



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

INTEROFFICE MEMORANDUM

DATE: March 22, 2017 **PCI – 13 – 005 (Amendment 1)**

TO: Regional Directors for Detention Services, Probation & Community Intervention, and Residential Services

FROM: Dixie Fosler, Assistant Secretary of Detention Services
Paul Hatcher Jr., Assistant Secretary for Probation and Community Intervention
Laura Moneyham, Assistant Secretary for Residential Services

SUBJECT: Detention Review Protocol

(Handwritten signatures: Dixie Fosler, Paul Hatcher Jr., Laura Moneyham)

This memorandum is an amendment to PCI 13-005 issued July 22, 2013.

Detention reviews are essential to proper management of the youth population served in a detention status or alternative to secure detention program. This protocol outlines the partnerships within the Department's areas of operation which includes, but is not limited to, information sharing, active participation in detention reviews, and effective follow-up practices. The updated protocol will be effective March 31, 2017.

Each circuit and detention center is required to have a signed copy of the protocol on file by March 31, 2017.

Questions regarding this protocol should be directed to:
Adrian Mathena, Detention Services Statewide Trainer at Adrian.mathena@djj.state.fl.us or
Minnie Bishop, Statewide JDAI Coordinator at Minnora.bishop@djj.state.fl.us

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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 Review Protocol

I. Purpose

The purpose of the Detention Review process is to ensure that each youth in any form of detention status is reviewed weekly. It is important to recognize that secure detention results in a deprivation of liberty. Rightly so its use should be to ensure the safety of the public and/or youth outcomes. The Department seeks to ensure youth receive the right service in the right dosage and at the right time.

The detention review process is a consistent and systemic process designed to ensure that all forms of detention and/or detention alternatives are reserved for the right youth for the appropriate amount of time. The proper management of youth in secure detention is especially critical to maintaining public safety, ensuring timely residential placements and delivering quality services.

This protocol is a mandatory process that cannot be circumvented by other means.

II. Responsibility and Duties

Detention reviews shall be conducted weekly at the same time as agreed upon by the Detention Superintendent and the Chief Probation Officer. Any changes in the date and/or time will be coordinated at least three (3) business days in advance.

The detention review specialists must attend the review. Detention review specialist must attend the review in person if their assigned office is within a 50-mile radius of the detention center. Detention review specialist whose assigned office is 50-miles or greater from the detention center are authorized to attend the review via telephone or webcam. In their absence, probation and/or detention must provide a designee to physically attend the review and participate in their absence.

In addition, the local commitment manager(s), and medical and mental health staff from the facility should be present. (Out of county staff will be provided a conference call

number to call in if they choose to participate.) Other parties are not precluded from attending the detention review, however, they are not required.

The detention review specialist (from detention) will chair the review. In their absence, the detention review specialist (from probation) will chair the review.

III. The Review

Every youth in secure detention, on home detention or on electronic monitoring shall be reviewed and discussed each week. A more detailed discussion will take place when any of the following issues arise:

- Youth in detention due to contempt
- Youth in detention status longer than the statutory time frames (i.e.: 21 days pre-trial, committed 5 or 10 day times frames, etc.)
- Out of state youth requiring ICJ intervention
- Incompetent to Proceed youth
- High profile cases
- Cases being considered for direct file.
- Any other special cases needing resolution
- Upcoming release dates for youth that may result in a lockout situation
- Discussion of youth on the Circuit waiting list and whether the electronic commitment packet is ready
- Any medical or mental health issues that everyone should be aware of
- Special visitation requests
- Youth in DCF custody or supervision
- Youth needing an Authority for Evaluation and Treatment
- Identification of any possible questionable orders

The detention review specialist(s) will work collectively to ensure that all youth in secure detention have a current, valid court order in their case file.

The detention review specialist (from detention) will ensure that medical staff are completing the Electronic Medical Record. Any documents received in person or by mail, such as an Authority for Evaluation and Treatment, will also be uploaded by the medical staff. The detention review specialist (from detention) will ensure that probation is notified if any youth are taken off site from a detention center to receive medical attention.

The JJIS – Critical/Special Alert Report will be reviewed for securely detained youth during this process so that all parties are aware of any issues with youth. The detention review specialist will collectively ensure that all the alerts are addressed, accurate, and up to date.

The detention review specialist (from probation) will ensure that updates are added weekly or as needed to the JJIS detention review youth notes, that the detention review notes are attached to the referral the youth is detained on, and that the detention review notes include court dates and any additional information as needed to ensure that meaningful and appropriate information is being shared between detention and probation.

The local Commitment Manager will ensure that information is provided on all youth identified as committed pending placement or those youths committed and not yet on the waiting list. The detention review specialist(s) will ensure that the electronic commitment packets are being completed in accordance with required time frames.

The detention review specialist(s) will ensure that the sign in sheet and detention review notes are uploaded into FMS to document each review.

IV. Questionable Order Process

A questionable order is any court order that is potentially contrary to state or federal laws.

Any orders considered to be questionable should be addressed during the detention review process. If the youth is known to have an attorney, the Chief Probation Officer or designee should contact the youth's attorney to discuss the order.

After discussion with the youth's attorney, if it appears no further action will occur, the Chief Probation Officer (or designee) will use the *FDJJ Problem Court Order Referral Form* located in the forms library and submit this form along with a copy of the questionable order to the General Counsel's office. A copy of this submission should be provided to the Superintendent for inclusion in the youth's case file.