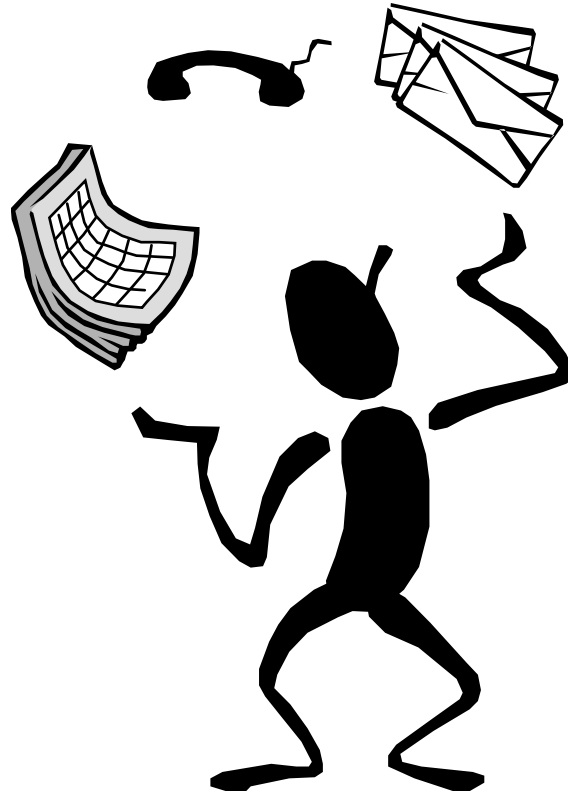


JJIS Basic Training: Victim Services



March 2015

Detention & Commitment: Notifying Victims of Youth's Release

- Accessing Victim Services Web.
- Entering Information in the Victim Notification Screen.
- Viewing & Printing Victim Notification Form.
- Creating & Printing Victim Services Forms.
- Accessing and Printing Victim Services Reports.

Purpose & Mandate

- Authority is FS 960 and 1006.13(6)(a).
- Staff in community corrections, detention and residential services will include as part of their job function: victim notification, documentation, and the protection of victim's and siblings of victims.
- JJIS victim services module provides the site for data entry, letter composition, and reports of victim service status.

Policy

- Each statute crime must have a victim entered into the system
- Notification of release for crimes:
 - Homicide 782
 - Felony Sex offense 794
 - Attempted murder or sex offense 777
 - Stalking 784.0048
 - Domestic violence 25.385

Accessing Victim Services:

Department of Juvenile Justice

Logout Face Sheet

Modules

- Intake Web
- Applications
 - Cost of Care - Reductions/Waivers
 - Health Services
 - QA Scores
 - Quarterly Cost of Care Recovery Report
 - User Administration
 - Victim Services**
 - Youth Placement - Facility
 - Youth Release
 - Youth Requirements
- NEW Web Forms

Juvenile Justice Information System (JJIS)

Go to the Module Selection Screen in JJIS Web and either double-click “Victim Services” or select “Victim Services” and click “Go.”

Victim Services Module

From the Victim Services Screen, you can access youths’ individual victim records or the reports section.

Choose Reports or Youth Search

Reports

Youth Search

Accessing Victim Records:

Victim Services Module

1) Click "Youth Search"

Choose Reports or Youth Search

Reports

Youth Search

2) Select youth

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Victim Services Module

Training Server

Search Type

Approximate Match

Exact Match

Search By

Last Name, First Name

Last Name, First Name, Race

Alias Name

Date of Birth

Last Name, First Name, DOB

Last Name, First Name, Sex

Social Security #

DJJ ID

Last Name

Alias

SSN

DJJ ID

First Name

Sex

DOB

Race

Find

Youth Found

Record Count: 1

	Youth Name	DJJID	SSN	DOB	Prevention	Civil Citation	Delinquent	Race	Sex	Home County
Select	Test, Sharon	532950	XXX-XX-6666	11/30/1997	Yes	Yes	YES	Asian	Female	Pinellas

Notifying Victims - Forms:

Training Server

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Victim Services Module

Victim Services

Test, Sharon 532950

Reports Print Victim Notification Data Sheet Add

			Victim Name	Start Date	End Date	Must Notify Victim	Must Notify School	History	Notify	Sibling
Edit	Delete	View	Test Test	07/27/2012		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	History	Notify	Sibling
Edit	Delete	View	Victim Test	08/06/2012		<input type="checkbox"/>	<input type="checkbox"/>	History	Notify	Sibling
Edit	Delete	View	Test	08/06/2012		<input type="checkbox"/>	<input type="checkbox"/>	History	Notify	Sibling

1) Click “Notify” for selected victim

The “Notify” victim allows you to access and print the various victim notification forms which are required in the department’s policies concerning Victim Rights and Victim Notification Requirements. These forms include:

- Victim Letter – Written
- Victim Letter – Phone
- School Violent Felonies – Written
- School Violent Felonies – Phone
- School No Contact Order - Written
- School No Contact Order - Phone

- Victim Waiver - Written
- Victim Waiver - Phone
- Victim Release – Written
- Victim Release – Phone

Commitment & Detention will use the “Victim Release – Written” forms.

Note: You will not be able to generate (save) letter if victim information was not entered (updated) correctly by JPO. Contact the JPO if this happens.

Notifying Victims – Forms (Cont.):

Victim Notification Information
Test, Sharon (DJID: 532950) Record Count: 9 [New](#)

		Victim Name	Notified Type	Notified Date	Create Date	Created By	Modified Date	Modified By	
Edit	Delete	View Report	Test Test	Victim Letter - Written	1/22/2014 8:50:00 AM	1/22/2014 8:54:00 AM	Trainjo, Trainjo	1/22/2014 8:54:00 AM	Trainjo, Trainjo
Edit	Delete	View Report	Test Test	Victim Letter - Written	1/22/2014 8:50:00 AM	1/22/2014 8:54:00 AM	Trainjo, Trainjo	1/22/2014 8:54:00 AM	Trainjo, Trainjo
Edit	Delete	View Report	Test Test	School No Contact Order - Written	10/12/2012 9:10:00 AM	10/12/2012 9:12:00 AM	Lewis, Alexander M	10/12/2012 9:12:00 AM	Lewis, Alexander M

2) Click "New".

3) Select "Notification Type" and complete all fields. (For Commitment and Detention, this will be "Victim Release – Written.")

Victim Notification Information - Detail

Victim Information

Victim Name: DOB: Case Number:

Parent/Guardian: Phone:

Victim Address:

Offender Information

Youth Name: DOB: DJID: Referral ID:

Offenses:

Arresting Agency:

Date/Time of Notification:

If the victim being notified is under 18 years of age, Parent/Guardian must be notified
 Victim Parent/Guardian

Victim Release

Supervised by: Release From:

JPO Supervisor: Phone:

Additional Comments

5) Highlight form and click "View Report" to access letter.

Good practice is to enter a date along with the program name in Release From field

Victim Notification Information
Test, Sharon (DJID: 532950) Record Count: 11 [New](#)

		Victim Name	Notified Type	Notified Date	Create Date	Created By	Modified Date	Modified By	
Edit	Delete	View Report	Test Test	Victim Letter - Phone	2/18/2014 10:36:00 AM	2/18/2014 10:41:00 AM	Hutchins, Rosellyn R	2/18/2014 10:41:00 AM	Hutchins, Rosellyn R
Edit	Delete	View Report	Test Test	Victim Waiver - Written	2/18/2014 10:26:00 AM	2/18/2014 10:32:00 AM	Hutchins, Rosellyn R	2/18/2014 10:32:00 AM	Hutchins, Rosellyn R
Edit	Delete	View Report	Test Test	Victim Letter - Written	1/22/2014 8:50:00 AM	1/22/2014 8:54:00 AM	Trainjo, Trainjo	1/22/2014 8:54:00 AM	Trainjo, Trainjo
Edit	Delete	View Report	Test Test	Victim Letter - Written	1/22/2014 8:50:00 AM	1/22/2014 8:54:00 AM	Trainjo, Trainjo	1/22/2014 8:54:00 AM	Trainjo, Trainjo
Edit	Delete	View Report	Test Test	School No Contact Order - Written	10/12/2012 9:10:00 AM	10/12/2012 9:12:00 AM	Lewis, Alexander M	10/12/2012 9:12:00 AM	Lewis, Alexander M

4) Click "Save."

Viewing Victim Notification History:

<< Back **Victim Services Module**


Victim Services

Test, Sharon Denise 532950

Reports Print Victim Notification Data Sheet Add

			Victim Name	Start Date	End Date	Must Notify Victim	Must Notify School	History	Notify	Sibling
Edit	Delete	View	Victim Test	11/25/2012		<input type="checkbox"/>	<input type="checkbox"/>	History	Notify	Sibling
Edit	Delete	View	John Doe	07/24/2013		<input type="checkbox"/>	<input checked="" type="checkbox"/>	History	Notify	Sibling

Click "History". Report is generated in PDF.



VICTIM SERVICES
Victim Notification History

Victim Name: **John Doe** Start Date: **07/24/2013**
 Youth Name: **Test, Sharon Denise (532950)** End Date:

Creation Date/Time	Notify Date/Time	Notification Type	Notified Person	Relationship	Staff Notifying
09/26/2013 10:22 AM	09/26/2013 10:21 AM	Victim Waiver - Written		Stranger	

Total Notified: 1

Note: Victim Notification History documents the contacts DJJ had with a particular victim.

Viewing Reports:

Training Server

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Victim Services Module

Victim Services

Test, Sharon 532950

Reports Print Victim Notification Data Sheet Add

			Victim Name	Start Date	End Date	Must Notify Victim	Must Notify School	History	Notify	Sibling
Edit	Delete	View	Test Test	07/27/2012		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	History	Notify	Sibling
Edit	Delete	View	Victim Test	08/06/2012		<input type="checkbox"/>	<input type="checkbox"/>	History	Notify	Sibling
Edit	Delete	View	Test	08/06/2012		<input type="checkbox"/>	<input type="checkbox"/>	History	Notify	Sibling

Click "Reports" from the Youth Information Screen,
OR
Click "Reports" from the Victim Services Module Home Screen.

Victim Services Module

Choose Reports or Youth Search

Reports

Youth Search




Viewing Reports (Cont.):

Training Server

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Victim Services Reports

Please select the report you wish to run and fill in any criteria. ?

Report List	Report Parameters
<ul style="list-style-type: none"><input checked="" type="radio"/> Victims Registered in the System<input type="radio"/> Victims Requiring Notification Under Chapter 960<input type="radio"/> Victims of Violent Felonies which Require School Notification<input type="radio"/> Relationships Between Victims and Offenders<input type="radio"/> Documentation Notification of Release from Detention and Residential for Chapter 960 Crimes<input type="radio"/> Documentation Notification to school district in Violent Felonies<input type="radio"/> Documentation Notification by Type for Chapter 960 Crimes<input type="radio"/> Victims by Zip Code	<p>Start Date: <input type="text"/> </p> <p>End Date: <input type="text"/> </p> <p>Circuit: <input type="text" value="[None selected]"/> </p> <p style="text-align: center;"><input type="button" value="View Report"/></p>

Enter report parameters: “Start Date,” “End Date” &, if appropriate, the Circuit.

Click “View Report”.

Note: These reports collect data based upon criteria concerning the victim. They can be used as a supervisory tool.

Commitment Responsibilities

- The program must track any youth whose victims or designees require notification and maintain confidentiality that protects the identity of victims.
- Make sure that the youth's record accurately reflects the need to notify a victim prior to the youth's release from the program. If there is an inaccuracy, contact the youth's JPO to correct it.
- Ensure that the "Victim Notification / Waiver" form is in the youth's commitment packet and has been completed and signed by the victim or designee. If this form is not in the packet, contact the youth's JPO to have the form completed and added to the youth's file. Take steps to correct the deficiency when the form is not on file or completed correctly.

Commitment Responsibilities (Cont.)

- When planning a youth's release, contact the JPO to ensure that the contact information for the victim or designee is current so that victim notification may be made appropriately.
- The program may not notify the victim or designee until the youth's JPO notifies the program that the youth is approved for release.
- Unless the "Victim Notification / Waiver" stating that the victim wishes to waive rights to notification has been signed by the victim and is on file with the youth's record, then the program must notify the victim prior to the youth's release.
- Under no circumstances is the program to notify a victim or designee if notification rights were waived in writing.

Detention Responsibilities

- Make a reasonable attempt to notify the victim, the appropriate next of kin or the parent or legal guardian of a minor victim of the release of a juvenile offender from secure detention.
- Maintain a Victim Notification Log for the purpose of documenting those youth admitted to the detention facility whose victim requires notification prior to release.
- If prior written notification is unsuccessful, make a reasonable attempt to notify the victim or designee by telephone within four hours following the release of a juvenile from secure detention.

Completed
Victim Services
Training in JJIS.

Any Questions?
Contact your local DIO

