



**STATE OF FLORIDA  
DEPARTMENT OF JUVENILE JUSTICE**

**INTEROFFICE MEMORANDUM**

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**DATE:** December 2, 2008 (PCI-08-018)  
**TO:** Regional Directors and Chief Probation Officers  
**FROM:** Rex Uberman, Assistant Secretary for Probation and Community Intervention  
**SUBJECT:** Minimum-Risk Commitment Staffing Procedure

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The scope of minimum-risk non-residential commitment is considerably different from other levels of commitment. In these cases, legal adjudication and an option to transfer in response to noncompliance are necessary, but removing the youth from the community can be avoided with community-based intervention services. It is possible to modify the procedure for recommending minimum-risk commitment to the Court for consistency with similar Probation and Community Intervention services, such as day treatment.

Effective immediately, the following procedure shall be used when recommending minimum-risk commitment to the Court. This procedure waives Chapter 8, "Commitment Conference," Sections III. B. through D. (Pages 8-6 through 8-10) of the Probation Handbook when the Department is recommending minimum-risk commitment. Please note that the requirements of Chapter 8 remain in full effect for other levels of commitment.

- The Juvenile Probation Officer (JPO) shall follow the pre-conference review procedure outlined in Chapter 8, "Commitment Conference," Section III. A., Paragraphs 1 through 5. Paragraphs 6 through 9 are waived for minimum-risk commitment recommendations.
  - For the purpose of minimum-risk recommendations only, Paragraph 4 shall be modified as follows: "This pre-conference review may include other persons involved with the youth and/or the family. The JPO shall invite the youth, parent(s)/guardian(s), state attorney, and the youth's attorney or public defender. Participation by these individuals is optional, and may occur in-person or telephonically."
  - At the conclusion of the process above, the JPO shall complete the **Conference Summary - Probation** in the Juvenile Justice Information System (JJIS).

- The JPO shall proceed as required by Section III. E., with the following modifications for the purpose of minimum-risk recommendations only:
  - Notification of the Commitment Manager as indicated in Paragraph 8 shall include the rationale for the recommendation and disposition to minimum-risk commitment.
  - Responsibilities of the Commitment Manager as indicated in Paragraph 9 shall include the completion of the **Conference Summary - Commitment** module in JJIS.
- The JPO will assemble the commitment packet as required by the Probation Handbook, excluding the Comprehensive Evaluation, which shall not be required for minimum-risk commitment placements.
- The provider will be responsible for making the correct placement in JJIS upon admission of the youth to the minimum-risk commitment program.

If at any time during this process the recommendation is changed from minimum-risk to a higher level of residential commitment, the JPO must ensure that all requirements of Chapter 8 are followed.

RU/des

cc: Darryl Olson, Assistant Secretary for Residential Services