6-09/140.00 Annual Certification

Every person in charge of a law enforcement facility which contains a lockup for adults and which is used in any calendar year for the secure detention of any juvenile shall certify annually that the facility is in conformity with the regulations adopted by the BSCC. This certification shall be endorsed by the Sheriff or Chief of Police of the jurisdiction in which the facility is located and shall be forwarded to and maintained by the BSCC.

- Note: Currently, Superior Courts are performing inspection activities, consisting of a tour of the station to check secure and non-secure detention locations, review of detentions, and logs. Additionally, the BSCC is tasked with these responsibilities.

PROCEDURE FOR ANNUAL CERTIFICATION

Agencies are required to:

- Report statistics related to the secure detention of juveniles in law enforcement facilities to the BSCC by the eighth of each month
- Complete the BSCC Annual Survey of Law Enforcement Facilities
- Submit the form to the administrative sergeant for the unit commander's signature and processing. Send to the BSCC at the following address:

  Board of State and Community Corrections
  Attn: Compliance Monitor Analyst
  2590 Venture Oaks Way, Suite 200
  Sacramento, CA 95833
  Fax: (916) 322-2461 or (916) 327-3317
  E-mail: analyst@bscc.ca.gov
  For questions call: (916)323-8621

PROCEDURE FOR MONTHLY REPORT ON THE SECURE DETENTION OF JUVENILES IN JAIL/LOCKUPS

The BSCC Monthly Report shall be completed for Secure Detention of Minors in Buildings that Contain Lockups/Jails. The form shall be submitted to the administrative sergeant for the unit commander's signature and processing and sent to the address shown above.

- Note: At the station level, do not be concerned with WIC 707(b) (unfit for juvenile court) on the monthly report.