



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

**JUVENILE JUSTICE INFORMATION SYSTEM
BUSINESS RULE**

SUBJECT: ALERTS

PROCEDURE NUMBER: 00-003

EFFECTIVE DATE: May 25, 2009

**REVISED DATES: August 31, 2001; October 17, 2002; January 6, 2005;
November 2007; March 2012; June 2015;
November 2016; July 2017; January 2018; July 2020**

**PROGRAM AREAS: PREVENTION, DETENTION,
PROBATION AND RESIDENTIAL, OHS**

PURPOSE OF CRITICAL AND SPECIAL ALERTS

1. Special and Critical alerts inform DJJ staff or providers statewide that a particular youth has a special issue(s) that need to be addressed immediately.
2. It immediately identifies a youth's safety or security issues.
3. This information is relevant regardless of what stage the youth is in during the DJJ process.

POLICIES

1. Appropriate training is required prior to the granting of access/permissions to add/edit/close.
2. Before accessing a youth's record, the user must acknowledge the critical alert note, special alerts and alias screen.
3. User- Anyone who has been trained and has permissions **MUST** add, edit, and update alerts accordingly.
4. Many alerts will remain open indefinitely; others may be closed as appropriate; there are some alerts that may be opened and closed numerous times.
5. Youth may have more than 1 alert. There should not be multiple alerts of the same type. However, additional narratives can be added when new information is received.

REQUIRED DATA FIELDS FOR CRITICAL AND SPECIAL ALERTS

1. Alert Description: Choose the appropriate alert from the drop-down box.
2. County: Choose the county where alert originated.
3. Begin Date: The date the situation/incident occurred OR the date the information was made available to staff.
4. Begin Time: The corresponding time the situation/incident occurred OR the time the information was made available to staff.
5. Note Description: Documentation substantiating the addition of the alert. Should answer: Who, What, Where, When and Why. Alerts must be signed by DJJ/Provider staff and include name, position/credentials and date within the note description.
6. Alerts must be verified by appropriate staff and updated or closed as appropriate.

CLOSING ALERTS

1. Before ending an alert, make sure there is sufficient documentation for closure.
2. Medical and Mental Health staff have primary responsibility to CLOSE Medical and Mental Health Alerts.
3. Residential and Detention facility superintendents and assistants; JPOS, ACPOs and CPOs will be granted permission to CLOSE Medical and Mental Health Alerts in absence of Medical and Mental Health staff availability; provided they have sufficient documentation for closure.
4. Regional Commitment Chiefs will be granted permission to CLOSE Medical and Mental Health Alerts in absence of Medical and Mental Health staff availability; provided they have sufficient documentation for closure.
5. Mental Health Alerts cannot be CLOSED until there is documentation that the youth has been assessed by a licensed mental health provider or licensed mental health professional to determine whether the youth is to be maintained on or removed from Mental Health Alert status as set forth in Rule 63N-1.
6. All users can close security, DCF, legal status and other alerts provided they have sufficient documentation for closure.
7. Human Trafficking Liaisons and/or CPOs will close Human Trafficking Possible Victim alerts upon verification from DCF that youth is verified as a victim; and will enter Verified Victim applicable alerts.
8. Most Sex Incident history alerts are automated by charges and/or disposition and cannot be closed.
9. PREA Alerts are to be closed by facility upon release from Residential or Secure Detention placement.

THESE ALERTS ARE TO REMAIN OPEN INDEFINITELY:

- Adam Walsh Sex Offender Registration Ordered
- Adult Sanctions
- Critical Alert – Sex Offender
- Detention Placement Alert
- DNA Tested
- Emancipated Youth
- Endangered Person
- Escape Risk
- Jimmy Ryce Eligible
- Multiple Birth Siblings
- Other – Security
- Parent
- Threat to Staff

I. CRITICAL MEDICAL ALERTS

These Alerts can be created by any DJJ/Provider staff that has been trained and granted access to the Critical/Special Alerts module in JJIS. These alerts can only be closed by licensed Medical DJJ/Provider Staff. If the Alert already exists DJJ/Provider staff can add notes to the existing alert.

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| Critical - Allergies | Youth report of Medications, Insects and/or Environmental Allergies |
| Critical - Asthma | Hospitalization for asthma within past 6 months or requires medical attention/treatment for asthma |
| Critical - Cancer | History of cancer over past 5 years or current cancer treatment |
| Critical- Diabetes | Youth has diabetes; on medication either oral or injectable |
| Critical - Dialysis | Youth requires dialysis |
| Critical - Diet | Youth has a food allergy or dietary restriction. |
| Critical - Head Injury | Head injury/trauma hospitalization over past year If within last 30 days, needed ER visit |
| Critical - Heart Condition | Heart murmur, palpitations, diagnosed cardiac chest pain, heart surgery |
| Critical - Hemophilia | Youth has Hemophilia |
| Critical - Impairment Hearing | Youth has a hearing impairment |
| Critical - Impairment Physical | Youth has a mobility impairment |
| Critical - Impairment Speech | Youth has a speech impairment |
| Critical - Impairment Vision | Youth has a vision impairment; includes wearing corrective lenses |

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| Critical - Medication - Prescribed | Youth is taking medications that have a potential for adverse reactions with Over the Counter medications |
| Critical - Medication - Psychotropic | Youth is on psychotropic medications |
| Critical - No Strenuous Activity | Activity limitation; chronic health conditions that may potentially prevent participation in strenuous physical activity |
| Critical- Other Medical | Assigned to identify any other chronic medical condition or issue that may require special medical attention and/or supervision. |
| Critical - Pregnant | Current Pregnancy |
| Critical - Prosthesis | Youth has a Prosthetic body part. |
| Critical- Post Partum Complications | Recent delivery with complications |
| Critical- Sickle Cell Disease | Youth has sickle cell disease |
| Critical - Seizure Disorder | Youth has a seizure disorder (required follow up or treatment within the past year) |
| Critical - Tuberculosis | Youth has an active case or suspected case of tuberculosis |
| Special- Religious Restrictions | May require a modification to standard facility protocol- may be related to medical treatment. |

II. CRITICAL MENTAL HEALTH ALERTS

These Alerts can be created by any DJJ/Provider staff that has been trained and granted access to the Critical/Special Alerts module in JJIS. These alerts can only be closed by licensed Mental Health DJJ/Provider Staff [see above regarding documentation for closure]. If the Alert already exists DJJ/Provider staff can add notes to the existing alert.

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| Critical – Mental Health | Youth who have mental health conditions and factors, symptoms or behaviors which may pose safety or security risks |
| Critical - Suicide Risk | MAYSI, CAT or SRSI indicate a suicide risk, ideation, gesture or attempt Automated by hits on MAYSI or SRSI |

III. SECURITY ALERTS

These alerts can be created by any DJJ/Provider Staff with access to the Critical/Special Alerts Module in JJIS.

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| Critical- Detention Placement Alert | CCC Reportable Incident for youth who are admitted to secure detention placement and assessed as a special- needs youth |
| Critical - Escape Risk | Youth who leaves or attempts to leave the grounds or fenced boundaries of a hardware secure facility (residential, detention, juvenile assessment center) or leaves the grounds or boundaries of non-secure residential facility |
| Critical - Home Pass Residential Temporary Release | Court-ordered release in which a child is allowed to temporarily leave the residential commitment program |
| Critical - Home Pass Residential Emergency Release | Court-ordered release for an extraordinary family emergency |
| Critical - Threat to Staff | Youth commits an Assault/Battery on Staff or makes verbal threat or gesture that is perceived to be a serious threat |
| Critical- PREA Vulnerable | Automated based on VSAB assessment that youth is vulnerable to victimization |
| Critical- PREA Sexually Aggressive | Automated based on VSAB assessment that youth has a history of sexual abuse, sexual offense history, prior sexual aggression or victimization |
| Critical- Single Room Only | Youth shall be assigned to a room based on their classification |
| Critical – Prolific Juvenile Offender (PJO) | Alert is automated by system based on criteria |
| Critical- Prolific Juvenile Offender Waived by Court | Alert is entered per court order to deactivate the automated PJO alert from re-populating. |
| Special - Absconder | When a supervised youth goes in a clandestine manner out of the jurisdiction of the court in order to avoid the legal process, or when the youth hides, conceals, or absents himself or herself with the intent to avoid the legal process, Automated by placement |
| Special - Gang Associate Documented | DJJ received documentation from LEO certifying youth as a gang associate per Sections 874.03 (2) (a)-(b), FS |
| Special - Gang Member Documented | DJJ received documentation from LEO certifying youth as a gang member per Sections 874 03 (3) (a)-(k), FS. |

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| Special - Other Security | Youth has been determined to be a security risk; is unable to function in general population; or if youth's needs or supervision level require that they not be in a room at night to sleep Youth's codefendant is securely detained in same facility |
| Special - Suspected Gang Affiliation | Youth has indicators of gang involvement that have not been documented by LEO |

IV. LEGAL STATUS/OTHER ALERTS

These alerts can be created by any DJJ/Provider Staff that has been trained and granted access to the Critical/Special Alerts Module in JJIS.

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| Critical - Interstate Compact - Sex Offender | The underlying charges from sending state are sexual offenses |
| Special - Adult Sanctions | Youth has been sentenced as an adult and/or received adult sanctions |
| Special - DNA Qualified | Youth who meets the criteria as a qualifying offender |
| Special - DNA Tested | Youth has been DNA tested by the Department |
| Special - Emancipated Youth | Youth provides legal documentation of emancipation |
| Special - Failure to Appear | Automated by disposition of Failure to Appear (FTA) |
| Special - Homeless Youth | Youth and family have no permanent address |
| Special - Interstate Compact | Automated by charge or disposition |
| Special - Parent | Confirmed that youth (male/female) has a child |
| Special - Multiple Birth Siblings | Youth has a living multiple birth sibling |
| Special- Outstanding Warrant | Added to record when a Pick-Up Order/Order to Take into Custody has been issued for youth |

V. SEX INCIDENT HISTORY ALERTS

These alerts maybe automated by charge and/or disposition.

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| Critical - Sex Offender | Automated based on qualifying charges, dispositions and adjudication. |
| Critical - Sexual Offense Pending | Automated based on charges. |
| Special – Adam Walsh Sex Offender Reg Eligible | Automated based on charges. |
| Special Adam Walsh Sex Offender Reg Ordered | Manually entered when Youth is court ordered to register as a sex offender based on qualifying charges and adjudication |
| Special - Jimmy Ryce Eligible | Automated based on qualifying charges/placement |
| Special - Jimmy Ryce Non- Eligible | Manually entered when Youth does not meet criteria |

VI. HUMAN TRAFFICKING ALERTS

If after the completion of the Human Trafficking Screening Instrument, the Juvenile Probation Officers/Provider Staff calls the DCF abuse hotline; if the call is accepted for CSEC or Labor Trafficking, the appropriate alert will be entered.

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| CSEC Possible Victim | Has indicators of being a victim of commercial sexual activity |
| CSEC Verified Victim | DCF has verified victimization |
| Labor Trafficking Possible | Has indicators of being involved in forced labor, not including sexual exploitation |
| Labor Trafficking Verified | DCF has verified victimization |

VII. DEPARTMENT OF CHILDREN AND FAMILY ALERTS

Juvenile Probation Officers/Provider Staff will create these alerts when a youth has been found to be involved with the Department of Children and Family Services.

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| Special – DCF - Foster Care | Automated by address change worksheet. Care provided for a child in a foster family or boarding home, group home, agency boarding home, child care institution, or any combination thereof |
| Special – DCF- Protected Supervision Status | A legal status in dependency cases which permits the child to remain safely in his or her own home or other non-licensed placement under the supervision of an agent of the department and which must be reviewed by the court during the period of supervision |
| Special- DCF- Out of Home Care | Placement of a child in licensed and non-licensed settings, arranged and supervised by the Department or contracted service provider, outside of the home of the parent |
| Special - DCF- Shelter | Placement with a relative or a nonrelative, or in a licensed home or facility, for the temporary care of a child who is alleged to be or who has been found to be dependent, pending court disposition |

REPORTS

There are several reports available

1. JJIS WEB – Detention Module
 - a. Pass On Alerts
 - b. Daily Population Census Report
2. Intake WEB- once youth is selected
 - a. Youth Alert Report
 - b. Closed Alert modification report
3. From JJIS Home Page
 - a. System Selection- Alerts

NOTE: A link to the ALERTS report is available from Intake WEB- Alerts & Alias module

REFERENCES

1. Health Services Manual
2. JJIS Critical and Special Alerts Manual Training Power Point
3. F. A. C (Florida Administrative Code)
4. F.S.S. (Florida State Statutes)