

Procedures and Operations 63J-1.001-.004

63J-1.001 Direct Support Organization Functions and Bylaws.

- (1) The Direct Support Organization (DSO) of the department shall adopt bylaws.
- (2) Bylaw provisions shall include, but are not limited to, the following:
 - (a) Description of the DSO, including name and purpose;
 - (b) Structure and organization;
 - (c) Prohibited activities;
 - (d) Board of directors, officers and committees;
 - (e) Meetings and quorum;
 - (f) Staff assistance;
 - (g) Fiscal procedure; and
 - (h) Amendment of bylaws.

Specific Authority 985.672(4)(c), 985.64 FS. Law Implemented 985.672 FS. History–New 5-17-07.

63J-1.002 Use of Department Property.

The DSO is authorized to use department property, facilities and personal services as determined by the Secretary. Such use shall be authorized when the use benefits the department or the juvenile system and to the extent consistent with the department's mission of ensuring public safety and preserving the confidentiality of youth identifying information.

Specific Authority 985.672(4)(c), 985.64 FS. Law Implemented 985.672 FS. History–New 5-17-07.

63J-1.003 Disposition of Funds.

The DSO's board of directors shall provide for the receipt, deposit and withdrawal of all funds consistent with the following provisions:

- (1) Depository withdrawals shall be on numerically controlled checks signed by two (2) persons authorized by the board.
- (2) All funds received from all sources shall be deposited intact in a designated depository as soon as practicable and a record shall be kept to identify the payer, the amount, and the purpose. Funds received from federal sources shall be accounted for separately, but may be deposited in a bank account with other corporate funds except when the terms of such receipt require a separate depository account.

Specific Authority 985.672(4)(c), 985.64 FS. Law Implemented 985.672 FS. History–New 5-17-07.

63J-1.004 Budget.

The DSO shall submit its annual budget to the Secretary or the Secretary's designee for review no later than May 1 of each year.

Specific Authority 985.672(4)(c), 985.64 FS. Law Implemented 985.672 FS. History–New 5-17-07.