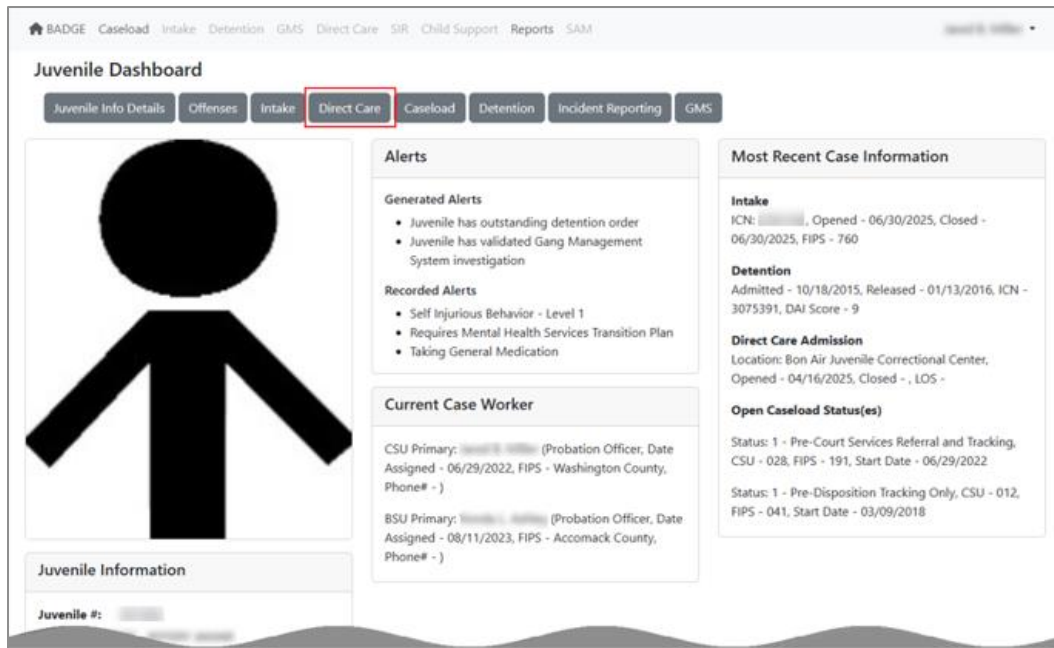
Juvenile's Intake Information

ICN	JI	FIPS	Opened	Closed	Worker
[Redacted]	Y		06/30/2025	06/30/2025	[Redacted]
[Redacted]			06/30/2025	06/30/2025	[Redacted]
[Redacted]	Y		03/04/2025	03/04/2025	[Redacted]
[Redacted]	Y		10/29/2024	10/29/2024	[Redacted]
[Redacted]	Y		10/24/2024	10/24/2024	[Redacted]
[Redacted]	Y		08/05/2024		[Redacted]
[Redacted]			06/28/2024	06/28/2024	[Redacted]
[Redacted]	Y		11/14/2023		[Redacted]
[Redacted]			02/06/2023		[Redacted]

- 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.

4. Direct Care Tab

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



- Data cannot be edited in the juvenile's **Direct Care Admissions** pop-up window.
- Refer to the [Direct Care Module User Manual](#) for instructions on how to navigate the DC Admission History screen.


5. Caseload Tab

Click the **Caseload** tab on the Juvenile Dashboard to display the Juvenile's Caseload Information 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 Start Date, Status Description, and FIPS columns for any existing records.

BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM

Juvenile Dashboard

Juvenile Info Details Offenses Intake Direct Care **Caseload** Detention Incident Reporting GMS



Juvenile Information

Juvenile #: [REDACTED]

Alerts

Generated Alerts

- Juvenile has outstanding detention order
- Juvenile has validated Gang Management System investigation

Recorded Alerts

- Self Injurious Behavior - Level 1
- Requires Mental Health Services Transition Plan
- Taking General Medication

Current Case Worker

CSU Primary: [REDACTED] (Probation Officer, Date Assigned - 06/29/2022, FIPS - Washington County, Phone# -)

BSU Primary: [REDACTED] (Probation Officer, Date Assigned - 08/11/2023, FIPS - Accomack County, Phone# -)

Most Recent Case Information

Intake

ICN: [REDACTED], Opened - 06/30/2025, Closed - 06/30/2025, FIPS - 760

Detention

Admitted - 10/18/2015, Released - 01/13/2016, ICN - 3075391, DAI Score - 9

Direct Care Admission

Location: Bon Air Juvenile Correctional Center, Opened - 04/16/2025, Closed - , LOS -

Open Caseload Status(es)

Status: 1 - Pre-Court Services Referral and Tracking, CSU - 028, FIPS - 191, Start Date - 06/29/2022

Status: 1 - Pre-Disposition Tracking Only, CSU - 012, FIPS - 041, Start Date - 03/09/2018

Juvenile's Caseload Information X

Caseload Number [REDACTED]

Date of Last Contact Recorded 05/29/2025

Number of Parole Discharge Evaluations 0

Number of Currently Open Services 2

Number of Probation Discharge Evaluations 1

Open Status(es)

Start Date	Status Description	FIPS
03/09/2018	1 - Pre-Disposition Tracking Only	[REDACTED]
06/29/2022	1 - Pre-Court Services Referral and Tracking	[REDACTED]

View Caseload Info Close

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

b. **View Caseload Info Button**

- Click the **View Caseload Info** button and the Caseload Details window will display. The Caseload Details window displays the juvenile's complete caseload information.

Caseload Details

Caseload # Juvenile # Name DOB Home Phone Alert Info

Status Worker Assignment Contacts DRT Reports Provided Services VCCCA Trade/Post-Sec Employment VAS Calendar Evaluations

CSU Access Version History

Status Info

Select Action

5 Search

FIPS	Status Category and Description	VCC Code and Description	Start Date	End Date	Closed Code	
028 - Washington County	1 - Pre-Court Services Referral and Tracking	ARS-2023-F5 - (OFFENDER 15 OR OVER); ASL-1313-M1 - (SIMPLE ASSAULT / ASSAULT AND...	06/29/2022			View Details
028 - Washington County	1 - Pre-Disposition Tracking Only	ASL-1318-F6 - (DURING COMMISSION OF A FELONY); ASL-1342-F6 - (Simple assault on ...	03/09/2018			View Details
028 - Washington County	5 - Committed to DJJ	ASL-1313-M1 - (SIMPLE ASSAULT / ASSAULT AND BATTERY); ASL-1313-M1 - (SIMPLE ASSA...	12/22/2015	02/27/2020	Direct Discharge From DJJ	View Details
028 - Washington County	1 - Pre-Disposition (1 Contact/Month)	ASL-1342-F6 - (Simple assault on law enforcement, court, DOC, fire/medical, etc...	02/14/2018	03/09/2018	Case Remains Open to Another Status	View Details
028 - Washington County	1 - Pre-Disposition Tracking Only	ASL-1318-F6 - (DURING COMMISSION OF A FELONY); ASL-1342-F6 - (Simple assault on ...	12/27/2017	01/11/2018	Status Closed, None of the Other Reasons Apply	View Details

Showing 1 to 5 of 17 entries

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- Refer to the [Caseload Manual](#) for instructions on how to navigate the [Caseload Details](#) screen.

6. Detention Tab

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

Juvenile Dashboard

Juvenile Info Details Offenses Intake Direct Care Caseload **Detention** Incident Reporting GMS

Alerts

Generated Alerts

- Juvenile has outstanding detention order
- Juvenile has validated Gang Management System investigation

Recorded Alerts

- Self Injurious Behavior - Level 1
- Requires Mental Health Services Transition Plan
- Taking General Medication

Current Case Worker

CSU Primary: [Name] (Probation Officer, Date Assigned - 06/29/2022, FIPS - Washington County, Phone# -)

BSU Primary: [Name] (Probation Officer, Date Assigned - 08/11/2023, FIPS - Accomack County, Phone# -)

Most Recent Case Information

Intake

ICN: [ICN], Opened - 06/30/2025, Closed - 06/30/2025, FIPS - 760

Detention

Admitted - 10/18/2015, Released - 01/13/2016, ICN - 3075391, DAI Score - 9

Direct Care Admission

Location: Bon Air Juvenile Correctional Center, Opened - 04/16/2025, Closed - , LOS -

Open Caseload Status(es)

Status: 1 - Pre-Court Services Referral and Tracking, CSU - 028, FIPS - 191, Start Date - 06/29/2022

Status: 1 - Pre-Disposition Tracking Only, CSU - 012, FIPS - 041, Start Date - 03/09/2018

Juvenile Information

Juvenile #: [ID]

Juvenile's Secure Detention Admissions					
ICN	Opened by	Detaining FIPS	Admitted	Released	Release Info
000000	Angela A. Bennett	Richmond	10/18/2015	01/13/2016	VA DEPT. OF JUVENILE JUSTICE
000000	Angela A. Bennett	Richmond	08/06/2015	09/04/2015	PARENTS - NO BOND
000000	Angela A. Bennett	Richmond	03/07/2015	06/16/2015	PARENTS - NO BOND
000000	Angela A. Bennett	Richmond	12/20/2014	02/25/2015	RELATIVE - NO BOND

Expand All Close

- 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 JO, VCC Code, PM, Offense Date, Off. Dec, and Adjudication 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.

Juvenile's Secure Detention Admissions					
ICN	Opened by	Detaining FIPS	Admitted	Released	Release Info
000000	Angela A. Bennett	Richmond	10/18/2015	01/13/2016	VA DEPT. OF JUVENILE JUSTICE
Detaining Offense Information					
JO	VCC Code	PM	Off. Date	Off. Dec	Adjudication
Y	PRB-5012-S9		10/13/2015	Petition Filed	GUILTY (NOT INNOCENT)
000000	Angela A. Bennett	Richmond	08/06/2015	09/04/2015	PARENTS - NO BOND
000000	Angela A. Bennett	Richmond	03/07/2015	06/16/2015	PARENTS - NO BOND
000000	Angela A. Bennett	Richmond	12/20/2014	02/25/2015	RELATIVE - NO BOND

Expand All Close

b. **Expand All / Collapse All Buttons**

- i. 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 Juvenile's Secure Detention Admission pop-up window.
 - Refer to the [Detention Module Manual](#) for instructions on how to navigate the Detention Admission screen.

7. **Incident Reporting Tab**

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

Juvenile Dashboard

Incident Reporting

Alerts

Generated Alerts

- Juvenile has outstanding detention order
- Juvenile has validated Gang Management System Investigation

Recorded Alerts

- Self Injurious Behavior - Level 1
- Requires Mental Health Services Transition Plan
- Taking General Medication

Current Case Worker

CSU Primary: (Probation Officer, Date Assigned - 06/29/2022, FIPS - Washington County, Phone# -)

BSU Primary: (Probation Officer, Date Assigned - 08/11/2023, FIPS - Accomack County, Phone# -)

Most Recent Case Information

Intake

ICN: , Opened - 06/30/2025, Closed - 06/30/2025, FIPS - 760

Detention

Admitted - 10/18/2015, Released - 01/13/2016, ICN - 3075391, DAI Score - 9

Direct Care Admission

Location: Bon Air Juvenile Correctional Center, Opened - 04/16/2025, Closed - , LOS -

Open Caseload Status(es)

Status: 1 - Pre-Court Services Referral and Tracking, CSU - 028, FIPS - 191, Start Date - 06/29/2022

Status: 1 - Pre-Disposition Tracking Only, CSU - 012, FIPS - 041, Start Date - 03/09/2018

Juvenile Information

Juvenile #:

Incident(s) Juvenile Was Involved

IR ID	Facility	Incident	Incident Type(s)
	Bon Air Juvenile Correctional Center		Non-Critical - Fight (2 Res, No Serious Injury)
	Bon Air Juvenile Correctional Center		Non-Critical - Res-on-Res Assault (No Injury), Critical Level II - Fight (3 or More Res)
	Bon Air Juvenile Correctional Center		Non-Critical - Fight (2 Res, No Serious Injury), Critical Level II

Close

- Data cannot be edited in the **Incident(s) Juvenile Was Involved** pop-up window.
- Refer to the [Incident Reporting Module Manual](#) for instructions on how to navigate the *Incident Reporting* screen.

8. GMS Tab

Click the **GMS** tab on the *Juvenile Dashboard* to display the *Gang Management System (GMS)* pop-up window. The *Gang Management System (GMS)* pop-up 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.

Gang Name	Gang Set Name	FIPS
...	...	Washington County
...	...	Accomack County

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

Search for an Adult

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

SEARCH JUVENILES Options	Option Summary
By Number	This menu option allows a user to search for a juvenile record by Adult Number or Caseload Number .
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

- Click the **By Number** option from the **BADGE** menu **Search Adults** section and the Adult Search – By Number window will appear.

The screenshot shows the BADGE web application interface. The top navigation bar includes links for HOME, Caseload, Intake, Detention, GMS, Direct Care, SIR, Child Support, Reports, and SAM. A user profile dropdown is visible on the right. On the left, a 'Search Juveniles' dropdown menu is open, showing options: Home, By Number (highlighted with a red box), Advanced, Detention Population, and Direct Care Population. Below this, a 'Search Adults' section is visible, with 'By Number' also highlighted with a red box. The main content area shows a 'User' selection dropdown and a 'Search' button.

The screenshot shows the 'Adult Search - By Number' window. It features a 'Search By:' dropdown menu with 'Adult Number' selected, a text input field for the 'Number', and a 'Search' button. The footer indicates '© 2025 - Virginia Department of Juvenile Justice'.

i. Search by: Adult Number

- (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.
- To open the **Adult Information** window, click either the **Adult #** or **View Info** hyperlink.

The screenshot shows the 'Adult Search - By Number' window with the 'Search By:' dropdown menu open. The dropdown menu lists 'Adult Number' (highlighted with a blue bar) and 'Caseload Number'. The text input field for the 'Number' and the 'Search' button are also visible. The footer indicates '© 2025 - Virginia Department of Juvenile Justice'.

Adult Search - By Number

Search By: Adult Number

Search

1 adult(s) met your criteria.

10

Adult #	Last Name	Suffix	First Name	Middle Name	City	DOB	Race	Genetic Sex	View Info
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]

Showing 1 to 1 of 1 entries

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ii. Search by: Caseload Number

1. (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.

Adult Search - By Number

Search By: Caseload Number

Number

Search

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Adult Search - By Number

Search By: Caseload Number

Search

1 adult(s) met your criteria.

10

Adult #	Last Name	Suffix	First Name	Middle Name	City	DOB	Race	Genetic Sex	View Info
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]

Showing 1 to 1 of 1 entries

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2. Adult Search - Advanced

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

The screenshot shows the BADGE Web Application interface. At the top, there is a navigation bar with links: HOME, Caseload, Intake, Detention, GMS, Direct Care, SIR, Child Support, Reports, and SAM. Below this, there is a 'User' dropdown menu. The 'Search Juveniles' section includes options for 'By Number', 'Advanced', 'Detention Population', and 'Direct Care Population'. The 'Search Adults' section includes options for 'By Number' and 'Advanced'. The 'Advanced' option under 'Search Adults' is highlighted with a red box. The main search area contains a 'Search' button, a 'Change User' button, and a dropdown menu for 'All'. Below the search area, there is a section for 'Department of Juvenile Justice'.

- i. On the Adult 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.
 2. 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.

243 adult(s) met your criteria.

10 ▾

Hyperlinks to Adult Information Window

Adult #	Last Name	Suffix	First Name	Middle Name	City	DOB	Race	Genetic Sex
View Info								
View Info								
View Info								
View Info								
View Info								
View Info								
View Info								
View Info								
View Info								
View Info								

Showing 1 to 10 of 243 entries

« < 1 2 3 4 5 ... 25 > »

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

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 Associated Juveniles tab displays the Juveniles Associated with Adult table. The table displays the juvenile's <u>Relation</u> (to the adult), <u>Full Name</u> , <u>Juvenile #</u> , <u>DOB</u> , and <u>Address</u> .

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

BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM

Adult Information - HUNTER, CHARNA WENE (ADULT JUVENILE)

Adult Info Associated Juveniles Print Face Sheet

Name/Address/General Information

Adult's Driver's License/Phone/Email

Employment Information

Edit Adult Refresh Adult Info

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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.

BADGE Caseload Intake Detention GMS Direct Care SIR Child Support Reports SAM

Adult Information - HUNTER, CHARNA WENE (ADULT JUVENILE)

Adult Info Associated Juveniles Print Face Sheet

Name/Address/General Information

Adult Name SSN

Address Is Address Confidential?

Date of Birth Age (Years-Months) Is Deceased?

Genetic Sex Race Ethnicity (Is Hispanic or Latino?)

Height Weight Hair Color Eye Color

Marital Status Is U.S. Citizen? Docket # (Arlington CSU)

Adult's Driver's License/Phone/Email

Employment Information

Edit Adult Refresh Adult Info

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- 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 Edit Adult 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.

The screenshot shows a web application window titled "Edit Adult". The window contains a form with four expandable sections: "Name/Address Information", "General Information", "Phone/Email/Driver's License", and "Employment Information". Each section has a downward arrow icon. At the bottom of the form, there is a legend indicating that an asterisk (*) denotes a required field. To the right of the legend are two buttons: "Close" and "Save".

i. **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**
 - i. 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.

- 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.
- Clicking an expanded form header will collapse the form.
- If the user attempts to close the *Edit Adult* pop-up window without saving changes, an *Unsaved Data!* 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 drop-down 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.

Edit Adult - HUNTER, DENAINE ANN ()

Name/Address Information

General Information

Adult Information

Date of Birth: [] Age (MM/YY): []

SSN: []

Is Adult U. S. Citizen? ☐ No ☐ Yes ☒ Unknown

Race: []

Ethnicity (Hispanic /Latino?) *: []

Height: Feet [] Inches []

Weight: []

Eye Color: Unknown

Hair Color: Unknown

Marital Status: Unknown

Docket # (for Arlington CSU): []

Phone/Email/Driver's License

Employment Information

* = required field

Close Save

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

1. 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**
 - i. Type in the adult's (i) **Home Phone**, (ii) **Cell Phone**, and (iii) **E-mail**, if applicable.
 - b. **Adult Driver's License Section**
 - i. 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.

Edit Adult - HUNTER, DENAINE ANN ()

Name/Address Information

General Information

Phone/Email/Driver's License

Adult Phone/Email

Home Phone: []

Cell Phone: []

Email: []

Adult Driver's License

License Number: []

State Issued: []

Employment Information

* = required field

Close Save

iv. Employment Information Expandable Form

1. 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.

Edit Adult - [Name] ([Address])

Name/Address Information

General Information

Phone/Email/Driver's License

Employment Information

Adult Employment Information

Status: Unknown

Approx.Date: [Calendar]

Employer: [Text]

Job Title: [Text]

☐ Is Adult Law Enforcement Officer?

Law Enforcement Officer Badge#: [Text]

Employer Address/ Phone Number [Same as Home](#)

Address Line 1: [Text]

Address Line 2: [Text]

Zip Code: [Text] [Find City By Zip Code \(VA Only\)](#)

City/Town: Unknown

State: [Text]

Phone: [Text] Extension: [Text]

* = required field

[Close](#) [Save](#)

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 Relation, Full Name, Juvenile #, and Address, if available.

- The information in the **Juveniles Associated with Adult** table can only be edited by changing the adult information in the juvenile's [Contacts](#) window on the *Juvenile Information* window.

a. Click the **Print Face Sheet** tab and the **Adult Face Sheet** report will display.

- [Home](#) [BAGDE](#) [Caseload](#) [Intake](#) [Detention](#) [GMS](#) [Direct Care](#) [SIR](#) [Child Support](#) [Reports](#) [SAM](#)

Jared B. Miller ▾

Adult Information - [Redacted] (Adult# [Redacted])

[Adult Info](#)
 [Associated Juveniles](#)
 [Print Face Sheet](#)

Navigation: |< < 1 of 1 > >| ↺ ⌂ 100% ▾ 📄 ▾ 🖨️ [] Find | Next

Adult Face Sheet

Adult #: [Redacted]
 Adult Name: [Redacted]

<u>SSN:</u>	[Redacted]	<u>DOB:</u>	[Redacted]	<u>Is Deceased?</u>	[Redacted]
<u>Marital Status:</u>	[Redacted]			<u>Is U.S. Citizen?</u>	[Redacted]
<u>Race:</u>	[Redacted]	<u>Hispanic or Latino?</u>	[Redacted]		
<u>Height:</u>	[Redacted] ft. in.	<u>Weight:</u>	[Redacted]	<u>Genetic Sex:</u>	[Redacted]
<u>Hair Color:</u>	[Redacted]	<u>Eye Color:</u>	[Redacted]		
<u>Home Phone:</u>	[Redacted]	<u>Cell Phone:</u>	[Redacted]		
<u>Is Prefaceinal?</u>	[Redacted]				
<u>Address:</u>	[Redacted]				

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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 Ethnicity 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 & Adult Information</i> screens. Added Appendix A .
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	BADGE Web App Version at last update.	BADGE Version at last <i>Juvenile / Adult Information & Search Manual</i> update: Version 2025.8.13.1 .