

Juvenile Processing Office (JPO) Designation Checklist

Agency: _____

Address of Agency's Administrative Office: _____

Phone Number of Agency's Administrative Office: _____

Address of Proposed JPO(s): _____

Room Location(s) of proposed JPO(s): _____

Will the proposed JPO replace your existing JPO(s) or will you still use your existing JPO(s)?

Applicant's Name, Phone Number, Fax Number and e-mail address: _____

School? yes no. If yes, name of school and ISD: _____

Family Code: 52.025 Designation of Juvenile Processing Office

(a) The juvenile board may designate an office or a room, which may be located in a police facility or sheriff's offices, as the juvenile processing office for the temporary detention of a child taken into custody under Section 52.01. The office may not be a cell or holding facility used for detentions other than detentions under this section. The juvenile board by written order may prescribe the conditions of the designation and limit the activities that may occur in the office during the temporary detention.

(b) A child may be detained in a juvenile processing office only for:

- (1) the return of the child to the custody of a person under Section 52.02(a)(1);
- (2) the completion of essential forms and records required by the juvenile court or this title;
- (3) the photographing and fingerprinting of the child if otherwise authorized at the time of temporary detention by this title;
- (4) the issuance of warnings to the child as required or permitted by this title; or
- (5) the receipt of a statement by the child under Section 51.095(a)(1), (2), (3), or (5).

(c) A child may not be left unattended in a juvenile processing office and is entitled to be accompanied by the child's parent, guardian, or other custodian or by the child's attorney.

(d) A child may not be detained in a juvenile processing office for longer than six hours.

The interviewer shall make the following inquiries:

1. Does the agency recognize that the proposed Juvenile Processing Office may not be a cell or holding facility used for detentions other than detentions under Chapter 52 of the Family Code?

YES NO

2. Is the proposed Juvenile Processing Office to be used when the child is being detained for the return of the child to the custody of a parent, guardian, custodian, or other responsible adult upon that person's promise to bring the child before the juvenile court as requested by that court? YES NO

3. Is the proposed Juvenile Processing Office to be used for the completion of forms and records required by the juvenile court or under the Juvenile Justice Code? YES NO

4. Is the proposed Juvenile Processing Office to be used for the photographing and fingerprinting of the child if otherwise authorized at the time of temporary detention by the Juvenile Justice Code? YES NO

5. Is the proposed Juvenile Processing Office to be used for the issuance of warnings to the child as required or permitted by the Juvenile Justice Code? YES NO

6. Is the proposed Juvenile Processing Office to be used for the receipt of a statement by the child under Section 51.095 (a)(1), (2), (3), or (5) of the Family Code? YES NO

7. Does the agency recognize that a child may not be left unattended in a juvenile processing office? YES NO

8. Is the child entitled to be accompanied by the child's parent, guardian, or other custodian or by the child's attorney while in the proposed Juvenile Processing Office? YES NO

9. Does the agency recognize that a child may not be detained in a juvenile processing office for longer than six hours? YES NO

If any of the questions result in the answer "no", the proposed Juvenile Processing Office may NOT be certified as a Juvenile Processing Office per FC Section 52.025.

NOTES: _____.

Person answering questions: _____ Signature
 _____ Printed Name
 _____ Title
 Date: _____

Drawings and/or pictures of the proposed Juvenile Processing Office should be attached. Please note that your application and attachments will not be kept confidential, so please redact any sensitive information/location/etc.