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FLORIDA DEPARTMENT OF JUVENILE JUSTICE

INTEROFFICE MEMORANDUM

DATE: September 4, 2019 **PCI 19-005**
TO: Regional Directors
FROM: Paul Hatcher, Assistant Secretary, Probation and Community Intervention *Paul Hatcher*
SUBJECT: Unauthorized Release Reduction Efforts & Disciplinary Action of Inaccurate Detention Risk Assessment Instruments (DRAI)

This memo provides an overview of the Department's effort to reduce the likelihood of an unauthorized release and provides an overview of the progressive response system for employees whose actions result in an inappropriate placement.

Unauthorized Release Reduction Efforts

A 2nd DRAI Practitioner (person certified in the appropriate administration of the DRAI) must review the DRAI *prior to the youth's release from screening*.

The 2nd review must minimally complete one of the following:

- A manual DRAI and provide confirmation of agreement with the screener's score/feedback on difference in outcome, or
- Visual review of the affidavit/DRAI/Facesheet and verbal confirmation of agreement with agreement with the screener's score/feedback on difference in outcome

The 2nd reviewer must enter a case note including the feedback provided.

If the 2nd reviewer and the formal reviewer are the same person, then the case note autogenerated by the completion of the review section of the instrument satisfies the case note requirement. See PCI 19-002 for more clarity on the distinction between 2nd reviewers and formal reviewers.

It is our hope that a 2nd person's review of the instrument will identify and resolve any issues that might result in an unauthorized release.

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

Ron DeSantis, Governor

Simone Marsteller, 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.

Disciplinary Action for Inaccurate DRAIs

This establishes specific disciplinary action to be taken when it has been determined that an employee, who is the subject of an unauthorized release incident, has violated policy memo PCI 19-002 (Detention Risk Assessment Instrument (DRAI)) and the violation resulted in an inappropriate placement at the time of screening.

The primary objective of this system is to encourage compliance with the Department standards and promote diligent efforts to ensure youth are placed according to their immediate level of risk to public safety as determined by the DRAI. This will be accomplished by assisting the employee in the identification of unsatisfactory performance and providing a system of progressive responses designed to help the employee improve his/her performance.

It is important to note the screener and 2nd reviewer are both subject to these actions for each DRAI.

The following progressive response system shall be utilized:

- 1st Occurrence = Refresher DRAI Training & Memo of Counseling
 - Refresher training must include:
 - Review of the entire instrument and computer assisted process
 - Memo of Counseling should focus on the incorrect items that produced the unauthorized release
- 2nd Occurrence = Refresher DRAI Training & Written Reprimand or Suspension
 - Refresher training
 - If the issue is the same as the first occurrence, the trainer may focus on the area of concern
 - If the issue is different from the first occurrence, the trainer must review the entire process with the employee
- 3rd Occurrence = Termination

If the 2nd incident occurs twelve (12) or more months after the 1st occurrence, then management may choose to restart the progressive response plan.

The disciplinary policy will become effective November 1, 2019.