



Referral Reference Guide

Formal Referral – occurs when all four of the following conditions exist:

- Delinquent conduct, conduct indicating a need for supervision or violation of juvenile court order was allegedly committed;
- The juvenile probation department has jurisdiction and venue;
- Face-to-face contact occurs with the office or official designated by the department or juvenile board; and
- The alleged offense has been discussed at the time of the contact.

Paper Complaint – occurs when the department receives paperwork regarding an alleged offense without seeing the juvenile.

Paper Formalized – occurs when a referral that began as a Paper Complaint (paperwork only) is later formalized with face-to-face contact.

Interim/Permanent Transfer – occurs when a juvenile on probation or deferred has moved or intends to move from one department to another and intends to remain in that department for at least 60 days.

- Two types of supervision:
 - Interim Supervision 60 - 180 days
 - Permanent Supervision 181+ days

The receiving county should code the supervision as either interim or permanent while the sending county should close the supervision. For more information on interim/permanent supervision visit the following page:

www.tjpc.state.tx.us/publications/forms/2006/TJPCICTPacket.pdf

Parole – occurs when a juvenile is under the supervision of TYC and, though being supervised by the department, is not under the jurisdiction of the juvenile department. This is used by counties who have contracts with TYC. Once a juvenile commits an offense that the department has jurisdiction over, regardless of whether they are under TYC supervision or have a prior TYC, they must be considered a formal or paper referral.

Contract Detention – used by those counties that operate a detention facility and detain juveniles from other jurisdictions. There does not have to be juvenile jurisdiction for there to be a referral. Juveniles that are out of state runaways, juveniles that are being held at the request of TYC, CPS, INS, etc. or juveniles that are being detained until their home jurisdiction can pick them up should be coded as contract detention. Juveniles that are being held on bench warrants in your detention facility will also be coded as contract detention. "Contract" here is a loose term - it simply means that there is an agreement to hold/detain the juvenile for another jurisdiction. No money needs to be involved. Any time a department detains a juvenile that is not under the department's jurisdiction, the department will use the contract detention referral.

Contract Placement – used by those counties that operate a placement facility and place juveniles from other jurisdictions. There does not have to be juvenile jurisdiction for there to be a referral. Juveniles that are being held at the request of TYC, INS, etc. should be coded as contract placement. "Contract" here is a loose term - it simply means that there is an agreement to place the juvenile for another jurisdiction. No money needs to be involved. Any time a department places a juvenile that is not under the department's jurisdiction, the department will use the contract placement referral.

Municipal Court/Justice of the Peace – used to track referrals to municipal court for informational purposes.

Crisis Intervention – occurs when the probation department counsels a juvenile but no further action is pursued.

To be considered a Crisis Intervention referral all of the following criteria must be met:

- Juvenile is sixteen years old or younger;
- Juvenile is not currently on a caseload;
- Face-to-face contact with the juvenile occurred; and
- No alleged offense occurred.

Non-Jurisdiction - occurs when a department provides temporary courtesy services to a juvenile who is not under their jurisdiction. CPS referrals that have not committed any offense would fall into this category if they are not detained. The difference between these and crisis intervention referrals is that with crisis intervention there is a discussion/counseling about the juvenile justice system and/or at-risk behavior. Non-jurisdiction can also be used for departments that don't have detention centers but pick up a juvenile from another jurisdiction that needs to be detained. Additionally, non-jurisdiction may be used when a juvenile under the age of 10 or over 16 commits an offense and is referred to the department. The department does not have jurisdiction over these juveniles.

Interstate Compact - occurs when the receiving county receives a juvenile who is transferred under interstate compact. Because of the changes to the interim/permanent supervision a new referral type was created.

Other Administrative - used at the department's discretion to track situations not captured in the other referral types.