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**EFFECTIVE**

October 1, 2004.

**SUBJECT**

New Juvenile Justice Manual Group

**Overview**

The Juvenile Justice Manual Group revises, renumbers and reorganizes items into several new manuals. There is a new format which simplifies policies and identifies the pertinent procedures as well as provides the legal base for each specific policy.

The manuals begin with an overview of the Juvenile Justice Program, and follow in order of assignment, opening, placement and finally release. The appropriate policy and procedure is listed for each step.

**Juvenile Justice  
Manuals**

The following manuals will be available in the Juvenile Justice manual group:

- JJ1 - Juvenile Justice Program
- JJ2 - JJS Roles & Responsibilities
- JJ3 - Offense Codes & DNA Profile Codes
- JJ4 - Youth Placement
- JJ5 - Agency Diversion & Support Services
- JJ6 - Family & Youth Services
- JJ7 - JJ Residential Placement
- JJ8 - FIA Residential Programs
- JJ9 - Appendices
- JJB - Juvenile Justice Manual Bulletin Log
- JJG - Juvenile Justice Glossary
- JJX - Juvenile Justice Index

**Location of New  
Juvenile Justice  
Manuals**

The Juvenile Justice Manual is no longer listed in the Child & Family Services manual group. Juvenile Justice will display at the Group level and the various manuals listed above at the Manual

level in the Select a Manual Group pop-up. The Office of Juvenile Justice Manual (CFJ) will be end-dated 9/30/2004.

### **Historical Policy**

To view historical policy (for hearings, legal issues, audits, etc.), you will still need to go to the Child & Family Services manual group and select Office of Juvenile Justice Manual (CFJ) along with a date prior to October, 2004.

### **Juvenile Justice Index of Manuals**

A desk aid is available in JJ9 - Appendices, Item 920, Juvenile Justice Index of Manuals. This desk aid lists the titles of each manual along with all the sections and subsections identifying what information is available in that manual. Printing a copy of the desk aid may help JJS and managers become familiar with navigating the new manual series.

### **FIA Public Manuals**

The revised manual will also be available on FIA's public website effective October 1, 2004.

### **Reference Forms & Publications (RFF) Manual**

Many exhibits were revised, and new items added, to the RFF manual as a result of this project. Links to various forms used by Juvenile Justice Staff (JJS) have been added to this new manual group. We anticipate that many of the forms that do not have form instructions at the present time will be updated at a later date.

*Reason:* Juvenile Justice Policy Simplification

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Added Items ...**

**JJ1 100  
JJ1 110  
JJ1 120  
JJ2 200  
JJ2 210  
JJ2 220  
JJ2 225  
JJ2 230  
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JJ5 500  
JJ6 600  
JJ6 640  
JJ6 650  
JJ7 700  
JJ8 800  
JJ8 810  
JJ9 900  
JJ9 910  
JJ9 920  
JJG GLOSSARY**