



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Frank Peterman, Jr.

Date: 9/30/09

Subject: Electronic Commitment Packet

Section: FDJJ -6005

Originating Office: Probation and Community Intervention

Authority: Chapter 985, Florida Statutes

Related References: Victim Rights and Victim Notification Requirements Policy and Procedures (FDJJ – 3400 & 3400P)
Medicaid Policy/ Child in Care Policy and Procedures (FDJJ – 9325 & 9325P)
Detention Services Manual, September 2006
Health Services Manual, October 2006
Probation and Community Corrections Handbook, September 2006

Purpose: Establishes guidelines to ensure that all required and relevant documents are made available through the Juvenile Justice Information System (JJIS) to the commitment program or facility prior to the youth's actual placement.

Offices Affected by the Policy: Probation and Community Intervention, Residential Services, Detention Services, Health Services and applicable service providers.

POLICY STATEMENT:

- The Department of Juvenile Justice (DJJ) shall utilize the Electronic Commitment Packet (ECP) to ensure that all required and relevant documents are made available through the Juvenile Justice Information System (JJIS) to a residential program or non-residential facility *prior* to a youth's actual placement.
- It shall be the responsibility of staff within the Office of Probation and Community Intervention to ensure that the ECP includes all required and other relevant documents as they are listed on the Electronic Commitment Packet Checklist.
- Every effort shall be made to complete the ECP by the date of the youth's disposition hearing, but absolutely no later than twenty-four (24) hours prior to the day of placement, regardless of whether or not a youth is entering a commitment program or facility from secure detention or from home. The

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ECP shall not be considered complete until all mandatory items are uploaded into JJIS and the Juvenile Probation Officer Supervisor (JPOS) or his/her designee has approved the packet.

- Detention Services health care staff shall be responsible for sending the entire hardcopy of the Individual Health Care Record (IHCR), not just those documents in the ECP, with a youth during transport to a program or facility.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.