I. POLICY:

To balance the Department’s mission with its available resources, each facility/office shall develop goals and objectives that are measurable and clearly stated in outcome-based language. Further, each facility/office shall develop procedures that are directly related to goal attainment. Progress toward achieving identified goals shall be monitored regularly and services shall be periodically analyzed to determine their contribution to the mission of the facility/office. The development of any major problems and the plans for resolving the problems shall be reported to Central Office through the chain of command.

II. DEFINITIONS:

Operational Plan: Goals developed for individual facilities based on identified needs and issues as supported by facility generated data.

III. GENERAL PROCEDURES:

A. On an annual basis, each facility/program/office Director will develop a facility operational plan, establish procedures related to the goals, and translate the goals into prioritized, specific, time-limited and measurable objectives for accomplishment by the staff. The established goals, procedures, and objectives will include input from staff at all levels and will be made available to staff, volunteers, and the public. The established goals, procedures, and objectives will be submitted through the chain of command to the Regional Administrator and respective Deputy Commissioner of Secure Facilities.

B. On a quarterly basis, each facility Director will provide updates to the facility Regional Administrator regarding progress achieved toward the previously
identified objectives in addition to major incidents, population data, assessment of staff, and juvenile moral, major problems, and corrective action plans. The facility Regional Administrators will submit the quarterly reports to Central Office through the chain of command.

C. The Division of Community Services annual planning will be conducted at the direction of the Deputy Commissioner of Community Services. Community Services Offices will conduct operational audits in accordance with DJJ 20.1, Community Quality Assurance Monitoring.

D. Each respective Division of Secure Facilities will conduct an annual planning meeting at the discretion of the respective Deputy Commissioner. The annual planning meeting will facilitate communication, review of policies and ensure conformity with administrative, legal, and budgetary requirements.

E. The facility Director will have monthly meetings with all department/unit heads. Department/unit heads will conduct monthly meetings with their key staff members or assigned staff members.

F. The facility/program-office Director shall conduct annual evaluations of space and other requirements with regard to goals, population, programs, and security considerations through inspections and reviews, unless an additional review is needed.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES