



pennsylvania

COMMISSION ON CRIME
AND DELINQUENCY

Office of Juvenile Justice and Delinquency Prevention

Juveniles Held (JHELD) Online Compliance Tool

Users Guide for:
Police Departments

Terms & Definitions

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

Police Liaison – The contracted agent on behalf of the Juvenile Court Judges’ Commission (JCJC) 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.

<https://www.ojjdp.gov/about/jjdp2002titlev.pdf>

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

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

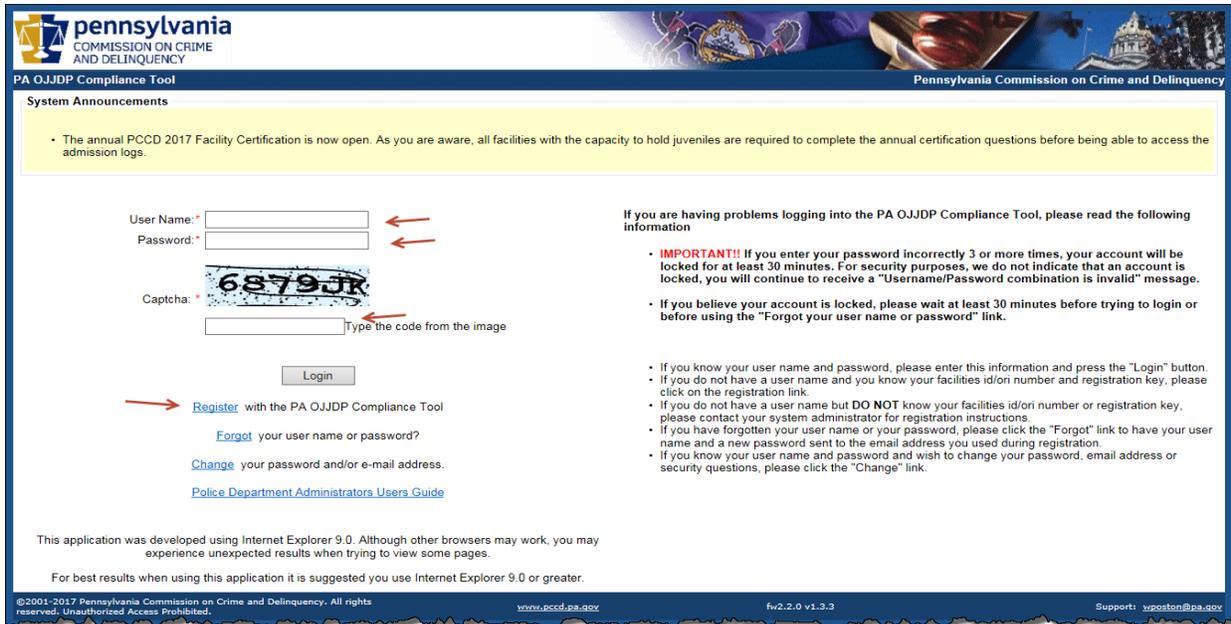
Chuck Risio, State Compliance Monitor, PCCD (717-265-8457) / crisio@pa.gov

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 JHELD Compliance Tool use the following URL: www.pccdjheld.pa.gov
If you are already registered, enter your User Name, Password and Captcha code in the fields provided. If you are not registered, click 'Register' (below 'Login' button.)

NOTE: 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.



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PA OJJDP Compliance Tool

System Announcements

- The annual PCCD 2017 Facility Certification is now open. As you are aware, all facilities with the capacity to hold juveniles are required to complete the annual certification questions before being able to access the admission logs.

User Name: *

Password: *

Captcha: * Type the code from the image

[Register](#) with the PA OJJDP Compliance Tool

[Forgot](#) your user name or password?

[Change](#) your password and/or e-mail address.

[Police Department Administrators Users Guide](#)

If you are having problems logging into the PA OJJDP Compliance Tool, please read the following information

- IMPORTANT!!** If you enter your password incorrectly 3 or more times, your account will be locked for at least 30 minutes. For security purposes, we do not indicate that an account is locked, you will continue to receive a "Username/Password combination is invalid" message.
- If you believe your account is locked, please wait at least 30 minutes before trying to login or before using the "Forgot your user name or password" link.
- If you know your user name and password, please enter this information and press the "Login" button.
- If you do not have a user name and you know your facilities id/ori number and registration key, please click on the registration link.
- If you do not have a user name but **DO NOT** know your facilities id/ori number or registration key, please contact your system administrator for registration instructions.
- If you have forgotten your user name or your password, please click the "Forgot" link to have your user name and a new password sent to the email address you used during registration.
- If you know your user name and password and wish to change your password, email address or security questions, please click the "Change" link.

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.

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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).



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PA OJJDP Compliance Tool

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

In order to register with the OJJDP Compliance Tool you must know the ID Number or ORI Number and Registration Key assigned to your facility.
When finished entering the information, press the "Next >>" button to continue the registration process.

Facility ID or ORI: *

Registration Key: *

Captcha: * Type the code from the image

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The Registration Key is case sensitive. If you do not type in the correct ORI, Registration Key, or Captcha code you will see an error message. ENSURE you mouse-click 'Next'.

If Administrators currently exist for the facility, their names 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.

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

Facility

Facility: Pringle Police Department

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

Current Facility Administrators

Name	Active	Registered
Chief Crisp Lays	Yes	No

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

Register Cancel Continue As New User >>

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NOTE: If you want to register as an existing administrator, but are already registered in JHELD, 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.

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

The screenshot shows the registration form for an existing administrator. The form is titled "PA OJJDP Compliance Tool (Staging)" and is part of the "Pennsylvania Commission on Crime and Delinquency" system. It is currently on "Step 2: Personal Information". The facility is "Pringle Police Department". The user's title is "Chief", first name is "Crisp", middle name is blank, last name is "Lays", and suffix is blank. The mailing address is "89 Evans Street", "Pringle", "Pennsylvania", "18704". The primary phone number is "(717) 555-1212" and the primary email address is "crisp.lays@pringlepd.gov". A message at the bottom of the form states: "Chief Crisp Lays, You have requested registration as a Facility Administrator for Pringle 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 Chief Crisp Lays and want to continue with the registration process, please press the 'Next >>' button".

OR

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

The screenshot shows the registration form for a new user. The form is titled "PA OJJDP Compliance Tool (Staging)" and is part of the "Pennsylvania Commission on Crime and Delinquency" system. It is currently on "Step 2: Personal Information". The facility is "Pringle Police Department". The user's title is "police officer", first name is "Chip", middle name is blank, last name is "Utz", and suffix is blank. The mailing address is "89 Evans Street", "Pringle", "Pennsylvania", "18704". The primary phone number is "(570) 555-1234" and the primary email address is "chip.utz@pringlepd.gov".

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 “Complete Registration” to finish.

OR

... you may already have a MUSER account (from previous/current PA government applications such as PFAD, MPOETC, PAVTN). Having a MUSER account allows you to log into the JHELD Compliance Tool but 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.

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PA OJJDP Compliance Tool (Staging) 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: * chip.utz@pringlepd.gov
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: *

If you have already registered with the states universal login (Login.NET) for another application you can reuse your login information by entering your username and password below.
If you are using an existing MUSER account or an existing CWOPA account you must enter MUSER or CWOPA in front of your username.

User Name: *
Password: *

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. If you have not obtained a unique User ID and password, you are prohibited from accessing this site. If you choose to continue, you are confirming that you will be the authorized user of the User ID and password provided. If you have already shared your User ID and password, you must change your password immediately.

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

Cancel Complete Registration

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If you receive an error message, you can either Create New User Account with a different email address (since that email address is associated with the MUSER account),

OR

...you must contact your system administrator for the MUSER-linked system (PFAD, MPOETC) for your MUSER username and password.

Home Menu

PA OJJDP Compliance Tool (Staging) Home Facility

Today is:
Tuesday, March 7, 2017

Home

Action Items

Type	Action	Created
Yearly Certification Needs Completed	Your 2017 certification is due and must be completed by 03/31/2017.	12/31/2016 at 12:00 AM by System
Yearly Certification Needs Completed	Your 2016 certification is due and must be completed by 03/31/2016.	3/1/2016 at 12:00 AM by System
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.					

police officer Chip Utz
[Logout](#)

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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.
3. To view or complete an Action Item or Notification, click the icon (see middle arrow.)
4. To verify you are logged in, your name appears on the bottom left (see arrow.)
5. To proceed to your facility, click 'Facility' on the top right (see arrow.)

BUSINESS RULES:

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

Facility Details

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PA OJJDP Compliance Tool (Staging) Home Facility

Today is:
Tuesday, March 7, 2017

Facility Details

Name: Pringle Police Department
Type: Police Department
ORI: 000899
Registration Key: YC6IM4JGm

County: Luzerne
Region: Central
Disbanded Date: 01/01/2014

Primary Address **Alternate Mailing Address**

Address Line 1: 89 Evans Street
Address Line 2:
City: Pringle
State: Pennsylvania
Zip Code: 18704

Use Primary Address: Yes
Address Line 1: 89 Evans Street
Address Line 2:
City: Pringle
State: Pennsylvania
Zip Code: 18704

Department Head **Primary Contact**

Department Head: Chief Crisp Lays
Phone Number: (717) 555-1212
Fax: (717) 555-1212
Email Address:

Primary Contact: police officer Chip Utz
Phone Number: (570) 555-1234
Fax:
Email Address: chip.utz@pringlepd.gov

Comments

police officer Chip Utz
[Logout](#)

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PAGE NAVIGATION:

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

PAGE FUNCTION:

1. 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.
2. Click ‘Open For Edit’ to change address information and/or to select the Department Head and Primary Contact.

Facility Administrators List

The screenshot displays the PA OJJDP Compliance Tool (Staging) interface. The header includes the Pennsylvania Commission on Crime and Delinquency logo and the text "PA OJJDP Compliance Tool (Staging)". The main content area shows the "Pringle Police Department" with ORI: 000899 and Luzerne 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
Chief Crisp Lays	Pringle Police Department	Police Department	000899	Yes	No	No	Yes
police officer Chip Utz	Pringle Police Department	Police Department	000899	Yes	Yes	Yes	No

PAGE NAVIGATION:

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

PAGE FUNCTION:

This page allows the facility administrator to View, Add and Edit other facility administrators. 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.

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 Lays 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.

If you are able to delete a user, click the icon  preceding the name, then (as shown on next page) select "Open for Edit", then select "Delete".

OR

In this example, to replace an administrator (Lays), 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 the replaced administrator (Lays) with a 'No' under 'Active' column.

Facility Administrators Details

The screenshot shows the 'Facility Administrators Details' page for the Pringle Police Department. The page is titled 'Pringle Police Department' and 'ORI: 000899'. The facility is identified as 'Pringle Police Department' and 'Luzerne County'. The administrator's name is 'Chip Utz', with a first name of 'Crisp' and a last name of 'Lays'. The status is 'Active', highlighted by a red arrow. The contact information includes a primary phone number of (717) 555-1212 and an alternate phone number of (717) 555-1212. The address is 89 Evans Street, Pringle, Pennsylvania, 18704. The page also includes a sidebar with navigation options like 'Facility', 'Pringle PD', 'Administrators', 'Certifications', 'Juvenile Logs', 'Site Visits', and 'Reports'. The footer contains copyright information for 2001-2017 PCCD and support contact information.

PAGE NAVIGATION:

You can get to the Facility Administrators Detail page by clicking on the View/Edit icon  from the Facility Administrators list page (as shown on page 9.)

PAGE FUNCTION:

1. This page allows the facility administrator to View, Add and Edit other administrators and their contact information. To change the facility's primary contact, go 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 8 (Facility Details) of this manual.
2. In the image above, the arrow points to the Status field to make an administrator Active or Inactive as described in the bottom paragraph of page 9.

Police Department Certifications List

PA OJJDP Compliance Tool (Staging) Home Facility

Today is: Tuesday, March 7, 2017

Pringle Police Department ORI: 000899 Luzerne County

Police Department Certifications

Year	Certification Status	Exempt From Monthly Reporting	Secure Facility	Last Updated
2017	Not Started	---	---	---
2016	Not Started	---	---	---
2015	Not Started	---	---	---
2014	Approved	No	No	Jun 1 2015 10:13AM (OJJDP Admin)
2013	Approved	Yes	Yes	Jun 1 2015 10:13AM (OJJDP Admin)
2012	Approved	Yes	Yes	Jun 1 2015 10:13AM (OJJDP Admin)
2011	Approved	No	Yes	Jun 1 2015 10:13AM (OJJDP Admin)
2010	Approved	No	Yes	Jun 1 2015 10:13AM (OJJDP Admin)
2009	Approved	No	Yes	Jun 1 2015 10:13AM (OJJDP Admin)

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PAGE NAVIGATION:

You can get to the Police Department Certifications List page by clicking 'Certifications' on the left hand menu.

PAGE FUNCTION:

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

BUSINESS RULES:

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

NOTE: In the image above, the Certifications for 2009-2014 are shown as completed and approved (by the Facility Liaison on behalf of the Juvenile Court Judges' Commission (JCJC) and PCCD.) Certifications for 2015, 2016 and 2017 have not been started. The next page will go through the certification process for 2017.

Police Department Certification Process

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PA OJJDP Compliance Tool (Staging) Home Facility

Today is: Tuesday, March 7, 2017

Pringle Police Department ORI: 000899 Luzerne Count

Facility Certification - 2017 [Start Facility Certification](#)

Police Department 2017 Certification Process

As you are likely aware, the federal Juvenile Justice Delinquency Prevention Act (JJDP) Act of 2002 mandates that each state monitor police lock-ups to ensure compliance with the JJDP Act on protections of Jail Removal, Sight and Sound Separation and Deinstitutionalization of Status Offenders (DSO). The Pennsylvania Juvenile Act (42 Pa. C.C. 6326) provides expectations to Pennsylvania police departments regarding these protections as well as procedures for holding juveniles securely and non-securely. Specifically, 6326 (e) of the Juvenile Act indicates that police departments must provide requested information regarding juveniles held securely or non-securely to the Pennsylvania Commission on Crime and Delinquency (PCCD).

To Satisfy 6326 (e) of the Juvenile Act, PCCD is providing you with this online method. We recognize that police departments may want to keep their internal paper records; therefore, we are providing the link below to the JH2017 form.

If you have any questions, please contact your regional Police Liaison below.

Seth Bloomquist, Central Region (717) 477-1704 / c-sbloomqu@pa.gov
Paul Donaldson, Police Liaison Western Region (412) 932-9647 / c-pronalds@pa.gov
Steve Masciantonio, Police Liaison Eastern Region (267) 634-7687 / c-smascian@pa.gov
Chuck Risio, PCCD (717) 265-8457 / crisio@pa.gov

As always, your continued assistance is sincerely appreciated.

Documents

Description	Attachment Name
Default Document	DefaultDocument1.pdf

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PAGE NAVIGATION:

You can get to the Police Department Certification page by clicking on the Edit Icon  when viewing the certification list (as shown on previous page).

PAGE FUNCTION:

1. This initial page of the certification process displays a message with any documents that were added to the certification year under the maintenance menu.
2. The Documents section (indicated by arrows) lets you view/download documents you may want to reference, such as reporting procedures for holding juveniles, federal guidelines, or a paper version of the monthly juvenile log sheet.
3. Clicking on 'Start Facility Certification' or 'Resume Facility Certification' (top center) will navigate to the certification detail pages.
4. 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:

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

Police Department Certification Process – Continued

The screenshot displays the 'PA OJJDP Compliance Tool (Staging)' interface. At the top, it shows the Pennsylvania Commission on Crime and Delinquency logo and the date 'Tuesday, March 7, 2017'. The main header identifies the facility as 'Pringle Police Department' with ORI '000899' and 'Luzerne County'. The page title is 'Facility Certification - 2017'. A message prompts the user to verify the information and provides instructions on how to proceed. The 'Facility Details' section is divided into two columns: 'Primary Address' and 'Alternate Mailing Address'. Both columns show identical information: Name: Pringle Police Department, Type: Police Department, ORI: 000899, County: Luzerne, Region: Central, Address Line 1: 89 Evans Street, Address Line 2: Pringle, City: Pringle, State: Pennsylvania, Zip Code: 18704. Below this, the 'Department Head' and 'Primary Contact' sections are also split into two columns. The Department Head is Chief Crisp Lays (Phone: (717) 555-1212, Fax: (717) 555-1212, Email: chip.utz@pringlepd.gov). The Primary Contact is police officer Chip Utz (Phone: (570) 555-1234, Fax: (570) 555-1234, Email: chip.utz@pringlepd.gov). At the bottom, there are three buttons: 'Continue, All information is correct.', 'Change Facility Information', and 'Cancel, I will finish at a later time'. The footer contains copyright information, the website URL 'www.pccd.pa.gov', version 'fv2.2.0 v1.3.3', and support email 'wposton@pa.gov'.

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In the first step of the certification process, verify your facility information in the system.

If it is not correct, click 'Change Facility Information'. Doing so will return you to the Facility Details page (as shown on page 9). Once corrections are made you will have to restart the Certification process.

OR

If the information is correct, click 'Continue'.

Police Department Certification Process – Continued

The screenshot displays the PA OJJDP Compliance Tool (Staging) interface. At the top, the Pennsylvania Commission on Crime and Delinquency logo is visible. The main header shows 'Pringle Police Department' and 'ORI: 000899'. The left sidebar contains a navigation menu with 'Certifications' highlighted. The main content area is titled 'Facility Certification - 2017' and contains a 'Secure/Non-Secure Classification Checklist'. The checklist includes five questions with radio button options for 'Yes' and 'No'. The first question, 'The facility has a locked perimeter fence.', has 'No' selected. The second, 'The facility has a cuffing rail, cuffing ring or other stationary object used to detain an individual.', has 'Yes' selected. The third, 'The facility has a room that is equipped with delayed egress devices where the delay is greater than 30 seconds.', has 'Yes' selected. The fourth, 'The facility has a secure booking area.', has 'No' selected. The fifth, '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 recognition.', has 'Yes' selected. 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'. The footer contains copyright information, the website URL 'www.pccd.pa.gov', version 'fv2.2.0 v1.3.3', and support email 'sposon@pa.gov'.

PA OJJDP Compliance Tool (Staging) Home Facility

Today is: Tuesday, March 7, 2017

Pringle Police Department ORI: 000899 Luzerne County

Facility Certification - 2017

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 locked perimeter fence.

Yes
 No

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 secure booking area.

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 recognition.

Yes
 No

Continue, I have answered Yes or No to all checklist items above Cancel, I will finish at a later time

police officer Chip Utz Logout

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In this next step of the certification process answer the questions related to secure aspects of your facility. Note that you have the option to ‘Cancel’ if you are not ready to certify (i.e. you need to verify information) and data should be saved for when you restart the certification process.

Validation is in place to ensure all questions are answered. Once complete, click ‘Continue’.

Police Department Certification Process – Continued

If you answered “No” to all questions on the previous screen (pg.14), you are considered a Non-Secure Facility and you will see this screen. You can now request exemption from monthly reporting by clicking on the appropriate button....

The screenshot shows the PA OJJDP Compliance Tool (Staging) interface. The header includes the Pennsylvania Commission on Crime and Delinquency logo and the text "PA OJJDP Compliance Tool (Staging)". The user is logged in as "Pringle Police Department" with ORI: 000899 and is in Luzerne County. The page title is "Facility Certification - 2017".

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.

Do you agree with the above statement?

Buttons:

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 (top arrow.) If your department does not already have a policy, a sample policy is provided for your department to adapt and use (bottom arrow.) You must attach your policy document to continue, otherwise select ‘Return...’ or ‘Cancel...’.

The screenshot shows the PA OJJDP Compliance Tool (Staging) interface. The header includes the Pennsylvania Commission on Crime and Delinquency logo and the text "PA OJJDP Compliance Tool (Staging)". The user is logged in as "Pringle Police Department" with ORI: 000899 and is in Luzerne County. The page title is "Facility Certification - 2017".

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.

Please attach a copy of your department's written policy: (Max File Size: 4MB or 4096KB)

[2016 Sample Juvenile Custody Policy/Procedures](#)

* **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)).

Buttons:

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.

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PA OJDP Compliance Tool (Staging) Home Facility

Today is: Tuesday, March 7, 2017

Pringle Police Department ORI: 000899 Luzerne County

Facility Certification - 2017

The Pringle 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 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?

Yes. We request exemption from monthly reporting No. We do not request exemption from monthly reporting Cancel, I will finish at a later time

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 ‘Submit to PCCD’. Otherwise, select ‘Back’ to make corrections. Once you submit it 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.

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COMMISSION ON CRIME AND DELINQUENCY

PA OJDP Compliance Tool (Staging) Home Facility

Today is: Tuesday, March 7, 2017

Pringle Police Department ORI: 000899 Luzerne County

Status: In Process Submitted:

Approved:

Facility Certification - 2017

Facility Secure/Non Secure Status: Secure [JHELD Demonstration.pdf](#)

The facility has a locked perimeter fence.: No
 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.: No
 The facility has a secure booking area.: 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 recognition.: No

Exemption from monthly reporting requirement requested: Yes

Submit to PCCD Back

Certification Documents for Certification Year 2017

Description	Attachment Name
Default Document	DefaultDocument.pdf

police officer Chip Utz Logout

Police Department Monthly Reporting Logs List

PAGE NAVIGATION:

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

PAGE FUNCTION:

1. This page allows you to maintain existing monthly logs by clicking the Edit Icon .
2. You can add a new log by clicking 'Add New Reporting Month'. You will be prompted to select from a list of valid reporting months that have not yet been created.
3. Once a new reporting month is begun, click 'Add New Juvenile Held Log' (see arrow in below picture.)

BUSINESS RULES:

1. Monthly Reports that have been submitted and cleared by a Police Liaison are locked and are read only .

Police Department Monthly Juvenile Log Entry

PA OJDP Compliance Tool (Staging) Home Facility

Today is: Tuesday, March 7, 2017

Pringle Police Department ORI: 000899 Luzerne County

Reporting Month: February 2017 Status: In Process Unresolved: 0
Total Logged: 0 Secure: 0 Cleared - OK: 0
Non Secure: 0 Confirmed - Violation: 0

Staging Staging Monthly Logs Complete - Submit Back Staging Staging

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

Logs Per Page: 5 Page: 1 of 1 Go Status: All Log 1 to 1 of 1

Case Number: PPD021714 Was juvenile held secure?: No

First Name: Sam Sight & Sound Separation?:

Middle Initial: Date/Time of Admission: 02/07/2017 16:00

Last Name: Pretzel Date/Time Released: 02/07/2017 20:30

Reason Held: 182701A Date/Time Entered Secure Custody:

Gender: Male Date/Time Left Secure Custody:

Race: White Location Held:

Ethnicity: Non-Hispanic Outcome: Released to County Juvenile Probation

Date of Birth: 01/28/2002 Was ChildLine Contacted?: No

SID Number:

Court Status: New Alleged Charges

Notes:

police officer Chip Utz Logout

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Enter information in the spaces provided. Those spaces with a red asterisk * are mandatory fields.

For “Reason Held”, you can type the specific code or plain language violation.

Note the Time fields use a 24 hour format.

Note Date/Time of Admission is for the facility. Date/Time of Secure Custody is ONLY for the time the juvenile is in secure custody in the facility. For example, a juvenile is brought into the facility at 10:00 and is seated in a waiting area. At 10:15 the juvenile starts acting violently and is cuffed to a cuffing bench or placed in a cell. At 11:15 the juvenile is calm again and brought back to the waiting area. At 12:00 the juvenile is released to a juvenile probation officer. The total time the juvenile was in the facility was 2 hours (from 10:00 to 12:00), but was only in secure status for 1 hour (10:15 to 11:15).

Click the ‘Save’ button on the right side once done.

Police Department Monthly Juvenile Log Entry – Continued

The screenshot displays the PA OJJDP Compliance Tool (Staging) interface for the Pringle Police Department (ORI: 000899) reporting month of February 2017. The interface shows a summary of logs (Total Logged: 1, Secure: 0, Non Secure: 1) and a list of juvenile held logs. A red arrow points to the 'Monthly Logs Complete - Submit' button, and a blue arrow points to the 'Export to Excel' button. The interface includes a sidebar with navigation options like 'Administrators', 'Certifications', 'Juvenile Logs', and 'Site Visits'. The main content area shows a detailed view of a log entry for Case Number PPD021714, including fields for Name, Date/Time of Admission, Date/Time Released, Date/Time Entered Secure Custody, Date/Time Left Secure Custody, Race, Ethnicity, Date of Birth, Location Held, and Outcome.

1. This page allows you to add new logs by clicking '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. Once all logs are entered for a given month, submit them to PCCD by clicking 'Monthly Logging Complete – Submit to PCCD' (red arrow.)
5. 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 2017 log is due by Feb 5, 2017.
6. 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 (blue arrow.) Note: you need to have Microsoft Excel installed on your computer.

BUSINESS RULES:

1. Once monthly logs are submitted and cleared by the Police Liaison, they are locked and are read only .
2. If there are problems or questions about a monthly log, the Facility Liaison will contact you.

Facility Site Visits

PA OJJDP Compliance Tool (Staging) Home Facility

Today is: Tuesday, March 7, 2017

Pringle Police Department ORI: 000899 Luzerne County

Facility Site Visits

Site Visit Date	Site Visit Complete?	Last Updated
4/30/2008	True	Jun 1 2015 10:13AM (OJJDP Admin)

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PAGE NAVIGATION:

To get to the Facility Site Visits page, click 'Site Visits' in the left side menu.

PAGE FUNCTION:

1. This page will list all site visits for the active facility.
2. Click on the View icon  to view.
3. Any observations/violations noted by the Police Liaison for that visit will be displayed.