

## Population Accounting

### 935.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures to notify the Board of State and Community Corrections (BSCC) with data concerning the population of the juvenile facility. This policy applies to all juvenile facility managers.

### 935.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15 § 1342;
- Welfare and Institutions Code §§ 209, 210 & 885.

### 935.3 POLICY

Each facility manager shall provide monthly and quarterly population and profile survey reports to the BSCC. These reports shall be submitted within 10 working days after the end of each reporting period, in a format to be provided by the BSCC.

### 935.4 BSCC REPORTS

On a monthly and quarterly basis, a BSCC Juvenile Detention Survey, shall be submitted via the BSCC website, utilizing the form provided at (<http://www.bscc.ca.gov>). The survey shall include information from the following:

- (a) The Monthly/Quarterly Juvenile Detention Survey, which is given to each juvenile facility at the end of every month and on a quarterly basis; and
- (b) The BSCC End of the Month Report/Quarterly BSCC Report, which is generated from the Juvenile and Adult Management System (JAMS).

### 935.5 RECORDS RETENTION

Original monthly and quarterly reports and surveys, completed by each juvenile facility, shall be retained for their records. A copy of the submitted BSCC Juvenile Detention Survey shall also be retained.

Date(s) revised:

10/23/2018

02/04/2016

Created: 10/01/2001

Attachments: None