



**STATE OF FLORIDA  
DEPARTMENT OF JUVENILE JUSTICE**

**INTEROFFICE MEMORANDUM**

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**DATE:** July 8, 2008  
**TO:** Regional Directors  
**FROM:** Darryl Olson, Assistant Secretary for Residential Services  
**SUBJECT:** Returning Youth Records to Probation

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The procedure for returning youth records to the Juvenile Probation Officer (JPO) is being modified in an attempt to reduce the amount of duplicated paperwork probation is receiving from the commitment programs and to reduce costs in mailing records. Currently, the entire youth record is sent to the JPO when a youth is released from a commitment program. Many of these documents were part of the commitment packet when the youth was placed or sent to the JPO during the course of the youth's placement; e.g., performance summaries, performance plans, home visit notifications, release notifications. It is estimated the cost of mailing a youth record is \$15, and the total system cost for mailing records for a year is about \$100,000.

Effective July 15, 2008, state-operated programs are requested to remove from the record those documents that duplicate documents that the program has already received in the commitment packet or sent to the JPO during the youth's stay in the program. Although we are not mandating provider programs remove these documents from the record before sending the record back to probation, we are authorizing them to do so and encouraging this as a cost saving measure that will reduce duplicated paperwork.

Please advise your program directors of this change. Thank you for your assistance.

**CC:** Rex Uberman, Assistant Secretary for Probation and Community Corrections  
Regional Directors, Probation and Community Corrections  
Chief Probation Officers

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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.*