



**Oakland County Sheriff's Office
Technology, Information &
Innovation
* CRITICAL ***

REQUIRED REPORTING FOR DETENTION OF JUVENILES

5/2/2024

Information: The Juvenile Justice and Delinquency Prevention Act requires mandatory reporting of juveniles who are detained in a room to be interviewed or held prior to incarceration or release. Sheriff's General Order 4.3, Section D, Subsection 4, covers the reporting and logging of juveniles who are being detained for any reason. Please include all juveniles who were detained or confined in any room or area of the facility that can be secured. The following are examples of situations in which a juvenile would be considered detained or confined in a secure facility, and therefore subject to reporting requirements:

- A juvenile placed in an unlocked room, but within the secure perimeter of a jail or lockup.
- A juvenile placed in a cell within an adult jail or lockup, whether or not the cell door is locked.
- A juvenile placed in an interview room with a door that can be locked from the outside, whether or not the door is locked.
- A juvenile placed in a room that includes a cuffing ring/rail, whether or not the juvenile is physically secured to the cuffing ring/rail.

For purposes of JJDP A reporting, juveniles include individuals under the age of 18 accused of committing any crime.

The following procedures SHALL be followed when detaining Juvenile suspects/offenders:

- Deputies SHALL complete the attached JJDP form which is also located on the Sheriff's I:\drive (I:\Sheriff/OCSO Documents/Juvenile Info/Juvenile Forms). The form SHALL be attached to the CLEAR Report and a copy SHALL be emailed to the Records Unit

(ocsorecords@oakgov.com). The Records Unit Supervisor will ensure that the information on the form is entered into the State database monitored and controlled by the Michigan Department of Health and Human Services, Juvenile Justice Programs Office.

- Deputies SHALL utilize the attached log sheet which MUST be located in a prominent place near the location where juveniles will be detained. In addition, log sheet(s) SHALL be forwarded to the Records Unit on the first day of each month for permanent retention by Records Unit staff. Please review the notes on the bottom of the log sheet regarding Status Offenders as opposed to Criminal Offenders.

Contacts: Please contact Capt. Steve Schneider (schneiders@oakgov.com) or Sgt. Che McNeary (mcnearyc@oakgov.com) if you have any questions about this procedure.

COUNTY OF OAKLAND
OFFICE OF THE SHERIFF

MICHAEL J. BOUCHARD



Juvenile Justice and Delinquency Prevention Act (JJDP) Form

The Juvenile Justice and Delinquency Prevention Act requires mandatory reporting of juveniles who are detained in a room to be interviewed or held prior to incarceration or release.

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For purposes of JJDP reporting, juveniles include individuals under the age of 18 accused of committing any crime.

Deputy _____

Badge # _____

Case Number _____

Juveniles Name _____

Date of birth _____

Sex ___ Male

___ Female

Race _____

Most Serious Offense _____

Date Locked _____

Time Locked _____

Date Released _____

Time Released _____