



PROLIFIC JUVENILE OFFENDER

PJO JJIS User Guide



Prolific Juvenile Offender (PJO) JJIS Guide

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Prolific Juvenile Offender (PJO) JJIS Guide

What is a Prolific Juvenile Offender (PJO)?

Statute 985.255 (j)1-3:

1. Is charged with a delinquent act that would be a felony if committed by an adult
2. Has been adjudicated or adjudication withheld for a felony offense or delinquent act that would be a felony if committed by an adult, before the charge under subparagraph 1.; and
3. In addition to meeting the requirements of subparagraphs 1 and 2, has five or more of any of the following, at least three of which must have been for felony offenses or delinquent acts that would have been felonies if committed by an adult:
 - a. An arrest event for which a disposition, as defined in S. 985.26, has not been entered
 - b. An adjudication; or
 - c. An adjudication withheld.

JJIS PJO Alerts:

Critical - Prolific Juvenile Offender (PJO)

This is an automated critical alert that is generated when the youth meets PJO criteria per statute requirements. If the youth becomes ineligible for PJO in accordance with statute based on updates to the JJIS information, the alert will automatically close.

CRITICAL ALERTS		
<u>DESCRIPTION</u>	<u># OPEN</u>	<u># CLOSED</u>
Prolific Juvenile Offender	1	0

How is the alert automated by JJIS?

- Youth has at least 1 open intake felony
- Youth has at least one adjudicated or adjudication withheld felony in their history
AND
- There are at LEAST 7 total separate arrest incidents (adjudicated, adjudication withheld, or intake) in youth’s history, 5 of which MUST be felonies.

****Things to note**:**

- Failure to Appear and Adult Transfer Disposition are considered open for PJO criteria until a secondary disposition is entered.
- Pursuant to court order, the alert can be manually entered or closed by a Data Integrity Officer (DIO).
 - DIO Help Request is required to override the PJO alert
 - Best practice is to send a copy of the court order to DIO with the DIO Help Request
 - EX: If a judge orders a youth to be considered PJO that DJJ did not consider PJO, alert can be manually entered by DIO.
 - EX: If a judge waives PJO status for a youth that DJJ considers to be PJO, alert can be manually closed by DIO. A “PJO - waived by court alert” will be entered.



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JJIS PJO Alerts Continued

Critical – Prolific Juvenile Offender – Waived by Court

This alert is manually entered by the Data Integrity Officer (DIO) upon receiving a help request indicating that a judge has waived the youth’s PJO status despite DJJ considering this youth a PJO youth.

By entering this alert, the JJIS Alert system will stop generating the Prolific Juvenile Offender alert. If a youth is no longer waived by the court, staff would need to submit another DIO Help Request to have this alert closed so that the PJO alert can resume generating as applicable.

****NOTE:** PJO – Waived by Court youth will continue to be seen as Frequent Juvenile Offenders (FJO)**

CRITICAL ALERTS		
DESCRIPTION	# OPEN	# CLOSED
Prolific Juvenile Offender - Waived by Court	1	0

PJO and Case Notebook

Entering PJO contact information into case notebook will require that the “PJO – Prolific Juvenile Offender” type be selected along with another type (telephone, personal – face to face, etc).

By appropriately selecting “PJO” type, the contact information will display appropriately on the PJO reports and will be easier to track upon reviews.

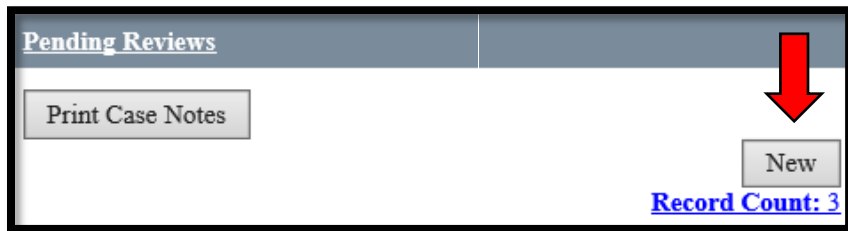
Accessing Case Notebook

There are two areas of JJIS where a Probation Staff can access case notebook.

1. JJIS Home Screen
2. Intake Web

Entering a PJO Case Note

Once case notebook is open, add a new note under “Pending Reviews”.





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When entering a new note, review to ensure that you are on the correct youth. The youth's most recent PACT risk to reoffend will also be listed.

Youth's Information		
Youth's Name	DJJID	Current Risk to Reoffend
<input type="text" value="Train, Cassandra"/>	<input type="text" value="1486050"/>	<input type="text"/>

Enter the date and time that the PJO contact was made with youth.

Contact Date	
<input type="text"/>	<input type="text"/>
Contact Time *	<input type="text"/>

Person

Enter the person that contact was made with.

For "Parent Contact", only the following are considered:

- Mother (M)
- Father (F)
- Dependency Agency (DCF)
- Legal Guardian (L)

For "Youth Contact":

- Youth (Y)

For "LEO Contacts":

- Law Enforcement Officer (LEO)

Person	
<input type="checkbox"/> ATT - Defense Attorney	<input type="checkbox"/> S - School Official
<input type="checkbox"/> DCF - Dependency Agency	<input type="checkbox"/> SA - State Attorney
<input type="checkbox"/> E - Employer	<input type="checkbox"/> SF - Stepfather
<input type="checkbox"/> F - Father	<input type="checkbox"/> SM - Stepmother
<input type="checkbox"/> J - Judge	<input type="checkbox"/> JPOS - Supervisor
<input type="checkbox"/> LEO - Law Enforcement Officer	<input type="checkbox"/> TH - Therapist/Counselor
<input type="checkbox"/> L - Legal Guardian	<input type="checkbox"/> V - Victim
<input type="checkbox"/> M - Mother	<input type="checkbox"/> VOL - Volunteer
<input type="checkbox"/> JPO - Probation Officer	<input type="checkbox"/> Y - Youth
<input type="checkbox"/> PR - Provider	<input type="checkbox"/> DJJ - Other DJJ Staff
<input type="checkbox"/> RCM - Residential Case Manager	<input type="checkbox"/> FAM - Other Family
<input type="checkbox"/> O - Other (Specify) <input type="text"/>	

Type

All PJO contacts MUST HAVE "PJO – prolific juvenile offender" marked in addition to the other type of contact (personal, telephone, electronic, etc.).

The only contact types considered for youth contact on the PJO reports are "P – Personal (face to face)" and "T-Telephone". Attempted (AP and AT) Types do not count as "contacts" on the PJO Report.

All parent contact types and LEO contact types (attempted, personal, telephone, etc.) would be considered on PJO report.

Type	
<input type="checkbox"/> AP - Attempted Personal	<input type="checkbox"/> L - Letter
<input type="checkbox"/> AT - Attempted Telephone	<input type="checkbox"/> P - Personal (Face to Face)
<input type="checkbox"/> E - Electronic	<input type="checkbox"/> PJO - Prolific Juvenile Offender
<input type="checkbox"/> EBS - Evidence Based Service	<input type="checkbox"/> T - Telephone
<input type="checkbox"/> F - Fax	
<input type="checkbox"/>	



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Location

If the contact type was personal (face to face), only 1 location can be selected.

Enter the location where staff made contact with person indicated.

EX: Staff contacted youth via telephone while at JPO office. The location would be "FO – JPO Office".

Location (If Face to face only 1 location can be selected)	
<input type="checkbox"/> CP - Commitment Program	<input type="checkbox"/> JAC - JAC/Screening
<input type="checkbox"/> CWS - Community Service Work Site	<input type="checkbox"/> J - Jail
<input type="checkbox"/> C - Court	<input type="checkbox"/> FO - JPO's Office
<input type="checkbox"/> D - Detention	<input type="checkbox"/> P - Program
<input type="checkbox"/> E - Employment	<input type="checkbox"/> RC - Reporting Center
<input type="checkbox"/> H - Home	<input type="checkbox"/> S - School
<input type="checkbox"/> O - Other (Specify) <input type="text"/>	

Case Notebook PJO Requirement Examples:

For **Youth Face to Face Contact** to pull appropriately to the PJO Reports, user must select at minimum Y-Youth as the "person", P-Personal (Face to Face) + PJO-Prolific Juvenile Offender as the "type", AND 1 location selection only.

Y+P+PJO+FO= 1 youth PJO face to face contact at JPO Field Office.

For **Youth Telephone Contact** to pull appropriately to the PJO Reports, user must select at minimum Y-Youth as the "person", T-Telephone + PJO-Prolific Juvenile Offender as the "type", AND location selection.

Y+T+PJO+FO= 1 youth PJO telephone contact at JPO Field Office.

For **Parent/Guardian Contact** to pull appropriately to the PJO Reports, user must select at least one of the parent/guardian persons (M, F, DCF, L), PJO and one other type, and a location.

M+PJO+AP+H = 1 attempted personal PJO contact with mother at youth home = 1 parent/guardian PJO contact.

For **Law Enforcement Contact** to pull appropriately to the PJO Reports, user must select at minimum LEO as the person, PJO and 1 other type, and a location.

LEO+PJO+E+FO = 1 PJO LEO contact via electronically from JPO Office = 1 contact with LEO.



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Narrative

Enter in the information regarding PJO contact.

General Narrative: ⊞

You have 3000 characters remaining...

Save and Exit or Save and Add/Edit Attachments

Once saved. The basic contact information will appear on the PJO report.

Accessing the PJO Reports module

On main JJIS Web screen, click on “PJO Reports” module listed on the left side of screen.



There are 2 reports, select one to review

1. PJO Contact Report youth listing
2. PJO contact summary report

Prolific Juvenile Offender Reports

Choose Report: *

Note: To view drill-down sub-reports, use the HTML Report option.

Fill in the search criteria

For both reports, user will need to indicate view by, status, and date range.

View by (search by):

- Statewide
- Region
- Circuit
- County

Status:

- Open
- Closed
- All (open and closed)

Date Range:

- Begin date
- End date



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Report Filters

View By: * [.....] v

Status * [.....] v

Begin Date (MM/DD/YYYY) * [.....] [calendar icon]

End Date (MM/DD/YYYY) * [.....] [calendar icon]

[HTML Report](#) [PDF Report](#) [Excel Report](#)

Note: To view drill-down sub-reports, use the HTML Report option.

****Things to note:**

To view all the current youth that have a PJO alert, use “today’s” date as the date range.

EXAMPLE:
To see all the youth with open PJO alerts currently on 2/12/18, enter 02/12/2018 as both the begin date and the end date.

Searching by today’s date will NOT show accurate contact information on either report.

To view contacts made between a certain timeframe, enter in separate begin dates and end dates.

Reports

PJO Contact Report Youth Listing

Prolific Juvenile Offender Reports

Choose Report: *

[HTML Report](#) [PDF R](#) PJO Contact Report youth listing [PJO Contact Summary Report](#)

Note: To view drill-down sub-reports, use the HTML Report option.

This report will list youth information regarding PJO. Detailed information will include the youth name, DJJID number, whether the youth is on a community, secure detention, residential commitment status, in adult jail, face to face contacts with the youth, the location of face to face contact made, telephone contacts made with youth, parent/guardian contacts, LEO contacts, violations filed, new charges since PJO, and home county.

****Things to note:**

PJO Contacts, VOPs, and New Charges are not retroactive. Contacts, VOPs, and New Charges will ONLY pull to PJO Reports AFTER the alert is “open” in the Alerts and Alias Module of JJIS.



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Youth Name (DJID)	Community	Secure Detention	Residential Commitment	Adult Jail	Face to Face Contacts with Youth	Location of Face to Face Contacts with Youth	Telephone Contacts with Youth	Parent/Guardian Contacts	LEO Contacts	Violations Filed	New Charges Since PJO	Home County
Circuit 6												
Youth Name (DJID)	X				0	0	0	0	0	0	0	Pinellas
	X				1	Court - 1	1	1	1	2	0	Pinellas

Youth Name (DJID)

Lists youth that are open, closed or have been either in the past (depending on search criteria entered).

Community

“X” indicates that the youth listed has an open community placement which would include Intake, Non-Secure Detention Status, or community supervision.

Secure Detention

“X” indicates that the youth has an open Secure Detention placement.

Residential Commitment

“X” indicates that the youth has an open Residential Commitment placement.

Adult Jail

“X” indicates that the youth has an open Adult Jail placement.

Face to Face Contacts with Youth

Indicates the number of personal face to face PJO contacts with youth as indicated in case notebook for specified timeframe. ****This does NOT include attempted face to face contacts.**

Location of Face to Face Contacts with Youth

For each number of face to face contacts that were made, a correlating location will have been indicated. This column will list the locations and the number of times the youth was seen there.

Telephone Contacts with Youth

Indicates the number of Telephone PJO contacts with youth as indicated in case notebook for the specified timeframe. ****This does NOT include attempted telephone contacts.**

Parent/Guardian Contacts

Indicates the number of contacts or attempted contacts made with a parent/guardian. To be considered a parent/guardian contact, case notebook must indicate M (Mother), F (Father), DCF (dependency agency) or L (Legal Guardian).

LEO Contacts

Indicates the number of contacts or attempted contacts made with a Law Enforcement Officer. To be considered LEO contact, case notebook must indicate LEO (Law Enforcement Officer).



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Violations Filed

Only shows the number of Violations that were entered into JJIS AFTER PJO alert was opened for the youth. Violation numbers are determined by referral.

EXAMPLE: One Violation of Probation (VOP) referral is entered with 5 docket numbers associated = 1 Violation Filed. Two separate VOP referrals entered with multiple docket numbers associated = 2 Violations Filed.

NOTE: the ONLY violations considered for PJO reports are:

	FCIC CODE	FCIC VALUE	DESCRIPTION	STATUTE
○ New Law Violation Referrals	Select 9997	NEW-LAW VIOLATION	Violation of Probation	99999.03
○ Non-Law Violation Referrals	Select 9999	Court Order	Non-Law Violation of Probation	99999.07
○ LEO – Law Enforcement Officer	Select 9998	LEO	Law Enforcement Violation of Probation	99999.11

LEO – Violation of Home Detention, LEO – Violation of Conditional Release, PUO- Violation of Probation and PUO- Violation of Home Detention referrals will NOT be counted for PJO report.

New Charges Since PJO

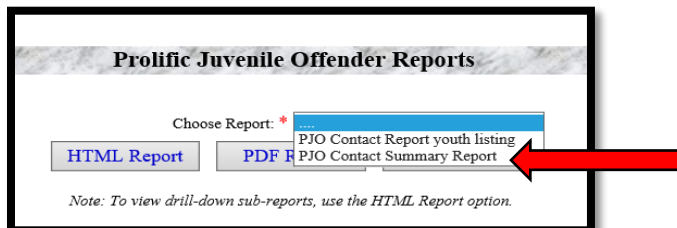
This will only show the number of new offenses/charges that were entered into JJIS AFTER PJO alert was opened for the youth. Charges will be individualized despite same or separate referrals.

EXAMPLE: Youth is arrested for 2 new charges that are part of the same referral = 2 new charges.

Home County

Lists youth’s current home county.

PJO Contact Summary Report



This report will summarize the “PJO Contact Report youth listing”. Information will include the number of youth on community, secure detention, residential commitment, or in adult jail status, number of face to face contacts with the youth, the location of face to face contact made, number of telephone contacts made with youth, parent/guardian contacts, LEO contacts, violations filed, new charges since PJO, and home county.



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****Things to note:**

PJO Contacts, VOPs, and New Charges are not retroactive. Contacts will ONLY pull to PJO Reports AFTER the alert is “open” in the Alerts and Alias Module of JJIS.

Total Number of PJO Youth	Total Number of PJO Youth in Community	Total Number of PJO Youth in Secure Detention	Total Number of PJO Youth in Residential Commitment	Total Number of PJO Youth in Adult Jail	Face-to-Face Contacts with Youth	Location of Face-to-Face Contacts with Youth	Telephone Contacts with Youth	Parent/Guardian Contact	LEO contacts	Violations Filed	New Charges since PJO Designation
13	4	9	0	0	3	Court - 1 JPO Office - 2	2	6	1	2	0

Total Number of PJO Youth

Based on search criteria, this will show the number of total youth currently, historically or both that are and have been on PJO status.

Total Number of PJO Youth in Community

Indicates the number of youth with open community placements which would include Intake, Non-Secure Detention Status, or community supervision.

Total Number of PJO Youth in Secure Detention

Indicates the number of youth that have an open Secure Detention placement.

Total Number of PJO Youth in Residential Commitment

Indicates the number of youth that have an open Residential Commitment placement.

Total Number of PJO Youth in Adult Jail

Indicates the number of youth that have an open Adult Jail placement.

Face to Face Contacts with Youth

Indicates the total number of all personal face to face PJO contacts with all PJO youth as indicated in case notebook for the specified timeframe chosen. ****This does NOT include attempted face to face contacts.**

Location of Face to Face Contacts with Youth

For each number of face to face contacts that were made, a correlating location will have been indicated. This column will list all the locations and the number of times all PJO youth were seen there.

Telephone Contacts with Youth

Indicates the total number of Telephone PJO contacts with all PJO youth as indicated in case notebook for the specified timeframe chosen. ****This does NOT include attempted telephone contacts.**

Parent/Guardian Contacts

Indicates the total number of contacts or attempted contacts made with a parent/guardian for all PJO youth. To be considered a parent/guardian contact, case notebook must indicate M (Mother), F (Father), DCF (dependency agency) or L (Legal Guardian).



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LEO Contacts

Indicates the total number of contacts or attempted contacts made with a Law Enforcement Officer for all PJO youth. To be considered LEO contact, case notebook must indicate LEO (Law Enforcement Officer).

Violations Filed

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New Charges Since PJO

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EXAMPLE: Youth is arrested for 2 new charges that are part of the same referral = 2 new charges.

Home County

Lists youth’s current home county.