

**DEPARTMENT OF JUVENILE JUSTICE  
INDIVIDUALS WHO HAVE A DISABILITY POLICY STATEMENT**

The Department of Juvenile Justice, is committed to the principles of affirmative action and equal employment opportunity for individuals who have a disability. Therefore, it is the policy of the department not to discriminate on the basis of disability and to take affirmative action to employ and advance in the employment qualified individuals who have a disability at all levels within the department. The department will ensure that all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, demotion, termination, layoff, rates of pay or other forms of compensation, will be administered without regard to disability. The department will also provide qualified candidates and employees with disabilities with needed reasonable accommodations, as required by law, and will ensure that all employment decisions are based only on valid job requirements.

The department prohibits harassment of employees and candidates on the basis of disability and will conduct training to try to prevent any harassment or discrimination before it occurs. The department also prohibits retaliation or punishment against employees and applicants for filing a complaint, opposing any discriminatory act or practice, assisting or participating in any manner in a review, investigation, or hearing regarding the department's employment practices, or otherwise seeking to obtain their legal rights under any federal, state, or local law requiring equal employment opportunity for individuals who have a disability. Prohibited retaliation includes, but is not limited to harassment, intimidation, threats, coercion or other adverse actions that might dissuade someone from asserting their rights.

In furtherance of the department's policy regarding affirmative action and equal employment opportunity, the department has developed the agency's written Affirmative Action Plan (AAP) that sets forth the policies, practices and procedures that we are committed to in order to ensure our policy of nondiscrimination and affirmative action for qualified individuals who have a disability is accomplished. The department's AAP is available on the Department's Internet website.

In order to ensure equal employment opportunity and affirmative action throughout all levels of the department, the Equal Employment Opportunity (EEO) Officer will establish and maintain an internal audit and reporting system that will track and measure the effectiveness of the department's AAP and show where additional action is needed to meet the agency's objectives.

An employee or candidate who believes she or he has been subjected to harassment or retaliation has the right to file a complaint. Complaints may be filed with the department's Equal Employment Opportunity (EEO) Officer at 2737 Centerview Drive, Tallahassee, Florida 32399; phone number (850) 717-2654. Complaints may also be filed with the Florida Commission on Human Relations or the U. S. Equal Employment Opportunity Commission.

  
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Simone Marstiller  
Secretary

  
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Aldrin T. Sanders  
EEO/AA Officer