



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Frank Peterman, Jr.

Date: 12/15/09

Subject: Solicitation and Distribution of Literature

Section: FDJJ – 1003.19

Originating Office: Administrative Services

Authority: Section 110.201(1), Florida Statutes, 60H-6 Florida Administrative Code, Use of State Buildings, 60L-34 Florida Administrative Code, Attendance and Leave
60L-39 Florida Administrative Code, Solicitations and Distribution of Literature
American Federation of State, County and Municipal Employees Master Contract
Florida Nurses Association Agreement

Related References: N/A

Purpose: To establish limitations on the solicitation and distribution of literature at all Department of Juvenile Justice state-owned or leased buildings or grounds.

Offices Affected by the Policy: All offices within the Department of Juvenile Justice

POLICY STATEMENT:

- The Department of Juvenile Justice (DJJ) shall permit the solicitation and distribution of literature by employees during nonworking hours, even in work areas, as long as such solicitation does not involve other employees who are working.
- Employees shall be permitted to distribute literature or materials during nonworking hours in nonwork areas.
- Executive Leadership Team (ELT) members and Regional Directors or their designees may authorize nonemployees to solicit only in nonwork areas during nonworking hours, provided such solicitation does not interfere with the regularly intended use of these areas.
- Exceptions shall include charitable solicitations made during the approved Florida State Employee's Charitable Campaign (FSECC) or as a result of a state-sponsored program.

PROCEDURES/MANUALS:

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