

JAIL LOG INSTRUCTIONS

Submit form even if no juveniles were held in secure custody. In that case, complete top section of form and write "none" on log.

Column 1: Name - You are required to list only those juveniles who were detained in a cell or locked room, or who were secured to a stationary object such as a cuffing rail, bench, desk, etc. However, if it is more convenient, you may list all juveniles in your custody. Include juveniles arrested as adults because they gave a false date of birth and note on form that it was a false DOB. If the juvenile was taken into custody for violation of a court order, violation of probation (VOP), directive to apprehend (DTA), or on a warrant, please give the underlying basis for the order. *Also include all juveniles entering a secure area of the adult jail or lockup under public authority such as a Scared Straight or Shock Incarceration program. (See Law Summary)*

Column 2: Offense - List the offense for which the juvenile was detained. If there was more than one offense, list only the most serious.

Column 3: Date of Birth - List those juveniles whose date of birth shows that they were 10 through 16 years of age at the time of detention. Also, list those 17-year-olds who were detained for offenses committed before they turned 17.

Column 4: Date Detained - List the month, date, and year.

Column 5: Time Locked In - List the exact time of lockup if juvenile was locked. Do not include transportation time. Be sure to use either military time or specify a.m. or p.m. Please use one form of time consistently.

Column 6: Date Released - List the month, date, and year.

Column 7: Time Released From Lockup - List the exact time of release from lockup.

Column 8: Locked? - In this column state whether the juvenile was actually *placed in a cell, locked room or secured to a stationary object* (cuffing bench, etc.) Answer Yes or No.

Column 9: Sight-and Sound Separation? - Was the juvenile completely separated from all adult prisoners including trusties by both sight and sound? Answer Yes or No.

Column 10: Race/Ethnicity - See footnote on log for designation abbreviations.

IMPORTANT NOTE:

**PLEASE SIGN AND SUBMIT THE COMPLETED JAIL LOG TO THE
TEXAS COMMISSION ON JAIL STANDARDS, P.O. BOX 12985,
AUSTIN, TX 78711. PHONE # 512/463-5505. FAX # 512/463-3185.**

PLEASE MAKE EXTRA COPIES OF THE LOG AND INSTRUCTIONS FOR YOUR FUTURE USE.

JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT
42 U.S.C. 5633 Sec. 223 (a) (13)
REMOVAL OF JUVENILES FROM JAILS

TEXAS FAMILY CODE
Title 3, Juvenile Justice Code

CODE OF CRIMINAL PROCEDURE
Chapter 45, Justice and Municipal Courts

REQUIREMENT: Juveniles shall not be detained or confined in any jail or lockup for adults. Juveniles are persons 10 through 16 years of age and 17 years of age if held for offenses committed before their 17th birthday.

EXCEPTIONS: Juveniles accused of criminal-type offenses may be securely confined up to 6 hours in a designated juvenile processing office to allow time for identification and to arrange transfer to a juvenile detention center. During the 6 hours, juveniles must be separated by sight and sound from accused or convicted adult offenders, including trustees, and must not be left unattended.

Juveniles who have been certified to stand trial in criminal court are considered adults for reporting purposes.

Juveniles accused of status-type offenses, CINS (conduct indicating a need for supervision) offenses, traffic offenses, and other fineable-only offenses may not be securely confined for any period of time. They may be placed in non-secure custody as described below. Status offenses include runaway, truancy, driving under the influence (DUI), simple possession of alcohol and tobacco, curfew violations, or other offenses that apply only to juveniles. CINS offenses include public intoxication, inhalant abuse, truancy, running away from home, violation of school discipline rule resulting in expulsion under Section 37.007(c) Education Code, and violation of a reasonable and lawful court order entered under Section 264.305.

NONSECURE CUSTODY: Status offenders or non-offenders may be placed in an unlocked area or office while the officer contacts a parent, a juvenile probation officer, or other responsible adult to whom the juvenile may be released. While in nonsecure custody, the juvenile must be separated by sight and sound from adult offenders, must not be cuffed to a stationary object, and must be watched by an officer or staff member. The juvenile cannot be held more than 6 hours. A designated juvenile processing office may be used for status and non-offenders if the door is not locked while the juvenile is inside.

NOTE: A juvenile held in a facility or part of a facility (including a secure sally port) that restricts exit from the facility through the use of construction features such as keyed exits or doors that require being "buzzed" out must be considered securely held (locked in) even if the juvenile is not further held securely within that area. Juveniles prevented from leaving only by the presence of facility staff would not be considered securely held.

In accordance with current OJJDP policy and proposed regulation, the state must assure that no juvenile offender shall enter under public authority, for any amount of time, into a secure setting or secure section of an adult jail, lockup, or correctional facility as a disposition of an offense or as a means of modifying their behavior (e.g. Shock Incarceration or Scared Straight).

*PLEASE COMPLETE THE ENCLOSED JUVENILE JAIL LOG AND SEND IT TO
TEXAS COMMISSION ON JAIL STANDARDS*