

**Division of Criminal Justice Services  
West Virginia Department of Military Affairs & Public Safety**

**Law Enforcement Certification of Facility Classification**

To ensure proper classification of law enforcement facilities for the purpose of compliance monitoring under the Juvenile Justice and Delinquency Prevention Act of 2002, as amended, the Division of Criminal Justice Services (DCJS) requests your agency complete this form. It will then be included in the West Virginia Monitoring Universe Notebook as documentation for the federal Office of Juvenile Justice and Delinquency Prevention (OJJDP).

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

<b>Agency</b>		<b>Agency Contact (AC)</b>	
<b>AC Phone</b>	<b>AC Fax</b>	<b>AC Email</b>	
<b>Agency Address</b>	<b>Agency City</b>	<b>Agency State</b>	<b>Agency Zip</b>
<b>Facility</b>	<b>County</b>	<b>Facility Contact (FC)</b>	
<b>FC Phone</b>	<b>FC Fax</b>	<b>FC Email</b>	
<b>Facility Address</b>	<b>Facility City</b>	<b>Facility State</b>	<b>Facility Zip</b>

Mark all items below as True (T), False (F) or Not Applicable (NA) to determine classification of the facility listed above. If your facility is classified as non-secure it will only need to be inspected on-site every other year to review the classification. If your facility is classified as secure, yearly monitoring visits will be made and holding cell logs should be maintained.

- Within our facility at the above address there are no holding cells.
- Within this facility there are holding cells, but they are not used to detain juveniles or adults for any reason (perhaps they are being used for storage or are empty). Our agency has either issued a memo that the cells will not be used or has policies and procedures that contain this directive. *Please include copy of memo or policy when returning form.*
- There is an interview room which we use for victim interviews and/or suspect interrogations.
  - The interview room has no locks on the door and is not used as secure holding for any person our agency takes into custody.
  - The interview room has a lock on the door but no officer can lock it (for example, they don't have keys).
  - The interview room has a lock on the door but the lock is only operational from the inside, therefore, the suspect or victim can lock themselves in but officers cannot lock the room from the outside.
- There are no cuffing rings, cuffing benches or other stationary objects that officers use to cuff people to prevent them from leaving the building or room.
- Included in our agency's written policies and procedures are directives that suspects will not be cuffed to a stationary object within the facility. *Please include copy of policies and procedures when returning form.*

**CERTIFICATION:** This form must be signed by the Chief of Police or Sheriff and in signing the form, the Chief or Sheriff is certifying accuracy of the information provided. If any of the above information changes, contact the DCJS Compliance Monitor to review classification status.

Chief or Sheriff's Name (Type or Print)	Signature of Chief or Sheriff	Date
---	-------------------------------	------

**CLASSIFICATION (DCJS Use only):** Based on the certified information provided, the facility named above is currently classified as  Non-secure,  Secure.

DCJS Compliance Monitor's Name	Phone	Signature of DCJS Compliance Monitor	Date
--------------------------------	-------	--------------------------------------	------