


<p align="center">Florida Fish and Wildlife Conservation Commission</p> <p align="center"><b>Internal Management Policies and Procedures (IMPP)</b></p>		
	<p>TITLE</p> <p><b>ADMINISTRATIVE POLICIES AND PROCEDURES</b></p>	<p>IMPP</p> <p>1.1</p>
		<p>EFFECTIVE DATE</p> <p>03/26/2025</p>
	<p>APPLICABILITY</p> <p>All Employees</p>	<p>RESCINDS/AMENDS</p> <p>11/04/2021</p>
<p>REFERENCES:</p> <p>AUTHORITY: EXECUTIVE DIRECTOR</p>		
<p>IMPP OWNER: OFFICE OF EXECUTIVE DIRECTOR</p>		

## POLICY

The Florida Fish and Wildlife Conservation Commission (FWC) Executive Director is responsible for establishing Internal Management Policies and Procedures (IMPPs) and Interim Policy Memorandum (IPMs) for the effective management and administration of the FWC, in accordance with Florida law, rules, and regulations as well as with the actions and decisions of the FWC. The Executive Director or designee is the final approving authority for all IMPPs and IPMs as set forth in this IMPP. The Executive Director has delegated the responsibility of preparing, distributing and maintaining all IMPPs and IPMs to the Chief Operating Officer (COO). The Executive Director delegates authority to division/office directors to implement additional policies and procedures necessary and related to the operation of their program areas. The division/office director is the approving authority for division/office internal policies and procedures. Policies and procedures that are applicable cross-division/office must be implemented in the form of an IMPP. IMPPs supersede division/office internal policies and procedures.

It is the responsibility of every FWC employee, including Other Personal Services (OPS) employees and contract staff, to be familiar with and abide by assigned FWC IMPPs, IPMs, or other important internal communication. Supervisors have the responsibility to ensure new and updated IMPPs, IPMs, or other important internal communication, are provided to employees who do not have regular access to an agency issued computer. Volunteers and interns are responsible to be familiar with and abide by assigned FWC IMPPs, IPMs or other important internal communication.

Every IMPP and IPM will have a designated owner. The designated owner is required to review their respective IMPP/IPM once a year to ensure they are current and applicable. FWC IMPPs shall be kept current by monitoring Florida law, rules, and regulations, and implementing appropriate changes as necessary. If changes are necessary, the IMPP owner will contact the COO, who will coordinate the review of needed changes by Divisions/Offices to assure continued relevance.

IMPPs, IPMs, and other important internal communication will be published and distributed electronically, via FWC's Policy Management System. All IMPPs and IPMs will also be located on the [IMPP website](#) or may be made accessible to FWC employees by other means, including but not limited to, direct email or hardcopy issuance. Pursuant to section 119.0725(2), Florida Statutes, specified Office of Information Technology (OIT) IMPPs contain exempt and confidential information related to Information Technology (IT) and shall not be published on the IMPP website.

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  - 1.1.2 Interim Policy Memorandum (IPM)
  - 1.1.3 Distribution

### **1.1.1 ORIGATION AND APPROVAL OF POLICIES AND PROCEDURES**

Except as provided below, new IMPPs or revisions to current IMPPs may originate with any FWC employee (Originator).

A suggested new IMPP should be sent through the appropriate Business Leadership Team (BLT) member. Suggested IMPP revisions should be sent through the IMPP owner for review and approval prior to being submitted, as instructed below.

To submit a new or revised IMPP:

1. The Originator will contact the IMPP Coordinator via the [IMPP website](#) with the suggested revision(s) or draft of the new IMPP. The IMPP Coordinator will submit the new or revised IMPP to the COO.
  - a. Contents shall follow the format used in this IMPP (1.1) and shall be submitted electronically via a Word document using the Track Changes feature.
  - b. Originator shall provide a summary of revisions to an existing IMPP or a justification for the need to create a new IMPP.
2. The COO shall determine if the new or revised IMPP is appropriate and necessary, based upon feedback from BLT. Following the COO review, the IMPP Coordinator shall submit the new or revised IMPP to BLT for consideration.
3. Should BLT make revisions or modifications, the revisions/modifications shall be submitted back to the IMPP Owner via the IMPP Coordinator. Once final revisions are complete, BLT may require additional review. Should BLT make the determination that the new or revised IMPP requires additional review by internal or external entities (i.e., General Counsel's Office, Department of Financial Services, Department of Management Services), the IMPP shall be submitted back to the IMPP Owner through the IMPP Coordinator. BLT may or may not require additional review, prior to final review and approval.
4. Once BLT provides approval, the IMPP Coordinator shall submit the draft document to the Senior Leadership Team (SLT) for a courtesy review. Pending feedback from SLT, another BLT review may be needed.

5. If no additional BLT review is needed, the IMPP Coordinator shall coordinate submission of the final document to the Executive Director or designee for signature.
  - a. If requested, the IMPP Owner or appropriate SLT member will schedule a meeting with Office of Executive Director Leadership to discuss the details of the BLT approved IMPP prior to Executive Director or designee signature.
6. Origination and approval of [IMPP 1.8 Office of the Inspector General](#)
  - a. Suggested new IMPPs or revisions to current IMPPs may originate with any employee within the Office of the Inspector General. These new or revised IMPPs shall be approved by the Inspector General.
  - b. Upon approval by the Inspector General, the new or revised IMPPs shall be sent to the Executive Director or designee for review and approval.
7. Upon signature by the Executive Director or designee, the original, signed IMPP shall be sent to the IMPP Coordinator.
8. The IMPP Coordinator shall prepare the approved IMPP for issuance and dissemination through FWC's Commission's Policy Management System.

### 1.1.2 INTERIM POLICY MEMORANDUM

An Interim Policy Memorandum (IPM) shall serve as an interim policy prior to execution of a new or revised IMPP.

Each FWC IPM shall have the following elements.

1. On a current version of FWC letterhead, a header stating **Florida Fish and Wildlife Conservation Commission – Interim Policy Memorandum** and the IPM number in the following format: IPM xxxx-xx, with the first four digits identifying the calendar year and the second two digits identifying the sequential number of the IPM. The IMPP Coordinator will provide what sequential number should be used. For example, IPM 2021-01 identifies the IPM as the first one issued in calendar year 2021.
2. A **DATE:** line. Unless otherwise specified, IPMs become effective on the date of issuance and posted within the FWC's Policy Management System.
3. A **TO:** line. Shall be addressed to All FWC Staff
4. A **FROM:** line. An IPM is usually issued by the Executive Director but may be signed and/or issued by the Executive Director's designee.
5. A **SUBJECT:** line. This clearly identifies what the IPM is addressing the body of the IPM. Any interim changes to an existing IMPP shall be identified and discussed in the body of IMPP.
6. A fully executed IPM will be reviewed by the owner and the corresponding IMPP updated within a reasonable timeframe.

### 1.1.3 DISTRIBUTION

The IMPP Coordinator shall distribute new or revised IMPPs and IPMs via FWC's Policy Management System and [IMPP website](#), as needed, throughout the year.

1. FWC staff who are assigned a user account within Active Directory (AD) will be provided with access to the FWC's Policy Management System to acknowledge receipt of a new or revised IMPP, IPM, or other important internal communication.
2. IMPPs, IPMs, or trainings will be transmitted electronically via the FWC's Policy Management System or will be made accessible to FWC employees by other means, including but not limited to, direct email, posting to the IMPP website, or hardcopy issuance.
3. Current FWC staff have 30 days from the date a new or revised IMPP, IPM, or other important internal communication is provided to them to acknowledge receipt and their responsibility to be familiar with and abide by the IMPP, IPM, or other important internal communication. Said acknowledgement shall be made through the FWC's Policy Management System. In situations where a staff member does not have an FWC Network Account this acknowledgement shall be made in writing to their supervisor who will ensure it is added to the staff member's personnel file with the Office of Human Resources.
4. New hires of FWC have 45 days from their hire date to acknowledge receipt of and their responsibility to be familiar with and abide by all the FWC IMPPs, IPMs, or other important internal communications. Said acknowledgement shall be made through the FWC's Policy Management System or in writing to their supervisor. In situations where a staff member does not have an FWC Network Account this acknowledgement shall be made in writing to their supervisor who will ensure it is added to the staff member's personnel file with the Office of Human Resources.
5. FWC staff shall complete items assigned within the Policy Management System in a timely manner as defined above. After 60 days, users who do not complete assigned items, shall be subject to disciplinary action in accordance with IMPP 6.1.6(48), Failure to Follow Oral or Written Instructions or as applicable, General Order 27, unless the Director of Human Resources or their designee grants an exception due to extenuating circumstances (e.g., FMLA, Workers Compensation, FSWP, Military Leave, Educational Leave, approved Leave without Pay). Failure to complete the Office of Information Technology (OIT) yearly security awareness training within the prescribed timeframe will result in loss of access to FWC technology. Access will be restored at the time of disciplinary action being administered and upon completion of the training in the presence of a supervisor.

6. The IMPP Coordinator shall maintain an archive of rescinded and amended IMPPs or IPMs. For reference purposes, this archive shall contain the version of IMPPs immediately preceding the version currently in effect. Older versions may be disposed of in accordance with established records management retention schedules.

## FORMS

FORM NUMBER	FORM TITLE
None	None
None	None

Approved: Roger A. Young Date: 3/26/2025  
Roger A. Young, Executive Director or Designee

History: Est.: 01/14/2002; Revised: 09/11/2008, 02/15/2013, 07/12/2016, 06/23/17, 11/04/2021, 03/26/2025