



STATE OF FLORIDA DEPARTMENT OF JUVENILE JUSTICE

JUVENILE JUSTICE INFORMATION SYSTEM BUSINESS RULE

SUBJECT: New Referrals

PROCEDURE NUMBER: 99-002

EFFECTIVE DATE: July 1, 1999

REVISED DATE: September 2000, January 2005, December 2016, May 2019

PROGRAM AREA(S): Detention Screening, Detention and Intake

POLICY/PROCEDURE

All new referrals are created via the Registration Wizard in the Circuit where jurisdiction has been established.

DEFINITIONS

1. Referral - the incident that brought the youth to the department's attention
2. Charges - the details of the incident.
3. Jurisdiction - The circuit court has exclusive original jurisdiction of proceedings in which a child is alleged to have committed:
 - a. A delinquent act or violation of law.
 - b. A noncriminal violation that has been assigned to juvenile court by law.

REGISTRATION WIZARD – OVERVIEW

1. Captures the four (4) Intake Processes:
 - a. JAC Screening - youth is brought to a JAC facility for screening or JAC staff process youth from out of county and have contact with LEO to make screening determination (meaning possible distance prevents from JAC delivery).
 - b. On-Call Screening - youth is screened in the field by a JPO, not by a JAC staff
 - c. Intake Processing - youth is not present, but there are new charges or orders (e.g. violations or contempt charges) JUST paperwork is supplied. Example: Booking arrives from LEO or Clerk to process
 - d. ICJHQ - youth who are processed by the Interstate Compact Unit in Headquarters

2. The Registration Wizard is used to:
 - a. Create a New Youth and enter referrals (law & non-law violations)
 - b. Enter new referrals (law & non-law violations) on an existing youth

CREATING NEW REFERRALS

1. An arrest report is considered as one (1) referral, regardless of the number of allegations or counts contained in that arrest report.
 - a. Exception - if the arrest report includes new law violations and violations of probation and/or warrants. The violation of probations and warrants will be entered as separate referrals.
2. When youth is presented on more than one arrest report, the most serious incident should be entered in JJIS as the primary referral. Additional referrals can be added within a registration wizard by selecting add additional referral button.
 - a. Multiple affidavits or complaints that are received on the same date with the same law enforcement agency report number are entered as one referral.
 - b. Multiple affidavits or complaints that are received on the same date with different law enforcement agency report numbers will be entered as separate referrals.
3. Unless otherwise noted in another business rule- in the following situations:
 - a. A separate referral will be created for each case/docket number
 - b. Create 1 charge per case/docket case number using the most serious offense
 - i. Violations of Probation [New Law/Non-Law]:
 1. Only one count of VOP will be entered for each case number the youth is on supervision for; using the most serious offense
 2. The assigned JPO with jurisdiction of the case is responsible for creating the new referral.
 3. The referral indicating the violation of probation shall be entered in JJIS at the time the Affidavit/Petition for Violation of Probation is submitted to the court
 - ii. Failure to appear
 - iii. Out of County Warrant
 - iv. Prosecution Previously Deferred Case Re-opened
 - v. Court Order Case Transfer
 - vi. Court Order Disposition Transferred from another County
 - vii. Court Ordered Interstate Compact
 - viii. Other Court Order-Adult Charges

LATE ENTRIES

1. If the referral is created AFTER the case has been disposed, the admission date must be equal to the date the department received the referral; therefore, the disposition date must be equal to the admission date.
2. Enter a youth note to explain.

REFERRAL ASSIGNMENT GUIDELINES

1. A referral will be assigned to the Circuit/County/Unit where the offense occurred.
2. An Out-of County PUO referral will be assigned to the Circuit/County/Unit where the youth was arrested.

MINIMUM REQUIREMENTS, RULES & PROCEDURES

- Only one Wizard can be open at a time for a selected program (process).
- Allows the user to view youths by facility or JPO caseload.
- Data Entry Levels
 - Level 1 (*) - mandatory (information must be entered before leaving the screen)
 - Level 2 (**) - required (missing information will appear on scorecard)
 - Level 3 - recommended (information should be entered if known)
- An Intake Registration Wizard Score Card is produced upon completion of the Wizard.
- To improve data integrity, a copy of the scorecard should be included in all intake processing packages.
- Once you exit out of the registration wizard, the scorecard is no longer accessible.