



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

Title: Department of Juvenile Justice Continuity of Operations Plans - Procedures

Related Policy: FDJJ – 1050

I. DEFINITIONS

Continuity of Operations – Internal organization efforts to ensure a viable capacity to continue mission essential functions across a wide range of potential emergencies through plans and procedures that delineate essential functions; specify succession to office and the emergency delegation of authority; provide for the safekeeping of vital records and databases; identify alternate operating facilities; provide for interoperable communications; and validate the capability through tests, training, and exercises.

Continuity of Operations Plan (COOP) – A plan that provides for the continuity of mission essential functions of an organization in the event an emergency prevents occupancy of its primary office building or location.

Contract Provider – An entity contractually providing juvenile services to the Department.

Department of Juvenile Justice – The Department, which carries out the legislative intent covered in Chapters 984 and 985, Florida Statutes.

Division of Emergency Management – A division within the Executive Office of the Governor having oversight of the development of a statewide Comprehensive Emergency Management Plan (CEMP).

Emergency Operations Coordinator – The Department staff person identified to coordinate the Department's response to an emergency event and review COOP plans for the Department.

Executive Leadership Team – The Executive Leadership Team (ELT) consists of the Secretary, Deputy Secretary, Chief of Staff, Inspector General, General Counsel, Chief Medical Director, Assistant Secretary for Administration, Assistant Secretary for Detention Services, Assistant Secretary for Probation and Community Intervention, Assistant Secretary for Residential Services, and the Assistant Secretary for Prevention and Victim Services. Each member of the Executive Leadership Team oversees a program area or office within the Department.

Headquarter Continuity of Operations Plan Workgroup – Employees who are responsible for developing Continuity of Operations Plan policy and training for the Department. This workgroup consists of members appointed by the ELT.

Mission Essential Functions – Mission essential functions are those functions that enable the Department to provide vital services, exercise authority, maintain community, youth, and staff safety.

Monitoring and Quality Improvement System – A comprehensive quality improvement system to ensure each program provides quality service delivery.

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Point of Contact – The person at each work location responsible for the development of the Continuity of Operations Plan.

Program Director/Superintendent – The person responsible for the overall operation of a designated Department program or center. This includes Department programs operated by contract providers.

Regional Director/Chief Probation Officer – The person responsible for the supervision of programs or offices assigned geographically under their span of control.

II. STANDARDS/PROCEDURES

A. Department Continuity of Operations Plans Development and Implementation:

1. The Executive Leadership Team (ELT) shall ensure plans developed by those under their supervision will be developed according to Department guidelines.
2. ELT members shall ensure plans developed by those under their supervision are maintained at a high-level of readiness.
3. ELT members shall ensure plans developed by those under their supervision are capable of implementation both with and without warning.
4. ELT members shall ensure plans developed by those under their supervision will be operational within twelve hours after activation.
5. ELT members shall ensure plans developed by those under their supervision are able to sustain operations for at least 30 days.
6. ELT members shall ensure plans developed by those under their supervision take maximum advantage of existing state, federal, and local government infrastructures.
7. ELT members shall ensure plans developed by those under their supervision provide for a time-phased implementation of partial or full execution of the plans to mitigate the effects of the emergency and shorten the crisis response time.
8. ELT members shall ensure plans developed by those under their supervision ensure the continuous performance of the Department's critical functions/operations during an emergency.
9. ELT members shall ensure plans developed by those under their supervision ensure the protection of critical facilities, equipment, records, and other assets.
10. ELT members shall ensure plans developed by those under their supervision shall reduce or mitigate disruptions to operations.
11. ELT members shall ensure plans developed by those under their supervision shall identify and designate principals and support staff to be relocated.

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12. ELT members shall ensure plans developed by those under their supervision facilitate decision-making for execution of the plans and the subsequent conduct of operations.
13. The Emergency Operations Coordinator shall prepare a plan specifically addressing operations in an emergency requiring a full or partial relocation of the Headquarter offices.
14. The Emergency Operations Coordinator shall annually review and update the Headquarter's plan.
15. The Emergency Operations Coordinator shall schedule and conduct periodic tests, training, and exercises in coordination with the Department's regional offices relating to the viability and execution of the Department's Continuity of Operations Plans.
16. The Emergency Operations Coordinator shall ensure each Department program area, region, center, and office has a Continuity of Operations Plan that is integrated into the Department of Juvenile Justice's Continuity of Operations Plan continuum.
17. Assistant Secretaries, Offices of the Secretary, and the Chief of Staff shall ensure the development of Continuity of Operations Plans for their respective program areas or offices.
18. The plans shall be modeled on the Headquarter's plan and meet the Division of Emergency Management requirements.
19. Assistant Secretaries, Offices of the Secretary, and the Chief of Staff shall appoint a point of contact for the Continuity of Operations Plan Workgroup.
20. Assistant Secretaries, Offices of the Secretary, and the Chief of Staff shall ensure plans developed by their program area or office and those under their supervision be reviewed at least annually and documented.
21. Assistant Secretaries, Offices of the Secretary, and the Chief of Staff shall ensure the plans be reviewed by the Emergency Operations Coordinator on an annual basis and documented at each center and office by the highest management level.
22. Regional Directors shall ensure the development of Continuity of Operations Plans for their respective program area or offices covering all entities and services under their direction and control. This includes both those in the public and private sectors.
23. Regional Directors shall ensure the plans are modeled on the Headquarter's plan.
24. Regional Directors shall document their review of plans developed by staff under their supervision on an annual basis.
25. Regional Directors shall approve, in writing, all Continuity of Operations Plans covering all entities under their direction and control.

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26. Chief Probation Officers and Department Chiefs shall be responsible for all aspects and entities, both public and private, under their purview for the Continuity of Operations Plans developed in their program area.
27. Chief Probation Officers and Department Chiefs shall ensure the plans are modeled on the Headquarter's plan.
28. Chief Probation Officers and Department Chiefs shall review and approve all Continuity of Operations Plans submitted to the Regional Directors for review to the Emergency Operations Coordinator.
29. Chief Probation Officers and Department Chiefs shall document their annual review of the plans required for all areas under their supervision.
30. Superintendents and Program Directors shall ensure all Continuity of Operations Plans, written by both state and contract provider programs, which are to be submitted to the Emergency Operations Coordinator for approval, meet or contain the following:
 - a. Shall ensure the plan is modeled on the Headquarter's plan.
 - b. Shall ensure the plan includes the name of the program and proper signatures.
 - c. Shall ensure the plan clearly indicates it is a Department of Juvenile Justice Continuity of Operations Plan.
 - d. Shall ensure the plan will be reviewed at least annually and is so documented.
 - e. The plan shall meet required Department deadlines.
 - f. The plan shall meet the Bureau of Monitoring Quality and Improvement requirements.

III. RESPONSIBILITY AND DUTIES

A. The Secretary of the Department of Juvenile Justice

1. Shall ensure compliance with all applicable laws, regulations, policies and procedures related to the development and implementation of Department Continuity of Operations Plans.
2. Shall ensure compliance with the Department's policies and procedures relating to its Continuity of Operations Plans as they adhere to and promote the Department's mission.
3. Shall ensure the Department's Continuity of Operations Plans, policies and procedures shall be made accessible in written form and via the intranet if warranted.
4. Shall ensure the Department is prepared to respond to emergencies, alleviate the impact, and recover from them.
5. Shall ensure the Department is prepared to provide critical services in an environment that has threatened, diminished, or incapacitated Department services.

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6. Shall ensure the Department establishes and enacts time-phased implementation procedures to activate various components of the Department to provide sufficient operational capabilities specific to the event or threat.

B. Emergency Operations Coordinator

1. Shall develop a Headquarter's plan and update annually.
2. Shall ensure there is an integrated Department plan subject to training, testing, and evaluation.
3. Shall ensure the Headquarter's plan meets the Division of Emergency Management requirements.

C. Assistant Secretaries, Offices of the Secretary, and Chief of Staff

1. Shall ensure the development of a COOP for each entity under their supervision.
2. Shall ensure each plan meets Department and the Division of Emergency Management requirements.

D. Regional Directors

1. Shall approve and ensure the development of a COOP for each entity under their supervision.
2. Shall ensure each plan meets Department and the Division of Emergency Management requirements.

E. Chief Probation Officers and Department Chiefs

1. Shall ensure the development of a COOP for each entity under their supervision.
2. Shall ensure each plan meets Department and the Division of Emergency Management requirements.

F. Superintendents and Program Directors

1. Shall develop a COOP for each program or office under his or her supervision.
2. Shall ensure each plan meets Department and the Division of Emergency Management requirements.