



**STATE OF FLORIDA  
DEPARTMENT OF JUVENILE JUSTICE**

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**JUVENILE JUSTICE INFORMATION SYSTEM  
BUSINESS RULE**

**SUBJECT: TRANSFER OF CASES**

**PROCEDURE NUMBER: 00-004**

**EFFECTIVE DATE: August 9, 2000**

**REVISION DATES: September 18, 2000; October 2, 2000; November 1, 2000;  
December 22, 2000; February 5, 2001; February 21, 2001;  
January 6, 2005, January 25, 2013, June 2015, November 2016,  
January 2017, April 2017, June 2018**

**PROGRAM AREA(S): INTAKE, PROBATION AND COMMITMENT**

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**POLICY/PROCEDURE**

When a referral/case is being transferred or shared between two counties/circuits, then the following guidelines are to be followed:

**I. Transfer of Jurisdiction and Disposition**

**(Before a judicial disposition has been given by the court [Intake])**

- **SENDING COUNTY:**
  - Dispose charges to *Transferred Dispo. to Another Cnty.*
  - The referral is left open until the receiving county creates a corresponding referral in JJIS, indicating they have received the transfer case.
  
- **RECEIVING COUNTY:**
  - Creates New Referral for *Disposition Transferred from Another County* (99999.01)
    - Admit Date for Registration Wizard is the date the transfer order was received by the Department in the receiving county.
    - Admit Reason is *Transfer from another county/unit for disposition.*
    - If multiple court cases are transferred, a separate referral is created for each court docket number.
    - If a case includes multiple charges, a *Disposition Transferred from Another County* charge is created for each transferred charge reflecting the correct level and degree for each count
    - Offense Date for transfer referral(s) is the date the order was signed by the SENDING Judge
  - Notify the SENDING JPO/Unit that the original referral (s) can be closed.
  
- **SENDING COUNTY:**

- Close the original referral (s) after the receiving county creates their referral.
- If the RECEIVING JPO has not created the new referral within 30-days of receipt of the transfer package, then SENDING COUNTY needs to follow-up with RECEIVING COUNTY.

## **II. Transfer of Supervision and Jurisdiction - PROBATION**

(After the youth has been placed on supervision & the court sends the supervision case to another jurisdiction)

- SENDING COUNTY:
  - Enter Primary Disposition as ordered by Court.
  - Enter Secondary Disposition of *Transf Jurisdiction-Probation*.
  - Disposition date for Transfer Jurisdiction is the date the Judge signs the order to transfer the case.
  - The referral is left open until the receiving county creates the new referral.
- RECEIVING COUNTY:
  - Creates New Referral for *Court Ordered Case Transfer (99999.08)*.
    - Admit Date for Registration Wizard is the date the transfer order was received by Department in the receiving county.
    - Admit Reason is *Court Order*.
    - If multiple court cases are transferred, a separate referral is created for each court docket number.
    - If a case includes multiple charges, a *Court Ordered Case Transfer* charge is created for each transferred charge reflecting the correct level and degree for each count
    - Offense Date for transfer referral(s) is the date the order was signed by the SENDING Judge
  - Enters same disposition as SENDING COUNTY
  - Disposition Date: same as registration wizard admit date
  - Update placement on new referral to reflect the youth's current legal status [via Youth Placement Probation module].
  - Notify the SENDING COUNTY that the original referral(s) can be closed.
- SENDING COUNTY:
  - Close the original referral(s) after the receiving county creates their referral. [verify placement has been updated before closing].
- If the RECEIVING COUNTY has not created the new referral within 30-days of receipt of the transfer package, then SENDING COUNTY needs to follow-up with RECEIVING COUNTY.

### III. Courtesy Supervision

(Involves movement of the youth on supervision, but the jurisdiction remains with the sending court).

- No new referrals are created.
- RECEIVING COUNTY will share referrals via Manage Caseload.
- Placement will remain in the SENDING CIRCUIT.
- Youth Requirements are entered and updated per PACT rule.
- Upon completion of courtesy supervision, the RECEIVING COUNTY will unshare the referrals(s) with the SENDING COUNTY.

### IV. Transfer of Supervision and Jurisdiction - Commitment Status

(Youth who are committed in one county/circuit and the jurisdiction is transferred to another county/circuit)

- SENDING COUNTY:
  - Enter Primary Disposition as ordered by Court.
  - Enter Secondary Disposition of *Transf Jurisdiction-Commitment*.
  - Disposition date for Transfer Jurisdiction is the date the Judge signs the order to transfer the case.
  - The referral is left open until the receiving county creates the referral.
- RECEIVING COUNTY:
  - Creates New Referral for *Court Ordered Case Transfer (99999.08)*.
    - Admit Date for Registration Wizard is the date the transfer order was received by Department in the receiving county.
    - Admit Reason is *Court Order*.
    - If multiple court cases are transferred, a separate referral is created for each court docket number.
    - If a case includes multiple charges, a *Court Ordered Case Transfer* charge is created for each transferred charge reflecting the correct level and degree for each count
    - Offense Date for transfer referral(s) is the date the order was signed by the SENDING Judge.
  - Enters same disposition as SENDING COUNTY. The disposition date is the same as registration wizard admit date
  - When you dispose the case to commitment, it will create a commitment pending placement.
    - If the youth is awaiting placement, the RECEIVING COUNTY must notify the Commitment Manager to request that the referral associated with waiting list be changed.
    - If youth is currently placed in a program, then the JPO must notify the DIO to either have the pending placement removed or request the referral associated with placement be changed.
  - Notify the SENDING COUNTY that the original referral (s) can be closed.

- If the RECEIVING COUNTY has not created the new referral within 30-days of receipt of the transfer package, then SENDING COUNTY needs to follow-up with RECEIVING COUNTY.
  
- SENDING COUNTY:
  - Close the original referral(s) after the receiving county creates the referral.

<b>V. Transfer of Supervision and Jurisdiction -Aftercare Status</b>
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**(Youth who are on conditional release or post commitment probation in one county/circuit and the jurisdiction is transferred to another county/circuit.)**

- SENDING COUNTY:
  - Youth should have a current location of Conditional Release OR Post Commitment Probation.
  - Primary Disposition as ordered by Court has already been entered.
  - Enter Secondary Disposition of *Transf Jurisdiction-*
    - *Commitment -if Conditional Release*
    - *Probation – if Post Commitment Probation*
  - Disposition date for Transfer Jurisdiction is the date the Judge signs the order to transfer the case.
  - JJIS will generate a commitment pending placement. You should be able to release when closing referral.
  - The referral is left open until the receiving county creates the referral.
  
- RECEIVING COUNTY:
  - Creates New Referral for *Court Ordered Case Transfer (99999.08)*.
    - Admit Date for Registration Wizard is the date the transfer order was received by Department in the receiving county.
    - Admit Reason is Court Order.
    - If multiple court cases are transferred, a separate referral is created for each court docket number.
    - If a case includes multiple charges, a Court Ordered Case Transfer charge is created for each transferred charge reflecting the correct level and degree for each count
    - Offense Date for transfer referral(s) is the date the order was signed by the SENDING Judge.
  - Enter disposition of Commitment - Cont. On Cond. Rel. OR Probation- Cont on Post Commitment Probation [A current location of 'Commitment - Minimum Risk Nonresidential', 'Intervention - DJJ Supervised Conditional Release' or 'Post Commitment Probation' must exist in order to save this disposition].
  - The disposition date is the same as registration wizard admit date
  - Update placement on new referral to reflect the youth's current legal status [via Youth Placement Probation module].

- Notify the SENDING COUNTY that the original referral (s) can be closed.
- If the RECEIVING COUNTY has not created the new referral within 30-days of receipt of the transfer package, then SENDING COUNTY needs to follow-up with RECEIVING COUNTY.
- SENDING COUNTY:
  - Close the original referral(s) after the receiving county creates the referral. [verify placement has been updated before closing].

### **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.

When necessary, involve the circuits' transfer liaisons and/or Data Integrity Officers (DIO) for assistance.

Update Cost of Care waivers/reductions as applicable.

### **References**

63D-10.0035 F. A. C. Transfers of Supervision  
CPACT Statewide Business Rules