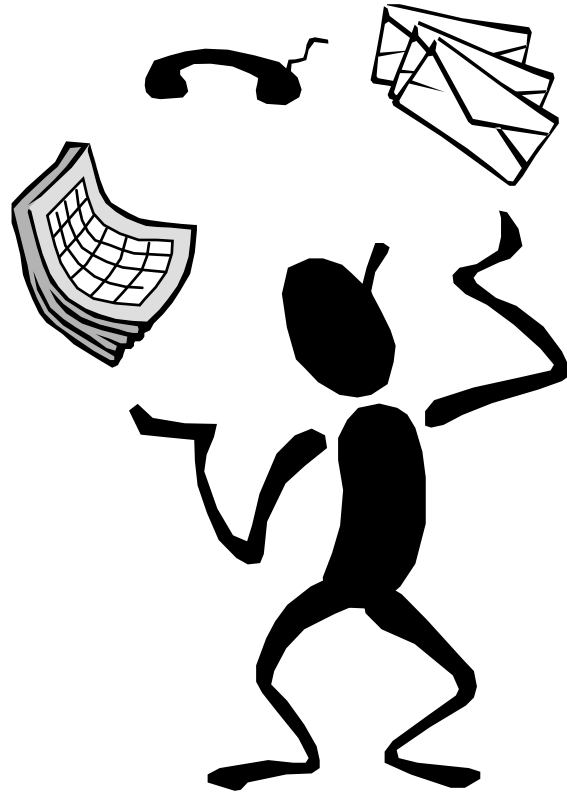


Victim Services



Training Material for Probation
March 2014

Accessing the Victim Services Module

The screenshot displays the Department of Juvenile Justice website interface. At the top, there is a navigation bar with a "Logout" link on the left and a "Face Sheet" dropdown menu on the right, followed by a "Go" button. Below the navigation bar is a "Modules" sidebar containing a list of options: 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, and NEW Web Forms. A blue arrow points from the "Victim Services" link in the sidebar to a callout box that says "Go to Victim Services Module".

In the center of the page is the Florida Department of Juvenile Justice seal, which is a seven-pointed star with the text "FLORIDA DEPARTMENT OF JUVENILE JUSTICE" and "GREAT SEAL OF THE STATE OF FLORIDA" around it, and "IN GOD WE TRUST" at the bottom. Below the seal are two stars.

Below the seal is a section titled "OUR VISION" with the text: "The children and families of Florida will live in safe, nurturing communities that provide for their needs, recognize their strengths and support their success." Below this is a section titled "OUR MISSION" with the text: "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."

At the bottom left, there is a box titled "Victim Services Module" containing a "Choose Reports or Youth Search" section with two buttons: "Reports" and "Youth Search". A blue arrow points from the "Youth Search" button to a callout box that says "Click on Youth Search".

Search for Youth

Victim Services Module

<< Back

Search Type

Approximate Match Exact Match

Search By

Last Name, First Name
 Last Name, First Name, Race
 Last Name, First Name, Sex
 Alias Name
 Social Security #
 Date of Birth
 DJJ ID

Last Name: Alias: SSN: DJJ ID:
 First Name: Sex: DOB: Race:

Find

Youth Found Record Count: 6

	Youth Name	DJJID	SSN	DOB	Prevention	Civil Citation	Delinquent	Race	Sex	Home County
Select	Test, Shannan	1264926		05/15/2000	No	YES	No	White	Female	Leon
Select	Test, Shannon	1264924	XXX-XX-1212	05/15/1997	YES	YES	No	White	Female	Leon
Select	Test, Sharon Denise	532950		11/30/1997	YES	YES	YES	White	Female	Hillsborough
Select	Tester, Shanel Tiffany	1264980	XXX-XX-6818	08/27/1999	YES	No	No	White	Female	Duval
Select	Tester, Shantelle Carmen	1264703	XXX-XX-1999	08/02/2000	Yes	No	No	Black	Female	Flagler
Select	Tester, Shari Lynn	1264575	XXX-XX-3333	09/22/2000	Yes	Yes	No	White	Female	Sumter

Select Youth

Adding a Victim – Step 1

<< 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	Bobbie Tester	11/25/2012		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	History	Notify	Sibling

Click Add

Select referral/charge that relates to victim.

Referral Information - Step 1 of 3

Case Number: _____

Juvenile's Name: Test, Sharon Denise DJJID: 532950 DOB: 11/30/1997

Select Charge(s)

- Referral 3767300
 - LARC-GRAND THEFT OF TESTAMENTARY INSTRUMENT
- Referral 3772059
 - BURGLUCCUPIED STRUCTURE UNARMED (This charge is not supposed to have a victim.)
 - ROBBERY-RESIDHOME INVASION W/O FIREARM OR WEAPON

Charges with no victim identified cannot be selected. To add a victim you must edit the charge in Referral Maintenance and remove the check from Charge Requires No Victim Information.

Charge Requires No Victim Information

Save Cancel Delete

Adding a Victim – Step 2

Offender Information - Step 2 of 3

School Name:	AMOS P. GODBY HIGH
School District:	Leon
JPO Name:	<input type="text" value="v"/>
JPO Phone:	<input type="text"/>
JPO Address:	<input type="text"/>
JPO Supervisor:	<input type="text"/>
JPO Sup. Phone:	<input type="text"/>
Arresting Agency:	Pinellas County Sheriff's Office

Back Next Cancel

Select JPO from the drop down arrow.

Offender Information - Step 2 of 3

School Name:	AMOS P. GODBY HIGH
School District:	Leon
JPO Name:	Sharon B Arnold
JPO Phone:	(850) 488-9319
JPO Address:	2737 Centerview Drive Tallahassee, FL 32399-3100
JPO Supervisor:	Suttle, Jacqueline
JPO Sup. Phone:	(850) 488-9084
Arresting Agency:	Pinellas County Sheriff's Office

Back Next Cancel

JPO information will populate.
Click Next.

Adding a Victim – Step 3

Victim Information Screen - Step 3 of 3

Victim

Victim's Name: Date of Victimization:

Race: Ethnicity:

Sex: DOB: Age:

Victim End Date:

Relationship to Offender: Circuit:

Address 1: Parent/Guardian:

Address 2:

City: State: Victim Phone Number:

Zip:

1) Did the victim waive the right of notification of offender's release? Yes No

If yes, who received the initial waiver notification?

Date Victim Signed Waiver:

2) Who provided the victim's information?

Name:

Relationship:

3) Is the victim a schoolmate of the offender? Yes No

School Circuit:

School Name: School District:

4) Does the victim have any siblings under the age of nineteen (19)? Yes No

Fill in the information provided on the Police Report, and Save

Victim has been entered

Victim Services

Test, Sharon Denise 532950

			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	Bobbie Tester	11/25/2012		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	History	Notify	Sibling

Edit Victim Information

Click “Edit” next to victim’s name.

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	Bobbie Tester	11/25/2012		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	History	Notify	Sibling

Referral Information - Step 1 of 3

Case Number: 99999

Juvenile's Name: Test, Sharon Denise DJJID: 532950 DOB: 11/30/1997

Select Charge(s)

- Referral 3767300
 - LARC-GRAND THEFT OF TESTAMENTARY INSTRUMENT
- Referral 3772059
 - BURGL OCCUPIED STRUCTURE UNARMED (This charge is not supposed to have a victim.)
 - ROBBERY-RESIDHOME INVASION W/O FIREARM OR WEAPON
- Referral 3774712
 - Court OrderNon-Law Violation of Probation

Back Next Cancel

You can modify, but if referral is correct click “Next”

Edit Victim Information

Edit or add information on these screens.

Offender Information - Step 2 of 3

School Name: AMOS P. GODBY HIGH
School District: Leon
JPO Name: Sharon B Arnold
JPO Phone: (850) 488-9319
JPO Address: 2737 Centerview Drive Tallahassee, FL 32399-3100
JPO Supervisor: Suttle, Jacqueline
JPO Sup. Phone: (850) 488-9084
Arresting Agency: Pinellas County Sheriff's Office

Back Next Cancel

Victim Information Screen - Step 3 of 3

Victim

Victim's Name: Bobbie Tester Date of Victimization: 11/25/2012
Race: American Indian Ethnicity: Victim End Date:
Sex: Female DOB: 3/18/1998 Age: 16
Circuit: 2
Relationship to Offender: Acquaintance
Address 1: 1256 Hometown Ave Parent/Guardian: Father Tester
Address 2:
Victim Phone Number: (850) 555-1212
City: Tallahassee State: FL Zip: 32308-
1) Did the victim waive the right of notification of offender's release? Yes No
If yes, who received the initial waiver notification?
Date Victim Signed Waiver:
2) Who provided the victim's information?
Name: Officer LEO
Relationship: Law Enforcement Officer
3) Is the victim a schoolmate of the offender? Yes No
School Circuit: Second Circuit
School Name: AMOS P. GODBY HIGH School District: Leon
4) Does the victim have any siblings under the age of nineteen (19)? Yes No

Back Save Cancel

Click
"Next"
or
"Save"

Notification Types

- Victim Letter – Written
- Victim Waiver - Written
- Victim Release – Written
- Victim Letter – Phone
- Victim Waiver - Phone
- Victim Release – Phone
- Victim Letter – Non-Judicial
- School Violent Felonies – Written
- School Violent Felonies – Phone
- School No Contact Order - Written
- School No Contact Order - Phone

Victim Notification

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	Bobbie Tester	11/25/2012		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	History	Notify	Sibling

Click "Notify" then "New" to complete a Victim Letter

Victim Notification Information

Test, Sharon Denise (DJJID: 532950)

Record Count: 0 [New](#)

	Victim Name	Notified Type	Notified Date	Create Date	Created By	Modified Date	Modified By
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Victim Notification

Victim Notification Information - Detail
Victim Information

Victim Name: DOB: Case Number:

Parent/Guardian: Phone:

Victim Address:

Offender Information

Youth Name: DOB: DJJP: Referral ID:

Offenses:

Notification Type: Date/Time of Notification:

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

Additional Comments
Enter any comments here

Select the Letter Type

Select Victim or Parent/Guardian if victim is under 18 – Required Field

Notification Type:

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

Notification Type: Date/Time of Notification:

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

Victim Letter

JPO Name: JPO Phone:

JPO Address:

If JPO information is incorrect, click “Cancel” and edit as shown on Step 2 on Slide 9

Click “Save”

Victim Notification

Notification Type: Date/Time of Notification:

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

School Violent Felonies

School District: JPO Name:

Notified Person: Notified Phone:

Notified Address:

City: State: Zip:

For School notification letters, enter the required information

Notification Type: Date/Time of Notification:

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

School Violent Felonies

School District: JPO Name:

Notified Person: Notified Phone:

Notified Address:

City: State: Zip:

Additional Comments

Then click "Save"

Victim Notification Information
 Test, Sharon Denise (DJJD: 532950) Record Count: 2

			Victim Name	Notified Type	Notified Date	Create Date	Created By	Modified Date	Modified By
Edit	Delete	View Report	Bobbie Tester	Victim Letter - Written		3/19/2014 3:14:00 PM	Hutchins, Rosellyn R	3/19/2014 4:07:00 PM	Hutchins, Rosellyn R
Edit	Delete	View Report	Bobbie Tester	School No Contact Order - Written	3/18/2014 2:41:00 PM	3/19/2014 2:41:00 PM	Hutchins, Rosellyn R	3/19/2014 2:42:00 PM	Hutchins, Rosellyn R

View Letter and Print

Victim Services Reports

- Victims Registered in the System
- Victims Requiring Notification Under Chapter 960
- Victims of Violent Felonies which Require School Notification
- Relationships Between Victims and Offenders
- Documentation of Notification of Release from Detention and Residential for Chapter 960 Crimes
- Documentation Notification to School District in Felonies
- Documentation Notification by Type for Chapter 960 Crimes
- Victims by Zip Codes

If you have any questions...



Contact your local Data Integrity
Officer