


Florida Fish and Wildlife Conservation Commission Internal Management Policies and Procedures (IMPP)		
	TITLE Administrative Policies and Procedures	IMPP 1.1
		EFFECTIVE DATE 11/04/2021
	APPLICABILITY All Employees	RESCINDS/AMENDS 6/23/2017
REFERENCES: AUTHORITY: EXECUTIVE DIRECTOR		
IMPP OWNER: OFFICE OF EXECUTIVE DIRECTION		

POLICY

The Florida Fish and Wildlife Conservation Commission (FWC) Executive Director is responsible for establishing Internal Management Policies and Procedures (IMPPs) for the effective management and administration of the FWC in accordance with the actions and decisions of the FWC. The Executive Director or designee is the final approving authority for all IMPPs as set forth in this IMPP. The Executive Director has delegated to the Chief Operating Officer (COO) the responsibility for preparing, distributing, and maintaining all IMPPs.

It is the supervisor’s responsibility to ensure new and updated IMPPs are provided to employees who do not have regular access to an agency issued computer. It is the responsibility of every FWC employee, including Other Personnel Services (OPS) employees to be familiar with and abide by the FWC IMPPs.

Every IMPP will have a designated owner. The IMPP owner is required to review their IMPP(s) 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.

The FWC will publish and distribute IMPPs electronically, via the FWC’s Policy Management System. All IMPPs 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.

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1.1.1 PURPOSE

IMPPs are implemented to provide staff with the policies and procedures they are required to follow as FWC employees.

1.1.2 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).

The suggested new IMPP shall be sent through the appropriate Business Leadership Team (BLT) member. IMPP revisions shall 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. 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 criteria established by the BLT. Following 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 and/or 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 coordinate submission of the final document to the Executive Director or designee for signature.
 - a. The appropriate Senior Leadership Team (SLT) member will schedule a meeting with the Assistant Executive Director to discuss the details of the BLT approved IMPP prior to Executive Director or designee signature.
5. 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.

6. Upon signature by the Executive Director or designee, the original, signed IMPP shall be sent to the IMPP Coordinator.
7. The IMPP Coordinator shall prepare the approved IMPP for issuance and dissemination through FWC's Commission's Policy Management System.

1.1.3 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. 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. 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
6. The body of the IPM. Any interim changes to an existing IMPP shall be identified and discussed in the body of IMPP.

1.1.4 DISTRIBUTION

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

1. FWC staff assigned a user account 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. FWC staff shall 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 or in writing to their supervisor.
3. All new hires of the FWC shall 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.
4. IMPPs or IPMs will be transmitted electronically via the FWC's Policy Management System or may be made accessible to FWC employees by other means, including but not limited to, direct email, posting to the [IMPP website](#), or hardcopy issuance.

5. 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: _____
Eric Sutton, Executive Director or Designee

Date: _____

History: Est.: 01/14/2002; Revised: 09/11/2008; 2/15/2013; 07/12/2016; 06/23/2017; 11/04/2021