



STATE OF FLORIDA  
DEPARTMENT OF JUVENILE JUSTICE

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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

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**POLICY/PROCEDURE:**

This policy addresses Interstate Compact Juveniles who are:

- 1) Received by the State of Florida
- 2) Sent by the State of Florida

<b>Florida RECEIVES an ICJ Case</b>
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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

- Projected Termination Date
- Any other relevant information
- 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

<b>Rejections, Denials or Returns of cases sent by Florida</b>
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- 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