



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Christina K. Daly

Date: 8/9/2017

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.

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- 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.