



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

INTEROFFICE MEMORANDUM

DATE: July 24, 2009

TO: Regional Directors for Residential Services

Tom McFadyen
Lois Salton
Mary Mills

FROM: Darryl Olson, Assistant Secretary for Residential Services

SUBJECT: Electronic Commitment Packet

The Electronic Commitment Packet (ECP) was created to eliminate the need for a "hard copy" of these documents. The ECP is the "official" file as it relates to these documents. The Residential Rule does not require that a "hard copy" of ECP documents be included in the case file. Residential programs are no longer required to return a "hard copy" of these documents when a youth is released.

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Charlie Crist, Governor

Frank Peterman, Jr., 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.