



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

INTEROFFICE MEMORANDUM

DATE: April 30, 2009

TO: All DJJ State or Provider Operated Detention, Probation and Residential Programs

FROM: Darryl Olson, Assistant Secretary for Residential Services
Rex Uberman, Asst. Secretary Probation and Community Intervention
Julia Strange, Assistant Secretary for Detention Services

SUBJECT: Final transportation protocol for youth released from commitment

Attached please find the revised transportation protocol for youth being released from residential commitment programs. These guidelines will go into effect on May 1, 2009.

This final protocol is a result of staff input and data gathered during the ninety-day pilot. The changes that have been made are few, but significant. Please take the time to review the document and familiarize yourself with the process.

We appreciate the way you've been working cooperatively with each other on this new process, it's obvious that most issues have been resolved because people have been talking to each other. This protocol will evolve into future policy and rule development. If issues do arise, the contacts for each program are:

Detention: Wanda Harper – 922-6164
Probation: Colleene Scott – 210-2621
Residential: Joan Wimmer – 921-0989

If you have any questions please don't hesitate to communicate with your program area contact.

DO/jw

to Jani
4/29/09
mj

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

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.

Protocol for Youth Who Need Transportation Home From Commitment

Guiding Principles:

- 1) Every effort will be made for a released youth to be transported home by means other than secure transportation.
- 2) Programs will make every effort to accommodate release dates and times that are convenient for the family (guardians).
- 3) We, as an agency, have a responsibility to the youth we serve and ensuring that they arrive home safely.
- 4) Aftercare (either CR, CBIS or JPO) staff must be involved in the youth's transition planning. Effective planning resolves most problems.
- 5) Advance notice will be provided to a youth's foster care counselor well in advance of a release date so that there is time for them to make transportation arrangements.

The Plan:

All attempts will be made to place youth within 300 miles of their home. If a decision is made to place a youth over 300 miles from home or a specialized placement is required and not available within 300 miles, prior approval must be obtained from the "sending" Residential Regional Director.

****Only for youth whose family or guardian cannot provide transport.**

- 1) Commitment programs will transport youth home if their residence is within 75 miles of the program. Once youth have completed a secure program, they should no longer be transported securely.
- 2) If the youth is under the jurisdiction of the Department and the returning residence is between 75-300 miles from the commitment program the youth's return is the joint responsibility of the commitment program and the JPO/Contracted Case Manager. An absolute mileage responsibility is not being identified, however, programs need to be flexible and base their "meeting point" on the fact that JPO needs to be able to complete the round trip and the home drop-off within an eight-hour workday.
- 3) If the youth's residence is over 300 miles from the commitment program, the residential commitment program will register the youth with the ITN for transport. This option is not available for mothers and infants.

- 4) If the plan for the parent to transport fails because of financial resources, the Faith Network is offering last resort assistance. The JPO/Contracted Case Manager is to contact the Faith Network Coordinator who is coordinating gas cards and car rental vouchers for families who are willing but just not able to pick up their child.
- 5) Youth over 19 and sex offenders needing transportation assistance will be handled as exceptions, and case reviews will be conducted before a transportation plan is developed. Residential programs must route these requests, including all related information received from the JPO/CBIS/CR staff, to Joan Wimmer at joan.wimmer@djj.state.fl.us.