

Jail Placement for Youth with Adult Charges

For youth who are arrested for Adult Charges while on Juvenile
Supervision

(Not youth who are Direct Filed)



Modules

Intake Web

Applications

- ◆ Bed Management Reports
- ◆ Building Location Management
- ◆ Case Notebook
- ◆ Conference Summary - Probation
- ◆ Cost of Care - Reductions/Waivers
- ◆ Detention
- ◆ DIO Reports
- ◆ Evidence Based Services
- ◆ Facilities
- ◆ Facility Management System
- ◆ Facility Program Management
- ◆ Health Services
- ◆ Human Trafficking Alerts Reports
- ◆ IT Management Reports
- ◆ JPO Special Reports
- ◆ Office of Health Services
- ◆ OHS Web Forms
- ◆ Probation Resource Booking
- ◆ Profile Administration
- ◆ Program Monitoring And Management
- ◆ Special Alerts & Alias Maintenance
- ◆ Statewide Transportation And Relocation System
- ◆ User Administration
- ◆ User Administration Terminated Staff
- ◆ Victim Services
- ◆ Waiting
- ◆ Youth Placement - Facility
- ◆ Youth Placement - History

First, go to Intake Web in JJIS.

Juvenile Justice Information System (JJIS)




OUR VISION

The children and families of Florida will live in safe, nurturing communities that provide for their needs, recognize their strengths and support their success.

OUR MISSION

To increase public safety by reducing juvenile delinquency through effective prevention, intervention and treatment services that strengthen families and turn around the lives of troubled youth.



Department of
Juvenile
Justice

Active Youth:

Active Program:
Intake Processing - 20th
Circuit

☐ Select a CaseLoad
...
☒ Select a Program
Intake Processing - 20th Circuit
☒ Not Released from the Prog
☐ Registration Process Incomplete

Youth Listing: (1 total)

<<

Add New Referral Modules ▶ Reports ▶ LogOut

JJIS Web

Youth Search

Search Type
☒ Approximate Match
☐ Exact Match

Search By
☒ Last Name, First Name
☐ Last Name, First Name, DOB
☐ Social Security #
☐ Last Name, First Name, Race
☐ Last Name, First Name, Sex
☐ DJJID
☐ Alias Name
☐ Date of Birth

Last Name
First Name
DOB

Alias
DJJID
Race

SSN
Sex

Next step, select Intake Processing and complete a youth search for your youth through Intake Web in JJIS.



Active Youth:

1357975 : Test, Adult'Jail

[Face Sheet](#)

[Case Notebook](#)

Active Program:

**Intake Processing - 20th
Circuit**

☐ Select a CaseLoad

▼

☒ Select a Program

Intake Processing - 20th Circuit

▼

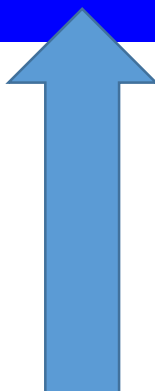
☒ Not Released from the Program

☐ Registration Process Incomplete

Youth Listing: (1 total)

[Refresh](#)

[Youth Search](#)



After you select your youth and they are active in Intake Processing, Click on Add New Referral.

Registration Wizard
Step 1 of 8

Youth Name: Test, Adult'Jail
DJJID: 1357975

Program	Intake Processing - 20th Circuit
Last Name *	Test
First Name *	Adult'Jail
Middle Name **	
OR **	<input checked="" type="checkbox"/> No Middle Name Verified
Suffix	
DOB **	11/13/1997
Age	18
SSN **	<div><div></div><div></div><div></div></div> <div>###-##-####</div>
Sex *	Female
Race *	Black
Ethnicity *	Non-Hispanic
Home County *	Lee
Admit Date *	5/4/2016
Admit Time *	08 : 00 <input checked="" type="radio"/> AM <input type="radio"/> PM HH:MM
Administrative Transfer	<input type="checkbox"/> click here if this an administrative transfer.
Post Arrest Diversion	<input type="checkbox"/> click here if this is Post Arrest Diversion.
Admit Reason *	Court Order

<< Back Next >> Exit

You will now proceed to complete the
Registration Wizard.

The Admit Date and Admit Time will be the date when the
youth was placed into Adult Jail; If exact time is unknown, use
8:00am.

The Admit Reason will be “Court Order”.

Wizard Guide

Step 1

Youth Info

Alerts & Alias

School Info

Family Member Info

Referrall: 4131015

Charges of Referral 1

Completion

Continue through the Registration Wizard completing and updating steps 2 and 3.

When you reach step 4, change the youth's school to Adult Jail and click next.

Then continue to update step 5 if needed and proceed on to step 6.

School Attending

Judicial Circuit Twentieth Circuit

School Attending ** Adult Jail C-20

Current Grade ** 10

<< Back

Next >>

Exit

Registration Wizard

Step 6 of 8

Referral ID * 4131087 **Primary Referral**

Origin of Referral * Court

Origin of Referral will be Court.

Referral Date * 5/4/2016

Unit Circuit Twentieth Circuit

Unit Assigned * C20 Unit 302

Select the Circuit and Unit Assigned.

Law Enforcement

Circuit Twentieth Circuit

Agency ...

There is no need to complete the Law Enforcement section. After assigning referral to Circuit/Unit- scroll to bottom and select NEXT

<< Back

Next >>

Click "Next" to proceed to step 7.

Registration Wizard

Step 7 of 8

Add New Charge

Click Add New Charge.

FCIC VALUE	DESCRIPTION	STATUTE	CHARGE ASSOCIATION	REFERRAL #	LEVEL	DEGREE	STATUS
------------	-------------	---------	--------------------	------------	-------	--------	--------

Statute Number *

Click the ellipses button to select the Statute Number.

Options : ☒ Statute Search ☐ FCIC Number ☐ Statute Number and SubSection

Statute Number :

FCIC Number :

SubSection :

Find

Cancel

Help

Search "99999".

Select the "Other Court Order-Adult Charges" 9999.19 charge.

Select	9998	Other Court Order-Adult Charges	Other Court Order-Adult Charges	99999.19
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Registration Wizard

Step 7 of 8 continued

Statute Number *

Charge Association

Court Docket Number **

Offense Date *

Offense Time : ☐ AM ☒ PM HH:MM

Offense Address **
☐ Same As Arrest Address

Street Addr & Apt2 :
Bldg/Complex :
City :
State :
Zip : - #### #

Offense on School Property * ☐ Yes ☒ No

School Circuit*

School Location of Offense*

Domestic Violence * ☐ Yes ☒ No

Firearm seized/involved * ☐ Yes ☒ No

Charge Requires No Victim Information ☒

Enter in the Adult Court Docket Number if known. If not known enter "JAIL"

Enter in the Offense Date.

Select No for each of the remaining questions.

Click on the Save button.

Only one count/case is needed; do not enter multiple counts and/or multiple cases

Click on the Next button.

Registration Wizard

Step 8 of 8

Youth Name: Test, Adult'Jail

DJJID: 1357975

Wizard Status

Section (A): You must complete all the steps of the Wizard before going to section B.

Started On: **05/04/2016 09:58 AM**

By: **Jenkins, Thomas**

Completed On: **NOT COMPLETED**

By:

<< Back

Score Card

Completed

Click on the Completed Button.

Message from webpage



Click OK to complete the Registration Process. If you click Cancel, you must come back later and click on the Remove Youth From Registration List button.

OK

Click OK to complete the Registration Process.

JPOS/SJPO should assign referral.

Go to Disposition and click on Add Dispo.

Enter ~
Disposition Type: ADULT JAIL
Disposition Date: date youth went to Adult Jail.
Adjudication: No
County: your County
Select NO for Attorney Involvement.

Click the Next >>/Save Button

Maintenance

Disposition
Youth Name: Test, Adult' Jail
DJJID: 1357975

Note: 'Add Dispo' and 'Edit/Delete Dispo' button will be available upon selection of Referral/Charge.

Add Dispo		Edit/Delete Dispo		Youth Requirements		Youth Placement - Probation		COC - Reduction/Waiver		
	Ref#	Offense Date	Charge	Court#	Primary Dispo	Secondary Dispo	Status	Case Type	Prim Dispo By	Second Dispo By
<input checked="" type="checkbox"/>	<u>4131087</u>	05/03/2016	Other Court Order-Adult Charges Other Court Order-Adult Charges	16-CF-00000			Open	Intake		

Add Disposition

Youth Name: Test, Adult' Jail
DJJID: 1357975

REF#	CHARGE	COURT#	PRIMARY DISPO	SECONDARY DISPO
<u>4131087</u>	Other Court Order-Adult Charges Other Court Order-Adult Charges	16-CF-00000		

Disposition Type *

Disposition Date *

Adjudication Type *

County *

Attorney Involvement Selection

Answer based on the situation during the disposition/resolution of this particular case action ONLY.

Did the youth have an attorney assist in this action?

Do not consider an attorney that was involved in a previous disposition in this case, but was not a part of this subsequent matter.

Youth had an attorney: * ☐ Yes ☒ No

If Yes then: * ☐ Public Defender ☐ Private Attorney ☐ Appointed Attorney not PD

Attorney name: Last First MI

<< Back

Next >>/Save

Exit

Click the Youth Placement – Probation button.

Maintenance

Disposition
Youth Name: Test, Adult'Jail
DJJID: 1357975

Note: 'Add Dispo' and 'Edit/Delete Dispo' button will be available upon selection of Referral/Charge.

		Add Dispo	Edit/Delete Dispo	Youth Requirements		Youth Placement - Probation		COC - Reduction/Waiver		
	<u>Ref#</u>	<u>Offense Date</u>	<u>Charge</u>	<u>Court#</u>	<u>Primary Dispo</u>	<u>Secondary Dispo</u>	<u>Status</u>	<u>Case Type</u>	<u>Prim Dispo By</u>	<u>Second Dispo By</u>
<input type="checkbox"/>	<u>4131087</u>	05/03/2016	Other Court Order-Adult Charges Other Court Order-Adult Charges	16-CF-00000	Adult Jail (5/4/2016)		Disposed	Intake - Adult Processing	Jenkins, Thomas (5/4/2016)	

Youth Placement History																
<div> Edit Release Release/Admit New </div>																
Youth's Name: Test, Adult/Jail DJJD: 1357975 Records: 1																
	Program	Sub-Component	Custody Unit	Referral ID	Admit Date	Admit Time	Admit Reason	Release Date	Release Time	Release Reason	Status	Placed By	Released By	Last Modified By	Last Modified On	AdmitSeq
Select	Intervention	Intake	Intake - 20th Circuit	4131087	05/04/2016	08:00 AM	Court order				Legal Status	Jenkins, Thomas		Jenkins, Thomas	5/4/2016 9:58:00 AM	48
Select	Intervention	Intake Processing	Intake Processing - 20th Circuit	4131087	05/04/2016	08:00 AM	Court Order	05/04/2016	08:00 AM	Youth Registration Process Completed		Jenkins, Thomas	Jenkins, Thomas	Jenkins, Thomas	5/4/2016 11:15:00 AM	253

In Youth Placement – Probation, click on the New button.

Test Server

Youth Placement Probation Module

Edit Placement Probation

Youth Name: Test, Adult'Jail

DJJID: 1357975

Select a referral to enter in a new admission

Referral Info.(Read Only)

Referral ID:

< >

Sub Component:

Custody Unit:

Admit Reason:

Admit Date/Time:

Admitted By::

Open Placements(Read-Only)

Referral	Sub Component	Custody Unit	Admit Date	Admit Reason
4131087	Intake	Intake - 20th Circuit	5/4/2016	Court order
4091392	Probation	Probation - 20 Circuit - D J J	9/24/2015	Transfer from another DJJ unit

< >

Release Information

Release Reason:

Release Date/Time:
(MM/DD/YYYY)

Released By:

Admit Information

Sub-Component

Intervention - County Jail

Referral

4131087

Circuit:

Twentieth Circuit

Custody unit

Adult Jail - 20th Circuit

Admit Reason:

Court Order

Admit Date/Time:
(MM/DD/YYYY)

5/4/2016

08:00 AM

Admitted By:

Modified by:

Save

Cancel

Delete

ADMIT INFORMATION

Select:

Sub-Component = Intervention - County Jail

Referral = Adult Charges (99999.19) Referral #

Circuit = Circuit of Jail Youth is Currently Held In

Custody Unit = Adult Jail

Admit Reason = Court Order

Admit Date and Time = Date and Time of Jail Placement

Select:

Sub-Component = Intervention - County Jail

Referral = Adult Charges (99999.19) Referral #

Circuit = Circuit of Jail Youth is Currently Held In

Custody Unit = Adult Jail

Admit Reason = Court Order

Admit Date and Time = Date and Time of Jail Placement

Click on the Save button.

Facesheet

COURT ORDERS

<u>OFFENSE DATE</u>	<u>REF. ID</u>	<u>DESCRIPTION (LEVEL/DEGREE)</u>	<u>COURT DOCKET#</u>	<u>UNIT, JPO</u>	<u>LEGAL STATUS</u>	<u>DISPO DATE</u>	<u>ADJ</u>	<u>DISPO</u>
05/03/2016	4131087	Other Court Order-Adult Charges - Other Court Order-Adult Charges ()	16-CF-00000	C20 Unit 302	Intake - Adult Processing	05/04/2016	N	Adult Jail

PHYSICAL LOCATION

<u>REF. ID</u>	<u>PROGRAM NAME</u>	<u>PROGRAM TYPE</u>	<u>BEGIN DATE</u>	<u>ADMIT REASON</u>	<u>ADDRESS</u>	<u>PHONE #</u>
4131087	Adult Jail - 20th Circuit	Intervention - County Jail	05/04/2016	Court Order	Collier,lee, Hendry, Glades, &char. 2295 Victoria Ave #195, Fort Myers, FL 33901-3603	(239) 258-3450

YOUTH PLACEMENT HISTORY

<u>REF. ID</u>	<u>STATUS</u>	<u>CUSTODY UNIT</u>	<u>ADMIT DATE</u>	<u>ADMIT REASON</u>	<u>RELEASE DATE</u>	<u>RELEASE REASON</u>
4131087	Intervention-County Jail	Adult Jail - 20th Circuit	05/04/2016	Court Order		
4131087	Intervention-Intake	Intake - 20th Circuit	05/04/2016	Court order		
4131087	Intervention-Intake Processing	Intake Processing - 20th Circuit	05/04/2016	Court Order	05/04/2016	Youth Registration Process Completed

Once the youth is released from Adult Jail, update placement and close 99999.19 referral.

The screenshot shows the Department of Juvenile Justice web application. The top navigation bar is blue with a gold star logo on the left. The logo contains the text "THE STATE OF NEW YORK" and "DEPARTMENT OF JUVENILE JUSTICE". To the right of the logo, the text "Department of Juvenile Justice" is displayed. The navigation bar includes links: "<< Add New Referral Modules > Reports > LogOut". The "Modules" link is highlighted, and a dropdown menu is open, listing various modules: Juvenile Registration, Alerts & Alias, School, Family Member, Youth Notes, Referral (highlighted in yellow), Manage Caseload, Merge Youth, Agency Maintenance, Unit Maintenance, Assessment, Assessment Reports, ECP Maintenance, Document Upload, and Sex Offender Reg. The "Referral" module is expanded, showing a sub-menu with: Referral Maintenance, Disposition, Close Charges, Group Charges, and Closed Charge Disposition History. A blue arrow points from the "Close Charges" option to a text box on the right. On the left side of the interface, there is a section for "Active Youth:" with the text "532950 : Test, Sharon Zebra". Below this are two buttons: "Face Sheet" and "Case Notebook". Below the buttons is a section for "Active Program:" with a radio button for "Select a CaseLoad" and a dropdown menu. Below that is a radio button for "Select a Program" and another dropdown menu. At the bottom, there are two radio buttons: "Not Released from the Program" and "Registration Process Incomplete" (which is selected).

Department of Juvenile Justice

Active Youth:
532950 : Test, Sharon Zebra

Face Sheet Case Notebook

Active Program:

Select a CaseLoad

Select a Program

Not Released from the Program
Registration Process Incomplete

<< Add New Referral Modules > Reports > LogOut

Juvenile Registration
Alerts & Alias
School
Family Member
Youth Notes
Referral >
Manage Caseload
Merge Youth
Agency Maintenance
Unit Maintenance
Assessment
Assessment Reports
ECP Maintenance
Document Upload
Sex Offender Reg.

Referral Maintenance
Disposition
Close Charges
Group Charges
Closed Charge Disposition History

Under Modules, go to Referral and then select Close Charges.

Close Charges

Youth Name: Test, Adult'Jail

DJJID: 1357975

View By Referral

Refresh Page

Check the “Other Court Order – Adult Charges – Other Court Order – Adult Charges” box and then click on the “Close Charges” button.

Referral# 4131087

<input checked="" type="checkbox"/>	REF#	CHARGE	PRIMARY DISPO	SECONDARY DISPO	COURT#	YTH REQ	P&CC CURRLOC	COMMIT CURRLOC	DETENT CURRLOC
<input checked="" type="checkbox"/>	4131087	Other Court Order-Adult Charges-Other Court Order-Adult Charges ()	Adult Jail (05/04/2016)		16-CF-00000		X		

Referral# 4091392

<input checked="" type="checkbox"/>	REF#	CHARGE	PRIMARY DISPO	SECONDARY DISPO	COURT#	YTH REQ	P&CC CURRLOC	COMMIT CURRLOC	DETENT CURRLOC
<input type="checkbox"/>	4091392	Court Order-Court Ordered Case Transfer ()	Probation - DJJ Sup (09/24/2015)		15-CJ-000115 (15-79DL)	X	X		

Close Charges

Exit

A Warning will show up that the youth has open Placements. Click on the blue link with the referral number to close out the Placements.

Warning:

The following referral(s) have open Youth Placement(s):

- [4131087](#)

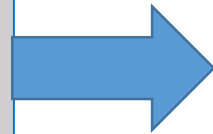
Close Youth Placements: Click the Referral Number above to close the placement

The youth will need to be released from both the Intake and County Jail placements.

Close Youth - Probation Placements

Youth Name: Test, Adult'Jail
DJJID: 1357975

Click on the Select to Release link next to the County Jail Placement.



	REF#	SUB COMPONENT	CUSTODY UNIT	ADMIT REASON	ADMIT DATE	RELEASE REASON	RELEASE DATE
Select to Release	4131087	Intake	Intake - 20th Circuit	Court order	05/04/2016		
Select to Release	4131087	County Jail	Adult Jail - 20th Circuit	Court Order	05/04/2016		

Sub Component

*

Custody Unit *

Release Reason *

Release Date *



MM/DD/YYYY

Save

Cancel

Close

Close Youth - Probation Placements

Youth Name: Test, Adult' Jail
DJJID: 1357975

	<u>REF#</u>	<u>SUB COMPONENT</u>	<u>CUSTODY UNIT</u>	<u>ADMIT REASON</u>	<u>ADMIT DATE</u>	<u>RELEASE REASON</u>	<u>RELEASE DATE</u>
Select to Release	4131087	Intake	Intake - 20th Circuit	Court order	05/04/2016		
Select to Release	4131087	County Jail	Adult Jail - 20th Circuit	Court Order	05/04/2016		

Select "Court Order" as your Release Reason and enter the date the youth was released from Jail. Then click the "Save" button.

Sub Component

*

County Jail

Custody Unit *

Adult Jail - 20th Circuit

Release Reason *

Court Order

Release Date *

9/1/2016  MM/DD/YYYY

Save

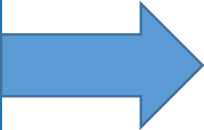
Cancel

Close

Close Youth - Probation Placements

Youth Name: Test, Adult'Jail
DJJID: 1357975

Click on the Select to Release link next to the Intake Placement.



	<u>REF#</u>	<u>SUB COMPONENT</u>	<u>CUSTODY UNIT</u>	<u>ADMIT REASON</u>	<u>ADMIT DATE</u>	<u>RELEASE REASON</u>	<u>RELEASE DATE</u>
Select to Release	4131087	Intake	Intake - 20th Circuit	Court order	05/04/2016		
Select to Release	4131087	County Jail	Adult Jail - 20th Circuit	Court Order	05/04/2016		

Sub Component *

Custody Unit *

Release Reason *

...

Release Date *

MM/DD/YYYY

Save Cancel



Close

Select “Non-judicial handling” as your Release Reason and enter the date the youth was released from Jail. Then click the “Save” button.

Close Youth - Probation Placements

Youth Name: Test, Adult'Jail
DJJID: 1357975

	<u>REF#</u>	<u>SUB COMPONENT</u>	<u>CUSTODY UNIT</u>	<u>ADMIT REASON</u>	<u>ADMIT DATE</u>	<u>RELEASE REASON</u>	<u>RELEASE DATE</u>
Select to Release	4131087	Intake	Intake - 20th Circuit	Court order	05/04/2016		

Sub Component *
 Custody Unit *
 Release Reason * 
 Release Date *  MM/DD/YYYY

After you click the “Save” button. You will need to click on the “Close” button to be directed back to close out the referral.

	<u>REF#</u>	<u>SUB COMPONENT</u>	<u>CUSTODY UNIT</u>	<u>ADMIT REASON</u>	<u>ADMIT DATE</u>	<u>RELEASE REASON</u>	<u>RELEASE DATE</u>
Select to Release	4131087	Intake	Intake - 20th Circuit	Court order	05/04/2016	Non-judicial handling	8/1/2016

Sub Component *
 Custody Unit *
 Release Reason * 
 Release Date *  MM/DD/YYYY

Close Charges

Youth Name: Test, Adult'Jail
DJJID: 1357975

Warning:


The following referral(s) have open Youth Placement(s):

- 4131087

Close Youth Placements: Click the Referral Number above to close the placement

View By Referral ▼
Refresh Page

Referral# 4131087

	REF#	CHARGE	PRIMARY DISPO	SECONDARY DISPO	COURT#	YTH REQ	P&CC CURRLOC	COMMIT CURRLOC	DETENT CURRLOC
<input checked="" type="checkbox"/>	4131087	Other Court Order-Adult Charges-Other Court Order-Adult Charges ()	Adult Jail (05/04/2016)		16-CF-00000		X		

Referral# 4091392

	REF#	CHARGE	PRIMARY DISPO	SECONDARY DISPO	COURT#	YTH REQ	P&CC CURRLOC	COMMIT CURRLOC	DETENT CURRLOC
<input type="checkbox"/>	4091392	Court Order-Court Ordered Case Transfer ()	Probation - DJJ Sup (09/24/2015)		15-CJ-000115 (15-79DL)	X	X		

Close Charges

Exit

Check the “Other Court Order – Adult Charges – Other Court Order – Adult Charges” box and then click on the “Close Charges” button for the second time.

Close Charges

Youth Name: Test, Adult'Jail
DJJID: 1357975

Warning: Closure of the selected charge(s) will result in the closure of the following referral(s):


- 4131087

If you are sure you want to do this, click **Close Charges** again.


View By Referral

Refresh Page

Referral# 4131087

	REF#	CHARGE	PRIMARY DISPO	SECONDARY DISPO	COURT#	YTH REQ	P&CC CURRLOC	COMMIT CURRLOC	DETENT CURRLOC
<input checked="" type="checkbox"/>	4131087	Other Court Order-Adult Charges-Other Court Order-Adult Charges ()	Adult Jail (05/04/2016)		16-CF-00000				

Referral# 4091392

	REF#	CHARGE	PRIMARY DISPO	SECONDARY DISPO	COURT#	YTH REQ	P&CC CURRLOC	COMMIT CURRLOC	DETENT CURRLOC
<input type="checkbox"/>	4091392	Court Order-Court Ordered Case Transfer ()	Probation - DJJ Sup (09/24/2015)		15-CJ-000115 (15-79DL)	X	X		

Close Charges

Exit

After you click the “Close” button you will see another warning. Make sure you are closing the correct referral and click on the “Close” button for the third and final time to close referral.

DISCLAIMER

JJIS Access and permissions are not granted based on reading or reviewing the materials posted on this website and do not substitute for training.

Please reach out to your local DIO if training and/or access is needed.

If you have any questions please contact your Local DIO.

Thank You!

www.djj.state.fl.us/partners/data-integrity-jjis