


Florida Fish and Wildlife Conservation Commission
Internal Management Policies and Procedures (IMPP)

	TITLE	IMPP
	Authority, Responsibility and Function of Regional, Division and Office Directors, and Staff	1.12
		EFFECTIVE DATE
		02/24/2017
	APPLICABILITY	RESCINDS/AMENDS
	All Employees	02/10/2014

REFERENCES:

AUTHORITY: EXECUTIVE DIRECTOR

POLICY

There are many Commission programs jointly administered by Commission personnel in different organizational units. Therefore, to establish authority, place responsibility and eliminate duplication of effort, Commission staff will adhere to the following policies and procedures.

In addition to Division and Office (D/O) staff, there shall be two inter-divisional staff established within the Commission: the Regional Staff and the Commission Staff.

This policy also establishes the requirement for a point of contact for each facility that houses FWC employees.

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1.12.1 DEFINITIONS

- A. Regional Staff** - The Regional Staff is composed of division and office representatives, as outlined in Section 1.12.3.C, who shall keep the regional, division, office and institute directors informed of matters within the regions. The Regional Staff shall meet at such times and places as approved by the regional directors.
- B. Commission Staff** - The Commission Staff shall be composed of regional, division and office directors and other personnel as may be designated by the Executive Director. It shall meet at such times and for such purposes as required by the Executive Director. The Commission Staff shall meet in conjunction with Commission meetings for the purpose of providing a cross-sectional source of advice and expertise to, and a depository of directives from, the Commission.

1.12.2 RESPONSIBILITY AND AUTHORITY OF REGIONAL DIRECTORS

- A. The Regional Director is an extension of the Office of the Executive Director in the field and as such shall monitor field programs and operations; determine if operational activities are consistent with agency goals, objectives and policies and D/O objectives as defined in the Long Range Program Plan; and ensure that employees follow Commission Policy.
- B. Provide status reports and recommendations to the Office of the Executive Director and D/O directors on field programs and activities.
- C. Monitor and report progress and public acceptance of programs and activities to the Office of the Executive Director.
- D. Periodically review and evaluate current rules and proposed changes to agency regulations. Serve on agency rule review committee. Solicit, evaluate and report on public input from agency constituents. Develop proposed rule changes as needed. Maintain a regional public input list to be used to solicit public comment on agency issues.
- E. Periodically visit tax collectors, appropriate court officials, government representatives, conservation organizations, and landowner representatives and interact with these groups on items of mutual interest, e.g. public waters, publication distribution, license and permit problems, public use of state and private lands, Wildlife Alert, agency philosophies, management area regulations, contracts, marine interests, etc.
- F. Represent the Office of the Executive Director in meetings with regional staff and other public and private individuals.
- G. Represent the Executive Director in legislative affairs and serves as the authorized point of contact with legislators at the regional level. Work in support of the legislative affairs office and in concert with other authorized representatives of the agency. Assist state, federal, and local officials with constituent requests for information and assistance.
- H. Attend Commission and Commission Staff meetings.
- I. Review and comment on proposed policy revisions.
- J. Conduct briefing sessions on operational matters with D/O representatives, as needed.
- K. Coordinate and conduct public meetings in concert with D/O staff, when appropriate.
- L. Serve as a liaison with Commissioners.
- M. Provide oversight to ensure that employees are providing good customer service.
- N. In the event of a situation which constitutes an emergency within the region, the regional director, at the direction of the Executive Director, shall assume absolute authority until the end of such an emergency or until otherwise instructed by the Office of the Executive Director. Chapter 14 and 252, Florida Statutes, shall take precedence over this policy in emergencies or disasters where the Governor has exclusive authority over all state law enforcement resources. Chapter 23, Florida Statutes, shall take precedence over this policy in those situations where the Executive Director of the Florida Department of Law Enforcement (FDLE), acting under the Governor, may command all state law enforcement resources to support all law enforcement agencies.

- O. Provide advice and recommendations on performance evaluations for regional staff to the appropriate D/O supervisor relating to their duties and responsibilities as regional representatives.
- P. Responsible for administering office operation and personnel programs of the regional office to include but not limited to the following:
 1. Responsible for maintaining the regional office and office equipment, including fixed capital outlay and operational capital outlay requests when needed.
 2. Obtaining and preparing contracts for janitorial, lawn and other equipment services; evaluate and keep maintenance programs on telephone system, building, equipment, postage, keys, security badges, etc.
 3. Responsible for clearing account; accountable for funds received; responsible for maintaining documentation to provide audit trails for all monies received.
 4. Responsible for compliance with various property inventories, inspections, state energy program, safety programs (building and vehicles) and conduct the required inspections and submit the appropriate required reports.
 5. Maintain state purchasing contracts and provide purchasing guidelines and information.
 6. Supervise and coordinate answering of telephones in the regional office.
 7. Providing information to regional personnel regarding leave, insurance and other personnel matters except as otherwise provided by D/O.
 8. Ensuring new employees sign all employment documents.

1.12.3 RESPONSIBILITY AND AUTHORITY OF DIVISION OR OFFICE (D/O) DIRECTORS

- A. The D/O director shall administer and be responsible for all programs of the division, office or institute, including multi-region or special projects. The director shall plan, present and direct programs and projects for the division and shall keep the affected regional directors informed of such activities.
- B. The D/O director shall be responsible for initiating and recommending actions in matters concerned with employment, discipline and dismissal of employees within the division or office. See IMPP 6.1 for information on delegations and processes for disciplinary action.
- C. The D/O director shall recommend to the Office of the Executive Director an employee from each of the regions who, as part of the regular duties, shall act as a member of the Regional Staff, and said Regional Staff member shall represent the D/O at the regional level.
- D. The D/O director shall keep the regional staff informed of the division/office/institute activity within said region, whether local or statewide in nature. It shall be a primary duty of the regional staff to keep their respective D/O director and the regional director informed about division/office/institute matters within the region.

- E. When the method of execution of a D/O matter within a region may be unknown or in doubt, the authority of the D/O director shall prevail until such time as the Executive Director may otherwise determine.
- F. D/O directors shall ensure that the designated rater for their respective regional staff member seeks advice and input from the appropriate regional director to discuss performance prior to regional staff being rated.

1.12.4 FACILITY POINT OF CONTACT

- A. Each field office shall have a Facility Point of Contact who shall be assigned by the appropriate Division or Office Director. Where such facilities include employees from more than one entity, the appropriate directors shall jointly designate a Facility Point of Contact after consulting with the appropriate Regional Director.
- B. Issues affecting the office which require local attention shall be referred to the Facility Point of Contact.
- C. Office functions to be performed shall be discussed with the Facility Point of Contact by the appropriate director(s).

FORMS

FORM NUMBER	FORM TITLE
None	None
None	None

Approved: **Eric Sutton**
 Nick Wiley, Executive Director or Designee

Date: **02/24/2017**

History: Est: 02/10/2014; Rev. 02/24/2017