



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

**JUVENILE JUSTICE INFORMATION SYSTEM
BUSINESS RULE**

SUBJECT: POST-COMMITMENT PROBATION & CONDITIONAL RELEASE

PROCEDURE NUMBER: 99-005

EFFECTIVE DATE: November 6, 1999

REVISED DATE: January 6, 2005; June 2015

PROGRAM AREA(S): Probation and Residential

PROCEDURE

Juvenile Probation Officer [JPO] Responsibilities:

- Refer youth who will be supervised by a contracted provider via Probation Resource Booking to the specific program at least 75 days prior to release.
- The projected date of admission to PCP or CR will be equal to the projected date of release from residential placement or if unknown, the best estimate.
- For youth who will be supervised by state-operated JPO on PCP or CR, place the youth in the appropriate placement via Youth Placement - Probation within 24 hours of release from the program.
- Update placement and close referral as applicable upon termination from provider supervision.

Provider Responsibilities:

- Maintain their own Program Census via JJIS.
- Accept or Reject the Probation Resource Booking Referral [Youth Placement-Facility] within 2 business days [the projected date of admission will be equal to the projected date of release from residential placement or if unknown, the best estimate.]
- Download the Electronic Commitment Packet [ECP] from JJIS.
- Admit the Youth to PCP or CR once services have begun
 - The initial Projected Release date is the program's average length of stay.
 - On a monthly basis, the Provider is to update the Projected Release date based on youth's progress.
- Release youth from placement upon termination of provider supervision.