



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

**JUVENILE JUSTICE INFORMATION SYSTEM
BUSINESS RULE**

SUBJECT: **DETENTION ADMISSIONS AND RELEASES**

PROCEDURE NUMBER: **99-010**

EFFECTIVE DATE: **NOVEMBER 2, 1999**

REVISED DATE: **July 18, 2001, January 5, 2005, June 2015, December 2016,
January 2020**

PROGRAM AREA(S): **DETENTION**

POLICY/PROCEDURE:

To maintain accurate census information in JJIS, the admission, release, and/or transfer process must be completed correctly and expeditiously:

Admissions [The admission of a youth into Secure Detention should never occur until the screener has completed their screening process and released the youth to in transit secure detention. If JAC did not release youth appropriately, detention should search for youth and admit using search option]

Module Selection- Youth Placement Facility

- Select the form of detention (sub-component)
 - Secure Detention
 - Supervised Release- Home Detention
 - Supervised Release- Home Detention with EM
 - Supervised Release -Evening/Day Reporting Center
 - Supervised Release -Intensive Home Detention
 - Supervised Release -Intensive Home Detention With EM
 - Supervised Release - Intensive HD – EM (LEO)
- Select the correct referral [JAC/transportation paperwork or the most serious offense indicated on the DRAI]
- Select the appropriate admit reason:
 - Court Order
 - Court Order- Committed Awaiting Placement
 - New Charges
 - Transfer In
 - Transfer In-STOP hold (secure detention placement only)

NOTE: Youth must have a current location of Detention
[Suggested order refer to local FOP]:

Module Selection- Detention Dashboard

- Place Youth in Module and Room
- Inventory all personal property in the youth's possession and record in JJIS. Print Property receipt.

Module Selection- JJIS WEB FORMS

- Complete the Admission Wizard and the required forms. You must choose a referral with a current location of Secure Detention.

Releases [All releases must be court ordered with the exception of death, escape or expiration of the detention time period as noted on the court order]

NOTE: Youth must have a current location of Detention
[Suggested order refer to local FOP]:

Module Selection- Detention Dashboard

- Release youth's property. Print Property receipt.

Module Selection- JJIS WEB FORMS

- Complete the Release Wizard and the required forms. You must choose a referral with a current location of Secure Detention.

Module Selection- Youth Release

- Release youth from the detention/supervised release placement
- Select the appropriate release reason:
 - Commitment placement
 - Court order
 - Court Order- FTA
 - Death
 - Detention period expired
 - Escape
 - Hospitalized
 - New Charges- Assessment Center/Detention
 - Transfer Out- STOP Hold
 - Transferred
 - Violation- Assessment Center/New Charges

- Admit youth into the next appropriate placement by selecting the appropriate release to options:
 - Abscond
 - End Detention Placement
 - Escape (secure detention only)
 - In-Transit Commitment
 - In-Transit Detention
 - Jail
 - Supervised Release- Home Detention
 - Supervised Release- Home Detention with EM
 - Supervised Release -Evening/Day Reporting Center
 - Supervised Release -Intensive Home Detention
 - Supervised Release -Intensive Home Detention With EM
 - Supervised Release - Intensive HD – EM (LEO)

- Intake Supervised Release youth who abscond while on Supervised Release:
 - JPO will complete diligent search and submit the Order to Take into custody for Absconding to the Court.
 - Once the Abscond warrant has been signed by the Judge, the JPO will create an Abscond placement in Youth Placement Probation Module and upload signed order into Case Note book.
 - Youth is to be released from Supervised Release placement once the detention period expires.
 - Abscond Placement and Outstanding Warrant will remain active until the youth is apprehended for the Abscond warrant.

Back-Up Plan

- If the admission, release, and/or transfer process is not completed in a timely manner, refer to Circuit Policy.

REFERENCES:

1. Statewide Facility Operating Procedures
2. Florida Administrative Code Rule Chapter: 63G-2 SECURE DETENTION SERVICES