JUVENILE JUSTICE INFORMATION SYSTEM
BUSINESS RULE

SUBJECT: INTERSTATE COMPACT JUVENILES

PROCEDURE NUMBER: 02-001

EFFECTIVE DATE: March 28, 2002

REVISION DATES: May 12, 2003; August 18, 2006

PROGRAM AREA(S): PROBATION

POLICY/PROCEDURE:

This policy addresses Interstate Compact Juveniles who are:
1) Received by the State of Florida
2) Sent by the State of Florida

Florida RECEIVES an ICJ Case

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

- Intake Web – REGISTRATION WIZARD
  - Add New Referral
    ▪ Select Program ICJ-HQ
    ▪ Conduct diligent search for youth
      ° If youth’s record is found, then SELECT that record and complete Registration Wizard
      ° If youth not found, Add New Youth, and complete Registration Wizard
  - Step 1 of Registration Wizard
    ▪ Enter all available information
    ▪ Admit date: the date that ICJ-HQ date stamps in receipt of case
    ▪ Admit time: the time the case is being entered into JJIS
    ▪ Admit Reason: select Interstate Compact

- Step 2 of Registration Wizard
- Enter youth’s demographics
- Enter youth’s address

- **Step 3 of Registration Wizard**
  - Special Alert: Interstate Compact is automatically created by the system; enter any other relevant alert information based on documentation in ICJ file
  - Alias: enter the alias name if the ICJ file indicates youth has one

- **Step 4 of Registration Wizard**
  - School Information: enter any available information

- **Step 5 of Registration Wizard**
  - Family Member: enter member indicated on the IA/VI form
    - Check lives with youth & Check guardian

- **Step 6 of Registration Wizard**
  - Origin of referral: ICJ
  - Referral date is date ICJ-HQ receives case
  - Unit Circuit: Second
  - Unit Assigned: ICJ HQ

- **Step 7 of Registration Wizard**
  - **NEW CHARGE:** Statute # 99999.05
    - Court docket number: “ICJ-Sending State Name”. For example: ICJ-Tennessee
    - Offense date: Date the IA/VI form is signed
    - Check: *Charge Requires no Victim Information*

- **Step 8 of Registration Wizard**
  - Section A: view scorecard; correct any errors
  - Print copy of final scorecard and include in the youth’s file
  - Click OK: to complete registration process and remove youth from registration list

- Manage Caseload- referral is assigned to ICJ-HQ staff

- **Disposition Module**
  - Enter disposition of sending state: ICJ-Probation or ICJ-Conditional Release.
  - Disposition date: date case received by ICJ-HQ

- **Youth Notes Module**
  - Enter youth note regarding sending state’s case
    - Select ICJ referral.
    - Note Category: Youth note
    - Note Type: transfer/ICJ
    - Note Description:
      - Interstate Compact case received on MM/DD/YYYY from (State).
      - Original charge
      - Disposition date and Court ordered supervision
• Manage Caseload- Referral Transfer Process
  - ICJ-HQ transfers referral to the receiving circuit’s ICJ unit: ICJ##
  - Circuit ICJ Liaison assigns referral to himself/herself in the circuit’s ICJ unit
  - Circuit ICJ Liaison transfers referral to appropriate unit in the circuit within two working days.
  - Unit supervisor assigns ICJ referral to JPO within 2 working days
• Youth Requirements entered by assigned JPO
  - Enter all of youth’s court ordered sanctions
  - Youth requirements must be updated regularly

**REJECTION of an ICJ case INCOMING to Florida**

• The JPO must complete the following steps:
  - Enter a Youth Note
    - Select the ICJ correct referral
    - Note Category: Youth Notes
    - Note Type: Transfer/ ICJ
    - Note Description:
      - Interstate Compact Case rejected on MM/DD/YYYY
      - Justification for rejection
  - Youth Requirements
    - Close Youth Requirements
    - Closure date: the date of rejection
    - Status: Reassigned to Another Program

• The ICJ-HQ unit will complete the following steps:
  - Disposition Module-
    - Enter a Secondary Disposition: ICJ Denied/ Rejected
    - Disposition date: date case is denied by Florida
  - Special Alert: enter an End Date for the ICJ Alert
  - Close Charges Screen-
    - Close Youth Placement- Release reason of Transferred to Another Unit

**Florida SENDS an ICJ Case**

• The JPO shall ensure that the following items are addressed prior to sending case to ICJ-Liaison:
  - The referral(s) targeted for ICJ is open and assigned to a JPO
  - The appropriate primary supervision disposition is entered
  - The current placement is not End DJJ Custody
  - The youth does not have an active Pick Up Order
  - The **JPO** is always responsible for maintenance of the youth’s JJIS record
• Upon acceptance of the case, **ICJ-HQ** will complete the following steps:
  - Disposition Module
    - Verify that primary supervision disposition has been entered by JPO
    - Enter Secondary Disposition: Interstate Compact
    - Disposition date: date of acceptance
  - Verify that youth placement is accurate
  - Youth Notes
    - Select the correct referral(s)
    - Note Category: Youth notes
    - Note Type: Transfer ICJ
    - Note Description:
      - Interstate Compact case sent on MM/DD/YYYY to (State).
      - Other relevant information

**Rejections, Denials or Returns of cases sent by Florida**

• Upon the return of a case, ICJ-HQ unit will complete the following steps:

• Intake Web- REGISTRATION WIZARD
  - Add New Referral
  - Select program ICJ-HQ
  - Select youth’s existing JJIS record
  - Complete Registration Wizard
  - Step 1 of Registration Wizard
    - Update necessary demographics
    - Admit date: date ICJ-HQ receives case back to FL
    - Admit time: date of data entry
    - Admit reason: ICJ
  - Step 2 Youth Information
    - Update and verify demographics as needed
  - Step 3 Alerts & Alias
    - End date special alert of ICJ
  - Step 4 School Information
    - Update information if available
  - Step 5 Family Member Information
    - Update information if available
  - Step 6 Referral Information
    - Origin of referral: ICJ
    - Referral date is date ICJ-HQ received case back
    - Circuit: Second
    - Unit assigned: ICJ-HQ
Step 7 Charges
- Create a new charge for each of the original court cases that were sent (determined by the number of distinct court docket numbers)
  - Statute #99999.12 for ICJ-Returned (Cases that upon youth’s return to Florida remain on Florida supervision)
  - Statute #99999.13 for ICJ-Denied (Cases that have been rejected or denied by receiving state)
- Charge Association
  - Associate the ICJ charge back to the original referral
  - Choose the charge with the most jurisdiction within the original referral
- Court docket number
- Offense date: Date case returned
- No victim information required

Step 8 Completion
- Section A: view scorecard; correct any errors
- Print copy of final scorecard and include in the youth’s file
- Click OK: to complete registration process and remove youth from registration list

- Case is assigned to ICJ-HQ staff through Manage Caseload
- Disposition Module
  - Enter disposition based on the original Florida disposition
    - ICJ- Probation or ICJ-Conditional Release
    - Disposition date: date case received by ICJ-HQ
    - Adjudication: same as original
    - County: county of jurisdiction
  - Placement: Intervention-Probation
    - Admit reason: transferred from another unit

Mange Caseload- Referral Transfer Process
- Manage Caseload- Referral Transfer Process
  - ICJ-HQ transfers referral to the receiving circuit’s ICJ unit: ICJ##
  - Circuit ICJ Liaison assigns referral to himself/herself in the circuit’s ICJ unit
  - Circuit ICJ Liaison transfers referral to appropriate unit in the circuit within two working days.
  - Unit supervisor assigns ICJ referral to JPO within 2 working days

- Assigned JPO
  - Close original supervision referrals
  - For conditional release youth, contact your DIO to change referral used in placement to the newly created referral for ICJ Returned or Denied
  - Update JJIS: demographics, current address, school and youth requirements
### ICJ Case Closure Process

- **Sending state notifies Florida that their case is terminated**
  - ICJ-HQ Unit
    - Notifies assigned JPO
    - End dates the Special Alert of *Interstate Compact*
    - Close Charges
      - Close Youth Placement to End DJJ Custody
      - Close remaining Youth Requirements
      - Close charge(s)

- **Loss of Jurisdiction on ICJ-FL Sending**
  - Assigned JPO
    - Notify ICJ-HQ that termination has been granted by the Court
    - Update JJIS
    - Go to Close Charges
      - Close youth placement to End DJJ Custody
      - Close youth requirements
      - Close charges