



SECURE JUVENILE HOLDING LOG

Facility: _____ Reporting Period: _____

Contact Name/Number: _____

INSTRUCTIONS:

- **Status and non-offenders shall never be placed in a secure setting** (secure = secure perimeter, cell, whether or not the door is locked, a locked room, or handcuffed to a stationary object).
 - A status offense is: runaway, possession of tobacco, curfew violation, truancy. A juvenile picked up on a warrant, FTA, FTP where the original offense is a status offense remains a status offender. Underage drinking/possession of alcohol is no longer a status offense – it is a delinquent offense.
 - A non-offender is a dependent/neglected juvenile or a juvenile in need of mental health services with no delinquent charges.
 - Booking Exception: Law enforcement may complete the booking process of a status offender or non-offender in a secure booking area only if 1) there is no unsecured booking area available, 2) the juvenile is under continuous law enforcement visual supervision, 3) there are no adult offenders present and 4) the juvenile is immediately removed from the secure booking area to a non-secure area for questioning or further processing.
- Delinquents may only be held for up to 6 hours for processing purposes. Once the 6 hour clock starts, it cannot be turned off – even if the juvenile is removed for brief periods of time – until the juvenile is permanently removed from the secured setting.
- Record **ONLY** those juveniles held in a secure setting (see bullet #1 above).

This is a fillable document; please complete it electronically if possible. If not, please print legibly

If you had **zero holdings** please check here and return this form

Name	Age	Sex	Race/Ethnicity	Charge (Most Serious Charge)	Case #	Officer
Date & Time Placed in Secured Area				Time out for Court	Time back in after Court	Date & Time Removed from Secured Area
Date & Time Placed in Secured Area				Time out for Court	Time back in after Court	Date & Time Removed from Secured Area
Date & Time Placed in Secured Area				Time out for Court	Time back in after Court	Date & Time Removed from Secured Area
Date & Time Placed in Secured Area				Time out for Court	Time back in after Court	Date & Time Removed from Secured Area
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