



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

**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; July 2020**

PROGRAM AREA(S): INTAKE, PROBATION AND COMMITMENT

POLICY/PROCEDURE

When a referral/case is being transferred or shared between two counties/circuits, then one of the following transfer process guidelines are to be followed.

Transfer of Dispositions is when there has been no disposition made in sending county.

Transfer of Supervision process should be followed when sending county has already entered a disposition on the referral being transferred.

Guidelines below outline each process:

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 offense date is equal to the date the Judge signed transfer order
 - 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 CAT Statewide Business Rules.
- Upon completion of courtesy supervision, the RECEIVING COUNTY will **unshare** the referral(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.

V. Transfer of Supervision and Jurisdiction -Aftercare Status

(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-13.0041 F. A. C. Transfers of Supervision
CAT Statewide Business Rules