



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

**JUVENILE JUSTICE INFORMATION SYSTEM
BUSINESS RULE**

SUBJECT: COMPREHENSIVE YOUTH SEARCH PROCESS

PROCEDURE NUMBER: 99-007

EFFECTIVE DATE: NOVEMBER 2, 1999

REVISED DATE: July 8, 2001, January 6, 2005; June 2015

PROGRAM AREA(S): All

POLICY/PROCEDURE:

When searching for a youth in JJIS, regardless of the processing location, conduct a comprehensive search [exhaust all options; a thorough exhaustive search using a minimum of 2 characters in the Last and First name fields to ensure that a youth does not already exist in the JJIS database.]

After completing the comprehensive search process,

If Youth IS NOT Found:

If the youth is not found, add a new youth by clicking the Add a New Youth button. You will then begin the registration wizard.

If Youth IS Found:

If the youth is found in JJIS, you will select the existing youth, review the alerts and alias page and click on Registration Wizard.