



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Christina K. Daly

Date: 8/9/17

Subject: Nepotism – Employment of Relatives

Section: FDJJ – 1003.06

Originating Office: Administrative Services

Authority: Section 112.3135, Florida Statutes

Related References: Section 110.105, Florida Statutes

Purpose: This policy is issued to provide a process for the Department of Juvenile Justice to avoid all potential, actual, or apparent conflicts of interest, which may result from the employment of relatives within the Department.

Offices Affected by the Policy: All offices and employees within the Florida Department of Juvenile Justice.

POLICY STATEMENT:

- The Department of Juvenile Justice (DJJ) shall avoid all potential, actual or apparent conflicts of interest regarding the employment of relatives within the Department.
- All employees of DJJ shall be subject to this policy. Employees who become relatives during the course of employment with DJJ, shall be subject to this policy.
- Employees shall immediately advise their supervisor when a relative is hired within the same organizational unit where they are employed.
- Any functional operational component which is separately defined by unit title and recognized as such, or is designated as such by the Assistant Secretary, Deputy Secretary, or Chief of Staff is an organizational unit.
- A public official shall not appoint, employ, promote or advance, or advocate for such personnel action, any individual who is his/her relative, in or to positions in the DJJ over which the official exercises jurisdiction or control.
- Supervisors shall provide an employee with at least two weeks written notice of any personnel action when there is a conflict of interest, violation of law or policy.

PROCEDURES/MANUALS:

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