Juvenile Civil Citation

The Juvenile Civil Citation program is managed in Circuit Two by DISC Village, Inc. The program follows the admission criteria noted in Florida Statute 985. A juvenile residing in Circuit Two that is being investigated for a misdemeanor offense that has no prior arrest history nor has received more than two previous citations would meet eligibility for the program. Civil Citations can only be issued by law enforcement officers so that is the referral source for the program. The types of charges accepted can vary based on the community and in our community the JAC Steering Committee members decided that our program would not accept misdemeanor offenses that involve domestic battery or firearms.

When a juvenile in Circuit Two receives a Civil Citation the law enforcement officer advises the youth and parent to contact the office within seven days of receiving the Citation. The law enforcement agency sends the Citation to the program. The Citation is stamped in by the supervisor and the case is assigned an MIS# by the Administrative Assistant and the data is placed into the Dept. of Juvenile Justice’s Prevention Web by the JAC Technician and in the Civil Citation Network by the Administrative Assistant or the program Case Manager. The program supervisor logs the case in and contacts the parent to set up the intake meeting. The juvenile and parent come to the office to complete the intake meeting with the program Case Manager. The program has office locations in Leon, Wakulla, Franklin and Gadsden Counties. If a youth is cited in a county without an office location the family can decide to come to the closest county office or the staff will assist in finding an alternative location such as a school or other partner agency in the area in which to hold the meeting.

At the consumer’s intake meeting the program Case Manager reviews the forms and documents pertaining to the agency and program rules and regulations as well as assigning other sanctions. The Case Manager completes the Global Appraisal of Individual Needs (GAIN-Q) assessment/screening tool with the youth and provides the parent with a questionnaire. If the consumer is being referred for a substance related offense they will submit a urinalysis screen. If the consumer is not being referred for a substance related offense but the information obtained in the assessment determines that one is needed or if the parent requests one the staff will issue a urinalysis screen. The consumer and parent are asked to complete an initial satisfaction survey on the assigned computer. Based on the Citation and the information obtained during the intake and assessment meeting the Case Manager will create an Intervention Plan with the consumer. The plan is signed by the Case Manager, consumer, parent, program supervisor and licensed professional. The plan is reviewed on 30 day intervals with the consumer until completion of the program.

The cases are staffed twice a month with the Case Managers and program supervisor. The team discusses the information obtained at the intake meeting; the results of the urinalysis screen, school records or any other information received and determine if any other referrals are needed. Referrals are made to any internal or external programs and documented in the consumer file and plan if applicable. If there are any additions to services the consumer and parent are notified.

The program staff provides case management services to the consumer as they complete their sanctions and the goals on their Intervention Plan. The consumers are offered a variety of intervention level services such as but not limited to case management, referral, group and Teen Intervene sessions.

When a consumer is nearing the completion of the program they and their parent are asked to complete an exit satisfaction survey on the computer and for our funding provider. The Case Manager will send out closure letters to the parent and the referring law enforcement agency. The Case Manager closes the file ensuring all documentation is completed and then the file is submitted to the program supervisor for review and final closure process. The case has to be closed out of the program log, the Dept. of Juvenile Justice’s Prevention Web, the Civil Citation Network and reviewed for accuracy. The file documentation is transferred from the six part folder to a closure folder and is archived in to closed records.