



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Christina K. Daly

Date: 5/31/2016

Subject: Telecommunications

Section: FDJJ – 1309

Originating Office: Administrative Services

Authority: Section 282.102, Florida Statutes (DMS-SUNCOM Network)
Section 282.103, Florida Statutes (Requirements to use SUNCOM Network)
Chapter 60FF, Florida Administrative Code

Related References: FDJJ Policy 1407.3 (Documentation of Financial Transactions)
Department of State - General Records Schedule 1 for State and Local
Government Agencies
Department of Financial Services - Reference Guide for State Expenditures

Purpose: Establishes roles and responsibilities of staff in the securing and usage of telecommunications equipment and reconciliation and payment of related monthly invoices within the Department of Juvenile Justice (DJJ).

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

POLICY STATEMENT:

- The Department of Juvenile Justice shall provide a centralized Telecommunications Office within the Bureau of General Services, Support Services Section.
- The Bureau of General Services, Support Services Section shall be responsive to the needs of the programs and facilities supported by the Department by providing technical assistance, a reference for centralized reporting and coordination and advice on all communications matters.
- Department staff using the State of Florida SUNCOM communication network and/or assigned a wireless device such as a cell phone, Blackberry or are responsible for the receipt, inspection and approval of services purchased on behalf of or by the Department. Personal usage of SUNCOM or wireless devices above an established threshold shall require staff to reimburse the Department and State for that usage.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.