

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 presented as the reason for this 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.

- Three types of supervision:
 - Interim Probation 60 - 180 days
 - Permanent Probation 181+ days
 - Interim Deferred Prosecution

The receiving county should code the supervision as either interim or permanent while the sending county should close the supervision.

Parole – occurs when a juvenile is under the supervision of TJJD 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 TJJD. Once a juvenile commits an offense that the department has jurisdiction over, regardless of whether they are under TJJD supervision or have a prior TJJD commitment, they must be considered a formal or paper complaint 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 TJJD, 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 contact 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.

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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 TJJD, 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 convictions in municipal or justice of the peace courts. MJ referrals may be entered into JCMS for informational purposes only. Do not use this referral type to track referrals that are transferred to juvenile probation from a municipal or justice of the peace court.

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. Examples include:

- CPS referrals that have not committed an offense and are not detained;
- juveniles under the age of 10 or over 16 who commit an offense and are referred to your department and who are not provided Crisis Intervention services;
- Your department does not operate a detention facility but picks up a juvenile from another jurisdiction and coordinates the juvenile's detention in a third county's facility. The county with the NJ Referral may not open a detention screen for this juvenile.

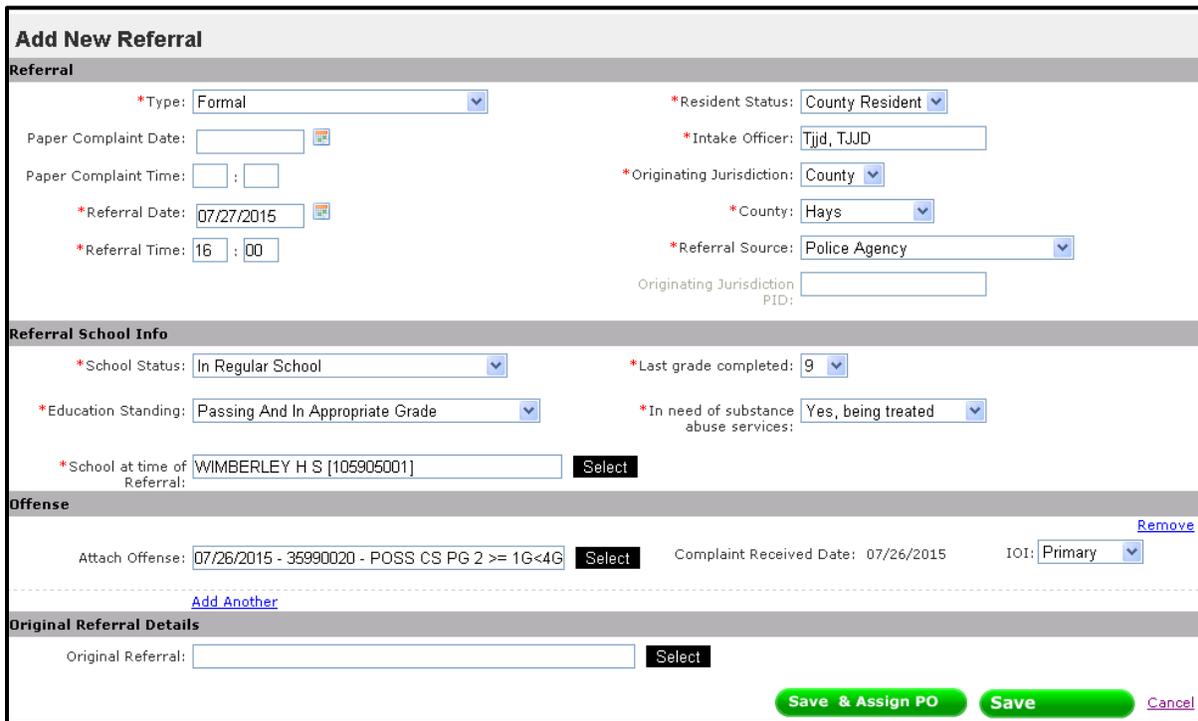
Interstate Compact - occurs when the receiving county receives a juvenile who is transferred under interstate compact.

Prevention/Intervention – used to track youth participating in department prevention and intervention programs. These youth cannot be under juvenile department jurisdiction at the time of the referral.

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

Referral Reference Guide

Formal (FM) Referral



Add New Referral

Referral

*Type: Formal
*Resident Status: County Resident
Paper Complaint Date:
*Intake Officer: Tjld, TJJD
Paper Complaint Time: :
*Originating Jurisdiction: County
*Referral Date: 07/27/2015
*County: Hays
*Referral Time: 16 : 00
*Referral Source: Police Agency
Originating Jurisdiction PID:

Referral School Info

*School Status: In Regular School
*Last grade completed: 9
*Education Standing: Passing And In Appropriate Grade
*In need of substance abuse services: Yes, being treated
*School at time of Referral: WIMBERLEY H S [105905001]

Offense

Attach Offense: 07/26/2015 - 35990020 - POSS CS PG 2 >= 1G<4G
Complaint Received Date: 07/26/2015 IOI: Primary

Original Referral Details

Original Referral:

Figure 1: JCMS Referral Screen - Formal Referral

County Resident: <- Select: COUNTY RESIDENT

Originating Jurisdiction: <- Select: COUNTY and then YOUR COUNTY

Referral Source: <- Select: Probation Department or Police Agency

Referral Reference Guide

Paper (PA) Referral

Add New Referral

Referral

*Type:

*Resident Status:

*Paper Complaint Date:

*Intake Officer:

Paper Complaint Time: :

*Originating Jurisdiction:

Referral Date:

*County:

Referral Time: :

*Referral Source:

Originating Jurisdiction PID:

Referral School Info

School Status:

Last grade completed:

Education Standing:

In need of substance abuse services:

School at time of Referral:

Offense

Attach Offense: Complaint Received Date: 07/10/2015 IOI: [Remove](#)

[Add Another](#)

Original Referral Details

Original Referral:

Figure 2: JCMS Referral Screen – Paper Complaint

County Resident: <- Select: COUNTY RESIDENT

Originating Jurisdiction: <- Select: COUNTY and then YOUR COUNTY

Referral Source: <- Select: Probation Department or Police Agency

Referral Reference Guide

Paper Formalized (PF) Referral Types

Edit Referral

Referral

*Type:

Paper Complaint Date:

Paper Complaint Time: :

*Referral Date:

*Referral Time: :

*Resident Status:

*Intake Officer:

*Originating Jurisdiction:

*County:

*Referral Source:

Originating Jurisdiction PID:

Referral School Info

*School Status:

*Last grade completed:

*Education Standing:

*In need of substance abuse services:

*School at time of Referral:

Offense

Attach Offense: [Remove](#)

Complaint Received Date: 07/10/2015 IOI:

[Add Another](#)

Original Referral Details

Original Referral:

Figure 3: JCMS Referral Screen – Paper Formalized

Note: Values should already be present based on prior entry of Paper Complaint.

County Resident: <- Select: COUNTY RESIDENT

Originating Jurisdiction: <- Select: COUNTY and then YOUR COUNTY

Referral Source: <- Select: Probation Department or Police Agency

Referral Reference Guide

Interim/Permanent (TR) Referral Type

Add New Referral

Referral

<p>*Type: <input type="text" value="Interim/Permanent Transfer"/></p> <p>Paper Complaint Date: <input type="text"/></p> <p>Paper Complaint Time: <input type="text"/> : <input type="text"/></p> <p>*Referral Date: <input type="text" value="07/26/2015"/></p> <p>*Referral Time: <input type="text" value="10"/> : <input type="text" value="00"/></p>	<p>*Resident Status: <input type="text" value="County Resident"/></p> <p>*Intake Officer: <input type="text" value="User, TJJD"/></p> <p>*Originating Jurisdiction: <input type="text" value="County"/></p> <p>*County: <input type="text" value="Smith"/></p> <p>*Referral Source: <input type="text" value="Probation Department"/></p> <p>Originating Jurisdiction PID: <input type="text"/></p>
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Referral School Info

School Status: <input type="text"/>	Last grade completed: <input type="text"/>
Education Standing: <input type="text"/>	In need of substance abuse services: <input type="text"/>
School at time of Referral: <input type="text"/>	

Offense

Attach Offense: <input type="text" value="01/09/2015 - 12990002 - AGG ROBBERY - PC 29.02"/> <input type="button" value="Select"/>	Complaint Received Date: 07/18/2015	IOI: <input type="text" value="Primary"/> <input type="button" value="Remove"/>
Add Another		

Original Referral Details

Original Referral: <input type="text"/>	<input type="button" value="Select"/>
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Figure 4: JCMS Referral Screen – Interim/Permanent Transfer

In this example, Hays County is entering the TR Referral for a juvenile who was transferred from Smith County.

County Resident: <- Select: COUNTY RESIDENT

Originating Jurisdiction: <- Select: COUNTY and then SENDING COUNTY*

Referral Source: <- Select: Probation Department

*Records are included on the Statistical Report and Activity Summary Report based on the county listed as the Originating Jurisdiction/Referral County. For interim/permanent supervisions to be included on both reports, leave the County Field blank when selecting report criteria and view the Summary Report section of the Statistical Report. For interim and permanent supervisions to be included on your department's report (not a Summary Report), enter YOUR COUNTY as the Originating Jurisdiction/County on Interim/Permanent Transfer Referrals.

Referral Reference Guide

Interstate Compact (IC) Referral Type

Add New Referral

Referral

<p>*Type: <input type="text" value="Interstate Compact"/></p> <p>Paper Complaint Date: <input type="text"/></p> <p>Paper Complaint Time: <input type="text"/> : <input type="text"/></p> <p>*Referral Date: <input type="text" value="06/15/2015"/></p> <p>*Referral Time: <input type="text" value="15"/> : <input type="text" value="00"/></p>	<p>*Resident Status: <input type="text" value="County Resident"/></p> <p>*Intake Officer: <input type="text" value="User, TJJD"/></p> <p>*Originating Jurisdiction: <input type="text" value="State"/></p> <p>*State: <input type="text" value="LA"/></p> <p>*Referral Source: <input type="text" value="Probation Department"/></p> <p>Originating Jurisdiction PID: <input type="text"/></p>
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Referral School Info

School Status: <input type="text" value="In Regular School"/>	Last grade completed: <input type="text" value="9"/>
Education Standing: <input type="text" value="Passing And In Appropriate Grade"/>	In need of substance abuse services: <input type="text" value="Suspected"/>
School at time of Referral: <input type="text"/>	

Offense

Attach Offense: <input type="text" value="09/21/2014 - 22990002 - BURGLARY OF HABITATIO"/>	Select	Complaint Received Date: 06/06/2015	IOI: <input type="text" value="Primary"/>
Remove			
Add Another			

Original Referral Details

Original Referral: <input type="text"/>	Select
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Figure 5: JCMS Referral Screen – Interstate Compact

In this example, Hays County is entering the IC Referral for a juvenile who was transferred from Louisiana.

County Resident: <- Select: COUNTY RESIDENT

Originating Jurisdiction: <- Select: STATE and then SENDING STATE*

Referral Source: <- Select: Probation Department

*Records are included on the Statistical Report and Activity Summary Report based on the county listed as the Originating Jurisdiction/Referral County. For supervision of Interstate Compact juveniles to be included on both reports, leave the County Field blank when selecting report criteria and view the Summary Report section of the Statistical Report. For supervision of Interstate Compact juveniles to be included on your department’s report (not a Summary), enter YOUR COUNTY as the Originating Jurisdiction/County on Interstate Compact Referrals.

Referral Reference Guide



Contract Detention (CD) Referral Type

Add New Referral

Referral

*Type: Contract Detention
*Resident Status: Out of County
Paper Complaint Date:
*Intake Officer: User, TJJD
Paper Complaint Time: :
*Originating Jurisdiction: County
*Referral Date: 07/30/2015
*County: Frio
*Referral Time: 15 : 30
*Referral Source: Probation Department
Originating Jurisdiction PID: 0820014753

Referral School Info

School Status: Last grade completed:
Education Standing: In need of substance abuse services:
School at time of Referral:

Offense

Attach Offense: Complaint Received Date: IOI:
[Add Another](#)

Original Referral Details

Original Referral:

Figure 6: JCMS Referral Screen – Contract Detention

In this example, Hays County is entering the CD Referral for a juvenile they are detaining for Frio County.

County Resident: <- Select: OUT OF COUNTY RESIDENT

Originating Jurisdiction: <- Select: COUNTY and then SENDING COUNTY

Referral Source: <- Select: Probation Department, TJJD or Other

Referral Reference Guide

MULTI-JURISDICTION COUNTIES ONLY - Formal (FM) Referral Type

Add New Referral

Referral

*Type:

*Resident Status:

Paper Complaint Date:

*Intake Officer:

Paper Complaint Time: :

*Originating Jurisdiction:

*Referral Date:

*County:

*Referral Time: :

*Referral Source:

Originating Jurisdiction PID:

Referral School Info

*School Status:

*Last grade completed:

*Education Standing:

*In need of substance abuse services:

*School at time of Referral:

Offense

Attach Offense: [Remove](#)

Complaint Received Date: 06/06/2015 IOI:

[Add Another](#)

Original Referral Details

Original Referral:

Figure 7: JCMS Referral Screen – Formal Referrals for Multi-Jurisdiction Counties Only

*In this example, Bee County is entering the FM Referral.
Bee County is in a multicounty jurisdiction. San Patricio County is the headquarter county.*

County Resident: <- Select: COUNTY RESIDENT

Originating Jurisdiction: <- Select: COUNTY and then HOME COUNTY (not headquarter county)

Referral Source: <- Select: Probation Department or Police Agency