

YOUTHS IN FACILITY CUSTODY REPORT

(REVISED 12/14/2011)

The purpose of this report is to provide the Court with a list of Youths that are considered to be in the Custody of a Facility by Court Order.

The Youths in Facility Custody Report can be run by selecting the date range, County (Jurisdiction) and Intake Type (Figure 1). Above each field, the User may select all types for each field. If multiple jurisdictions (ie: Judicial districts) are selected, each jurisdiction will be displayed in a separate section. Courts can only see reports for the county or districts in which they have jurisdiction.

FIGURE 1

REPORT SECTION

The Youth in Facility Custody Report is divided into sections for each facility that is associated to a custody record during the selected time frame for the report. If an open custody record exists for the youth during the selected date range, the youth will be listed in the section of the corresponding facility. The report gives the Youth's name, gender, race and age. Also included in the record is the date for which the custody record started (Figure 2, Green) and the Docket number. The User may search for the case in MYCIDS by using the Youth's name or the UCID number (Figure 2, Yellow). The number that appears in parentheses next to the Youth's name (Figure 2, Red) is a File reference number and cannot be used to search for the case.

Facility Name: COUNTY DETENTION CENTER - COUNTY DETENTION CENTER							
Youth Name	Start Date	Gender	Race	Age	Docket Number	Hearing Type	
(209843)	2/15/2011 3:30:00	MALE	BLACK	17	()	DETENTION	
Total number of youths placed in COUNTY DETENTION CENTER - COUNTY DETENTION CENTER							1

FIGURE 2

Each section includes a count of the total number of youths for which there is an open custody record in MYCIDS. The total number of youths with an open custody records on the report are listed at the bottom of the report.