



pennsylvania

COMMISSION ON CRIME
AND DELINQUENCY

Office of Juvenile Justice and Delinquency Prevention

PA OJJDP Online Compliance Tool

Administrator Users Guide For Police Departments

This document contains information for using Pennsylvania's OJJDP Compliance Tool (previously known as the Juveniles Held system) designed for the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

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Terms & Definitions

Facility Administrator – Designated person, from the Police Department or Jail, authorized to access and enter information into the PA OJJDP Compliance Tool on behalf of that facility.

Police Liaison – The contracted agent on behalf of PCCJPO and PCCD responsible for working with Police Departments in monitoring compliance of state and federal juvenile holding laws.

Direct File Juvenile (DFJ) – Act 96...allows for a ‘direct file’ juvenile who is subject to criminal proceedings by reason of being charged with a crime that is excluded from the definition of delinquent act...to be detained in a secure juvenile detention center rather than the county jail if the court has ordered such detention. (Act 96 of 2010 [SB 1169(2181)])

ORI – ORiginating agency Identifier: the code assigned to every police department.

Secure custody – Construction features designed to physically restrict the movements and activities of persons in custody, such as locked rooms and buildings, fences, or other physical structures.

Further information can be found from the federal Guidance Manual for Monitoring Facilities Under the Juvenile Justice and Delinquency Prevention Act of 2002, dated January 2007.

Administrative Notes

This document is designed to assist police and other law enforcement officials, who come in contact with juvenile offenders, to meet state and federal reporting mandates through this new web-based Compliance Tool. The Office of Juvenile Justice and Delinquency Prevention (OJJDP), of the Pennsylvania Commission on Crime and Delinquency (PCCD) developed this online application to ease the administrative burden on police departments while improving response times and accuracy.

Questions can be forwarded to your regional Police Liaison listed below:

Seth Bloomquist, Central Region (717) 477-1704 / c-sbloomqu@pa.gov

Paul Donaldson, Western Region (412) 932-9647 / c-pdonalds@pa.gov

Steve Masciantonio, Eastern Region (267) 634-7687 / c-smascian@pa.gov

or

Chuck Risio, Compliance Monitor, PCCD (717) 265-8457 / crisio@pa.gov

Wendy Poston, Compliance Administrator, PCCD (717) 265-8459 / wposton@pa.gov

Any errors/corrections to this manual can be sent to Chuck Risio or Wendy Poston.

PA OJJDP Compliance Tool Registration Process

To access the online PA OJJDP Compliance Tool, use the following URL:

<https://www.pccdjheld.pa.gov>

If you are already registered, enter your User Name and Password in the fields provided. If you are not registered, click 'Register'.

NOTE: Each facility is limited to 3 active, registered administrators. ALSO, if you incorrectly enter your User Name/Password 3 times, you will be locked out for 30 minutes. This is controlled by the state-wide Login.NET functionality, not PCCD, so you will still have to wait 30 minutes to use the 'Forgot' hyperlink even if you call us for assistance.

The screenshot shows the login interface for the PA OJJDP Compliance Tool. At the top left is the Pennsylvania Commission on Crime and Delinquency logo. The page title is "PA OJJDP Compliance Tool" and the header on the right says "Pennsylvania Commission on Crime and Delinquency". The main content area has two input fields: "User Name*" and "Password*", followed by a "Login" button. Below the login fields are links for "Register with the PA OJJDP Compliance Tool", "Forgot your user name or password?", and "Change your password and/or e-mail address." There is also a link for "Police Department Administrators Users Guide". On the right side, there is a section titled "If you are having problems logging into the PA OJJDP Compliance Tool, please read the following information" which contains several bullet points providing troubleshooting instructions. At the bottom left, there is a note about browser compatibility: "This application was developed using Internet Explorer 9.0. Although other browsers may work, you may experience unexpected results when trying to view some pages. For best results when using this application it is suggested you use Internet Explorer 9.0 or greater."

Enter your facility's ORI and Registration Key. The Registration Key is a unique alphanumeric key delivered via separate correspondence to your facility. The Registration Key can also be found on your facility's detail page (if another facility administrator is able to login).

The screenshot shows the registration process, specifically Step 1: Registration Information. The page title is "PA OJJDP Compliance Tool" and the header on the right says "Pennsylvania Commission on Crime and Delinquency". The navigation tabs at the top are "Step 1: Registration Information", "Step 2: Personal Information", and "Step 3: Login Information". The main content area contains the following text: "In order to register with the Juveniles Held Application you must know the ORI Number and Registration Key assigned to your facility. When finished entering the information, press the 'Next >>' button to continue the registration process." Below this text are two input fields: "Facility ORI: * 99056200" and "Registration Key: * i8aXKFDRiJ". At the bottom are "Cancel" and "Next >>" buttons.

The Registration Key is case sensitive. If you do not type in the correct ORI or Registration Key, you will see the following Error message.



■ The registration information entered does not match the information in our system. Please contact a system administrator for help.

Names of administrators that currently exist for the facility will be displayed in a list. You can register as one of the existing administrators by clicking “Register” next to the name,

OR

...select “Continue as New User” at the bottom of the page.

The screenshot shows the 'PA OJJDP Compliance Tool' interface for the 'Pennsylvania Commission on Crime and Delinquency'. It is on 'Step 2: Personal Information'. The facility is 'MyTown Police Department'. A message states: 'This facility currently has the below administrators assigned. If you see yourself in the list select the "Register" button next to your name. If you do not see yourself in the list select the "Continue As New User >>" button at the bottom of the page'. Below this is a table titled 'Current Facility Administrators' with columns for Name, Active, and Registered. Two administrators are listed: Deputy Chief Jamie J Jamison (Active: Yes, Registered: No) and Chief John J Johnson (Active: Yes, Registered: Yes). Each row has a 'Register' button. At the bottom are 'Cancel' and 'Continue As New User >>' buttons.

Name	Active	Registered
Deputy Chief Jamie J Jamison	Yes	No
Chief John J Johnson	Yes	Yes

NOTE: If you want to register as an existing administrator, but are already registered, you will see an error message saying you cannot register but can either sign in or use the Forgot Password option.



■ The selected facility administrator is already registered within the application. The administrator has created a User Name of fpid138. To login as this person, please press cancel and enter the User Name and Password on the login page. If you do not know the password you can use the Forgot Password option from the login page using the email address of v1.1@pccdcdis.com this administrator used during initial registration.

NOTE: If you want to register as an existing administrator, but are marked as Not Active, you will see an error message saying a current Active facility administrator must reactivate you.



■ The selected facility administrator is currently set to Not Active within the application. In order to register as this administrator you will need to contact an active facility administrator to reactivate you.

NOTE: If you want to register as a New User but your facility already has 3 active and registered administrators, you will be see an error message saying one of the existing active and registered administrators must be inactivated before you can register.



■ The maximum number of active and registered administrators has been met for this facility. In order for you to register as an administrator you will need to contact an active facility administrator to inactive one of the current administrators.

If you chose to register as an existing administrator in the system, you will be prompted to verify your information. Once verified, click the Next button to continue.

The screenshot shows the 'Step 2: Personal Information' page of the PA OJJDP Compliance Tool. The facility is 'MyTown Police Department'. The form is divided into 'Personal Information' and 'Mailing Address' sections. The 'Personal Information' section includes fields for Title (Deputy Chief), First Name (Jamie), Middle Name (J), Last Name (Jamison), and Suffix. The 'Mailing Address' section includes fields for Use Facility Address (Yes), Address Line 1 (100 North Main Street), Address Line 2, City (MyTown), State (Pennsylvania), and Zip Code (12345-1234). The 'Contact Information' section includes fields for Primary Phone Number ((717) 555-5555), Phone Extension, and Primary Email Address (deputy_chief@mytown.pd). A confirmation message states: 'Deputy Chief Jamie J Jamison, You have requested registration as a Facility Administrator for MyTown Police Department in the PA OJJDP Compliance Tool application. Please verify that the system has correctly found your personal information in the system using the information displayed above. If this is not you, please press the "Cancel" button and contact your administrator for help. If you are Deputy Chief Jamie J Jamison and want to continue with the registration process, please press the "Next >>" button'. At the bottom are 'Cancel' and 'Next >>' buttons.

OR

...if you chose to register as a New User, enter your information then click the Next button to continue.

The screenshot shows the 'Step 2: Personal Information' page of the PA OJJDP Compliance Tool for a new user. The facility is 'MyTown Police Department'. The form is divided into 'Personal Information' and 'Mailing Address' sections. The 'Personal Information' section includes fields for Title, First Name, Middle Name, Last Name, and Suffix. The 'Mailing Address' section includes fields for Use Facility Address (Yes), Address Line 1 (100 North Main Street), Address Line 2, City (MyTown), State (Pennsylvania), and Zip Code (12345-1234). The 'Contact Information' section includes fields for Primary Phone Number, Phone Extension, and Primary Email Address. At the bottom are 'Cancel' and 'Next >>' buttons.

This is the final step in registration. If you are creating a new account, enter the information on the left side of the screen. Remember your User Name and Password!!! You also must select the block at the bottom indicating you have read the Terms Of Use and click the “Complete Registration” button to finish.

OR

... you may already have a MUSER account (from previous/current PA government applications such as PFAD or Egrants). Having a MUSER account allows you to log into the PA OJJDP Compliance Tool but it is not required. You can instead, create a new user account (as described in the above paragraph); HOWEVER, you cannot use the same email you use for your MUSER account. If you have a MUSER account, enter the User Name and Password on the right side of the screen.

PA OJJDP Compliance Tool Pennsylvania Commission on Crime and Delinquency

Step 1: Registration Information Step 2: Personal Information Step 3: Login Information

Create New User Account -- OR -- **Use Existing User Account**

If you wish to create a new user name, enter the information below. The email address must be unique. If you get a message that the email address is already in use, you will need to change to a different email address or login using the user name associated to the email address you want to use.

User Name: *

Password: *

Verify Password: *

Email Address: * deputy_chief@mytown.pd

Verify Email Address: *

If you ever forget your Password you will be asked to properly Answer the Question you specify below in order to reset your Password.
(For Example, your secret question may be 'my favorite color' and your secret answer may be 'red')

Secret Question: *

Secret Answer: *

Terms Of Use:

Through your User ID and password you will be granted access to certain juvenile held information. The User ID and password are only for your use.
You should not disclose your User ID and/or password to anyone. The Pennsylvania Commission on Crime and Delinquency (PCCD) or any Commonwealth agency will never ask you for your User ID and password in an unsolicited phone call or email.
Sharing of User IDs and passwords is NOT permitted. Each individual who wishes to use the site must properly register and obtain a unique User ID and password.
It is the responsibility of each individual user to secure and protect their User ID and password.

PCCD requires individual User IDs and passwords in order to provide appropriate communications to users and for information security purposes.
Only individuals who have obtained a unique User ID and password may continue.

I have read and agree with the terms of use policy provided above.

If you receive an error message, you can either create a new user account with a different email address (since that email address is associated with the MUSER account),

OR

...return to the Login Page and click “Forgot” to have your MUSER information sent to you.

Home Menu

PA OJDP Compliance Tool Home Facility

Today is:
Wednesday, December 30, 2015

[Home](#)

Chief John J. Johnson
[Logout](#)

Action Items

Type	Action	Created
Yearly Certification Needs Completed	Your 2015 certification is due and must be completed by 03/31/2015.	12/31/2014 at 12:00 AM by System

Notifications

Notification Type	Priority	Notification Detail	Read?	Created	Last Updated
You do not have any notifications to display at this time.					

PAGE NAVIGATION:

The Home page is the first page that will be displayed when you login to the application.

PAGE FUNCTION:

1. This page will display any Action Items relevant to the logged in user. An Action Item is a link to an action that must be taken in the system. The Action Item will be displayed until the action has been performed and submitted.
2. This page will display any Notifications relevant to the logged in user. A Notification is a quick link to view information in the system that may be of importance to you. A Notification will be displayed until you manually select to remove it from your list.

BUSINESS RULES:

Only Action Items and Notifications associated to the logged in user will be displayed.

Facility Details

PA OJJDP Compliance Tool Home [Facility](#)

Today is:
Wednesday, December 30, 2015

Facility

- MyTown Police Department**
- Administrators
- Certifications
- Juvenile Logs
- Site Visits

Chief John J Johnson
[Logout](#)

Facility Details

Name: MyTown Police Department	County: Allegheny
Type: Police Department	Region: Western
ORI: 99056200	Disbanded: No
Registration Key: i8aXKFDRJ	

Primary Address	Alternate Mailing Address
Address Line 1: 100 North Main Street	Use Primary Address: Yes
Address Line2:	Address Line 1: 100 North Main Street
City: MyTown	Address Line2:
State: Pennsylvania	City: MyTown
Zip Code: 12345-1234	State: Pennsylvania
	Zip Code: 12345-1234

Department Head	Primary Contact
Department Head: Chief John J Johnson	Primary Contact: Deputy Chief Jamie J Jamison
Phone Number: (717) 555-5555	Phone Number: (717) 555-5555
Fax: (717) 555-5555	Fax: (717) 555-5555
Email Address: chief@mytown.pa	Email Address: deputy_chief@mytown.pa

PAGE NAVIGATION:

You can get to the Facility Details page by clicking on “Facility” in the top right corner of the screen.

PAGE FUNCTION:

This page allows the facility administrator to View, Enter and Edit facility information. The Department Head is usually the Chief. The Primary Contact would usually be the facility’s primary user for this compliance tool (such as Youth Division Supervisor); it does not necessarily have to be the Department Head.

Facility Administrators List

The screenshot shows the PA OJJDP Compliance Tool interface. At the top, it displays 'MyTown Police Department', 'ORI: 99056200', and 'Allegheny County'. Below this, there is a 'Facility Administrators' section with an 'Add an Administrator' button. A table lists the administrators:

Name	Facility	Type	ORI	Active	Registered	Primary Contact	Department Head
Deputy Chief Jamie J Jamison	MyTown Police Department	Police Department	99056200	Yes	No	Yes	No
Chief John J Johnson	MyTown Police Department	Police Department	99056200	Yes	Yes	No	Yes

The interface also includes a sidebar menu with 'Administrators' selected, and a user profile for Chief John J Johnson with a 'Logout' link.

PAGE NAVIGATION:

You can get to the Facility Administrators list page by clicking on “Administrators” in the left side menu.

PAGE FUNCTION:

1. This page allows the facility administrator to View, Add and Edit other facility administrators. You can add more facility administrators but each facility is limited to 3 active registrations. The intent of this function is to allow for several potential facility administrators given the fact that some facilities/police departments can have higher personnel turnover.
2. Due to the inherent properties of how this database works, you may not be able to delete a user. In the example above, if Chief Johnson ever entered a yearly certification or monthly log and then retired, he could not be deleted from the system since he is associated with an entry in the system. Attempting to delete him would result in an error message.
3. To “delete”, or replace, an administrator, first add a new administrator (if needed). Then click the View/Edit icon  preceding the name of the administrator to be ‘deleted’. Click the “Open for Edit” button and select “Inactive” from the menu toward the top left, then select “Save Changes”, then select “Back”. On this Facility Administrators list you should now see that administrator with a ‘No’ under ‘Active’ column.

Facility Administrators Details

The screenshot displays the 'Facility Administrator Information' page in the PA OJJDP Compliance Tool. The interface includes a top navigation bar with 'Home' and 'Facility' links, and a left sidebar with a tree view containing 'Facility', 'MyTown Police Department', 'Administrators', 'Certifications', 'Juvenile Logs', and 'Site Visits'. The main content area is divided into sections: 'Facility Administrator Information', 'Personal Information', and 'Contact Information'. The 'Facility Administrator Information' section shows 'Facility: MyTown Police Department' and 'Status: Active'. The 'Personal Information' section lists 'Title: Deputy Chief', 'First Name: Jamie', 'Middle Name: J', and 'Last Name: Jamison'. The 'Contact Information' section contains two input fields for phone numbers and one for email addresses, all with 'Work' as the type.

PA OJJDP Compliance Tool Home Facility

Today is:
Wednesday, December 30, 2015

Facility Administrator Information Open For Edit Back

Facility: MyTown Police Department
Status: Active

Is Primary Contact? Yes
Is Dept. Head? No

Personal Information

Title: Deputy Chief
First Name: Jamie
Middle Name: J
Last Name: Jamison
Suffix:

Use Facility Address: Yes
Address Line 1: 100 North Main Street
Address Line 2:
City: MyTown
State: Pennsylvania
Zip Code: 12345-1234

Contact Information

Primary Phone Number*
Phone Type: Work
Phone Number: (717) 555-5555
Extension:

Primary Email Address*
Email Type: Work
Email Address: deputy_chief@mytown.pd

Alternate Phone Number
Phone Type: Fax
Phone Number: (717) 555-5555
Extension:

PAGE NAVIGATION:

You can get to the Facility Administrators Detail page by clicking on the View/Edit icon  from the Facilities Administrators list page, or by clicking on the “Administrators” link in the left side under Facility.

PAGE FUNCTION:

This page allows the facility administrator to View, Add and Edit other facility administrators and their contact information. To change the facility’s primary contact, return to the Facility page, click Open for Edit, scroll down to Primary Contact and select New Primary Contact from the drop-down menu. Then click Save Changes. Also refer to page 9 (Facility Details) of this manual.

Police Department Certifications List

PA OJJDP Compliance Tool

Today is: Thursday, February 11, 2016

Home Facility

MyTown Police Department

Police Department Certifications

Page: 1 of 1 Go Items Per Page: 7 Change Item 1 to 7 of 7

Year	Certification Status	Exempt From Monthly Reporting	Secure Facility	Last Updated
2016	In Process	---	---	Feb 11 2016 9:19AM (Chief John J Johnson)
2015	Submitted	---	---	Jan 28 2016 2:04PM (Neil Mahon)
2013	Approved	Yes	Yes	Jun 1 2015 10:13AM (CD Superuser)
2012	Approved	Yes	Yes	Jun 1 2015 10:13AM (CD Superuser)
2011	Approved	No	Yes	Jun 1 2015 10:13AM (CD Superuser)
2010	Approved	Yes	Yes	Jun 1 2015 10:13AM (CD Superuser)
2009	Approved	Yes	Yes	Jun 1 2015 10:13AM (CD Superuser)

Chief John J Johnson
Logout

PAGE NAVIGATION:

You can get to the Police Department Certifications List page by clicking on the “Certifications” link on the left side menu.

PAGE FUNCTION:

This page shows the status of all certifications associated with the facility. The facility certifications can be viewed/maintained by clicking the Edit Icon .

BUSINESS RULES:

Once certifications are submitted they are locked and are read only .

Police Department Certification Process

The screenshot shows the PA OJJDP Compliance Tool interface. At the top, it displays 'PA OJJDP Compliance Tool' on the left and 'Home Facility' on the right. Below this, the date 'Tuesday, February 23, 2016' is shown. The main header identifies the user as 'MyTown Police Department' with ORI: 99056200 and Allegheny County. The page title is 'Facility Certification - 2015' with a 'Start Facility Certification' button. The main content area is titled 'Police Department 2015 Certification Process' and contains a detailed message from PCCD regarding the federal JJDP Act of 2002. It lists contact information for regional liaisons: Seth Bloomquist (Central Region), Paul Donaldson (Western Region), and Steve Masciantonio (Eastern Region). A 'Documents' section follows, containing a table with two rows of attachments.

Description	Attachment Name
Listenbee Letter	Listenbee Guidance.pdf
Pennsylvania Map with Monitor Designations	PoliceDeptReqMonitoring.pdf

PAGE NAVIGATION:

You can get to the Police Department Certification page by clicking on the Edit Icon  when viewing the police department certification list.

PAGE FUNCTION:

This initial page of the certification process is the standard message from PCCD. It also displays Police Liaison contacts and any documents added to the certification year. Clicking on “Start Facility Certification” or “Resume Facility Certification” will navigate to the certification detail pages. If the certification has already been submitted and/or processed by PCCD, you will not see this page but instead be shown the Summary page.

BUSINESS RULES:

Once certifications are submitted they are locked and are read only .

Police Department Certification Process – Continued

PA OJJDP Compliance Tool Home Facility

Today is:
Wednesday, December 30, 2015

MyTown Police Department **ORI: 99056200** **Allegheny County**

Facility Certification - 2015

Please verify the information shown below for your facility is correct. If you need to make changes to any information click on the "Change Facility Information" button. If all information below is correct, click on the "Continue, All information is correct" button.

Facility Details

Name: MyTown Police Department	County: Allegheny
Type: Police Department	Region: Western
ORI: 99056200	Disbanded: No

Primary Address **Alternate Mailing Address**

Address Line 1: 100 North Main Street	Use Primary Address: Yes
Address Line2:	Address Line 1: 100 North Main Street
City: MyTown	Address Line2:
State: Pennsylvania	City: MyTown
Zip Code: 12345-1234	State: Pennsylvania
	Zip Code: 12345-1234

Department Head **Primary Contact**

Department Head: Chief John J Johnson	Primary Contact: Deputy Chief Jamie J Jamison
Phone Number: (717) 555-5555	Phone Number: (717) 555-5555
Fax: (717) 555-5555	Fax: (717) 555-5555
Email Address: chief@mytown.pd	Email Address: deputy_chief@mytown.pd

The facility administrator will verify that their facility information is correct. If not, click the "Change Facility Information" button to fix any errors. Otherwise, click the "Continue, All information is correct" button.

Police Department Certification Process – Continued

The screenshot displays a web application interface for the PA OJJDP Compliance Tool. The top navigation bar includes 'Home' and 'Facility' links. The main header identifies the user as 'MyTown Police Department' with ORI: 99056200, located in Allegheny County. The left sidebar shows a navigation menu with 'Certifications' highlighted. The main content area is titled 'Facility Certification - 2015' and contains a 'Secure/Non-Secure Classification Checklist'. The checklist consists of five questions, each with 'Yes' and 'No' radio button options. At the bottom of the checklist, there are two buttons: 'Continue, I have answered Yes or No to all checklist items above' and 'Cancel, I will finish at a later time'.

PA OJJDP Compliance Tool Home Facility

Today is:
Wednesday, December 30, 2015

MyTown Police Department **ORI: 99056200** **Allegheny County**

Facility Certification - 2015

Secure/Non-Secure Classification Checklist

Please answer the questions below based on whether the facility has these features, not whether they are used with juveniles.

The facility has a cuffing rail, cuffing ring or other stationary object used to detain an individual.

Yes
 No

The facility has a room that is equipped with delayed egress devices where the delay is greater than 30 seconds.

Yes
 No

The facility has a locked perimeter fence.

Yes
 No

There are cells/interview rooms within the department that can be locked from the outside; preventing an offender from leaving that room on their own recognizance.

Yes
 No

The facility has a secure booking area.

Yes
 No

In this next step of the certification process, answer the Secure/Non Secure checklist questions with either Yes or No. Validation is in place to ensure all questions are answered. Once complete, click the “Continue” button.

Police Department Certification Process – Continued

If you answered “No” to all questions on the previous screen (pg.15), you will see this page and must now decide if the facility requests exemption from monthly reporting by clicking on the appropriate button.

The screenshot shows the PA OJJDP Compliance Tool interface. The top navigation bar includes 'Home' and 'Facility'. The main header displays 'MyTown Police Department', 'ORI: 99056200', and 'Allegheny County'. The left sidebar contains a navigation menu with 'Facility' expanded to show 'MyTown Police Department', which includes 'Administrators', 'Certifications' (highlighted), 'Juvenile Logs', and 'Site Visits'. Below the sidebar, the user is identified as 'Chief John J Johnson' with a 'Logout' link. The main content area is titled 'Facility Certification - 2015'. It contains the following text: 'Based on the answers to the secure holding checklist, you are considered a **Non Secure Holding** facility. As a non secure facility, you will be exempt from the monthly reporting currently required under the federal Juvenile Justice and Delinquency Prevention Act and Act 1991-9. Should a juvenile be temporarily held securely at this facility, You are still required to submit the juvenile log for the month during which this secure holding occurred. Further, it is understood that the Pennsylvania Commission on Crime and Delinquency (PCCD) may conduct a monitoring visit during the year to verify that our reported juvenile practices are fully in operation. Our department staff will assist PCCD staff during any such visit.' Below this text is the question 'Do you agree with the above statement?' followed by three buttons: 'I Agree with the above statement', 'Return to the secure checklist', and 'Cancel, I will finish at a later time'.

OR

...if you answered “Yes” to any question on the previous screen (pg.15), you will see this page allowing you to attach your department’s policy regarding secure holding of juveniles. If your department does not already have a policy, a sample policy is provided for your department to adapt and use. You must attach your policy document to continue, otherwise select the “Return...” or “Cancel...” button.

The screenshot shows the PA OJJDP Compliance Tool interface. The top navigation bar includes 'Home' and 'Facility'. The main header displays 'MyTown Police Department', 'ORI: 99056200', and 'Allegheny County'. The left sidebar contains a navigation menu with 'Facility' expanded to show 'MyTown Police Department', which includes 'Administrators', 'Certifications' (highlighted), 'Juvenile Logs', and 'Site Visits'. Below the sidebar, the user is identified as 'Chief John Johnson' with a 'Logout' link. The main content area is titled 'Facility Certification - 2015'. It contains the following text: 'Based on the answers to the secure holding checklist, you are considered a **Secure Holding*** facility. Please attach a copy of your written policy on the secure holding of juveniles. If you do not have a written juvenile policy, a 2016 sample Juvenile Custody Policy/Procedures document is listed below.' Below this text is a form field with the label 'Please attach a copy of your department's written policy:' and a 'Browse...' button. A link for '2016 sample Juvenile Custody Policy/Procedures' is provided. A footnote states: '* Secure Holdings (as per Federal definition), is defined as facilities that include construction features designed to physically restrict the movements and activities of persons in custody such as locked rooms and buildings, fences, or other physical structures (cuffing rails, floor rings). It does not include facilities where physical restriction of movement or activity is provided solely through facility staff (28 CFR 31.304(b)).' Below the text are three buttons: 'Continue, I have attached our written policy', 'Return to the secure holding checklist', and 'Cancel, I will finish at a later time'.

Police Department Certification Process – Continued

If you answered “Yes” to any question on the checklist screen (pg.15), and you provided your facility’s policy, you will see this page. Click “Yes...” to continue.

PA OJJDP Compliance Tool Home Facility

Today is: Wednesday, December 30, 2015

MyTown Police Department ORI: 99056200 Allegheny County

Facility Certification - 2015

The MyTown Police Department requests exemption from the monthly reporting currently required under the federal Juvenile Justice and Delinquency Prevention Act and Act 1991-9.

This department has adopted a written policy and has established a practice which prohibits the secure holding of juveniles in our facilities. A copy of our written policy has been attached on the previous page. This prohibition applies to all sections of our facility, including any lockup, locked offices, locked interview rooms, etc. Our policy also forbids handcuffing juveniles to any fixture or fixed object. Our departmental policy and practice allows one exception in the case of extreme circumstances, which permits the secure holding of juveniles who are out of control or are a danger to the community—for a period of time not to exceed six hours. Should a juvenile be temporarily held securely under this exception, we will submit the required juvenile log for the month during which this secure holding occurred. However, our routine practice is to supervise juveniles in non-secure areas.

Further, it is understood that the Pennsylvania Commission on Crime and Delinquency (PCCD) may conduct a monitoring visit during the year to verify that our reported juvenile practices are fully in operation. Our department staff will assist PCCD staff during any such visit.

Does your facility want to submit a request for exemption from the monthly reporting requirement?

This page displays a summary of all questions answered during the certification process. If you are satisfied with your responses and the correct documentation is attached, click the “Submit to PCCD” button. Otherwise, select “Back” to make corrections. Once you click Submit to PCCD, the certification is submitted to your Police Liaison and PCCD, and you are now only able to view it. If you subsequently realize you have made an error, contact your Police Liaison.

PA OJJDP Compliance Tool Home Facility

Today is: Wednesday, December 30, 2015

MyTown Police Department ORI: 99056200 Allegheny County

Status: **In Process** Submitted:

Approved:

Facility Certification - 2015

Facility Secure/Non Secure Status: **Secure** [05BTwavapp 11-2013.pdf](#)

The facility has a cuffing rail, cuffing ring or other stationary object used to detain an individual.: **Yes**

The facility has a room that is equipped with delayed egress devices where the delay is greater than 30 seconds.: **Yes**

The facility has a locked perimeter fence.: **Yes**

There are cells/interview rooms within the department that can be locked from the outside; preventing an offender from leaving that room on their own recognizance.: **Yes**

The facility has a secure booking area.: **Yes**

Exemption from monthly reporting requirement requested: **Yes**

Police Department Monthly Reporting Logs List

PA OJJDP Compliance Tool Home Facility

Today is: Wednesday, December 30, 2015

MyTown Police Department **ORI: 99056200** **Allegheny County**

Monthly Reporting Logs + Add New Reporting Month

Navigation: Page: 1 of 4 Go Items Per Page: 25 Change Item 1 to 25 of 79

	Year	Month	Total Logs	Total Secure	Total Non Secure	Total In Violation	Status	Last Updated
▶	2015	October	1	1	0	0	In_Process	Nov 19 2015 11:31AM (System)
▶	2015	September	2	2	0	0	Submitted	Jun 1 2015 10:13AM (CD Superuser)
▶	2015	August	1	1	0	0	Submitted	Jun 1 2015 10:13AM (CD Superuser)
▶	2015	July	62	62	0	0	In_Process	Nov 19 2015 12:40PM (System)
▶	2015	June	62	62	0	3	Submitted	Jun 1 2015 10:13AM (CD Superuser)
▶	2015	May	38	38	0	0	Submitted	Jun 1 2015 10:13AM (CD Superuser)
▶	2015	April	34	34	0	0	Submitted	Jun 1 2015 10:13AM (CD Superuser)
▶	2015	March	30	30	0	0	Submitted	Jun 1 2015 10:13AM (CD Superuser)
▶	2015	February	25	25	0	0	Submitted	Jun 1 2015 10:13AM (CD Superuser)
▶	2015	January	48	48	0	1	Submitted	Jun 1 2015 10:13AM (CD Superuser)
▶	2014	December	78	78	0	1	Submitted	Jun 1 2015 10:13AM (CD Superuser)

PAGE NAVIGATION:

You can get to the Police Department Monthly Reporting Logs List page by clicking on the “Juvenile Logs” link in the left side menu.

PAGE FUNCTION:

This page allows you to maintain existing monthly logs by clicking the Edit Icon . You can add a new log by clicking the “Add New Reporting Month” button. You will be prompted to select from a list of valid reporting months that have not yet been created.

BUSINESS RULES:

1. Monthly Reports associated to a certification year that is locked are read only .
2. Monthly Reports that have been submitted and then cleared by a Police Liaison are locked and are read only .

Police Department Monthly Juvenile Log Entry

The screenshot displays the PA OJJDP Compliance Tool interface. At the top, it shows 'MyTown Police Department' with ORI: 99056200 and Allegheny County. The reporting month is November 2015, with 1 total log entry. The status is 'In Process', with 1 secure and 0 non-secure logs. Summary statistics include 0 unresolved, 0 cleared OK, and 0 confirmed violations. A 'Monthly Logging Complete - Submit to PCCD' button is visible. Below this is the 'Monthly Juvenile Held Logs' section, which includes an 'Add New Juvenile Held Log' button and an 'Export to Excel' icon. The main form area contains fields for Case Number (jds), Name (AD), Reason Held (182701AIM), Gender (Male), Race (Asian), Date of Birth (04/13/1966), Date/Time Entered Facility (11/30/2015 07:00), Date/Time Left Facility (12/01/2015 15:00), Location Securely Held (ad), Outcome (Transferred to an Adult Facility), and Was ChildLine contacted? (No). There are 'Save' and 'Cancel' buttons on the right side of the form.

PAGE NAVIGATION:

You can get to this Police Department Monthly Juvenile Log Entry page by clicking the “Add New Juvenile Held Log” button, or the Edit icon  next to the Log Entry you wish to edit.

PAGE FUNCTION:

1. Case Number: enter your department’s case number.
2. Name: enter the juvenile’s name.
3. Reason Held: type in either the code or plain text reason and a list will populate.
4. Enter Gender, Race, and Date of Birth.
5. Enter Date and Time the juvenile entered and departed your facility.
6. If the juvenile was held secure, select Yes and enter Time In and Out of that status.
7. Enter description of how the juvenile was held secure; i.e., cuffing rail, cell.
8. Outcome: enter who the juvenile was released/transferred to.
9. ChildLine: preselected as No, enter Yes if ChildLine was contacted.

BUSINESS RULES:

Juvenile logs that are submitted and then cleared by the Police Liaison, are locked and are read only .

Police Department Monthly Juvenile Log Entry – Continued

PA OJJDP Compliance Tool

Home Facility

Today is: Thursday, February 04, 2016

MyTown Police Department ORI: 99056200 Allegheny County

Reporting Month: July 2015 Status: In Process Unresolved: 0
Total Logged: 62 Secure: 62 Cleared - OK: 59
Non Secure: 0 Confirmed - Violation: 0

Monthly Logging Complete - Submit to PCCD Back

Monthly Juvenile Held Logs Add New Juvenile Held Log Export to Excel

Chief John J. Johnson Logout

Case Number: 15-134827 Was juvenile held secure?: Yes Logged
Name: John Doe Date/Time Entered Secure Custody: 07/14/2015 12:00 Edit
Reason Held: 3733 Date/Time Left Secure Custody: 07/14/2015 21:21 Delete
Gender: Unknown Time Held Securely: 09:21
Race: Black Location Securely Held: Rm 223 Outcome: Parent
Hispanic: Unknown Was ChildLine contacted?: No
Date of Birth: 07/30/1998
Date/Time Entered Facility: 07/14/2015 12:00
Date/Time Left Facility: 07/14/2015 21:21

Case Number: 121419 Was juvenile held secure?: Yes Logged

PAGE NAVIGATION:

You can get to this Police Department Monthly Juvenile Log Entry page by clicking the Edit Icon  next to the monthly report you wish to view while viewing the Police Department Monthly Reporting Logs List page.

PAGE FUNCTION:

1. This page allows you to add new logs by clicking on the “Add New Juvenile Held Log”.
2. To edit or delete an individual entry, click the Edit or Delete button  .
3. Once in edit mode, you must select either the Save or Cancel icon   to continue.
4. You can export all logs to an Excel spreadsheet by clicking the “Export to Excel” button.
5. Note: Time must be entered in 24-hour format.
6. Once all logs are entered for a given month, submit them to PCCD by clicking the “Monthly Logging Complete – Submit to PCCD” button.
7. All logs are to be submitted to PCCD no later than the 5th day of the month following the reporting month, (for example, the Jan 2016 log is due by Feb 5, 2016).
8. For your own records, you can create/print an Excel spreadsheet of your monthly logs by clicking the “Export to Excel” button near the upper right side.

BUSINESS RULES:

Once monthly logs are submitted and cleared by the Police Liaison, they are locked and are read only .

Facility Site Visits

The screenshot shows the PA OJJDP Compliance Tool interface. The top navigation bar includes 'Home' and 'Facility'. The main header displays 'MyTown Police Department', 'ORI: 99056200', and 'Allegheny County'. The left sidebar menu is expanded to 'Facility', with 'MyTown Police Department' selected, and 'Site Visits' highlighted. The main content area is titled 'Facility Site Visits' and contains a table with the following data:

	Site Visit Date	Site Visit Complete?	Last Updated
	5/16/2001	True	Jun 1 2015 10:13AM (CD Superuser)
	5/27/2009	True	Jun 1 2015 10:13AM (CD Superuser)
	1/21/2010	True	Jun 1 2015 10:13AM (CD Superuser)
	1/18/2011	True	Jun 1 2015 10:13AM (CD Superuser)
	4/10/2012	True	Jun 1 2015 10:13AM (CD Superuser)
	4/17/2014	True	Jun 1 2015 10:13AM (CD Superuser)

Page: 1 of 1 Go Items Per Page: 6 Change Item 1 to 6 of 6

PAGE NAVIGATION:

To get to the Facility Site Visits page, click on the Site Visits link under the active facility in the left side menu.

PAGE FUNCTION:

This page will list all site visits for the active facility. Click on the View icon to view.

Facility Site Visit Detail

The screenshot shows the PA OJJDP Compliance Tool interface for the Facility Site Visit Detail page. The top navigation bar includes 'Home' and 'Facility'. The main header displays 'MyTown Police Department', 'ORI: 99056200', and 'Allegheny County'. The left sidebar menu is expanded to 'Facility', with 'MyTown Police Department' selected, and 'Site Visits' highlighted. The main content area is titled 'Facility Site Visit' and contains the following information:

[Back](#)

Site Visit Date: 05/16/2001 Complete?: Yes

Message
No violations or problems requiring formal resolution were identified during the site visit. The MyTown Police Department appears to be in full compliance with the core protections identified within the federal JJDP Act of 2002. I commend you for the hard work and dedication toward ensuring juveniles are being handled in a manner that is consistent with federal requirements.

Site Visit Documents

No documents found associated to this site visit.

PAGE NAVIGATION:

To get to the Facility Site Visit Detail page, click on the Edit Icon next to a site visit on the Facility Site Visit List page. You can also get to this page by selecting a site visit while under the Site Visits Main menu.

PAGE FUNCTION:

This page allows you to view messages or comments from your Police Liaison.