




**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

INTEROFFICE MEMORANDUM

DATE: March 29, 2018 PCI-17-003

TO: Regional Directors and Chief Probation Officers

FROM: Paul Hatcher, Assistant Secretary for Probation and Community Intervention 

SUBJECT: Juveniles Detained on Warrants from Another County

Youth who have warrants are often detained in a county other than the issuing county. Currently, there are no uniform procedures in place to ensure that the Juvenile Probation Officer (JPO) and Clerk of Court of the issuing county are notified when a youth is detained.

Therefore, when a youth wanted in another jurisdiction is presented for detention screening, the screener shall:

- Access the “Contact Persons” portion of the Juvenile Justice Information System (JJIS) Face Sheet to determine who the issuing county JPO and JPO Supervisor (JPOS) is;
- Utilize Microsoft Outlook and/ or the circuit probation employee directory to look up the JPO and JPOS telephone number and email address;
- Contact the issuing JPO by telephone, to inform them that the youth has been detained (identify county) and will be going to secure detention (identify detention center);
- If the JPO is not available, leave a message to include: youth’s name, DJJ ID#, county where youth is detained, and name of the detention center where youth will be held;
- Send a follow-up email to the issuing county JPO and JPOS, to include: youth’s name, DJJ ID#, county where youth is detained, and name of the detention center where youth will be held; and
- Document the notification in the JJIS Case Notebook Module.

Once the issuing county JPO and JPOS receives notification of the youth’s detention status, they will then notify the Clerk of Court of the issuing County. The notification process shall be made in accordance with the preferences of the County Clerk of Court, and documented in JJIS. In addition, and to prevent multiple arrests of the youth for the same warrant, the JPO shall use their local law enforcement contact list and notify law enforcement that the warrant has been executed in another county, and provide the date and time.

2737 Centerview Drive • Tallahassee, Florida 32399-3100 • (850) 488-1850

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.