



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

**JUVENILE JUSTICE INFORMATION SYSTEM
BUSINESS RULE**

SUBJECT: CIVIL CITATION

PROCEDURE NUMBER: 02- 003

EFFECTIVE DATE: August 2002

REVISED DATE: June 2003, January 2005, June 2012, January 2013, January 2014, June 2015

PROGRAM AREA (S): INTAKE, PREVENTION

POLICY/PROCEDURE:

The issuance of a civil citation is not considered a referral to DJJ. However, a copy of each citation shall be provided to the Department and the Department or designated provider shall enter appropriate information in the juvenile offender information system [JJIS]. All civil citation placements and charges will be entered in the Prevention Web. Data entered in the Prevention Web should not be shared with outside agencies unless approved by Headquarters.

1. A law enforcement officer who comes into contact with a youth who admits having committed a misdemeanor:
 - a. May choose to issue a simple warning or inform the youth's guardian or parent of the infraction, or
 - b. Issue a civil citation or require participation in a similar diversion program.
2. Use of a civil citation or similar diversion program is not limited to first-time misdemeanors and may be used in up to two subsequent misdemeanors. [If there is indication of a prior arrest, an open charge, or probation for a previous offense, the case will be processed through DJJ.]

This rule establishes uniform procedures for recording civil citation youths' records in JJIS. The operating agency must utilize JJIS to document the referral and report the outcome of the civil citation or similar diversion program to DJJ. Correct data entry is critical to the research done by the Department and outside agencies. Data on program utilization and completions is vital. Accurate data directly impacts the future direction of DJJ.

When paperwork is received from the referring entity, the child's information must be entered in JJIS within 48 hours.

Youth are to be released from placement within 48 hours of release. Cases are to be closed timely so that youth are reflected as eligible for a subsequent citation as soon as can be.

If the military makes an inquiry, the department will advise that the juvenile had a civil citation contact. No further information is to be provided.

Throughout JJIS you will see asterisks indicating mandatory (*), required (**), and recommended data fields. JJIS will not allow user to continue the registration if you omit a mandatory (*) data field. If you omit a required (**) data field, you will receive a score card at the end of the wizard. If you omit a recommended data field, nothing happens.

Registration Wizard

Conduct a Comprehensive Search to ensure Youth is not already in JJIS. A comprehensive search is defined as a thorough exhaustive search using at least 3 different search options and one of them to include a minimum of two characters [first and last name] to ensure that a youth does not already exist in the JJIS database.

If Youth IS NOT Found:

If the youth is not found, add a new youth by clicking the *Add a New Youth* button. You will then begin the six step registration wizard.

If Youth IS Found:

If the youth is found in JJIS, you will *select* the youth. You may receive pop-up messages. These messages should always be read and understood. In the event the youth has previously been afforded the opportunity to participate in civil citation and is being referred again, a warning will be displayed:

Youth has a prior placement of Civil Citation on this record. Subsequent Citations [up to 3 maximum] will need to be documented accordingly with reasons in the JJIS system. Are you sure you want to proceed with this entry?

If you continue to add the record, you must justify the reason. The options are:

- *Additional CC-directed by SAO*
- *Additional CC-Other*
- *Additional CC-Prior No File/Dismissed*
- *Additional CC-Special Exemption*
- *Return to Restart-Closed in Error*
- *Return to Restart-Failure not Youth's Fault*
- *Return to Restart-Other*
- *Second CC-as allowed by law*
- *Third CC-as allowed by law*

You will then be able to complete the wizard for the selected youth.

Admit Date - when paperwork is received

SSN - do NOT enter without source documentation. If unknown, leave blank

School - must enter

Family Member - must enter at least 1 parent/guardian

On the last step, you must view the Score Card by clicking the button. After viewing, printing, and closing the score card, the **complete** button will become available. Once the complete button is clicked, the new youth will appear in the Youth Listing for the program under Current Placement Census. If youth is not appearing on Current Placement Census, check Incomplete Admission Registrations.

Module - Maintenance

To maintain a youth's information, Youth MUST be on your active census; select the youth so their name appears as the Active Youth in the upper left corner of the screen. These areas should be updated anytime new information is obtained or changes occur. To update an area click on the section of the modules list, and then edit what is needed. This is where you would access the PAT module.

Release Reasons: Youth's release MUST be recorded in JJIS within 48 hours of service completion or termination

Other unsuccessful-reason not listed-Use only if none of the below are applicable.

Services may or may not have been initiated, i.e. MH issues or low IQ may interfere in working with youth.

Referral closed-inappropriate/improper-Youth was not eligible for the program. This reason indicates no services were provided to the youth and must be used within 7 days of admission to the program.

Referral closed-parent declined to participate-Parent was not willing to participate in the program. This reason indicates no services were provided to the youth and must be used within 7 days of admission to the program.

Referral closed-youth declined to participate-Youth was not willing to participate in the program. This reason indicates no services were provided to the youth and must be used within 7 days of admission to the program.

Successful Completion-Youth completed all program elements.

Unsuccessful-failure to comply-Services were initiated, but the youth stopped participating in the program appropriately.

Unsuccessful-failure to report on time-Youth did not report within the statutorily required timeframe. This reason indicates no services were provided to the youth and must be used within 7 days of admission to the program.

Unsuccessful-loss of contact-Services were initiated, but the youth stopped participating in the appropriately program, and contact with the youth is unsuccessful.

Unsuccessful-Subsequent law violation-Services were initiated, but due to law violations the youth became ineligible for the program.

Transfer to another State or County

A civil citation may be transferred when a youth does not reside in the county of issuance or relocates to another state or county. The transfer will ensure that the youth is held accountable for assigned interventions, sanctions and community service hours. The SENDING COUNTY maintains ownership; when the RECEIVING COUNTY terminates youth, they send closure notification to SENDING COUNTY who updates JJIS.

Reports [available for current date OR a specified date range].

Prevention Active - a listing of all youth currently enrolled in the program

Prevention Served - a listing of all youth who received services from this program during the selected time frame.

Prevention Youth Referred to DJJ - an alphabetical listing of all youth served by this program, including a field indicating if the youth was referred to DJJ after completion of the program.

Prevention Resource Directory - a complete listing of all DJJ Prevention and Civil Citation programs available in each circuit.

Prevention Date of Data-Entry - an alphabetical listing of all youth served by the program, including what date the data was entered into JJIS.

Prevention Assessment Tool reports are also available for programs using the PAT.

Prevention Assessment Tool (PAT)

If required, a PAT assessment must be completed within 7 days of admission and entered into JJIS prior to releasing Youth from census. JJIS requires a second PAT to be entered, it can be marked cannot complete.

Permissions

Permission to enter data into the Prevention Web will be granted only to individuals who have NT/Citrix/VPN access and complete JJIS Prevention Web - Civil Citation training. Permissions will be based on the facility/program in which the individual is employed.

Permission to enter PAT will be granted only to individuals who have NT/Citrix/VPN access; complete JJIS Prevention Web, Motivational Interviewing and PAT trainings. Permissions will be based on the facility/program in which the individual is employed

REFERENCES:

FSS 985.12 – effective October 1, 2015

Civil Citation Model Plan - A Guide to Implementation