




**STATE OF FLORIDA  
DEPARTMENT OF JUVENILE JUSTICE**

**INTEROFFICE MEMORANDUM**

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**DATE:** July 2, 2015 (PCI-15-002)

**TO:** Regional Directors and Chief Probation Officers

**FROM:**   
Paul Hatcher, Interim Assistant Secretary, Probation and Community Intervention

**CC:** Laura Moneyham, Assistant Secretary, Residential Services

**SUBJECT:** Home Visits

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Upon receipt of the court-approved Home Visit Approval (Form RS 004 September 2006) and Home Visit Plan/Notification (Form RS 003) Forms, the assigned Juvenile Probation Officer (JPO) shall contact the residential program, the youth, and the parent/guardian to arrange for a face-to-face contact while the youth is on their home visit. This contact may occur in the JPO office, the youth's home, the local detention center, or any other mutually agreed upon location. If the assigned JPO cannot be available then the JPO Supervisor (JPOS) shall ensure that another JPO makes the required face-to-face contact. On some occasions, youth receive court-approval to visit a location that is outside of their home county/circuit. In such cases, circuit management from the sending and receiving county/circuit shall work together to ensure that a contact is made.

This contact is an opportunity to support the overall transition planning process. The JPO shall discuss the youth's overall progress in the program as well as any issues or concerns with the youth's post placement plans, including the youth's living arrangements, concerns with transportation, and any needed referrals for community-based services and / or any needed educational or vocational services. The JPO making the face-to-face contact shall encourage the youth to complete the goals listed on the Home Visit Plan/Notification Form. The JPO shall also remind the youth of the importance of not engaging in any unlawful behavior(s) while on the home visit.

The JPO shall note the specific date, time and location of the home visit in the Juvenile Justice Information System (JJIS) case notebook module. Should the youth and family fail to keep their scheduled appointment, the JPO shall document the attempted contact and any efforts made to reschedule. If the JPO is unable to reschedule then a telephone contact with the youth and parent/guardian shall be documented. Regardless of who makes the contact, the assigned JPO shall follow-up with the residential program to discuss the home visit and share information, as appropriate.

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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.*