



# FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary** /s/, Wansley Walters

**Date:** 2/24/14

**Subject:** Interagency Agreements, Memoranda of Understanding

**Section:** FDJJ - 2040

**Originating Office:** Program Accountability

**Authority:** See Attachment 1, *Statutory References for Interagency Agreements* for a complete listing.

**Related References:** FDJJ - 2010, Letters of Support

**Purpose:** Establishes a mechanism within the Department whereby all interagency agreements and memoranda of understanding are properly developed, reviewed, signed off and stored. This policy will provide a location where all such active documents are stored electronically in one accessible place.

**Offices Affected by the Policy:** All offices within the Department of Juvenile Justice (DJJ)

## **POLICY STATEMENT:**

- Final sign off of any interagency agreement or memorandum of understanding shall remain with the following entities based upon the scope of the agreement or memorandum and the commitment of resources within the Department:
  1. **Level 1: Retained by the Deputy Secretary**
    - a. All agreements that require financial commitment or resource allocation.
    - b. All agreements with a statewide focus, in which the other signatures are those of Secretary or Deputy Secretary (or equivalent rank) of other agencies.
    - c. All agreements concerned with interagency client data sharing through automated client information systems.
  2. **Level 2: Delegated to Assistant Secretaries**
    - a. All interagency agreements authorized under F.S. 985.145(1)(j) allowing local state's attorneys to develop guidelines for which cases will not require a recommendation from DJJ as to judicial handling.
    - b. Multi agency grant applications where DJJ is a sub-grantee or specific partner and the geographic area proposed is state wide or of multiple sites within the state.

**FLORIDA DEPARTMENT OF JUVENILE JUSTICE**

**SUBJECT:** Interagency Agreements, Memoranda of Understanding

**SECTION:** FDJJ - 2040

3. **Level 3: Delegated to Regional Directors with Review and Approval by Headquarters Subject Matter Office and Office of the General Counsel**
  - a. All interagency agreements developed to manage local Juvenile Assessment Centers
  - b. All interagency agreements developed with an impact on Regional Detention Centers.
  - c. All cooperative agreements developed pursuant to section 1003.52(13), Florida Statutes (F.S.), with school districts (in which a juvenile justice program is located) on delivery of educational services to juvenile justice involved youth in a self-contained educational program. (One agreement covers PACE Centers for Girls, Associated Marine Institutes, regional juvenile detention centers and residential commitment programs. To improve the efficiency of compliance, Chief Probation Officers are authorized to sign these agreements once reviewed and approved by all local juvenile justice education program, juvenile justice and provider administrative stakeholders and review by the Office of Education Services & Department of Juvenile Justice General Counsel.)
  - d. All interagency agreements in which DJJ is a member of a community consortium seeking funding from an outside funding source when the site proposed is within the region only.
  - e. All interagency agreements in which DJJ is a member of a community consortium who have been awarded funding from an outside funding source when the site proposed is within the region only.
4. **Level 4: Delegated to Regional Directors**
  - a. Interagency agreements that govern any aspect of procedures or protocol (such as transportation or screening) between DJJ and local law enforcement agencies.
  - b. All agreements concerned with interagency client data sharing that will not involve modifications to current agency automated systems of any kind, and are permitted by and consistent with law.
  - c. All interagency agreements with local work force boards.
  - d. Interagency agreements to access those electronic juvenile records specified in the Clerk's Court Records, which are confidential under Florida Law.
  - e. All interagency agreements that implement policies and practices that are required in approved statewide model agreement developed to be used as a template for local communities.
5. **Level 5: Delegated to Regional Directors but may be Delegate to the Chief Probation Officer or Other Local DJJ Managers**
  - a. Local interagency agreements that are executed in support of the statewide interagency agreement and consistent with the goals and standards of the statewide agreement.
  - b. Letters of support for grants and other external funding sources that do not require DJJ funds. (This delegation does not include letters of support for any competitive bid purposes. Headquarters legal and program staff must review competitive bid situations.)
  - c. All agreements with local school systems that do not require DJJ funds.
  - d. All agreements that increase access to services (for example drug court, civil citation, neighborhood accountability boards etc.) for youth and families with no cost to the Department.

**FLORIDA DEPARTMENT OF JUVENILE JUSTICE**

**SUBJECT:** Interagency Agreements, Memoranda of Understanding

**SECTION:** FDJJ - 2040

- Any Level 1 interagency agreement or memoranda of understanding that requires financial commitment must be processed through the Department's Contract Tracking System (CTS) and must conform to all state, federal, and Department contractual requirements. Bureau Chief of Contracts, General Counsel, and Budget Office approvals of these Level 1 agreements or memoranda shall be obtained via the CTS.
- All interagency agreements or memoranda of understanding shall have legal review prior to final sign off and execution.
- Upon execution an electronic copy (PDF format) of each interagency agreement or memorandum of understanding shall be e-mailed to the Policy Development Coordinator for posting on Department's Internet Website. The original shall be on file with the originating DJJ entity.
- All interagency agreements and memoranda of understanding shall specify a start date, formal review schedule and termination date. Any such interagency agreement or memorandum of understanding may be continued upon review and agreement of the parties.

**PROCEDURES/MANUALS:** N/A

- Statutory References for Interagency Agreements, Attachment 1