



**Florida Fish and Wildlife Conservation Commission
Interim Policy Memorandum
IPM 2023-01**

**Florida Fish
and Wildlife
Conservation
Commission**

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*Managing fish and wildlife
resources for their long-term
well-being and the benefit
of people.*

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To: All FWC Staff
From: Roger A. Young, Executive Director
Date: September 20, 2023
Subject: Distribution of Internal Management Policies and Procedures

This Interim Policy Memorandum (IPM) establishes the process regarding the distribution of new or revised Internal Management Policies and Procedures (IMPP), IPMs, and trainings 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 will be provided with access to FWC's Policy Management System to acknowledge receipt of a new or revised IMPP, IPM, training 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, training or other important internal communication is provided to them to acknowledge receipt and accept their responsibility to be familiar with and abide by the IMPP, IPM, training or other important internal communication. Said acknowledgement shall be made through 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 accept their responsibility to be familiar with and abide by all the FWC IMPPs, IPMs, trainings or other important internal communications. Said acknowledgement shall be made through 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.
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 and appropriate records disposition documentation.

This policy shall remain in effect until modified or rescinded.

Roger A. Young

Date: 09/20/2023

Roger A. Young, Executive Director or Designee