Subject: Property Insurance

Section: FDJJ – 1320

Originating Office: Administrative Services

Authority: Chapters 284, Florida Statutes

Related References: Department of Financial Services State Risk Management Trust Fund Certificate of Property Coverage Department of Juvenile Justice Property and Insurance Manual

Purpose: It is the policy of the Department of Juvenile Justice (DJJ) to preserve and protect the assets of the state through a comprehensive risk management program. The Department will manage these risks by utilizing appropriate coverage and risk management tools to reduce uncertainty and safeguard state property.

Offices Affected by the Policy: All program areas and providers within the Department of Juvenile Justice shall be affected by this policy.

POLICY STATEMENT:

- All Department of Juvenile Justice owned buildings and property with a value of $500 or more shall be insured.
- The state insurance is an actual cash value policy that covers fire, lightning, explosion, windstorm or hail, smoke, aircraft or vehicles, riot or civil commotion, sinkhole collapse, and flood.
- The deductible for the state insurance is $2,500.00 per occurrence with the exception of floods.
- Insurance coverage shall be requested by completing the Department of Financial Services (DFS) Coverage Request form and providing photos of the building.
Covered peril damages are to be submitted to the Property Management Office on the DFS Notice of Property Loss form and/or the DFS Lightning Statement form along with any other supporting documentation within 90 days of the loss as required by the Department of Financial Services.

PROCEDURES/MANUALS:

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