



STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE

INTEROFFICE MEMORANDUM

DATE: February 25, 2016 (PCI-15-001)
TO: Probation Regional Directors and Chief Probation Officers
FROM: Paul S. Hatcher, Jr., Assistant Secretary for Probation and Community Intervention
SUBJECT: Screening Packets – Amendment I

During the screening process, packets are prepared for various parties to provide necessary information.

Packets completed for **DETAINED** youth shall adhere to the following protocol:

CLERK PACKET

1. Original Information Sheet/Cover Page
2. Original Law Enforcement Report/Probable Cause Affidavit/Court Order
3. Original Detention Risk Assessment Instrument (DRAI)
4. DJJ Face Sheet
5. Non-Secure Detention Agreement (if applicable)
6. Financial Statement for Determination of Cost Recovery

STATE ATTORNEY PACKET

1. Information Sheet/Cover Page
2. Law Enforcement Report/Probable Cause Affidavit/Court Order
3. DRAI
4. DJJ Face Sheet
5. Original State Attorney Recommendation (if applicable)

PUBLIC DEFFENDER/PRIVATE ATTORNEY PACKET

1. Information Sheet/Cover Page
2. Law Enforcement Report/Probable Cause Affidavit/Court Order
3. DRAI
4. DJJ Face Sheet

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Rick Scott, Governor

Christina K. Daly, Secretary

The mission of the Department of Juvenile Justice is 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.

DETENTION CENTER PACKET

1. Information Sheet/Cover Page
2. Law Enforcement Report/Probable Cause Affidavit/Court Order
3. DRAI
4. DJJ Face Sheet
5. Original PREA Screening Form (VSAB)
6. Original Non-Secure Detention Agreement (if applicable)
7. PACT MH/SA Referral
8. Original Suicide Risk Screening Instrument (SRSI)
9. Authority for Evaluation and Treatment (AET) (if signed by parent/guardian)
10. MAYSI
11. Any additional medical or mental health paperwork received during screening

PARENT/GUARDIAN PACKET

1. Information Sheet/Cover Page
2. Non-Secure Detention Agreement (if applicable)
3. PACT MH/SA Referral (if applicable)
4. Financial Statement for Determination of Cost Recovery
5. Suicide Risk Notification (if applicable)
6. AET (if signed by parent/guardian)
7. MAYSI

PROBATION PACKET

- Shall include a copy of all documents created and will contain any additional notes or paperwork related to the screening process of the youth.

JJIS DOCUMENT LIBRARY

- The intake and screening packet shall be uploaded into the JJIS document library in the "Screening/JAC Packet" folder. The document upload shall occur at the conclusion of the screening process prior to the youth's release to secure detention.

NOTE: In the event that the document upload does not occur upon completion of screening, for whatever reason, it will be the juvenile probation officer's (JPOs) responsibility to complete the document upload upon receipt of the intake and screening packet.

Packets completed for **RELEASED** youth shall adhere to the following protocol:

CLERK PACKET

1. Original Notice to Appear
2. Original Law Enforcement Report/Probable Cause Affidavit/Court Order
3. Original DRAI
4. DJJ Face Sheet

STATE ATTORNEY PACKET

1. Notice to Appear
2. Law Enforcement Report/Probable Cause Affidavit/Court Order
3. DRAI

4. DJJ Face Sheet
5. Original State Attorney Recommendation (if applicable)

PUBLIC DEFENDER/PRIVATE ATTORNEY PACKET

1. Notice to Appear
2. Law Enforcement Report/Probable Cause Affidavit/Court Order
3. DRAI
4. DJJ Face Sheet

PARENT/GUARDIAN PACKET

1. Notice to Appear (if applicable)
2. PACT MH/SA Referral (if applicable)
3. Suicide Risk Notification (if applicable)
4. MAYSI
5. Any additional medical or mental health paperwork received during screening

PROBATION PACKET

- Shall include a copy of all documents created and will contain any additional notes or paperwork related to the screening process of the youth.

JJIS DOCUMENT LIBRARY

- The intake and screening packet shall be uploaded into the JJIS document library in the "Screening/JAC Packet" folder. The document upload shall occur at the conclusion of the screening process prior to the youth's release to his or his parent/guardian.

NOTE: In the event that the document upload does not occur upon completion of screening, for whatever reason, it will be the juvenile probation officer's (JPOs) responsibility to complete the document upload upon receipt of the intake and screening packet.