The Department of Criminal Justice Services (DCJS) is mandated by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) to annually monitor all law enforcement facilities in Virginia to determine whether a facility is secure or non-secure. A secure law enforcement facility is one that has the potential to securely detain an individual by means of a holding cell, lockable interview room, or by hand cuffing to a stationary object such as a cuffing bench, rail, bolt, or bar.

Secure facilities must comply with the core requirements of the Juvenile Justice and Delinquency Prevention (JJDP) Act which include the Deinstitutionalization of Status Offenders, Sight and Sound Separation, and Jail Removal. In addition, OJJDP requires that the Compliance Monitor make periodic site visits to secure facilities to provide technical assistance and to ensure that the core requirements are being complied with. To help us determine whether your facility is a secure or non-secure facility, please complete this short questionnaire and return it via fax to:

Ken Stables  
Juvenile Justice Compliance Monitor  
Department of Criminal Justice Services  
1100 Bank Street  
Richmond, VA 23219  
Phone: 804.786.0051  
Fax: 804.786.3414

If your agency operates more than one facility, please complete a separate form for each facility.

Law Enforcement Agency ___________________________________________________________________________________
Contact Person and Title ____________________________________________  Contact Phone ___________________________
Contact Fax ___________________________ Contact Email Address ________________________________________________
Agency Address ___________________________________________________________________________________________
Facility Name _____________________________________________________________________________________________
Facility Address (if different from Agency Address) ______________________________________________________________
City / County ______________________________________________________________________________________________

Please mark all items below as True (T) or False (F) to determine classification of the facility listed above. Please mark (T) if your facility has these mechanisms even though they are not currently being used as a method of detention.

____ Our law enforcement facility has a holding cell/s capable of securely detaining an individual.
____ Our law enforcement facility has interview rooms with locks on the door that could be used to lock someone inside the room.
____ Our law enforcement facility has mechanisms such as a cuffing bench, bar, bolt, or cuffing rail where individuals maybe securely detained.

CERTIFICATION: This form should be signed by the Chief of Police or Sheriff. In signing the form, the Chief or Sheriff is certifying the accuracy of the information provided. If any of the above information changes, please contact the DCJS Juvenile Justice Compliance Monitor to review the facilities classification status.

__________________________________            _________________________             ___________
Chief or Sheriff’s Name (Type or Print)                  Signature of Chief or Sheriff                                 Date

Classification (DCJS Only): Based on the certified information provided, the facility named above is currently classified as:

    _____ Non-Secure  _____ Secure

__________________________________            _________________________             ___________
DCJS Compliance Monitor                  Signature of DCJS Compliance Monitor                     Date

For additional information about the JJDP Act and the Compliance Monitoring Program in Virginia, please visit the DCJS web page at: http://www.dcjs.virginia.gov/juvenile.

Revised 03/16