



# FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary** /s/, Simone Marsteller

**Date:** 11/14/2019

**Subject:** Recruitment and Selection

**Section:** FDJJ - 1003

**Originating Office:** Administrative Services

**Authority:** Chapter 110, Chapter 295, and Sections 775.16, 112.011, and 119.07 Florida Statutes (F.S.),  
Chapter 60L-33, Florida Administrative Code (F.A.C.)  
The Americans with Disabilities Act of 1990 (ADA)  
Title VII of the Civil Rights Act of 1964 (Title VII)  
Immigration Reform and Control Act (IRCA)  
Age Discrimination in Employment Act (ADEA)  
Chapter 760, Part I, F.S. (Florida Civil Rights Act of 1992 [FCRA])  
The Genetic Information Nondiscrimination Act (GINA) of 2008

**Related References:** General Records Schedule for State and Local Agencies, State of Florida,  
Secretary of State GS1-SL  
Records and Information Management Policy and Procedures, FDJJ 1316 and  
1316P  
DMS Program Guidelines  
DJJ Employee Handbook  
FDJJ – 1205.70 Social Media Usage  
FDJJ – 1919 Prison Rape Elimination Act (PREA)  
E-Verify  
EEO/Affirmative Action Plan  
FDJJ – 1003.06 Nepotism-Employment of Relatives  
FDJJ – 4.07 Employment Drug Testing Program

**Purpose:** This policy establishes the Department of Juvenile Justice’s uniform recruitment and selection process in accordance with applicable federal laws, state statutes, and administrative rules.

**Offices Affected by the Policy:** All offices within the Department of Juvenile Justice.

## **POLICY STATEMENT:**

- The Department assures each candidate and employee equal employment opportunity and will be treated without regard to age, race, color, sex, religion, national origin, political opinions or

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affiliations, marital status, or disability, except when a specific sex, age, or physical requirement constitutes a bona-fide occupational qualification necessary to perform the essential functions of the position.

- The Department shall make every reasonable effort to ensure all employees, applicants, and members of the general public are provided reasonable accommodations and equal access in accordance with the rules of the Americans with Disabilities Act and other related federal and state laws.
- The Department will conduct Verification of Employment Status (E-Verify) on all new hires.
- The Department does not hire, promote, or contract with anyone who, in accordance with the Prison Rape Elimination Act (PREA) (s.115.17), has ever engaged in sexual abuse, assault, misconduct, or harassment in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution.
- This policy applies to all Department of Juvenile Justice (DJJ) employees involved in the recruitment and selection of candidates for all established positions in the Career Service, Selected Exempt Service, Senior Management Service, and those employees paid from other personal services funds - Other Personal Services (OPS).
- Recruitment shall be planned and carried out in a manner that assures open competition based upon current and projected employing agency needs, taking into consideration the number and types of positions to be filled and the labor market conditions, with special emphasis placed on recruiting efforts to attract minorities, women, or other groups underrepresented in the workforce of the agency.
- Managers/Supervisors should be familiar with the agency affirmative action plan and will ensure positions are announced in such a way as to attract targeted groups.
- Selection shall reflect efficiency and simplicity in hiring procedures. Managers/Supervisors shall be required to document the qualifications of the selected candidate to ensure the candidate meets the minimum requirements as specified by the agency, meets the licensure, certification, or registration requirements, if any, as specified by statute, and possesses the requisite knowledge, skills, and abilities for the position.
- Pursuant to Chapter 295, Florida Statutes, eligible veterans and spouses of veterans will receive preference in employment for those positions in the Career Service System.
- Employee security drug screening and background checks, which includes fingerprinting, are required as a condition of employment for all persons selected for positions in the Department.

### **PROCEDURES/MANUALS:**

Access procedures for this policy on the Department's policy webpage.