



**SAN MATEO COUNTY  
PROBATION DEPARTMENT  
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 4  
Records and Public Information  
§1342**

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**Topic                      Population Accounting**

**Policy**                      The purpose of this policy is to ensure that staff gather facility population data and report it to the Board of State and Community Corrections.

The Administrative Secretary and/or Management Analyst shall submit population and profile survey data to the Board of State and Community Corrections (BSCC) on both a monthly and quarterly basis, within 10 working days after the end of each reporting period, as required by California Code of Regulations, Title 15 Section 1342. This information is to be reported using the BSCC's Juvenile Detention Profile Survey (JDPS) online tool. The JDPS gathers pertinent data related to juvenile detention, including average daily population, charge, disposition, gender, crowding, booking, mental health, average length of stay, and age.