



# FLORIDA DEPARTMENT OF JUVENILE JUSTICE

## JUVENILE JUSTICE INFORMATION SYSTEM BUSINESS RULE

**SUBJECT:** PICK UP ORDERS/ORDERS TO TAKE INTO CUSTODY

**PROCEDURE NUMBER:** 00-010

**EFFECTIVE DATE:** AUGUST 9, 2000

**REVISED DATE:** August 31, 2001; January 6, 2005, September 2012, January 2013, June 2015

**PROGRAM AREA(S):** INTAKE, PROBATION, DETENTION SCREENING, AND DETENTION

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### POLICY

The referral for a Pick up Orders (PUO) is entered into JJIS upon apprehension of Youth and execution of warrant.

### PROCEDURE

1. When Youth is presented at JAC or for On Call Screening, the PUO referral will be created.
2. All PUO referrals are to be assigned to the Circuit/County/Unit of Apprehension.
3. Any PUO not issued by the apprehending Circuit/County is to be entered as 99999.7 Pick up Order Out of County.
4. When Youth is presented on a Pick up Order Probable Cause Warrant (99999.10)
  - a. There is no Probable Cause affidavit included:
    - i. A referral will be created by Circuit/County of Apprehension for the warrant.
    - ii. The referral will be assigned to Circuit/County/Unit of Apprehension until the youth's detention hearing and any detention issues have been resolved. Then the referral will be transferred to the Circuit/County/Unit of Jurisdiction.
  - b. There is a Probable Cause affidavit attached:
    - i. A second referral will be created for the charges.
    - ii. This referral will be assigned to the Circuit/County/Unit of Jurisdiction for the charges.
5. All PUOs are to be disposed to PUO Executed/Apprehended once the youth has been apprehended and closed once youth is released from detention on the referral associated with detention placement.

<b>STATUTE NUMBER</b>	<b>DESCRIPTION</b>
99999.1	Pick up Order Violation of Probation
99999.2	Pick up Order Violation of Home Detention
99999.3	Pick up Order Failure to Appear
99999.5	Pick up Order Escape
99999.6	Pick up Order Abscond
99999.7	Pick Up Order Out of County
99999.8	Pick Up Order Out of State
99999.09	Non Delinquency Court Order or PUO
99999.10	Pick up Order Probable Cause Warrant