

January 10, 2023

Attention: Sheriffs, Marshals, Chiefs, and Court Holding Facility Administrators

ANNUAL SURVEY OF COURT HOLDING FACILITIES AND REPORT FORMS FOR CALENDAR YEAR 2023

The Board of State and Community Corrections (BSCC) must annually survey each court holding facility that detains or confines adults, minors, or both populations, per the federal Juvenile Justice and Delinquency Prevention Act (JJJPA). The enclosed survey requests information relative to how your court holding facility detains or confines minors and assists the BSCC in identifying its inspection responsibilities.¹ To ensure our records remain accurate, we must verify this information annually. For more information about the JJJPA, please see the enclosed handout.

Please complete one survey for each court holding facility under your control or supervision **no later than February 28, 2023**. Your assistance in the completion of this annual survey is greatly appreciated. The survey is available on the BSCC website for submission online, via email, fax, and mail. For your convenience, a survey form is enclosed.

If a court holding facility holds adults **AND** minors in **SECURE DETENTION**, the BSCC is required to monitor the court holding facility for compliance with two of the three core requirements of the JJJPA. Each time a minor is detained or confined for **OVER** six (6) hours, the **2023 Minors in Court Holding Detention Report** must be completed and submitted to the BSCC. Facilities may need to coordinate with the supervising juvenile agency to document detention information. This will assist the BSCC with data collection and submission requirements. The JJJPA also prohibits sight or sound contact between adult and juveniles who are detained or confined. This protection is more commonly known as the Separation requirement. Each time a separation incident occurs, the **JJJPA Separation Incident Report** must be completed and submitted to BSCC. See enclosed instructions, the report form is available for submission online only via the BSCC website.

¹ The BSCC inspects local detention facilities biennially. Cal. Pen. Code § 6031(a) (2021). A “local detention facility” includes a court holding facility within a superior court that is operated by or supervised by personnel trained pursuant to Title 15 of the California Code of Regulations. Accordingly, court holding facilities are subject to Title 15 minimum standards. *Id.* at § 6031.4(d) (2021).

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This letter and related documents are available on the BSCC website at: https://www.bscc.ca.gov/s_fsoservices/, under the *Youth in Adult Detention Facilities* button. Thank you for your continued support of this process. Should you or your staff have any questions regarding the detention of minors in court holding facilities, please contact your assigned Field Representative at (916) 445-5073 or the Compliance Analyst at analyst@bscc.ca.gov or (916) 323-8621.

Sincerely,



ALLISON GANTER
Deputy Director
Facilities Standards and Operations Division

Enclosures