

JJIS ALERTS JOB AID

Staff Development & Training
FLORIDA DEPARTMENT OF JUVENILE JUSTICE

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Rules for Alerts

Each alert will require specific steps for entry and closing. The required documentation for each specific alert will also vary. You are not expected to remember the processes for every alert verbatim, so this job aid will be available to you as a resource for assistance.

1. Prior to adding a new alert, you must review youth's record to see if alert already exists. If alert already exists, review it thoroughly. [System will not allow duplicate Open Alerts].
 - a. Add a New Note with updated information
 - b. Existing notes entered by others user should not be edited
2. **All** alerts require a start date and time.
3. **All** alerts must have at least one note description.
4. Your "signature" must be included in the Note Description for every alert entry [name, credentials/title and date].
5. If an alert is entered in error, a DIO Help Request must be submitted for its deletion.

Medical Alerts:

Entry

1. All medical alerts require documentation and verification.
2. In the **note description**, you must include the name of the person that verified the information (name, credentials/title) and the date that the information was verified.
3. Include as much information about the condition as you can.
4. If the alert already exists, staff can add notes to existing alert.

Closing

1. Alerts may be closed as appropriate, provided staff has the specific documentation specified in the applicable rule for closure.
2. Medical alerts should be closed by licensed medical staff.
3. Regional Commitment Chiefs, Residential/Detention facility superintendents, assistants, JPOS, ACPOs and CPOs will be granted permission to CLOSE medical alerts in the absence of medical staff, provided they have the specific documentation specified in the applicable rule for closure.

Individual Medical Alerts (critical):

These alerts can be entered by any staff in receipt of information.

Documentation for entry:

1. List the signs and/or symptoms
2. List any special needs
3. List any actions required by staff (monitoring, isolation, assistance, etc.)
4. List all supporting documentation of medical condition

Allergies – if a youth reports an allergy to medications, insects and/or environmental allergies **[Food allergies should be listed under DIET]**.

Asthma – if there has been hospitalization for asthma within past 6 months or if the condition requires medical attention/treatment for asthma. The **Note Description** should state:

1. Whether the youth requires an inhaler
2. What causes the asthma (allergies, exercise, cold weather, etc.)
3. The last time the youth had an issue with asthma (e.g. age five or last week)

Cancer – if a youth has had a history of cancer over the past five years or if they are currently receiving cancer treatment.

Diabetes – if a youth has diabetes and is on medication either oral or injectable.

Dialysis – if a youth requires dialysis.

Head Injury – if a youth has had a head injury/trauma and hospitalization occurred during the past year. If within 30 days, they need an ER visit.

Heart Condition – if a youth has heart murmur, palpitations, diagnosed cardiac chest pain, or if they have had heart surgery.

Hemophilia – Added when a youth has hemophilia. This is a disorder in which the blood in the body doesn't clot normally.

Seizure Disorder – if a youth has a seizure disorder (required follow up or treatment within the past year). The **Note Description** should include directions for the staff supervising the youth on how to handle a seizure. The date of the last known seizure must also be included here.

Sickle Cell Disease – if a youth has sickle cell disease – only the disease, not just the sickle cell trait.

Tuberculosis – if a youth has an active case or suspected case of tuberculosis.

Other medical - entered if a youth has any other chronic medical condition or issue that may require special medical attention and/or supervision. **DO NOT include HIV/AIDS/STI status.**

Diet (critical):

Entry

1. This alert is added when a youth states that he/she is allergic to a food item or the food item is restricted from their diet for medical or religious reasons. This alert is added by staff immediately after receipt of the youth's statement
2. In the **note description**, you must include **food(s)** that the youth is allergic to. The **youth's reaction** if the food is consumed, and the **action to be taken** if the food is consumed.
3. If the dietary restriction is for medical or religious reasons then you must list the medical or religious dietary requirements.
4. Only **one** alert is entered even if the youth has multiple dietary issues and allergies. **Ex:** Youth is gluten intolerant, vegan, and has a tree nut allergy. You would enter one alert and include these issues in the **Note Description field**.
5. **Verification:** Diet alerts must be verified by medical staff if the youth is at a facility. If not at a facility, then a JPO or Case Manager can verify.
6. **Documentation for entry:** Once the diet alert is verified, Medical staff should update the original alert in the **Note Description field** documenting:
 1. How the information was verified.
 2. Who verified the information.
 3. The date the information was verified.
 4. Who updated the information (medical staff's name and credentials/title).

Closing

1. This alert will remain open on youth's record for as long as the condition/issue exists. Diet alerts are ended when cited reasons for special diet needs are found to be false or no longer necessary.
2. They can only be ended when medical staff has verified that the food allergies and/or medical issues do not exist.
3. Religious dietary alerts can be closed if staff verify that a youth's statement of special diet needs for religious reasons is false.
4. **Documentation for closing (added to Note Description):**
 1. How the information was verified.
 2. Who verified the information.
 3. The date the information was verified.
 4. Who updated the information (medical Staff's name and credentials/title).

Impairment (critical): [Hearing, Physical, Speech, Vision, Prosthesis]**Entry**

1. This alert is added when staff has knowledge that a youth is physically impaired and/or has a prosthesis.
2. Impairments can include any abnormality of: hearing, physical movement, speech, or vision.
3. Critical Impairment alerts remain open on the youth's record indefinitely, no end date is added.
4. **Verification:** Critical Impairment Alerts must be verified by medical staff and/or field staff.
5. This alert must be reviewed at every facility admission and it must be confirmed that the youth does or does not have mechanical aid on them or in their possession. If the safety or security of the youth is compromised in any way, the program must contact its Regional Director and report the available details.
6. **Documentation for entry:** Once the impairment alert is verified, staff should update the original alert in the **Note Description field** documenting (as much as possible):
 1. Doctor's letter
 2. Documents verifying disability
 3. List of specific limitations (If the youth is unable to complete normal activities on their own, the specific activities should be listed. Examples include: bathing, using the bathroom, grooming, and eating)
 4. List of any special abilities that the youth may have (i.e. The youth is hearing impaired, but can read lips).
 5. Specific medical attention/assistance that is needed. This can include any sort of medical assistance that the youth may require.
 6. Note the physical presence of (or lack of) glasses, contacts, prosthesis, or hearing aid (Noting the physical presence of these devices is for security purposes and can also act as a guide to staff supervising the youth. This will help them ensure that the youth always has their glasses, hearing aid, etc. on their person.)

Closing

Critical Impairment alerts remain open on the youth's record indefinitely, no end-date is added.

No Strenuous Activity (critical):**Entry**

1. All new detention admissions should have an alert for activity limitation.
2. The parent/legal guardian shall be interviewed to determine if any current physical activity restrictions were in effect prior to admission to detention.
3. The youth shall be screened for chronic health conditions that may potentially prevent participation in strenuous physical activity.
4. Youth who are readmitted to Detention will be screened for history of known physical activity restrictions.
5. If it is determined through these means that the youth has physical activity restrictions, the Designated Health Authority (DHA) shall be contacted for specific activity restriction orders.
6. If no symptoms are discovered after admission screening, and the parent/legal guardian(s) do not mention any physical activity restrictions, but the youth states that they are restricted from strenuous activity, then the DHA may place the youth on a 72-hour observation period with no contact sports or extensive exercise. If no symptoms that would warrant concern for participation in activity are noted during the 72-hour observation period, the activity restriction may be lifted after consulting with the practitioner. The alert may be closed after this restriction is fully lifted.

Closing

This alert can be ended upon verification that the condition or situation no longer exists.

Medication (critical):**Entry**

1. Medical staff validation is required for **all** medication alerts
2. **Prescribed Medication:** This alert is added if the youth is taking medications that have a potential for adverse reactions with over the counter medications.
3. **Psychotropic Medication:** This alert is added if the youth is taking psychotropic medications. There are many different types of psychotropic medications but common categories include: antidepressants, anti-psychotics, benzodiazepines, mood stabilizers, sleep aids, and some amphetamines/stimulants used to treat ADHD.
4. The names of the medications are **NOT** to be entered into the JJIS system, however, the side effects of the medication should be included in the **Note Description field**.

Closing

This alert can be ended upon verification that the youth is no longer taking medication.

Pregnancy (critical):**Entry**

1. A pregnancy alert is added anytime a female is pregnant.
2. The medical staff/JPO/case manager must validate (A positive Ua/Bl test result) and enter the appropriate note in the **Note Description field**.
3. **Documentation for entry:**
 1. Name of person that notified staff
 2. Youth's expected delivery date
 3. Name of physician treating youth

Closing

This alert can be ended upon verification that the youth is no longer pregnant.

Post-Partum Complications (critical):**Entry**

1. A post-partum complications alert is added if a youth has had a recent delivery with complications.
2. The medical staff/JPO/case manager must validate and enter the appropriate note in the **Note Description field**. If there are any special instructions, then these must be noted as well.

Closing

This alert can be closed once the youth is cleared by a doctor.

Religious Restrictions (special):**Entry**

1. A religious restriction alert is entered if a youth requires a modification of standard facility protocol to accommodate a belief or cultural system.
2. **Verification:** Medical staff/administration must validate this alert and the alert information should be added in the Note Description field.

Closing

This alert can be ended as appropriate.

Mental Health:

Youth who have mental health conditions may pose safety or security risks. If a youth has any of the indicators below, then a critical mental health alert must be added to the youth's record in JJIS.

The specific diagnosis should not be recorded in JJIS!

Mental Health Alert (critical):

1. Recent history of self-injurious behavior such as self-mutilation, carving or cutting self, ingestion of objects, or head banging which required emergency medical services within the previous three months
2. Recent history of psychosis and symptoms such as auditory or visual hallucinations which required hospitalization within the previous three months
3. Recent history of examination or placement under the Baker Act within the previous three months
4. Recent history of drug or alcohol detoxification, overdose, or withdrawal symptoms within the previous three months
5. Recent history of evaluation, or admission under the Marchman Act within the previous three months

Entry

1. If a youth has any of the mental health indicators listed above, then a Mental Health alert must be added.
2. Staff must review record to see if alert already exists. If alert already exists, review and update current documentation as needed.

Closing

Closure of a Mental Health Alert must be based upon assessment findings and recommendations of a licensed mental health professional or a mental health clinical staff person working under the direct supervision of a licensed mental health professional and a licensed mental health professional's concurrence with the mental health clinical staff person's recommendation to discontinue alert status must be documented prior to the discontinuation of the youth's alert status.

Suicide Risk:**Entry**

1. If a youth had any suicide risk factors on the MAYSI- 2 (Massachusetts Youth Screening Instrument, Second Version) or SRSI (Suicide Risk Screening Instrument) then JJIS will automate the Suicide Risk Alert. Medical and mental health staff will get an automated e-mail with alert information if a youth is placed into their facility.
2. The CAT will not automate alert; staff must manually enter alert if there are indicators on the CAT, or if the youth indicates Suicide Risk information.
3. Staff must review record to see if alert already exists. If alert already exists, review and update current documentation as needed.

Closing

Suicide Risk Alerts **cannot** be closed until there is documentation showing that the youth has been assessed by a licensed mental health professional. The evaluation must show that the youth's current level of suicide risk has been determined to be low enough to remove them from Suicide Precautions. A licensed mental health professional's concurrence with the mental health clinical staff person's recommendation to discontinue alert status must be documented prior to the discontinuation of the youth's alert status.

Security Alerts:

Escape Risk (critical):

Entry

1. This alert is entered when there is any incident involving a youth who leaves or attempts to leave the grounds, or fenced boundaries, of a residential facility, detention facility, or juvenile assessment center.
2. If a youth leaves the custody of facility staff when outside the facility, law enforcement must be notified. The alert should be entered at the time of the incident.
3. This alert is entered either at the time of the incident OR when Law Enforcement charges youth with Escape from a facility or attempted Escape from a facility.
4. The detention screener should verify that this alert has been properly added if needed.
5. This alert automates when a DJJ facility releases to “escape” or when an Escape charge is processed by staff.

Documentation for entry:

1. Date of escape or attempt
2. Whether facility was residential or detention
3. Whether the facility was ‘hardware-secure’ or ‘non-hardware secure’
4. Law enforcement involvement

Closing

Escape Risk alerts remain open on the youth’s record indefinitely, no end-date is added.

Single Room Only (critical):

Entry

1. This alert is assigned to youth based on their classification.
2. Residential placements are exempt from use and compliance to SRO placements.
3. **Documentation for entry:**
 1. In the Note Description field, the narrative should only state information related to the Vulnerability to Victimization and Sexually Aggressive Behavior (VSAB) screening tool and/or charges.
2. If the youth has VSAB indicators, you must note whether the youth is vulnerable or aggressive.

Closing

This alert will remain open indefinitely as it pertains to secure detention placements.

Detention Placement (critical):**Entry**

This alert is entered into JJIS when a youth meets any of the following criteria:

1. The youth is nine years of age or younger
2. The youth has a formal IQ of 70 or below
3. The youth exhibits behavior suggestive of intellectual/developmental disability
4. The youth is in special education classes
5. The youth is blind, deaf, mute, or unable to walk without the use of mechanical aid.
6. The youth is VSAB vulnerable

An assessment of the youth with special needs must be completed before this alert is added.

Closing

This alert will remain open on the youth's record.

Threat to Staff (critical):**Entry**

1. The alert is added when a youth has committed assault and/or battery on staff or made threats or gestures that are perceived to be serious in nature. This alert is added by the facility staff where the assault or battery occurred.

2. Documentation for entry:

1. Date of incident
2. The Law Enforcement Agency filing the complaint
3. Any other relevant information pertaining to the battery

3. If a youth verbally threatens staff, or gestures a threat, then the staff must review the incident with their supervisor to conclude whether the threat is to be perceived as serious. (However, supervisor approval is not required.)

4. Documentation for entry if a verbal or gestured threat:

1. The details of the threat or gesture
2. Who the threat was intended for
3. When the threat occurred
4. Date of discussion/review with supervisor
5. Whether law enforcement was notified or not

Closing

This alert will remain open indefinitely and no end-date is added.

PREA Vulnerable (critical):**Entry**

1. This security alert is automated when a youth scores 12 points or higher on the VSAB (Vulnerability to Victimization and Sexually Aggressive Behavior).
2. For youth in detention, the Single Room Only (SRO) alert must also be added. Room assignments will not be made prior to the review of the VSAB.
3. If the youth's VSAB signals intellectual impairment/mental health issues, then you must also enter the appropriate accompanying alert.
4. The Face Sheet will only show PREA – you will need to view the alerts module to see the specific type of PREA and note narrative.

Closing

This alert is only to be closed when a youth is released from residential or secure detention placement.

PREA Sexually Aggressive (critical):**Entry**

1. This security alert is automated when a youth's VSAB indicates:
 - that the youth has a history of sexual abuse issues that show they would be sexually aggressive.
 - when the youth has prior sexual offense history.
2. For youth in detention, the Single Room Only (SRO) alert must also be added.
3. The Face Sheet will only show PREA – you will need to view the alerts module to see the specific type of PREA and note narrative.

Closing

This alert is only to be closed when a youth is released from residential or secure detention placement.

Home Pass Residential Temporary Release (critical):**Entry**

1. This security alert is a court-ordered release in which a child is allowed to temporarily leave a residential commitment program for a specific purpose approved by the court. This alert must be manually entered when a youth leaves the facility.

Closing

This alert must be manually closed when a youth returns to the facility.

Home Pass Residential Emergency Release (critical):

Entry

1. This alert is added for a court-ordered release pertaining to an extraordinary family emergency, such as the death, or impending death, of a youth's immediate family member, prior to the final 60 days of a youth's stay. The program director or designee may, with court approval and concurrence of the department's residential regional director, grant an emergency temporary release. In such a case, the program shall, with input from the youth's family, develop a specific itinerary and coordinate with the youth's Juvenile Probation Officer. This alert must be manually entered when a youth leaves the facility.

Closing

This alert must be manually closed when a youth returns to the facility.

Prolific Juvenile Offender (PJO) (critical):

Entry

1. This alert is **automated** by the JJIS system based on the following criteria:
 - Youth has at least one open intake felony, at least one adjudicated or adjudicated withheld felony in their history **AND**
 - at least seven arrest incidents (adjudicated, adjudicated withheld, or open), 5 of which must be felonies

Pursuant to court order, this alert can be manually entered or closed by a DIO. A DIO Help Request must be submitted if:

- a Judge orders a youth to have PJO status, and DJJ did not previously consider PJO status for the youth, then the alert can be manually entered by a DIO.

Note: Failure to Appear and Adult Transfer Dispositions are considered open for PJO criteria until a secondary disposition is entered. Youth with an open residential commitment placement will not be included in this alert.

Closing

1. If a judge waives PJO status, the alert can be manually closed by a DIO. You must submit a DIO Help Request in this situation. **The PJO – Waived By Court** alert (below) must be entered to disable automation.
2. When the youth no longer meets PJO criteria, the alert will automatically end date.

Prolific Juvenile Offender (PJO) – Waived By Court (critical):**Entry**

1. This alert is added in order to deactivate the automated PJO alert and keep it from re-populating in the JJIS system. This alert can only be entered by a DIO via a DIO Help Request when a judge rules that a youth's PJO status is waived.

Closing

This alert can only be manually closed by DIO via a Help request.

Absconder (special):**Entry**

1. This alert is added when a supervised youth goes in a clandestine manner out of the jurisdiction of the court in order to avoid the legal process, or when the youth hides, conceals, or absents himself/herself with the intent to avoid the legal process. This is an **automated** alert based on abscond placement. Placement is not to be entered until receipt of the signed Pick Up Order (PUO) from the court.

2. **Documentation for entry:** The alert narrative within the Note Description field must state: "The Abscond Pick Up Order (PUO) was signed by Judge _____ on XX/XX/XX. A copy of the signed PUO can be found in the case note entry of XX/XX/XXXX."

Closing

This alert remains open until the youth is apprehended.

Gang Associate Documented (special):**Entry**

1. This alert is added when DJJ has received written documentation from law enforcement certifying a youth as a gang associate per Section 874.03 (2) (a)-(b), F.S.

2. This alert is to be entered by probation when the appropriate written documentation has been received from law enforcement confirming gang associate status.

3. **Documentation for entry:** The Note Description should explain which LEO agency documented the youth as a gang associate and it should also confirm that the paperwork is available within the file.

Closing

This alert may be ended when it is determined that the youth is no longer actively involved as a gang associate.

Gang Member Documented (special):**Entry**

1. This alert is added when DJJ has received written documentation from law enforcement certifying a youth as a gang member per Section 874.03 (3) (a)-(k), FS.
2. This alert is entered by probation when the appropriate written documentation has been received from law enforcement confirming gang member status.
3. **Documentation for entry:** The Note Description should explain which LEO agency documented the youth as a gang member and it should also confirm that the paperwork is available within the file.

Closing

This alert may be ended when it is determined that the youth is no longer actively involved as a gang member.

Suspected Gang Affiliation (special):**Entry**

1. During the screening, intake, and supervision process, the JPO shall collect information to be used in determining if a youth has any gang involvement or affiliation.
2. The youth's suspected gang involvement is based on staff observations, the youth's statements, statements by other youth or sources, and other supplemental information such as pictures or drawings.
3. A circuit gang liaison will review the referral for suspected gang involvement.
4. **Documentation for entry:** You must document which LEO agency the referral for suspected gang involvement was sent to in the **Note Description** field.

Closing

This alert may be ended when it is determined that a youth's claim of gang involvement is false. This alert is also ended if the LEO agency did not find any evidence of association with gang activity.

Security Alert – Other (special):**Entry**

1. This alert is for detention use only.
2. This alert is entered when:
 - the youth has been determined to be a security risk
 - the youth is unable to function in the general population
 - the youth's needs or supervision level requires that they not be in a room at night to sleep
 - or the youth's co-defendant is securely detained in the same facility
3. If the youth cannot be placed in a room to sleep at night, then you must include information explaining why in the **Note Description** field.
4. Administration must validate this alert and update the information accordingly.

Closing

This alert will remain open indefinitely and no end-date is added.

Legal Status/Other Alerts:**Multiple Birth Siblings (special):****Entry**

1. This alert is added to a youth's record in JJIS as soon as it is confirmed that a youth has a living multiple birth sibling - this could be a twin, a triplet, a quadruplet, etc.
2. **Documentation for entry:** In the **Note Description** field, you must include whether they are fraternal or identical siblings and list any differences in identity that they may have.

Closing

This alert will remain open indefinitely and no end-date is added.

Interstate Compact Sexual Offender (critical)**Entry**

1. Entered by Tallahassee Headquarters Interstate Compact for Juveniles (ICJ) Division when Florida is supervising a youth from another state where the underlying charges are sexual offenses.

Closing

This alert is end dated automatically when the initiating referral is closed.

Interstate Compact (special)**Entry**

1. This alert is automated in JJIS when charges are disposed to Interstate Compact or when a referral is created for an Interstate Compact court order.

Closing

This alert is end dated automatically when the initiating referral is closed.

Adult Sanctions (special)**Entry**

1. This alert is added when a youth is sentenced as an adult and/or received adult sanctions.
2. This alert is to be added by assigned JPO/Case Manager upon notification from Adult Court that the youth has been sentenced.

Closing

This alert will remain open indefinitely and no end-date is added.

DNA Qualified (special)**Entry**

1. This alert is added by the assigned JPO/Case Manager when a youth is charged with a qualifying offense.

Offenses that qualify a youth include:

- Arrested for any felony offense or attempted felony offense in this state
- Committed to or under the supervision of the Department of Juvenile Justice
- Transferred to Florida under the Interstate Compact on Juveniles, part XIII of chapter 985, F.S.
- Accepted under Article IV of the Interstate Corrections Compact, part III of chapter 941, F.S.; and who is convicted of any felony offense or attempted felony offense in this state or of a similar offense in another jurisdiction
- Convicted of a misdemeanor violation of s. 784.048, s. 810.14, s. 847.011, s. 847.013, s. 847.0135, s. 877.26, or an offense that was found pursuant to s. 874.04 to have been committed for the purpose of benefiting, promoting, or furthering the interests of a criminal gang as defined in s. 874.03

2. You may bypass adding this alert if the youth is DNA tested at a Juvenile Assessment Center **OR** in court. An alert of DNA Tested would be entered instead.

Closing

This alert should be end-dated upon the youth's receipt of the DNA test. The end-date entered should be the date test was conducted.

DNA Tested (special)**Entry**

1. This alert is added to the youth's record once the DNA Testing has been completed.
2. **Documentation for entry:** The Note Description must specify whether the DNA was tested at a Juvenile Assessment Center or at Court.

Closing

This alert will remain open indefinitely and no end-date is added.

Emancipated Youth (special)**Entry**

1. This alert is added if a youth is ‘emancipated’, or released from the control of their parents or guardians.
2. This alert is added by the assigned JPO/Case Manager upon receipt of legal documentation.

Closing

This alert will remain open indefinitely and no end-date is added.

Homeless Youth (special)**Entry**

1. This alert is added when it is confirmed that the youth and their family do not have a permanent residence.
2. This alert is added by the assigned JPO/Case Manager
3. **Documentation for entry:**
 1. The location where the family/youth may be staying
 2. Any shelter information
 3. The emergency contact information (if available)

Closing

This alert can be closed when it is determined that the youth and their family have a permanent residence

Failure to Appear (special)**Entry**

1. This alert is automated when the JPO/Case Manager enters the primary disposition of ‘Failure To Appear’.

Closing

This alert should be closed when the youth is processed on Failure to Appear (FTA) Pick Up Order/Order to Take into Custody.

Outstanding Warrant (special)**Entry**

1. This alert is added to the youth's record when a Pick Up Order (PUO)/Order to Take Into Custody has been issued.
2. **Documentation for entry:** The signed PUO must be uploaded in case notebook. The Note Description should read: 'PUO was signed by Judge ____ on XX/XX/XX. A copy of the signed PUO can be found in the case note entry of XX/XX/XXXX.' The begin date for this alert should be the date when the judge signed order. The begin time is always 8:00 a.m.

Closing

This alert must be manually closed when the youth is processed on PUO.

Parent (special)**Entry**

1. This alert is assigned when it is confirmed that youth (male/female) has a child.
2. The assigned JPO/Case Manager adds alert to record. They must also add the child to the list of the youth's family members.
3. **Documentation for entry:** The note description should include the sex of the child as well as the date of birth.

Closing

This alert will remain open indefinitely and no end-date is added.

Sex Incident History Alerts**Sexual Offender and Sexual Offense Pending (critical)****Entry**

1. These are automated alerts based on qualifying charges, dispositions, and adjudication. For a youth to be "labeled" as a sex offender, there needs to be an adjudication (Yes or Withheld).

Closing

Upon entering a disposition of diversion, nolle prosequi, non-file, or not guilty (no adjudication), the alert will end date itself.

Adam Walsh Sex Offender Registration Eligible (special)**Entry**

1. This alert is automatically entered when the following qualifying offenses are entered into the charges screen:

- 794.011 Sexual Battery excluding 794.011(10)
- 800.04 (4) (b) Lewd or Lascivious
- 800.04 (5) (c)1 Lewd or Lascivious
- 800.04 (5) (d) Lewd or Lascivious

Closing

This alert is to be manually closed if the youth is not ordered by the court to register as a sex offender.

Adam Walsh Sex Offender Registration Ordered (special)**Entry**

1. If a youth is 14 years old or older at the time of the sexual offense AND the youth was adjudicated delinquent for a qualifying offense after July 1, 2007, the court can order the youth to register as a Sex Offender.

2. The alert is to be manually entered if ordered.

Closing

This alert will remain open indefinitely and no end-date is added.

Jimmy Ryce Eligible (special)**Entry**

1. This alert is automatically added based on qualifying charges/placements. The youth must be 18 years old or older at time of anticipated release from residential commitment and have been adjudicated delinquent for a sexually violent offense after trial, guilty plea, or pleas of nolo contendere in any state.

Closing

This alert will remain open indefinitely and no end-date is added.

Jimmy Ryce Non-Eligible (special)**Entry**

1. This alert is assigned to the youth's record with the purpose of disabling the Jimmy Ryce Eligible Alert.
2. This alert is entered upon submission of the Jimmy Ryce Act for Violent Sexual Offenders notification of the decision to **not** involuntarily commit to The Department of Children and Families.

Human Trafficking Alerts

1. Human Trafficking Special Alerts are entered after the completion of the Human Trafficking Screening Tool **AND** the call to the DCF Hotline was accepted. The Face Sheet will display 'Endangered Person'.
2. Information related to these alerts will remain **confidential** and is not shared with any outside parties
3. The **Note Description** should include the DCF child protection investigator or law enforcement officer who has identified Youth; if case staffed, note should also include the date of the staffing

Commercial Sexual Exploitation of a Child (CSEC) Possible Victim (special)**Entry**

1. This alert is added when a youth has indicators of being a victim of commercial sexual activity.

Commercial Sexual Exploitation of a Child (CSEC) Verified Victim (special)**Entry**

1. This alert is added after DCF has verified victimization. Once verified, the CSEC Possible alert is closed and the CSEC Verified alert is entered by the Circuit Human Trafficking Liaison **or** the Chief Probation Officer.

Labor Trafficking Possible (special)**Entry**

1. This alert is added if youth has indicators of being involved in forced labor, not including sexual exploitation.

Labor Trafficking Verified (special)**Entry**

1. This alert is added after DCF has verified victimization. Once verified, the Labor Trafficking Possible alert is closed and the Labor Trafficking verified alert is entered by the Circuit Human Trafficking Liaison **or** the Chief Probation Officer.

Department of Children and Families Alerts

Youth can only have 1 DCF alert.

DCF- Foster Care (special)**Entry**

1. This alert is assigned when DCF has custody of a youth. The alert is automated once the address change worksheet verifying adjudicated dependent status is submitted.
2. For this alert, the begin date and time will default to the date/time when the Address Change Worksheet was updated to show that the youth is in Foster Care.
3. The youth's physical address will default to the automated DCF address based on the Residence/Home County field on the Address Change Worksheet.
4. Foster Care provider will automate as Family Member Guardian/DCF.
5. The JPO/CM will need to enter the Foster Care worker's name, address, phone number, and email.

Closing

Whenever 'No' is entered in the Foster Care field, the alert will be end-dated and show that it is no longer valid.

DCF- Protective Supervision Status (special)**Entry**

1. This alert is added when youth are involved with DCF but have not been adjudicated dependent.
2. This alert is added by assigned JPO/Case Manager upon confirmation of DCF involvement.
3. Enter Foster Care Worker – name, address, phone, and email as a Youth Note - ‘Key Participant’.
4. **Documentation for entry:**
 1. The services in place
 2. The date the services were initiated

Closing

Alert is end dated upon JPO/Case Manager’s confirmation the DCF is no longer involved with the youth and / or youth’s family.

DCF- Out of Home Care (special)**Entry**

1. This alert is entered when a child is placed in licensed and non-licensed settings, arranged and supervised by the Department or contracted service provider, outside of the home of the parent
2. This alert is added by assigned JPO/Case Manager upon confirmation of DCF involvement.
3. Enter Foster Care Worker – name, address, phone, and email as a Youth Note - ‘Key Participant’.
4. **Documentation for entry:**
 1. The services in place
 2. The date the services were initiated

Closing

Alert is end dated upon JPO/Case Manager’s confirmation the DCF is no longer involved with the youth and / or youth’s family.

DCF- Shelter (special)**Entry**

1. Placement is with a relative or a nonrelative, or in a licensed home or facility, for the temporary care of a child who is alleged to be or who has been found to be dependent, pending court disposition
2. This alert is added by assigned JPO/Case Manager upon confirmation of DCF involvement.
3. Enter Foster Care Worker – name, address, phone, and email as a Youth Note - ‘Key Participant’.
4. **Documentation for entry:**
 1. The services in place
 2. The date the services were initiated

Closing

Alert is end dated upon JPO/Case Manager’s confirmation the DCF is no longer involved with the youth and / or youth’s family.

This manual will help you find the information you need to enter and close alerts. If you have any further questions regarding these alerts, please contact your local DIO - <http://www.djj.state.fl.us/partners/data-integrity-jjis>