



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

**JUVENILE JUSTICE INFORMATION SYSTEM
BUSINESS RULE**

SUBJECT: REDUCED AND UPGRADED CHARGES

PROCEDURE NUMBER: 16-001

EFFECTIVE DATE: JANUARY 2016

PROGRAM AREA (S): INTAKE

POLICY /PROCEDURE

A referral is defined as the incident that brought the youth to the department's attention, the charges are the details of the incident. JJIS must reflect the original charge(s) as presented on the police report/affidavit. However, there are times the petition and/or the court order differ.

Police Report/Affidavit as submitted by Law Enforcement

Enter the charge(s) as presented on affidavit.

Petition is different than Police Report/Affidavit [If the State Attorney charges youth with different charges than what LEO has submitted on presenting affidavit] [The incident is the same, the details differ.]

1. On the existing referral- add new charge(s) using same offense data as original charge
2. Dispose the Original Charge(s)
 - a. Type- Non- File*
 - b. Date- date of petition
 - c. Adjudication- No
 - d. County
3. Close Charge(s)
4. Document in case notebook summarizing the changes made in JJIS and why for clarity

*if petition specifically states charge reduction or upgrade, then disposition will be charge reduction or charge upgrade versus non file.

Court Order is different than Police Report/Affidavit [In court the charges are reduced or upgraded; the disposition is on charges that are not on facesheet] [The incident is the same, the details differ.]

1. On the existing referral- add new charge(s) using same offense data as original charge
2. Dispose the Original Charge
 - a. Type- Charge Reduction OR Charge Upgrade
 - b. Date- date of order
 - c. Adjudication- No
 - d. County
3. Close Original Charge(s)