



STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE

September 16, 1998

TO ALL DISTRICT 4
(BAKER, CLAY, DUVAL, NASSAU AND ST JOHNS COUNTIES)
COUNTY AND MUNICIPAL GOVERNMENT EXECUTIVES

RE: JAC Cooperative Agreement

Dear Partners:

Pursuant to my attached correspondence dated August 28, 1998, I am forwarding to you a copy of the Cooperative Agreement between the Department of Juvenile Justice and all District 4 governmental entities, whose law enforcement agencies utilize the Juvenile Assessment Center in Duval County, Florida.

At this time I am requesting that you review the document and contact Mr. Robert F. Flaige for any questions or clarifications and to schedule a date and time that he may deliver the original document for signature. Mr. Flaige may be contacted by pager (800) 919-0306.

Please note that the guidelines and procedures enumerated in this agreement are currently being practiced and have not been modified or changed. We have simply reduced them to writing to comply with House Bill 4201. Finally, continuation of the current annual funding for the JAC (\$250,000.00) is contingent upon the Addendum to this agreement being completed and on file with the Department of Juvenile Justice in Tallahassee by October 1, 1998. Due to the short response time of this request I am asking that you contact Mr. Flaige by October 25, 1998.

Thank you for your attention and cooperation in this important matter.

Sincerely,

Edgar L. Mathis, Sr.
Juvenile Justice Manager

Attachments (2)

RFF/uf

2050 Art Museum Drive, Suite 205, Jacksonville, Florida 2207

LAWTON CHILES, GOVERNOR

CALVIN ROSS, SECRETARY

**COOPERATIVE AGREEMENT
BETWEEN
THE DEPARTMENT OF JUVENILE JUSTICE
AND
COUNTY AND MUNICIPAL GOVERNMENTS
IN
DISTRICT 4
October 1, 1998 - June 30, 1999**

I. PURPOSE

To establish uniform guidelines and procedures at the Juvenile Assessment Center at 1283 E. 8th Street, Jacksonville, Duval County, Florida.

II. REFERENCES

- A. Chapters 984 and 985, Florida Statutes
- B. Proviso Language to House Bill 4201, 1998 Legislative Session
- C. Runaway and Troubled Youth Contract, D7022, FY97-99
- D. Juvenile Assessment Contract, D7030, FY 98-99

III. SCOPE

This agreement is applicable to the Department of Juvenile Justice (DJJ), contracted providers, acting as agents for the Department and all District 4 county and municipal law enforcement agencies, referring youth to the Juvenile Assessment Center for curfew violations, acts of delinquency and CINS/FINS behaviors.

IV. DEFINITIONS

- A. Child in Need of Services (CINS): A child for whom there is no pending dependency allegations; no pending delinquency referrals; or no current supervision by the Department of Children and Family Services or the Department of Juvenile Justice for adjudication of dependency or delinquency and to have been found by the court to

have persistently run away, been habitually truant or persistently disobeyed parents reasonable demands.

- B. Delinquent Child : A child for whom the court has found to have committed a law violation or to be in direct or indirect contempt of the court, except for contempt arising out of a dependency proceeding.
- C. Dependent Child: A child for whom the court has found to have been abandoned, abused or neglected by parents or guardians.
- D. Families in Need of Services (FINS): A family that has a child for whom there are no pending allegations of abuse, neglect or abandonment or no current supervision by the Department of Children and Family Services or the Department of Juvenile Justice for an adjudication of dependency or delinquency and the youth has been referred to a law enforcement agency or the Department of Juvenile Justice for running away, persistently disobeying parents or being habitually truant.
- E. Juvenile Assessment Center (JAC): A community operated facility which provides collocated central intake and screening services for youth referred to the Department of Juvenile Justice for acts of delinquency, CINS/FINS behaviors and curfew violations.

V. PROCEDURES

A. Roles and Responsibilities for Processing Delinquent Youth:

1. Law Enforcement

- (a) All Duval County law enforcement officers (LEO) taking a juvenile into custody for the alleged commission of a delinquent act, misdemeanor or felony, and completing their required protocols, will deliver the juvenile to the JAC seven days a week, 24 hours a day for detention screening. Prior to delivering the juvenile to the JAC, the LEO shall transport the youth to a hospital or the juvenile addictions receiving facility, New Beginnings, if the youth is either injured or impaired by

alcohol or drugs. Prior to transferring custody of the juvenile to JAC personnel, the LEO will have completed a juvenile arrest report and frisk searched the youth.

- (b) All Outlying County (Baker, Clay, Nassau and St.Johns) law enforcement officers taking a juvenile into custody for the alleged commission of a delinquent act, misdemeanor or felony and completing their required protocols, to include photographing and fingerprinting will contact the DJJ Probation Office in their respective counties between the hours of 8:00 am and 5:00 pm, Monday through Friday for detention screening. After 5:00 pm on weekdays and all day on weekends and holidays, the outlying county LEO will contact the JAC directly by telephone at (904) 798-4706 or 4707 to conduct a preliminary screening to determine if the youth meets detention criteria. All youth meeting secure detention criteria will then be transported to the JAC for a comprehensive detention screening.

Prior to delivering a juvenile to the JAC, the LEO shall transport the youth to a hospital for treatment in their respective county if the youth is either injured or impaired by alcohol or drugs. Prior to transferring custody of the juvenile to JAC personnel, the LEO will complete a juvenile arrest report and frisk search the youth. Should transportation not be available, the outlying County LEO may request DJJ to provide secure transportation to the JAC.

- (c) Corrections officers from the Division of Jails, Jacksonville Sheriff's Office, will receive all juvenile arrest reports, review for completeness and date stamp them. They shall observe the youth to determine if he/she is either injured or impaired by alcohol or drugs; should injury or impairment be noted, they shall reject the youth's admission to the JAC and instruct the LEO to transport the youth for immediate appropriate treatment. Upon taking custody of a youth, they shall also perform a frisk search, take custody of personal property and items considered to be security risks, i.e. shoe strings, belts, etc., and photograph and fingerprint the youth. Corrections officers will maintain

order and discipline within the JAC and have at their disposal holding cells and a restraint chair to control unruly youth, if necessary.

2. Department of Juvenile Justice

Upon arrival of a youth at the JAC, a DJJ Probation Officer (PO) shall interview the LEO to determine if the youth has verbalized or demonstrated any behaviors indicating their need for medical or mental health treatment and complete the Observations section of the JAC Admissions Checklist. The PO shall also observe the physical condition of the youth and inquire whether he/she is injured or has consumed any alcohol or drugs. Should injury or impairment be noted, the PO shall reject the youth's admission to the JAC and instruct the LEO to transport the youth for immediate appropriate treatment. When the PO receives the juvenile's arrest report from the corrections officer, a prior delinquency/dependency history check shall be conducted. The youth is interviewed and concurrently this data is entered into the Juvenile Justice Information System. Upon completion of the youth's interview the parents/legal guardians will be telephoned to confirm and/or obtain additional information. The youth's parents/legal guardians shall be informed if the youth meets detention criteria and whether he/she will be detained or released. Detained youth shall be scheduled for a detention hearing to occur within 24 hours, a detention petition and order shall be prepared and the parents/legal guardians shall be informed of the time and location of the hearing. DJJ probation officers shall be notified of each active (intake/community control/commitment/aftercare) youth's referral by telephone 24 hours a day. Detention hearings are conducted in Duval County for all youth referred in the Fourth Judicial Circuit with the exception of Clay County which holds court every Wednesday; Baker and St. Johns Counties schedule their own respective detention hearings. The Detention Risk Assessment Instrument (DRAI) and Recommendation to the State Attorney (RSA) shall be completed and copies of all reports, screening documentation and detention petition/order shall be made and forwarded to the Office of the Clerk in Duval County. Screening packets shall be faxed immediately to the respective outlying

counties' field unit and the original packet shall be forwarded the following workday. If the youth is to be released not having met detention criteria, the parents/legal guardians or authorized adult shall be instructed to come to the JAC to take custody of the youth. The parents/legal guardians will be required to provide personal photo identification, accept custody of the youth and shall be notified of the youth's arraignment date as scheduled by the State Attorney's Office. The following work day all new referrals shall be assigned to the appropriate DJJ intake or field units.

Youth not meeting detention criteria whose parents refuse to accept their custody and provide shelter shall be referred to the Youth Crisis Center (YCC).

3. Gateway Community Services

All youth admitted to the JAC charged with a delinquent act, shall be administered a substance abuse and mental health (SAMH) I screening and a SAMH II assessment. The SAMH I screening instrument shall be completed and attached to the youth's screening packet and the SAMH II assessment instrument shall be forwarded to DJJ after supervisory review. Should a youth be observed or verbally indicate that they ingested alcohol/drugs at any time during the screening process and after the transporting LEO has left the JAC, Gateway staff shall make the determination whether the youth be placed at New Beginnings for detoxification and/or stabilization. Duval Regional Detention Center staff shall be requested to provide secure transportation for the youth to the JARF at 555 Stockton Street, Jacksonville, Florida 32204.

4. Office of the Clerk of the Criminal Court

Upon receipt of a youth's arrest report and screening information from DJJ, the Clerk of the Court shall provide copies to the State Attorney and the Public Defender. After entering all pertinent case data into the computer and assigning a case number, the Clerk of the Court shall forward additional copies to DJJ, the Court and the Public Defender's Office.

5. Office of the State Attorney

Upon receipt of a youth's arrest report and screening information from the Clerk of the Court, the State Attorney's Office shall conduct a case court history review of the youth and check the CCR number to determine if there are any co-defendants identified in the case. The State Attorney's Office shall assign the case to a judicial division and a SAO number and forward the packet to filing attorneys.

6. Youth Crisis Center

Assessment counselors assigned to the JAC shall receive youth denied shelter and contact their parents/legal guardians to attempt to reunite these families. Families willing to reunite shall be instructed to come to the JAC to take custody of the youth. The parents/legal guardians will be required to provide personal photo identification and shall be notified of the youth's arraignment date as scheduled by the State Attorney's Office. Arrangements to return a youth home shall be made if the family is without means of transportation. Youth whose parents/legal guardians continue to refuse to accept custody, shall be housed at YCC North, 4819 Soutel Drive, Jacksonville, Florida 32208, temporarily until reunification is completed.

B. Roles and Responsibilities for Processing Non-Delinquent Youth:

1. Law Enforcement

(a) All Duval County LEOs upon taking a juvenile into custody for CINS/FINS behaviors, being denied shelter, and curfew violations, shall deliver the youth to the JAC, seven days a week, 24 hours a day. Prior to delivering the juvenile to the JAC, the LEO shall transport the youth to a hospital or the juvenile addictions receiving facility, New Beginnings, if the youth is either injured or impaired by alcohol or drugs. Prior to transferring custody of the juvenile to JAC personnel, the LEO will have completed a general information report and frisk searched the youth.

(b) Outlying County (Baker, Clay and Nassau) LEOs upon taking a juvenile into custody for CINS/FINS behaviors, or being denied shelter may either transport the youth directly to the Youth Crisis Center, North facility, located at 4819 Soutel Drive, Jacksonville, Florida 32208, or to the JAC, whichever is more convenient.

(c) All St. Johns County LEOs upon taking a juvenile into custody for CINS/FINS behaviors or being denied shelter, shall deliver the youth to the Youth Crisis Center, residential facility, located at 134 King Street, St. Augustine, Florida 32084.

(d) Prior to delivering a non-delinquent youth to the JAC or either YCC residential facility, the outlying County LEO shall transport the youth to a hospital in their respective counties, if the youth is either injured or impaired by alcohol/drugs. Prior to transferring custody of the youth to JAC or YCC personnel, the outlying County LEO will complete a general information report and frisk search the youth.

No dependent or alleged dependent youth with the exception of those being taken into custody for the commission of a delinquent act, shall be delivered to the JAC. All dependency cases shall be referred to the Department of Children and Family Services for resolution and placement and pursuant to DCF's protocol.

2. Department of Juvenile Justice

Upon arrival of a youth at the JAC, a DJJ Probation Officer (PO) shall interview the LEO to determine if the youth has verbalized or demonstrated any behaviors indicating their need for medical or mental health treatment and complete the Observations section of the JAC Admissions Checklist. The PO shall also observe the physical condition of the youth and inquire whether he/she is injured or has consumed any alcohol or drugs. Should injury or impairment be noted, the PO shall reject the youth's admission to the JAC and instruct the LEO to transport the youth for immediate appropriate treatment. The PO shall conduct a prior delinquency/dependency history check upon receipt of the general information report from the LEO.

The PO shall refer all non-delinquent youth accepted at the JAC to YCC assessment counselors along with copies of the general information report, the JAC Admissions Checklist and delinquency/dependency history.

3. Youth Crisis Center

(a) Assessment counselors assigned to the JAC shall receive non-delinquent youth and contact their parents/legal guardians to attempt to reunite these families. Families willing to reunite shall be instructed to come to the JAC to take custody of the youth. The parents/legal guardians will be required to provide personal photo identification and shall be offered CINS/FINS services provided by YCC. Arrangements to return a youth home shall be made if the family is without means of transportation. Youth whose parents/legal guardians continue to refuse to accept custody, shall be housed at YCC North, 4819 Soutel Drive, Jacksonville, Florida 32208, temporarily until reunification is completed.

(b) YCC staff at the two residential facilities shall contact the YCC assessment counselor at the JAC upon taking custody of a non-delinquent youth from outlying County LEOs to request a delinquency/dependency history.

C. Confidentiality

All information disclosed during the JAC intake process shall be maintained, safe guarded and shared pursuant Federal confidentiality rules, 42 CFR, Part 2 and Chapters 984 and 985, Florida Statutes.

D. Conflict Resolution

Should a conflict arise between two or more agencies regarding this agreement, the parties in conflict shall follow their respective agency's established protocol for notifying appropriate personnel for resolution of the issue.

E. Re-negotiation or Modification

Changes to this agreement shall only be valid when they have been reduced to writing and mutually agreed upon by all affected parties.

IN WITNESS THEREOF, the parties hereto have caused this ten page agreement to be executed by their undersigned officials as duly authorized.

BAKER COUNTY
Signed by: _____

Date: _____

CLAY COUNTY
Signed by: _____

Date: _____

CITY OF ORANGE PARK
Signed by: _____

Date: _____

CITY OF GREEN COVE SPRINGS
Signed by: _____

Date: _____

CITY OF JACKSONVILLE
Signed by: _____

Date: _____

OFFICE OF THE STATE ATTORNEY
Signed by: _____

Date: _____

OFFICE OF THE CLERK
Signed by: _____

Date: _____

CITY OF ATLANTIC BEACH
Signed by: _____

Date: _____

CITY OF JACKSONVILLE BEACH
Signed by: _____

Date: _____

CITY OF NEPTUNE BEACH
Signed by: _____

Date: _____

NASSAU COUNTY

Signed by: _____

Date: _____

9/09/98
[Signature]

CITY OF FERNANDINA BEACH

Signed by: _____

Date: _____

ST. JOHNS COUNTY

Signed by: _____

Date: _____

CITY OF ST. AUGUSTINE

Signed by: _____

Date: _____

CITY OF ST AUGUSTINE BEACH

Signed by: _____

Date: _____

DEPARTMENT OF JUVENILE JUSTICE

Signed by: _____

Date: _____

ADDENDUM
 TO
 COOPERATIVE AGREEMENT BETWEEN
 THE DEPARTMENT OF JUVENILE JUSTICE
 AND
 COUNTY AND MUNICIPAL GOVERNMENTS
 IN
 District 4

Pursuant to proviso language contained within the Florida House appropriations Bill 4201, 1998 legislature, the County and Municipal Government entities whose law enforcement agencies make use of the Juvenile Assessment Center, located in Duval County, are required to indicate the amount in dollars of financial or support in kind provided to the Juvenile Assessment Center.

<u>Government Entity</u>	<u>Amount of Financial Support</u>
Baker County Commission Baker County Sheriff's Office	\$ _____
Clay County Commission Clay County Sheriff's Office	\$ _____
Orange Park City Council Orange Park Police Department	\$ _____
Green Cove Springs City Council Green Cove Springs Police Department	\$ _____
Jacksonville City Council Jacksonville Sheriff's Office	\$ _____
Office of the State Attorney	\$ _____
Office of the Clerk of the Criminal Court	\$ _____
Atlantic Beach City Council Atlantic Beach Police Department	\$ _____

Jacksonville Beach City Council
Jacksonville Beach Police Department

\$ _____

Neptune Beach City Council
Neptune Beach Police Department

\$ _____

Nassau County Council
Nassau County Sheriff's Office

\$ _____ 0

Fernandina Beach City Council
Fernandina Beach Police Department

\$ _____

St. Johns County Council
St. Johns County Sheriff's Office

\$ _____

St. Augustine City Council
St. Augustine Police Department

\$ _____

St. Augustine Beach City Council
St. Augustine Beach Police Department

\$ _____