



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Christina K. Daly

Date: 7/17/2018

Subject: Identification Cards

Section: FDJJ - 1300

Originating Office: Administrative Services

Authority: N/A

Related References: Section 215.962, Florida Statutes
Section 817.568, Florida Statutes
Section 843.085, Florida Statutes
FDJJ 1003.17 Department of Juvenile Justice Volunteer Services Program

Purpose: This policy establishes procedures for Department of Juvenile Justice employees obtaining and replacing identification cards.

Offices Affected by the Policy: All offices within the Department.

POLICY STATEMENT:

- The Department of Juvenile Justice shall issue photo identification cards to all full-time, part-time, other personnel services (OPS) employees, volunteers, mentors, and interns within the Department.
- All Department staff shall be responsible for ensuring their identification card is displayed when conducting official business.
- All Department staff shall be responsible for safeguarding their identification card and utilizing it for official business only.
- All Department staff shall immediately report, in writing, to their supervisor if their identification card is lost, stolen, or damaged.
- All Department staff shall surrender their identification card to their immediate supervisor upon separation from the Department.

PROCEDURES/MANUALS:

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