



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

Title: Vending Machines on DJJ Owned Property - Procedures

Related Policy: FDJJ - 1325

I. DEFINITIONS

Department Owned Property - Is defined as buildings or land owned by the State for carrying out the functions assigned to DJJ under Chapters 984 and 985, Florida Statutes. The definition includes facilities leased, subleased or made available to a private provider, but does not include facilities owned by a provider but operated under contract with the Department.

Relative - An individual related to a DJJ officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the officer or employee, or who otherwise holds himself or herself out as or is generally known as the person who the officer or employee, intends to marry or with whom the public officer or employee intends to form a household, or any other natural person having the same legal residence as the officer or employee.

Vending Services - The ownership and delivery of machines dispensing food or beverages, and the servicing, maintenance and provisioning of such machines.

II. STANDARDS/PROCEDURES

A. Vending Machine Contracts:

1. No DJJ staff other than the HQ Purchasing or Contracts Office shall contract for vending services. No DJJ staff contracting for vending services in Department owned facilities shall contract for such services with any business entity in which he or she, or his or her spouse or child owns any interest.
2. No DJJ staff contracting for vending services in DJJ owned facilities shall hold any outside employment or contract with an entity that provides vending services for the Department.
3. No DJJ staff contracting for vending services in DJJ owned facilities shall contract for such services with any business entity in which his or her relative is an officer, partner, director, or proprietor.
4. Except for contracts with the Division of Blind Services or its licensee, contracts to provide vending services must provide for at least a contingent share of revenue to the Department, however computed. However, if in the estimation of the HQ Purchasing or Contracts Office, it appears that vending operations will generate insufficient sales, and operators are thus unwilling

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to agree to pay even a nominal contingent share, a contract may provide for no revenue to the Department.

B. Revenues From the Operation of Vending Machines:

1. Revenue accrued from vending contracts shall be deposited in the Department's Juvenile Welfare Trust Fund.
2. Under no circumstances will revenue be used for the private benefit of an employee or relative of an employee.

III. RESPONSIBILITY AND DUTIES

A. Responsibilities of Assistant Secretaries:

1. Assistant Secretaries shall ensure that this policy is disseminated to their Regional Directors or equivalent administrative personnel.
2. Assistant Secretaries shall ensure that their property custodians have cooperated with the Division of Blind Services, Department of Education, and the HQ Purchasing or Contracts Office in their periodic survey of suitable locations for vending facilities.

B. Responsibilities of Regional Directors:

1. Regional Directors shall ensure that this policy is disseminated to facility superintendents within their Region, or other employees responsible for monitoring vending services.
2. Regional Directors shall ensure that vending operations conducted within Department owned facilities are in compliance with this policy.

C. Responsibilities of Facility Superintendents or Equivalents:

1. Responsible for identifying all vending machine locations within DJJ owned facilities.
2. Responsible for ensuring all locations secure vending contracts in accordance with Chapter 287.057 Florida Statutes. The HQ Purchasing or Contracts Office shall serve as the entity within the Department of Juvenile Justice that is responsible for the procurement and administration of contractual services.
3. Responsible for reviewing all contracts for vending services at identified locations, and ensuring that the arrangement is in compliance with this policy.

IV. ATTACHMENTS N/A