



DETENTION SCREENING

Detention Form Instructions



For Detention Intake Definitions, click here: [Detention Referral/Intake Definitions](#)

For Detention Release Definitions, click here: [Detention Release Definitions](#)

<h3>Detention Referral/Intake Definitions</h3>	
RAI Item	Definition
Identifying Information	<p>Self-explanatory – FACTS #, First/Last Name, SS#, DOB, Gender Be consistent with names/info in FACTS Do not use nicknames – use legal name Where to put JR in RAI?</p>
Taken Into Custody/Arrested	<p>Provide the date and time the youth was arrested that led to the referral/detention. This is not when the child is admitted to detention, but rather reflects the time the police officer takes the juvenile into custody/arrest. Be sure to indicate the arrest date/time from the police reports.</p>
Referral County	<p>The county of referral which may/may not be the county of detention. <i>TBD: If multiple actions from multiple counties, rank – i.e., warrant more important than delinquent charge?</i></p>
Screener/Date/ Time	<p>Enter the last and first name of the person completing this form. This will be the name of the Call Center staff taking the call.</p>
Primary Reason for Detention Referral/Admission (LEFT COLUMN)	<p>The left column reasons are generally referrals from law enforcement based on a new delinquent charge or a warrant for technical violations of probation, court order or conditional order of release (or combination).</p> <p>Indicate the primary reason the youth is referred for detention:</p> <p>If a youth is referred for one of the reasons in the left column, you will complete the entire form and use the tool to determine whether to detain the youth.</p> <ul style="list-style-type: none"> <input type="radio"/> Check "Delinquent Offense" if the youth is referred to detention only for a new allegation which is not a violation of probation or a violation of a court order. <input type="radio"/> Check "Delinquent Offense and VOP, VCO, or Other Violation" if the youth is referred to detention because of a new offense AND a Technical Violation of Probation, Violation of Court Order or a violation of conditional release. <p style="padding-left: 40px;">Here's a scenario: a kid gets a VOP and has a warrant issued on that basis, but isn't picked up on the warrant right away. Two weeks later, he is arrested by the police on a new charge of auto theft. The police find out he also has a warrant outstanding. They take him to detention. He is admitted for both the new offense and the warrant on the VOP</p> <ul style="list-style-type: none"> <input type="radio"/> Check Probation Violation if the youth is referred to detention because of a technical violation of probation only <input type="radio"/> Check "Viol. Of Court Order/Cond Order of Release" if the youth is referred to detention for one of these reasons. <p>For example, say the youth is detained on a new charge one month before the current admission, is released two weeks after that to house arrest, then violated house arrest, and based on the violation, is referred back to intake who detained him. In this scenario, the "primary reason for detention admission" is the violation of the conditions of a previous release from detention. Note however, that if the youth is on conditional release and got a new criminal charge that resulted in the current detention, the "primary reason" for the current detention would be a "delinquent offense" (not a violation of conditions).</p>



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RAI Item	Definition
<p>Primary Reason for Detention Referral/Admission (RIGHT COLUMN)</p>	<p>The right column reasons are other referrals for detention. On other risk instruments, these may be referred to as "automatic holds".</p> <ul style="list-style-type: none"> Check "Drug Court or Juvenile Court Hold (post disp) generally for probationers who are placed in detention as a sanction based on the Probation Agreement. (CHECK CHILDREN'S CODE REVISIONS) For example, some Probation Agreements indicate clients may be placed in "weekend detention". Check "Disposition-15 day Detention" if the youth received a disposition of detention and is admitted to detention as a result of the judgment. Check "Detained Pending Post-Disposition Placement" if the reason the youth is detained is because the judge ordered an out-of-home placement at the time of disposition, but the youth had to wait for an open slot or is waiting for transportation and he/she is placed into detention until he/she could be moved. Check Committed/Diag for youth transported from a correctional facility who are returning to court on a pending case. Include clients returning from a 15 day diagnostic commitment as well as clients serving a term commitment who had a pending charge and are being transported for a court appearance. Check ICJ/INS Hold for out of jurisdiction holds (state or illegal alien); out of state runaway. DECISION PENDING FOR STEERING COMMITTEE regarding client on ICJ supervision in NM referred for a delinquent charge and history cannot be determined. Check transfer from other detention center if a client is being admitted to the detention center in your jurisdiction as a transfer from another detention center.
<p>Use or Possession of Firearm in Commission of Crime</p>	<p>Use or Possession of Firearm in commission of crime: Possession of firearm during offense without use or threatened use means any weapon that will or is designed to or may readily be converted to expel a projectile by the action of an explosion. Firearms include any handgun, rifle or shotgun.</p> <p>Note: This information is partially for data purposes but also initiates a prompt in the "Offense" window that will supersede further scoring. (Revised 6 '04)</p>



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A. OFFENSE	<p>Use the JJD Offense Severity Scale to look up the referred offenses – do not guess. If there is only one offense then use the scoring system based on that offense. If there is more than one charge, score for only the most serious.</p> <p>Once you determine the most serious offense, use the Det Category code (A0-A8) from the Offense Severity Scale to identify the appropriate score. All enumerated offenses (A0) will automatically score 12 and will not be mitigated.</p> <p>Notice that the instrument says that infractions and non-criminal violations of probation do not score points. Non-criminal violations are generally described as “technical violations of probation”. They could be such things as failed drug screens, missed appointments, failure to attend school, etc.</p> <p>Indicate the name of most serious offense for which the youth is referred and/or detained. If the youth is detained on a violation (e.g., violation of probation, court order, and/or failure to appear), indicate the violation, not the original offense that resulted in the youth being placed on supervision.</p> <p>Use the JJS Offense Severity Scale to help determine offense severity. (FROM NCCD – JJD NEEDS TO RANK) Felonies should always be considered more serious than misdemeanors. Within each of those categories, offense against persons (i.e., violent offenses) should always be considered the most serious, followed by weapons offenses, drug offenses, property offenses and “other” offenses, in that order.</p> <p>This means that if a youth were charged with two offenses in the current referral, one of which is a property felony (e.g., burglary) and the other of which is a misdemeanor assault, the most serious of the two would be the burglary, because it is a felony.</p>
B. PRIOR OFFENSE HISTORY	<p>FACTS: In Legal, review all petitions. Look for a pending petition (no disposition).</p> <p style="padding-left: 40px;">If there is one, open it and look at the charges. If there are any felony charges filed, circle 6 and go to next question.</p> <p style="padding-left: 40px;">Add specifics about time waivers in FACTS.</p> <p>If no pending felony petitions, review disposed petitions for those having a non-dismissed/nolled disposition:</p> <p style="padding-left: 40px;">For petitions disposed within last year, look at all adjudicated (admitted, found to have committed, no contest) charges to determine: Are there any felony charges adjudicated? Are there any adjudicated charges for “violence” – use the SDM Assaultive box to determine this. If so, make a note of this for Section D (Aggravating Factors: 2 + adjudicated offenses involving violence).</p> <p style="padding-left: 40px;">If there is a felony adjudicated within last six months, score a 5. If there is a felony greater than 6 months and less than 12 months, look to see if there are adjudicated misdemeanor charges. If so, score a 5.</p> <p style="padding-left: 40px;">For petitions disposed within last 3 years, look for one with an adjudication for a felony. If so, score 3.</p> <p><i>Where should time waivers be counted? Pending?</i></p>



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C. RISK OF FTA and REOFFENSE	<p>FACTS: Pending Warrant: Make a note of this so you can check the Special Detention Cases box later on the form. Look at legal section for JJD Outstanding Warrant. If there is one, look for JJD Warrant Quashed/Cancelled. These records will (should) appear in "pairs" if the warrant is no longer pending. Check the dates! If there is a Warrant Outstanding without a subsequent Warrant Quashed. Look at comments on Warrant record to see if this is an FTA or Escape. JPPO's statewide will need to identify warrants</p> <p>If for escape, circle the 1 on previous Escape/Abscond (DO NOT INCLUDE THE CURRENT?) If for FTA, circle the 1 on the previous failure to appear for court. Look at PI records in Intake section for pending referrals - Be sure to look up referrals without a decision to see if: The data entry is missing (old referral, check case activity notes) The referral is referred to CCA If there are no prior referrals and/or no prior referrals for a delinquent act within the last year, note this information for Mitigating Factors below.</p> <p>REFERRAL DEFINITION You must review the case for all 3 circumstances. Points are cumulative – and can total up to 3.</p> <p>FTA: Indicates the youth has a prior referral to intake for failure to appear, including the current detention referral/admission and/or release. For this item, include if the youth was referred for an official charge of FTA, and include the number of times a warrant was issued for FTA, without a new formal charge.</p>
Aggravating Factors	<ul style="list-style-type: none"> Law enforcement alleges multiple offenses for this referral, score 1 Unrelated additional current felonies relates to situations where a youth is arrested and brought to detention by law enforcement for two (counting current offense) or more felony charges that are separated in time and /or place and very often involve separate victims. (Revised 6 '04) Two or more adjudicated offenses for violence: (Hint – you looked at this in scoring Section B – if yes, score 1) Use "completion information (suspended, dropped out, completed) Within last year Crime or behavior alleged was particularly vicious or violent <p>MAX SCORE IS 3 POINTS</p> <p>(JUDGEMENT CALL? – HOW DOES THIS TIE IN WITH Seriousness of physical injury to victim override?)</p> <p>Violent with physical injury</p>
Mitigating Factors	<p>Remote or indirect involvement – law enforcement report Responsible family member/caretaker – JPPO No arrest or citations within last year – did you note this information when you looked up pending referrals in Section C? If there are no referrals (FOR A DELINQUENT CHARGE ONLY – EXCLUDE VOP AND FINS?), score 1</p>



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RAI Item	Definition
Detention Decision	Based on score. This is completed when the instrument is scored for the referral reasons in the left hand column.
Override	<p>Overrides are reasons to detain not covered in any other area of the instrument. If authorized individual is choosing to override, check most appropriate reason and in the RAI comments section note a brief explanation. Where protective services charges have been substantiated choose abuse/neglect unless specifically instructed.</p> <p>Overrides are not automatic holds. While one or more override reasons may apply, they are not required for use in the decision-making. Overrides should be reviewed and affirmed by supervisors. Overrides should remain below the level of 15% of the cases. If overrides consistently run higher, then the scoring of the instrument should be looked at.</p>

Other Data Collection Items

FACTS Referral #:	Enter the (5 digit) FACTS referral number from the Referral or PI window
Previous FTA for court:	<p>If you check the box, be sure to indicate the total number of different dates the youth has a documented failure to appear for court.</p> <p>For this item, include in the count the number of dates on which the youth was referred for an official charge of FTA, and include the number of times a warrant was issued for FTA, without a new formal charge.</p>
Previous Escape or Runaway:	If you check the box, be sure to indicate the total number of different dates the youth has ever been referred to juvenile court and/or intake due to runaway or escape charges, including the current detention referral/admission and/or release. This is a count of referral dates for two specific offenses. If the youth ran away from home 8 times, the answer is "0." History of repeated pattern.
Previous Detained:	If you check the box, be sure to write in the number of detention admissions which occur on different dates. Indicate the total number of times the youth has ever been detained for new charges or violations PRIOR TO the current detention referral/admission. Do not count the current detention (if detained) and do not count any detentions that may have occurred after the current referral/admission.
Special Detention Cases	<p>Warrant: Use information obtained in scoring Section C</p> <p>Violation of home detention/electronic monitoring: THIS WILL BE RECORDED IN FACTS TO BE LOOKED UP HERE</p> <p>Hold For Out of State: Based on warrant which would not be in FACTS</p> <p>Escape/abscond: Based on warrant which may/may not be in FACTS</p>
Non Secure Detention Placement	N/A for lookup – must be entered by person completing the form
Detention Admission	<p>N/A for lookup – must be entered by person completing the form.</p> <p>If the youth is being admitted, the date, military time and detention center must be added. Do not use the "short term" detention center, but the long term center which will be used. This may mean the actual admission date/time must be entered a few hours "later" than the tool is filled out.</p>



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Detention Release Definitions

RAI Item	Where the info can be found? Definition
Identifying Information FACTS # First Name Last Name DOB	Self-explanatory – be consistent with names/info in FACTS
Release Date/Time Release Center	Indicate the date the youth was released from the detention facility. If the youth is still in detention at the time of data collection, enter “still in detention.” If the youth was referred but not detained, check the appropriate box. For youth who have turned 18 and are transferred to adult center, release to Adult Center. Make sure you complete an RAI for the admission to Adult Center.
Person/Facility Released To	Check one response to best describe to whom/where the youth was released.
Point At Which Released Occurred	Check one response that best describes the point at which the youth was released from secure detention.
Detention Status Change	<p>These questions are designed to:</p> <ul style="list-style-type: none"> examine how often pre-adjudicated youth who are detained eventually transition into post-adjudication status, yet remain in detention allowing analysis of length of stay separately for pre-and post-disposition. examine the extent to which youth initially charged as juveniles are transferred/waived to the adult court while in detention. (The latter group does not include juveniles who were charged as adults at the time of arrest.) This terminology is more applicable to other states, therefore NM will look at whether a Grand Jury Indictment or Criminal Information was filed to determine filing of adult charges. allow for recording juveniles who remain in detention but are moved to an adult facility upon his or her 18th birthday. This should be completed at the final release. <p>Indicate “no” if the client’s status did not change from either: 1) a pre-disposition detention case to a post-disposition case; or 2) a juvenile case to an adult case due to transfer or waiver or 3) client turned 18 while in detention and was placed in an adult facility.</p> <p>Indicate “yes” in the appropriate box if there was a status change either from pre- to post-adjudication as a juvenile, from a “juvenile” to an “adult” case because of the filing of a Grand Jury Indictment/Criminal Information or was moved to an adult facility because the client turned 18 while in detention. In order to answer “yes,” the juvenile must have remained in juvenile detention for some period of time after the status change had occurred.</p>
Detention Status Date Change	If the answer to the above question was yes (for either reason) indicate the date that the youth’s status changed from a pre-disposition to a post-disposition detention case, or from juvenile court jurisdiction to adult court jurisdiction. Write in “NA” if the youth’s detention status did not change.
Comments	If necessary, add comments to describe youth’s detention status and/or clarify any responses on the form. If needed, attach an additional page to the back of the form.
Non Secure Detention Placement	Indicate services the client is being released into. Check all that apply.