



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Simone Marsteller

Date: 03/04/2020

Subject: Residential Program Closure

Section: FDJJ – 8330

Originating Office: Residential Services

Authority:

Related References: FDJJ 2000, Contract Management and Program Monitoring and Quality Improvement

Purpose: This policy establishes guidelines for residential operations staff to comply with during the closure of a state-owned residential commitment program.

Offices Affected by the Policy: The offices of Residential Services, Program Accountability, Facility Services, Support Services, Health Services, Education, Probation, Detention, and DJJ contracted service providers.

POLICY STATEMENT:

- The Contract Manager will send the official notification of program closure/contract termination to the Contract Provider.
- The Regional Director will notify all relevant staff within DJJ of the upcoming program closure.
- The Contract Provider will notify their staff and the youth of facility closure.
- The Contract Provider will ensure the safety and security of youth during the closure of the residential commitment program.
- The Chief of Classification and Placement/Commitment Chief will work with the program case management office to transfer or release youth in conjunction with program case management and Probation.
- Facility Services, in conjunction with the General Services Liaison, will conduct a detailed facility assessment to determine what the Department needs to repair and what the contract provider will need to repair.
- General Services Liaison, in conjunction with the contract provider, will conduct a final inventory, surplus and dispose of equipment, transfer equipment, and work with the contract provider to replace equipment as required by their contract.
- The Contract Provider will prepare youth files to be transferred to new program or appropriate probation office, archive, or process for destruction.

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- The Contract Provider will be responsible for the youth's transportation to the new program or detention center.
- The Contract Provider will pack and ship the youth's personal belongings to their home address.
- Residential Services Headquarters will work with the appropriate utility company to transfer all utilities over to the Department.
- General Services Liaison will conduct a monthly inspection of the vacant facility and grounds, using the vacant building checklist.

PROCEDURES/MANUALS:

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