



# TM DYS ADM-Manage Arrest for a Youth

## Users

- DYS Admission Worker
- DYS Admission Supervisor
- DYS Director/Assistant Director

## Process

These Job Aid tables describe the actions needed to view and manage an Arrest record from the Admissions page.

Refer to the *TM DYS Adm – Manage Admissions* Job Aid for details on locating the desired Admissions Page.

## Introduction

- There is only one arrest record for an Admission.
- An Arrest record can be added or edited if:
  - The underlying DYS case is open.
  - The Admissions has not been approved.
  - The worker is associated with the facility selected in the admissions.
  - A release for the admission is not completed.
- DYS Admission Supervisors and DYS Director/Assistant Directors can edit the Arrest until the underlying DYS case has been closed.
- Arrest Date/Time cannot be in the future.

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# TM DYS ADM-Manage Arrest for a Youth

## Arrest

### Access and View Arrest

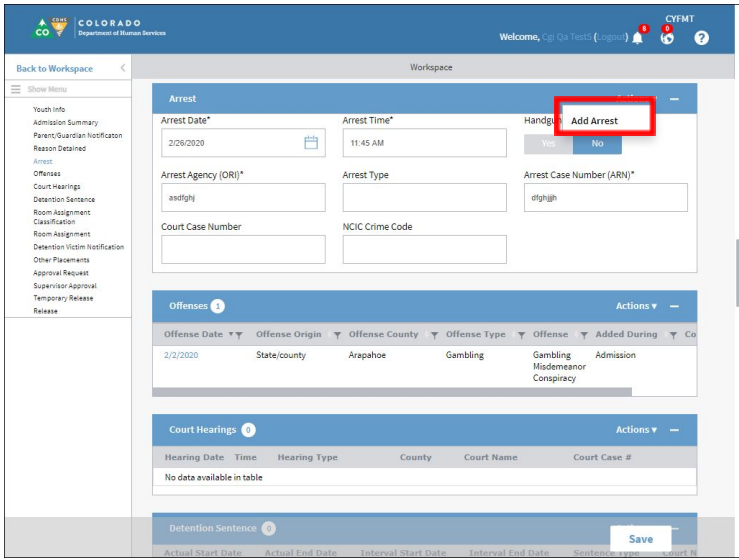
Steps/Output	Screenshot
<p>Refer to the <i>TM DYS Admissions Job Aid</i> for details on locating the desired Admissions.</p> <p>Navigate to the <i>Arrest</i> section by clicking the link in the left navigation panel or using the scroll bar at the right of the page.</p>	



# TM DYS ADM-Manage Arrest for a Youth

## Add an Arrest

- Adding an Arrest replaces any existing Arrest record.
- If a prior arrest was added during Screening, the arrest stays but the Admissions ID is removed.
- If a prior arrest was added during an Admission the existing arrest is deleted.

Steps/Output	Screenshot																								
<p>From the <i>Arrest Header</i> section:</p> <ol style="list-style-type: none"> <li>1. Click <b>Actions</b>.</li> <li>2. Select <b>Add Arrest</b>.</li> </ol> <p>This opens the <i>Add Arrest</i> pop-up window.</p>	 <p>The screenshot shows the 'Arrest' management interface. The 'Arrest' form includes fields for Arrest Date (2/28/2020), Arrest Time (11:45 AM), Arrest Agency (ORJ), Arrest Type, Arrest Case Number (ARN), Court Case Number, and NCIC Crime Code. A red box highlights the 'Add Arrest' button in the 'Actions' menu. Below the form are sections for 'Offenses' and 'Court Hearings'.</p> <table border="1" data-bbox="820 955 1364 1060"> <caption>Offenses</caption> <thead> <tr> <th>Offense Date</th> <th>Offense Origin</th> <th>Offense County</th> <th>Offense Type</th> <th>Offense</th> <th>Added During</th> </tr> </thead> <tbody> <tr> <td>2/2/2020</td> <td>State/county</td> <td>Arapahoe</td> <td>Gambling</td> <td>Gambling Misdemeanor Conspiracy</td> <td>Admission</td> </tr> </tbody> </table> <table border="1" data-bbox="820 1081 1364 1165"> <caption>Court Hearings</caption> <thead> <tr> <th>Hearing Date</th> <th>Time</th> <th>Hearing Type</th> <th>County</th> <th>Court Name</th> <th>Court Case #</th> </tr> </thead> <tbody> <tr> <td colspan="6">No data available in table</td> </tr> </tbody> </table>	Offense Date	Offense Origin	Offense County	Offense Type	Offense	Added During	2/2/2020	State/county	Arapahoe	Gambling	Gambling Misdemeanor Conspiracy	Admission	Hearing Date	Time	Hearing Type	County	Court Name	Court Case #	No data available in table					
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# TM DYS ADM-Manage Arrest for a Youth

In the *Add Arrest* pop-up window:

3. Select the toggle to choose the **Record Type**.

The screenshot shows the 'Add Arrest' pop-up window. The 'Record Type' section has two buttons: 'Existing' (highlighted with a red box) and 'Create New'. Below this is an 'Arrest List' table with two rows of data. The first row is selected with a radio button. Below the table are 'Cancel' and 'Add' buttons. The background shows a sidebar with navigation options and a main area with form fields for 'Arrest Agency (ORI)\*', 'Arrest Type', 'Arrest Case Number (ARI)\*', 'Court Case Number', and 'NCIC Crime Code'. There are also sections for 'Offenses' and 'Court Hearings'.

Arrest Date	Arresting Agency	Handgun	Added During	Date Ad
8/26/2017	Pueblo County SO	No	Screening	8/28/2017
4/22/2017	Fruita PD	No	Screening	6/20/2017

If *Existing* is selected as **Record Type**:

4. Use the radio button to select the desired arrest.
5. Click **Add** to add the arrest.

**Note:** The **Arrest List** displays all arrests associated to the Youth's active DYS case.

This screenshot is similar to the previous one, but the first row in the 'Arrest List' table is selected with a radio button. The 'Add' button is also highlighted with a red box.

Arrest Date	Arresting Agency	Handgun	Added During	Date Ad
8/26/2017	Pueblo County SO	No	Screening	8/28/2017
4/22/2017	Fruita PD	No	Screening	6/20/2017



# TM DYS ADM-Manage Arrest for a Youth

If *Create New* is selected as **Record Type**:

6. Complete the required fields and fill out as much additional information as is available.

**Note:** **Arrest Date** and **Arrest Time** cannot be in the future.

When all fields are completed:

7. Click **Add** to add the arrest or **Cancel** to close without saving.



# TM DYS ADM-Manage Arrest for a Youth

The *Arrest* section displays the new Arrest.

8. Click page **Save** to save the page.

A *Save Success* pop-up window opens:

In the *Save Success* pop-up window:

9. Click **Ok** to return back to the *Admissions* page.



# TM DYS ADM-Manage Arrest for a Youth

## Edit an Arrest

Steps/Output	Screenshot
<p>In the <i>Arrest</i> section:</p> <ol style="list-style-type: none"> <li>1. Use the calendar, toggle, and text fields to update the required fields and add additional information as needed.</li> </ol>	



# TM DYS ADM-Manage Arrest for a Youth

When changes are complete:

- Click page **Save** to save the page.

The *Save Success* pop-up window opens:

The screenshot shows the 'Manage Arrest' page in the Colorado Department of Human Services system. The page includes a sidebar menu with options like 'Youth Info', 'Admission Summary', and 'Reason Determined'. The main content area has sections for 'Arrest', 'Offenses', 'Court Hearings', and 'Detention Sentence'. The 'Arrest' section contains fields for 'Arrest Date\*', 'Arrest Time\*', 'Handgun\*', 'Arrest Agency (ORI)\*', 'Arrest Type', and 'Arrest Case Number (ARN)\*'. The 'Offenses' section has a table with columns for 'Offense Date', 'Offense Origin', 'Offense County', 'Offense Type', 'Offense', and 'Added During'. The 'Court Hearings' section has a table with columns for 'Hearing Date', 'Time', 'Hearing Type', 'County', 'Court Name', and 'Court Case #'. The 'Detention Sentence' section has a table with columns for 'Actual Start Date', 'Actual End Date', 'Interval Start Date', 'Interval End Date', and 'Disposition'. A red box highlights the 'Save' button at the bottom right of the page.

In the *Save Success* pop-up window:

- Click **Ok** to return to the *Admissions* page.

The screenshot shows the 'Save Success' pop-up window. The window title is 'Save Success' and the message says 'Admission successfully saved'. There is a red box around the 'Ok' button. The background shows the 'Manage Arrest' page with the 'Save' button highlighted in blue.