



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Christina K. Daly

Date: 7/13/2016

Subject: Forms Management

Section: FDJJ – 1001

Originating Office: Program Accountability

Authority: Section 20.316(1)(c)6, Florida Statutes

Related References: Section 120.55(1)(a)4, Florida Statutes

Purpose: This policy outlines the development, approval, and usage of all new or revised forms used by the Department of Juvenile Justice in an effort to achieve a systematic approach to the development and standardization of forms. It does not address forms developed for the Juvenile Justice Information System.

Offices Affected by the Policy: All offices within the Department of Juvenile Justice (DJJ) and applicable service providers.

POLICY STATEMENT:

- In order to provide a systematic approach to the development and standardization of forms, the Department of Juvenile Justice shall have an electronic forms library containing all forms used to transact Department business. Forms will be upgraded to Adobe Portable Document Format (PDF) or utilize other approved electronic forms of technology.
- The Department shall formally review and approve all new or revised forms.
- Legal Counsel shall be involved in all form development in order to ensure consistency and compliance with all applicable statutes and administrative code.
- Pursuant to section 120.55(1)(a)4, F.S., forms meeting the definition of “rule” under chapter 120, and which are incorporated into an administrative rule, shall include the number of the rule in which the form is incorporated.
- Final form approval shall be the responsibility of the Executive Leadership Team (ELT) member(s) owning a particular form. The ELT member or designee shall be responsible for the annual review of forms to ensure they are current and up-to-date as appropriate

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- Forms Development Workgroups shall be established to coordinate development and review of forms. Workgroups shall be established for the following program areas: Health Services, Detention Services, Residential Services, Probation and Community Intervention, Prevention and Victim Services, and Administration (to include Executive Direction offices).
- Approved forms shall be posted on the Department Internet in the Forms Library with email notification provided to employees and applicable service providers.

PROCEDURES/MANUALS:

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