

JJIS: Tip Sheet for “Origin of Referral” Drop Down in the JJIS Wizard

OBJECTIVE: This brief tutorial explains the different “Origin of Referral” selections when inputting a new referral into JJIS.

Wizard Guide

- Step 1
- Youth Info
- Alerts & Alias
- School Info
- Family Member Info
- Referrall: 4134222**
- Charges of Referral 1
- Completion

Registration Wizard

Step 6 of 8

Youth Name: Test, Delta
DJJID: 1193390
Referral 1 Of 1

Last Updated By: Jenkins, Thomas on 8/16/2017 11:15 AM

Referral ID * **Primary Referral**

Origin of Referral * 

- Court
- DJJ
- ICJ
- LEO
- State Attorney
- YCO

Referral Date *

Unit Circuit

Unit Assigned *

See the next page for the description of each “Origin of Referral” selection.

“Origin of Referral” Descriptions

Court: Selected when the Department receives paperwork from the Court.

- Example: Remands - When a youth is taken into custody after being committed to a Non-Secure, High or Maximum Risk program. The youth will be remanded in Secure Detention pending placement into his/her non-secure or secure commitment program.
- Example: Direct Contempt of Court - If a youth is ordered to Secure Detention as a result of a Court hearing.
- Example: Case transfers: If a youth relocates to another county and jurisdiction and supervision is transferred to the receiving county. The receiving county will choose this option.
- Example: Disposition transfers: If a youth relocates to another county for Disposition. The receiving county will choose this option.

DJJ: Selected when the Department of Juvenile Justice (DJJ) files formal violation of probation paperwork through the Court.

- Example: Formal Violation of Probation - The youth fails to comply with his/her Court ordered sanctions, the Juvenile Probation Officer files a formal Violation of Probation (VOP) with the Court and enters either a New Law VOP or Non-Law VOP into JJIS.

ICJ: ICJ-HQ in Tallahassee is responsible for entering Interstate Compact cases into JJIS.

- Example: A youth moves to Florida from another state and he/she is going to be supervised by DJJ for the sending state’s court ordered sanctions. **(Only entered by ICJ Liaisons)**

LEO: Selected when the Department receives paperwork (Booking Report, Police Affidavit) from law enforcement that the youth was taken into custody or given a notice to appear for new charges, technical violations or warrants/pick up orders. **(Most Common Selection)**

- Example: New Charges - When a youth is taken into by law enforcement for new law violations.
- Example: Law Enforcement Violations of Probation - When a youth is taken into custody by law enforcement for allegations that a youth failed to comply with or abide by one or more of his/her terms or conditions of a valid Court Order of Probation
- Example: Warrants/Abscond Orders/Pick Up Orders/Failure to Appear Orders/Orders To Take Into Custody - When a youth is taken into custody by law enforcement with a signed order from the Court requesting to detain the youth.

State Attorney: Selected when the State Attorneys Office files additional or new charges on a youth, without the youth being taken into custody by law enforcement or screened through the Juvenile Assessment Center (citizen complaints, prosecution previously deferred, amended reduced or upgraded charges). New referrals are not created for amended or upgraded charges, they are part of the existing referrals.

- Example: Prosecution Previously Deferred - Case Reopened - When the youth is unsuccessfully terminated (non-compliance or new law violation) and the State Attorney files or pursues the charge due to non-completion
- Example: The State Attorney files a violation of probation through the Court, when the Department had/did not.

YCO: The duties of each youth custody officer shall be to take a youth into custody if the officer has probable cause to believe that the youth has violated the conditions of probation, non-secure detention, conditional release, or post commitment probation, or has failed to appear in Court after being properly noticed. The authority of the youth custody officer to take youth into custody is specifically limited to this purpose.

- The YCO option is no longer valid, as the Department no longer has Youth Custody Officers.