



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Simone Marsteller

Subject: Discrimination in Service Delivery – Methods of Administration

Section: FDJJ – 1070

Originating Office: Administrative Services

Authority: Sections 985.01(1) and 985.02(1), Florida Statutes

Related References: Rule 63E-7.006, F.A.C. [Revised to be 63E-7.102]
Rule 63G-2.021 and .022, F.A.C.
Section 601 Title VI of the Civil Rights Act of 1964
Section 504 of the Rehabilitation Act of 1973
Section 901 of Title IX of the Education Amendments of 1972
Section 303 of the Age Discrimination Act of 1975
Section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968
Section 1407(e) of the Victims of Crime Act of 1984
Grant condition in Office of Violence Against Women (OVW) awards, as required by section 40002(b)(13) of the Violence Against Women Act of 1994
Americans with Disabilities Act of 1990 (ADA), as amended (Title I and II)
Americans with Disabilities Amendment Act of 2008 (ADAA)
Florida Civil Rights Act of 1992
Chapter 760, Florida Statutes
FDJJ-1003, Recruitment and Selection
FDJJ-1002.05, Performance Management
FDJJ-1003.22, Sexual Harassment and Unlawful Discrimination
FDJJ-1060, Americans with Disabilities Act

Purpose: This policy establishes the procedures the Department of Juvenile Justice and its Contract Providers shall use to respond to complaints of discrimination for clients, customers, program participants, or consumers.

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Offices Affected by the Policy: All offices and programs within the Department of Juvenile Justice and its Contract Providers.

POLICY STATEMENT:

- The Department of Juvenile Justice (DJJ) is committed to maintaining an environment that is free of any form of discrimination. All individuals have the right to participate in programs and activities operated by the department and its contract provider regardless of race, color, national origin, sex, religion, disability, age, and, sexual orientation or gender identity. Adverse actions, unequal treatment, or the creation of a hostile environment by DJJ employees or its Contract Provider employees is strictly prohibited.
- Complaints of discrimination shall be reported to the Department of Juvenile Justice Equal Employment Opportunity Officer within one (1) working day of receipt. Complaints can be emailed to HREEEOfficer@djj.state.fl.us.
- Complainant or their designated representative have the right to file complaints externally with:
 - U.S. Department of Justice, Office for Civil Rights (OCR)
Office of Justice Programs
U.S. Department of Justice
810 Seventh Street N.W.
Washington, DC 20531
Web Address: <https://www.ojp.gov/program/civil-rights/filing-civil-rights-complaint>
 - or,*
Executive Director
Florida Commission on Human Relations (FCHR)
2009 Apalachee Parkway, Suite 200
Tallahassee, Florida 32301-4857
Phone: (850) 488-7082; Fax (850) 488-5291
Web address: <https://fchr.myflorida.com/file-a-complaint-page>
 - or,*
U.S. Equal Employment Opportunity Commission (when the complainant is an employee)
131 M Street, NE
Washington, DC 20507
Phone: (202) 663-4900; (202) 663-4494 (TTY)
Web address: <https://www.eeoc.gov/filing-charge-discrimination>
- The Department and its Contract Providers, as well as subrecipients of federal funding shall ensure compliance with applicable federal and state civil rights laws.
- Contracts, grants, and/or financial assistance agreements negotiated, renewed, or modified after the effective date of this policy, must include appropriate language equivalent to the assurance of compliance.
- State contracts or subcontracts covered by Presidential Executive Order 11246 must include, if applicable, the equal opportunity clause and assurance of non-segregated facilities, as well as

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provision for the development of a written affirmative action compliance program for each establishment as required by 41 CFR 60-1.40.

- All complaints of discrimination shall be documented and processed in accordance with applicable procedures.

PROCEDURES/MANUALS:

Procedures for this policy are accessible on the Department's policy internet page.

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