



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Christina K. Daly

Date: 6/15/2018

Subject: Membership Dues

Section: FDJJ - 1407.04

Originating Office: Administrative Services

Authority: Chapter 216.345, Florida Statutes

Related References: Chapter 3A-40, Florida Administrative Code

Purpose: This policy establishes criteria for obtaining membership in professional or other organizations. The Department may maintain memberships in professional and other organizations necessary for the benefit of the agency.

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

POLICY STATEMENT:

- The Department may use state funds to pay dues for membership in professional or other organizations only when such membership is essential to the statutory duties and responsibilities of the Department.
- The purchase of such membership must be in the name of the Department of Juvenile Justice. Individual memberships will only be permitted upon certification that the organization does not accept institutional memberships and such membership is essential to the statutory duties and responsibilities of the Department.
- The Secretary of the Department of Juvenile Justice or designee must approve all requests for membership in advance.
- The organization must certify availability for public inspection and must certify that state funds will not be used for any type of lobbying.

ATTACHMENTS:

Attachment 1 – Request for Advanced Payment of Membership Dues in Professional or Other Organizations. (Located on the Department's internet page in the [Forms Library](#).)

Attachment 2 – Vendor's Certification of Availability of Records for Public Inspection and that State Funds will not be used for Lobbying. (Located on the Department's internet page in the [Forms Library](#).)