



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Ron DeSantis, Governor

Eric S. Hall, Secretary

January 16, 2025

Dear Statutorily Required Representative:

Florida law requires the establishment of a Juvenile Justice Circuit Advisory Board (CAB) in each judicial circuit. The CAB will work with the circuit chief probation officer to use data to inform policy and practice, which improves the juvenile justice continuum.

In addition, Florida law provides the framework for the development of each CAB to ensure the board effectively represents the respective community. The CAB cannot fully represent the community they serve unless the statutory obligations for representation have been met. Furthermore, Florida law mandates the membership of each CAB to be comprised of the following:

- State attorney, or designee
- Public defender, or designee
- Chief judge, or designee
- County sheriff(s), or designee
- Police chief(s), or designee
- Health services
- Faith community
- Business community
- Department of Children and Families
- District school superintendent(s), or designee
- County workforce organizations
- County commissioner(s), or designee
- Juvenile justice involved youth
- Parent or family of juvenile justice involved youth
- Representatives from the community

Finally, the Department, in conjunction with the Juvenile Justice Circuit Advisory Board requires that each statutory representative serve on the CAB to assist in the statutory requirements and ensure quality services for youth.

A Membership Nomination/Designee Appointment Form is enclosed to assist in the membership process. Please complete the form and submit, along with any supporting documentation, to Chief Probation Officer, Sandi Brannan, Circuit Advisory Board Chair at sandi.brannan@fldjj.gov. Please note, if you appoint a designee, the designee becomes the member of the board, with all rights associated. The Department requests that a single designee be

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The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention and treatment services that strengthen families and turn around the lives of troubled youth.

appointed to attend quarterly meetings throughout the year to allow for productive discussion at the meetings.

If you have any further questions, please contact Chief Probation Officer, Sandi Brannan, at 352-258-0901 or sandi.brannan@fldjj.gov.

Thank you for your dedication and commitment to serving the youth of Florida as a representative on your Juvenile Justice Circuit Advisory Board.

Sincerely,

Eric S. Hall, Ed.D.

Cc: Timothy Niermann, Deputy Secretary
Heather DiGiacomo, Chief of Staff
Sonny Peacock, Assistant Secretary of Probation & Community
Intervention