



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Christina K. Daly

Date: 3/13/2017

Subject: Policy Development and Review

Section: FDJJ 1000

Originating Office: Program Accountability

Authority: Chapter 20.05, Florida Statutes
Chapter 985.644(2), Florida Statutes
Rule 63F-8, Florida Administrative Code

Related References: N/A

Purpose: This policy outlines the formal review and approval process for all new, revised, or repealed policies in an effort to achieve consistency and ensure all policies are understandable.

Offices Affected by the Policy: All offices within the Department.

POLICY STATEMENT

- The Department will formally review and approve all new, revised, or repealed policies.
- Legal Counsel shall be involved in all policy development, revision, and repeal in order to ensure consistency and compliance with all applicable statutes and administrative code.
- Final policy approval is the responsibility of the Executive Leadership Team Member who owns the policy, with signature approval residing with the Secretary.
- Employees are required to review of all policies and should be familiar with all associated procedures as they affect their work performance.
- Program Policy Workgroups will be established to coordinate development and revision of policies, as appropriate. Workgroups shall be established for the following program areas: Health Services, Detention Services, Residential Services, Probation and Community Intervention, Prevention and Victim Services, and Administration (to include Executive Direction offices).
- Both pending and final approved policies will be posted on the Department Internet.

PROCEDURES/MANUAL

Access procedures for this policy are located at the Department's Policies and Procedures internet page.