

Drop Box Instructions for Law Enforcement

Instructions for use of the new **MANDATORY** Secure Juvenile Holding Log

March 2, 2021

First, and most importantly, you **MUST** use this new Secure Juvenile Holding Log form, and use it in the current format. Only this new log sheet can be uploaded correctly into our database. Alterations to the format of the log sheet cannot be made. Every cell in this log sheet is coded and is linked to established reporting options in our database. Any log sheets submitted on an older version of the log sheet form, in an altered format, or as a document other than an Excel spreadsheet (such as a Google doc) will be returned to you, and you will be required to resubmit the data using this new log sheet. There are rules around using the log sheet, but the log sheet itself is just an ordinary Excel spreadsheet. The following provides detailed, step-by-step instructions on how to find, download, complete, and submit the new Secure Juvenile Holding Log. While the instructions may seem long, the process is really pretty simple and similar in many ways to the previous process.

<https://www.dropbox.com/home/Spreadsheets>

Copy and paste the address above and it will take you to website (Dropbox > Spreadsheets) where there is a list of all the secure law enforcement facilities in the state. Follow the steps below to open your specific spreadsheet:

- 1) find your facility name in the alphabetized list,
- 2) hover over your facility's name with your mouse and click on the box that will appear to the left of the facility name, then
- 3) click on "Download" from the tabs directly above the list of facilities. 5) This will bring up an Excel spreadsheet that is the secure juvenile holding log for this specific facility only. If your agency has multiple facilities, each separate facility will have its own log sheet so you will need to find each different facility in the dropbox list and repeat this process.

In Chrome, you will see:

Dropbox > Spreadsheets

Overview

Click here to describe this folder and turn it into a Space [Show examples](#)

+ Create **Upload** ...

Name ↑

<input checked="" type="checkbox"/>	Aurora PD Headquarters 15001 East Alameda Drive.xlsx
<input type="checkbox"/>	Adams Cty Court-holding 1100 Judicial Center Dr.xlsx
<input type="checkbox"/>	Adams Cty Sheriff 150 North 19th Avenue.xlsx
<input type="checkbox"/>	Adams Cty Sheriff Substation - Commerce City 4201 E 72nd Ave.xlsx
<input type="checkbox"/>	Adams Cty Sheriff Substation - Strasburg 2550 Strasburg.xlsx
<input type="checkbox"/>	Adams State University Police 208 Edgemont Blvd.xlsx
<input type="checkbox"/>	Adams YSC JDC 1913 Bridge Street.xlsx
<input type="checkbox"/>	Alamosa Cty Sheriff 1315 17th Street.xlsx

Dropbox > Spreadsheets

Overview

Click here to describe this folder and turn it into a Space [Show examples](#)

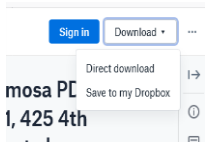
+ Create **Open** **Download** **Move** **Copy** ...

Name ↑

<input checked="" type="checkbox"/>	Aurora PD Headquarters 15001 East Alameda Drive.xlsx
<input type="checkbox"/>	Adams Cty Court-holding 1100 Judicial Center Dr.xlsx
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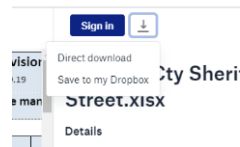
Depending on which browser (Chrome, Firefox, or Internet Explorer) you use, the options may look slightly different, such as (these may have changed):

In Firefox, it may look like this:



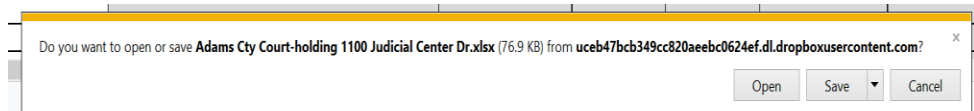
Click on the Download box, then click on Direct Download. Once you have done that, a tab will appear at the lower, left-hand side of the screen with the name of your facility on it - click on that tab and it will bring up your Secure Juvenile Holding Log.

In Internet Explorer, it may look like this:



Click on the Down Arrow box, then click on Direct Download.

Next, this will appear up at the bottom of the page:



Click on the Open box.

Next, this box will appear.



Click on the Allow box, and it will bring up your Secure Juvenile Holding Log.

Spreadsheet Instructions:

- 1) In the yellow line above the spreadsheet, click on the white box to “Enable Editing”. You can now enter your data.
- 2) If you had no juvenile holds during this particular quarter, click the little white box in the blue section of the spreadsheet.
- 3) You will notice that there is no longer a column for the juveniles “Name”, but it does ask for Case Number. Any number that will identify a particular juvenile at your facility or in the database that you use for juvenile information will work as the Case Number. Please do NOT enter the juvenile’s name in this column. This is an intentional change for the purposes of simplifying the holding log submission process and for ensuring the privacy of the juvenile’s information. Since the secure juvenile holding log no longer contains the juvenile’s name, which could identify the juvenile if it got into the wrong hands, these juvenile holding logs will **no longer need to be submitted through the secure state portal!!** The log sheets should be sent directly to cdps_dcj_oajjacompliance@state.co.us.
- 4) Once you have completed the data entry into the original log sheet, do a “save as” and rename it to save the holding log (excel spreadsheet) into a folder on your computer. We encourage you to save the log sheet with the name that will automatically show up in the File Name section plus the date range or quarter that this log covers.

The quarters follow the Federal reporting year and need to be submitted to DCJ within 3 weeks after the close of each quarter. The quarters do not follow a calendar year, instead are as follows:

- 1st quarter: Oct-Dec 2020
- 2nd quarter: Jan-Mar 2021
- 3rd quarter: April-May 2021
- 4th quarter: July-Sept 2021

Once you have renamed and saved the original hold sheet to your computer, then attach it to an email and send it to cdps_dcj_oajjacompliance@state.co.us. These log sheets need to be submitted quarterly (or monthly) to DCJ.

- 5) The original spreadsheet and the saved document (file) on your computer must not have the format of the spreadsheet altered in any way, such as moving columns, adding columns, editing column name, etc. If you want to use this file (and the data) for any internal purposes, and you want to change the file format to serve your needs, you must do another “save as” to create another separate file for that purpose. The original file, and those renamed and saved for each quarter, must be sent to me in the original format.
- 6) If you believe your facility’s classification has changed to Non-Secure (by removing any structures that could be used to detain or confine a juvenile or adult), or to Secure Non-Holding (a secure facility that does have the structures to allow for secure holding but by policy and procedures, doesn’t hold juveniles securely, only adults, OR if your facility has separate sections and the distinct section where you take all juveniles does not have any secure holding capabilities), please contact me so we can have a discussion regarding the proper classification. Also, if your agency has added any new facilities or closed any facilities, please contact me at monal.barnes@state.co.us.

Secure Juvenile Holding Log Data Entry Tips:

1. Only enter juveniles that were detained or confined at your facility into the Secure Juvenile Holding Log. If the only time that a juvenile will be in a secure area at your facility is when they are taken into a secure intake or booking area, and they are in there only for processing purposes, then this juvenile does not have to be entered on the holding log, UNLESS they are in this area for longer than 40 minutes. They shouldn't be taken into this area and then wait for their turn; take them in when you are ready to process them. Also, the juvenile should not be processed in this secure area if the process can be completed in a separate, non-secure area of the facility.
2. Please make sure that individuals are only entered once (no duplicates on the same day) on the log sheet, and that all the individuals entered are under 18 years of age. In addition, make sure that the date period that you enter on the log sheet covers an entire reporting quarter. For example, if you are submitting your 1st quarter data, but type on the log sheet the dates October 15th through December 25th, that reflects an incomplete quarter. From your perspective that may mean that you didn't have any secure juvenile holds from October 1-14, 2019 and none from December 26-31, 2019, but what it means to me is that you did not report for those periods of time. No data submitted means that you did not report for those time periods and there may have been holds. If the full time period is indicated and you report 0 holds, that means that you submitted for that time period but did not have any holds.
3. Some of the columns have drop down lists to use in place of data entry. Under these column titles, it will say "Choose One". Click on the cell where you want to enter data, and if a little down arrow appears to the right of the cell box, then it has drop-down list. Click on the little down arrow, and from the list that appears, make a selection to use as your answer.
4. The In and Out Times should be entered in military time (24-hour clock) format and not by a.m. or p.m. times. When you enter the time in the Time Out column and press enter, if the box turns yellow and the time is red, that means that the hold time exceeds the 6-hour limit. If this happens, double check the times you have entered to see if they are correct. If the times are correct, scroll all the way to the right side of the form and enter information in the last column "Explanation/Additional Information." The information entered here should be specific enough for me to understand why the juvenile was held over 6 hours, and may save you from being cited for a violation. Providing this information now while it is fresh in your mind, will save me a phone call to you later, and you having to look it up.
5. The In and Out Dates use this format: MM/DD/YYYY.
6. In the age column, you are unable to enter an age over 18. If the juvenile is older than 18, go ahead and put 18 in the column. All entries with an age of 18 or older should include an explanation in the last column on the spreadsheet.

If you have any questions or problems, please contact me at monal.barnes@state.co.us or (303)239-4188.
Thank you for your patience and cooperation.