



DEPARTMENT OF MANAGEMENT  
**SERVICES**

RICK SCOTT  
Governor

JOHN P. MILES  
Secretary

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4050 Esplanade Way | Tallahassee, Florida 32399-0950 | Tel: 850.488.2786 | Fax: 850.922.6149

## LEGISLATIVE BUDGET REQUEST

Department of Management Services

Tallahassee

September 15, 2011

Jerry L. McDaniel, Director  
Office of Policy and Budget  
Executive Office of the Governor  
1701 Capitol  
Tallahassee, Florida 32399-0001

JoAnn Leznoff, Staff Director  
House Appropriations Committee  
221 Capitol  
Tallahassee, Florida 32399-1300

Terry Rhodes, Staff Director  
Senate Budget Committee  
201 Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Management Services is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2012-13 Fiscal Year.

Also, additional budget issues noted below would help us manage our programs more successfully and provide better services to our customers. However, with funding limitations and understanding the need to balance the budget, we are just disclosing these issues.

- General Revenue to fund MyFlorida.com Portal \$302,830

The 2011 General Appropriations Act shifted \$302,830 in costs for maintenance of the State web site, known as MyFlorida.com, from General Revenue into the Communications Working Capital Trust Fund (CWCTF). Because MyFlorida.com is not a telecommunications service, and the Division of Telecommunications (DivTel) has no means to equitably invoice beneficiaries for use of the site, SUNCOM customers are now compelled to subsidize it through payment for telecommunications services.

The Communications Working Capital Trust Fund (CWCTF) is the operating fund through which SUNCOM telecommunications service and administrative costs are paid. It would appear that adding \$302,830 in costs on expenditures of \$117 million annually would be inconsequential. But, \$108.5 million of the payments from the CWCTF are to vendors for telecommunications services. Payments are not at DMS' discretion, since they are passed-through from SUNCOM customers.

The cost of MyFlorida.com effectively adds to SUNCOM administrative costs of \$8.8 million annually which otherwise fund design, procurement, and maintenance of telecommunications services and the state network. Because SUNCOM is self-funded, administrative costs are derived from mark-ups to the prices SUNCOM customers pay. Supporting MyFlorida.com equates to approximately three per cent of DivTel's mark-up which will have substantive long term impact on SUNCOM's margins and competitiveness. The department requests that costs support the MyFlorida.com portal be shifted back to General Revenue.

- General Revenue to reimburse the Supervision Trust Fund \$500,000

Funds were used from the Supervision Trust Fund interest earnings to enter into a contract to provide legal advice and representation required to defend the agency in case number 2011-CA-1584, George Williams, et al. vs. Rick Scott, et al. for the challenge made to the constitutionality of provisions in Chapter 2011-68, Laws of Florida, that mandate the deduction of three percent of the gross compensation of active participants in the Florida Retirement System and provisions that reduce the cost-of-living adjustment for those retiring after July 1, 2011. The department requests these funds be restored to the Supervision Trust Fund.

Sincerely,



John P. Miles  
Secretary



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**DEPARTMENT LEVEL**

**EXHIBITS  
AND  
SCHEDULES**

| Non- Strategic IT Service: <b>Network Service</b>   |  |   |                              |                                |   |
|---|--|---|------------------------------|--------------------------------|---|
| Dept/Agency: <b>DEPARTMENT OF MANAGEMENT SERVICES</b>   |  | # of Assets & Resources Apportioned to this IT Service in FY 2012- 13 |                              |                                |   |
| Prepared by: <b>Joe Wright/Brenda Jackson</b>   |  |   |                              |                                |   |
| Phone: <b>413- 9169 / 410- 0803</b>   |  |   |                              |                                |   |
| Service Provisioning - - Assets & Resources (Cost Elements)                                       |  | Footnote Number   | Number used for this service | Number w/ costs in FY 2012- 13 | Estimated FY 2012- 13 Allocation of Recurring Base Budget (based on Column G64 minus G65) |
| <b>A. Personnel</b>   |  |   | 1.00                         |                                | \$86,406  |
| A-1.1   | State FTE  | 1   | 1.00                         |                                | \$86,406  |
| A-2.1   | OPS FTE  |   | 0.00                         |                                | \$0   |
| A-3.1   | Contractor Positions (Staff Augmentation)  |   | 0.00                         |                                | \$0   |
| <b>B. Hardware</b>  |  |   |                              |                                | \$82,091  |
| B-1   | Servers  | 2   | 8                            | 0                              | \$0   |
| B-2   | Server Maintenance & Support   | 2   | 6                            | 6                              | \$14,041  |
| B-3   | Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)  | 2   | 18                           | 18                             | \$16,471  |
| B-4   | Online Storage for file and print (indicate GB of storage)   |   | 0                            |                                | \$0   |
| B-5   | Archive Storage for file and print (indicate GB of storage)  |   | 0                            |                                | \$0   |
| B-6   | Other Hardware Assets (Please specify in Footnote Section below)   |   |                              |                                | \$51,580  |
| <b>C. Software</b>  |  |   |                              |                                | \$21,693  |
| <b>D. External Service Provider(s)</b>  |  |   |                              |                                | \$823,997   |
| D-1   | MyFloridaNet   | 3   |                              |                                | \$570,775   |
| D-2   | Other (Please specify in Footnote Section below)   | 4   |                              |                                | \$253,222   |
| <b>E. Other (Please describe in Footnotes Section below)</b>                                      |  |   |                              |                                | \$0   |
| <b>F. Total for IT Service</b>  |  |   |                              |                                | <b>\$1,014,187</b>  |
| <b>G. Please identify the number of users of the Network Service</b>                              |  |   |                              |                                | <b>715</b>  |
| <b>H. How many locations currently host IT assets and resources used to provide LAN services?</b> |  |   |                              |                                | <b>2</b>  |
| <b>I. How many locations currently use WAN services?</b>  |  |   |                              |                                | <b>36</b>   |
| <b>J.</b>   | <b>Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>  |   |                              |                                |   |
| 1   | This represents Microsoft network OS administration for all but division of Retirement. Assistance is provide from SSRC since we host there.                           |   |                              |                                |   |
| 2   | These are related to the division of Retirement, since the current contract calls for Deloitte to manage their network.  |   |                              |                                |   |
| 3   | The SSRC manages all aspects of the LAN for SSRC connections and for all divisions except for division of Retirement. They also manage all aspects of WAN utilization. |   |                              |                                |   |
| 4   | This is primarily the cost for Deloitte managing network OS and LAN infrastructure for division of Retirement.   |   |                              |                                |   |
| 5   |  |   |                              |                                |   |
| 6   |  |   |                              |                                |   |
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Non- Strategic IT  
Service:

# E- Mail, Messaging, and Calendaring Service

Agency: **DEPARTMENT OF MANAGEMENT SERVICES**

Prepared by: **Joe Wright/Brenda Jackson**

Phone: **413- 9169 / 410- 0803**

# of Assets &  
Resources  
Apportioned to this  
IT Service in FY  
2012- 13

| Service Provisioning - - Assets & Resources (Cost Elements)  |   | Footnote<br>Number | Number<br>used for<br>this<br>service | Number<br>w/ costs<br>in FY<br>2012- 13 | Estimated FY 2012- 13<br>Allocation of Recurring<br>Base Budget<br>(based on Column G64<br>minus G65) |
|--|---|--------------------|---------------------------------------|---|---|
| <b>A. Personnel</b>  |   |                    | 0.00                                  |   | \$0   |
| A-1  | State FTE   |                    | 0.00                                  |   | \$0   |
| A-2  | OPS FTE   |                    | 0.00                                  |   | \$0   |
| A-3  | Contractor Positions (Staff Augmentation)                                 |                    | 0.00                                  |   | \$0   |
| <b>B. Hardware</b>   |   |                    |                                       |   | \$0   |
| B-1  | Servers   |                    | 0                                     | 0                                       | \$0   |
| B-2  | Server Maintenance & Support  |                    | 0                                     | 0                                       | \$0   |
| B-3  | Wireless Communication Devices (e.g., Blackberries, I-phones, PDAs, etc.) |                    | 0                                     | 0                                       | \$0   |
| B-4  | Online Storage (indicate GB of storage)                                   |                    | 0                                     |   | \$0   |
| B-5  | Archive Storage (indicate GB of storage)                                  |                    | 0                                     |   | \$0   |
| B-6  | Other Hardware Assets (Please specify in Footnote Section below)          |                    |                                       |   | \$0   |
| <b>C. Software</b>   |   |                    |                                       |   | \$0   |
| <b>D. External Service Provider(s)</b>   |   |                    |                                       |   | \$91,002  |
| D-1  | Southwood Shared Resource Center  | 1                  |                                       |   | \$91,002  |
| D-2  | Northwood Shared Resource Center  |                    |                                       |   | \$0   |
| D-3  | Northwest Regional Data Center  |                    |                                       |   | \$0   |
| D-4  | Other Data Center External Service Provider (specify in Footnotes below)  |                    |                                       |   | \$0   |
| <b>E. Other (Please describe in Footnotes Section below)</b>   |   |                    |                                       |   | \$0   |
| <b>F. Total for IT Service</b>   |   |                    |                                       |   | <b>\$91,002</b>   |
| <b>G. Please provide the number of user mailboxes.</b>   |   |                    |                                       |   | <b>762</b>  |
| <b>H. Please provide the number of resource mailboxes.</b>   |   |                    |                                       |   | <b>30</b>   |
| <b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b> |   |                    |                                       |   |   |
| 1  | Our e-mail will be provided by the SSRC.                                  |                    |                                       |   |   |
| 2  |   |                    |                                       |   |   |
| 3  |   |                    |                                       |   |   |
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Non- Strategic IT  
Service:

# Desktop Computing Service

Agency: **DEPARTMENT OF MANAGEMENT SERVICES**  
 Prepared by: **Joe Wright/Brenda Jackson**  
 Phone: **413- 9169 / 410- 0803**

# of Assets &  
Resources  
 Apportioned to this  
 IT Service in FY  
 2012- 13

| Service Provisioning - - Assets & Resources (Cost Elements)    |  | Footnote<br>Number | Number<br>used for<br>this<br>service | Number<br>w/ costs<br>in FY<br>2012- 13 | Estimated FY 2012- 13<br>Allocation of Recurring<br>Base Budget<br>(based on Column G64<br>minus G65) |
|--|--|--------------------|---------------------------------------|---|---|
| <b>A. Personnel</b>  |  |                    | 2.00                                  |   | \$94,297  |
| A-1  | State FTE  | 1                  | 1.00                                  |   | \$62,322  |
| A-2  | OPS FTE  | 1                  | 1.00                                  |   | \$31,975  |
| A-3  | Contractor Positions (Staff Augmentation)                              |                    | 0.00                                  |   | \$0   |
| <b>B. Hardware</b>   |  |                    | 939                                   | 155                                     | \$112,970   |
| B-1  | Servers  |                    | 0                                     | 0                                       | \$0   |
| B-2  | Server Maintenance & Support   |                    | 0                                     | 0                                       | \$0   |
| B-3.1  | Desktop Computers  |                    | 510                                   | 67                                      | \$55,187  |
| B-3.2  | Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer) |                    | 235                                   | 18                                      | \$19,727  |
| B-3.3  | Other Hardware Assets (Please specify in Footnote Section below)       | 2                  | 194                                   | 70                                      | \$38,056  |
| <b>C. Software</b>   |  |                    |                                       |   | \$99,650  |
| <b>D. External Service Provider(s)</b>                         |  | 3                  | 2                                     | 2                                       | \$97,827  |
| <b>E. Other (Please describe in Footnotes Section below)</b>   |  |                    |                                       |   | \$0   |
| <b>F. Total for IT Service</b>                                 |  |                    |                                       |   | <b>\$404,744</b>  |
| <b>G. Please identify the number of users of this service.</b> |  |                    |                                       |   | <b>715</b>  |
| <b>H. How many locations currently use this service?</b>       |  |                    |                                       |   | <b>36</b>   |

**I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.**

|    |   |
|----|---|
| 1  | This represents desktop support for all but division of Retirement.                                   |
| 2  | Scanner Maintenance, Desktop Printers, Surge Protectors, External Hard Drives, toner cartridges, etc. |
| 3  | Creative Recycling and Deloitte for Retirement  |
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Non-Strategic IT Service:

# Helpdesk Service

Agency: **DEPARTMENT OF MANAGEMENT SERVICES**

Prepared by: **Joe Wright/Brenda Jackson**

Phone: **413- 9169 / 410- 0803**

# of Assets & Resources  
AppORTioned to this  
IT Service in FY  
2012- 13

| Service Provisioning - - Assets & Resources (Cost Elements)  |  | Footnote Number | Number used for this service | Number w/ costs in FY 2012- 13 | Estimated FY 2012- 13 Allocation of Recurring Base Budget (based on Column G64 minus G65) |
|--|--|-----------------|------------------------------|--------------------------------|---|
| <b>A. Personnel</b>  |  |                 |                              |                                | \$0   |
| A-1  | State FTE  |                 | 0.00                         |                                | \$0   |
| A-2  | OPS FTE  |                 | 0.00                         |                                | \$0   |
| A-3  | Contractor Positions (Staff Augmentation)                            |                 | 0.00                         |                                | \$0   |
| <b>B. Hardware</b>   |  |                 |                              |                                | \$0   |
| B-1  | Servers  |                 | 0                            | 0                              | \$0   |
| B-2  | Server Maintenance & Support   |                 | 0                            | 0                              | \$0   |
| B-3  | Other Hardware Assets (Please specify in Footnote Section below)     |                 | 0                            | 0                              | \$0   |
| <b>C. Software</b>   |  |                 |                              |                                | \$3,256   |
| <b>D. External Service Provider(s)</b>   |  |                 |                              |                                | \$197,541   |
|  |  | 1               | 3                            | 3                              |   |
| <b>E. Other (Please describe in Footnotes Section below)</b>   |  |                 |                              |                                | \$0   |
| <b>F. Total for IT Service</b>   |  |                 |                              |                                | \$200,797   |
| <b>G. Please identify the number of users of this service.</b>   |  |                 |                              |                                | 715   |
| <b>H. How many locations currently host IT assets and resources used to provide this service?</b>                              |  |                 |                              |                                | 2   |
| <b>I. What is the average monthly volume of calls/cases/tickets?</b>   |  |                 |                              |                                | 869   |
| <b>J. Footnotes</b> - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters. |  |                 |                              |                                |   |
| 1  | Deloitte for Retirement, CRMDesk and SSRC's PATLive for rest of DMS. |                 |                              |                                |   |
| 2  |  |                 |                              |                                |   |
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Non- Strategic IT Service:

# IT Security/Risk Mitigation Service

Agency: **DEPARTMENT OF MANAGEMENT SERVICES**  
 Prepared by: **Joe Wright/Brenda Jackson**  
 Phone: **413- 9169 / 410- 0803**

# of Assets & Resources  
 Apportioned to this IT Service in FY 2012- 13

| Service Provisioning - - Assets & Resources (Cost Elements)  |  | Footnote Number | Number used for this service | Number w/ costs in FY 2012- 13 | Estimated FY 2012- 13 Allocation of Recurring Base Budget (based on Column G64 minus G65) |
|--|--|-----------------|------------------------------|--------------------------------|---|
| <b>A. Personnel</b>  |  |                 | 1.35                         |                                | \$127,945   |
| A-1  | State FTE  | 1               | 1.35                         |                                | \$127,945   |
| A-2  | OPS FTE  |                 | 0.00                         |                                | \$0   |
| A-3  | Contractor Positions (Staff Augmentation)                        |                 | 0.00                         |                                | \$0   |
| <b>B. Hardware</b>   |  |                 | 1                            | 1                              | \$5,003   |
| B-1  | Servers  |                 | 0                            | 0                              | \$0   |
| B-2  | Server Maintenance & Support                                     |                 | 0                            | 0                              | \$0   |
| B-3  | Other Hardware Assets (Please specify in Footnote Section below) | 2               | 1                            | 1                              | \$5,003   |
| <b>C. Software</b>   |  |                 |                              |                                | \$11,307  |
| <b>D. External Service Provider(s)</b>                       |  | 3               | 7                            | 7                              | \$510,992   |
| <b>E. Other (Please describe in Footnotes Section below)</b> |  |                 |                              |                                | \$0   |
| <b>F. Total for IT Service</b>                               |  |                 |                              |                                | <b>\$655,247</b>  |

**G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.**

|    |   |
|----|---|
| 1  | Information Security Mgr, COOP Participants.                                      |
| 2  | Backup Tapes, Tape Library Maint  |
| 3  | Deloitte, DSM, FedEx, Iron Mountain, EDP (IT Insurance), ThinkCreative, and SSRC. |
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Non- Strategic IT  
Service:

## Agency Financial and Administrative Systems Support Service

Agency: **DEPARTMENT OF MANAGEMENT SERVICES**  
 Prepared by: **Joe Wright/Brenda Jackson**  
 Phone: **413- 9169 / 410- 0803**

# of Assets &  
Resources  
 Apportioned to this  
 IT Service in FY 2012-  
 13

| Service Provisioning - - Assets & Resources (Cost Elements)  |  | Footnote<br>Number | Number<br>used for<br>this<br>service | Number<br>w/ costs<br>in FY<br>2012- 13 | Estimated FY 2012- 13<br>Allocation of<br>Recurring Base Budget<br>(based on Column G64<br>minus G65) |
|--|--|--------------------|---------------------------------------|---|---|
| <b>A. Personnel</b>  |  |                    | 1.30                                  |   | \$71,736  |
| A-1  | State FTE  |                    | 1.30                                  |   | \$71,736  |
| A-2  | OPS FTE  |                    | 0.00                                  |   | \$0   |
| A-3  | Contractor Positions (Staff Augmentation)                        |                    | 0.00                                  |   | \$0   |
| <b>B. Hardware</b>   |  |                    | 0                                     | 0                                       | \$0   |
| B-1  | Servers  |                    | 0                                     | 0                                       | \$0   |
| B-2  | Server Maintenance & Support                                     |                    | 0                                     | 0                                       | \$0   |
| B-3  | Other Hardware Assets (Please specify in Footnote Section below) |                    | 0                                     | 0                                       | \$0   |
| <b>C. Software</b>   |  | 1                  |                                       |   | \$1,500   |
| <b>D. External Service Provider(s)</b>   |  | 2                  | 4                                     | 4                                       | \$17,061  |
| <b>E. Other (Please describe in Footnotes Section below)</b>   |  |                    |                                       |   | \$0   |
| <b>F. Total for IT Service</b>   |  |                    |                                       |   | <b>\$90,297</b>   |
| <b>G. Please identify the number of users of this service.</b>   |  |                    |                                       |   | <b>30</b>   |
| <b>H. How many locations currently host agency financial/adminstrative systems?</b>  |  |                    |                                       |   | <b>1</b>  |
| <b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b> |  |                    |                                       |   |   |
| 1  | Property Scanner SW updates                                      |                    |                                       |   |   |
| 2  | LobbyTools, WestLaw, Moodle, SSRC                                |                    |                                       |   |   |
| 3  |  |                    |                                       |   |   |
| 4  |  |                    |                                       |   |   |
| 5  |  |                    |                                       |   |   |
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Non- Strategic IT Service:

# IT Administration and Management Service

Agency: **DEPARTMENT OF MANAGEMENT SERVICES**

Prepared by: **Joe Wright/Brenda Jackson**

Phone: **413- 9169 / 410- 0803**

# of Assets & Resources  
AppORTioned to this IT Service in FY 2012- 13

C

| Service Provisioning - - Assets & Resources (Cost Elements)  |  | Footnote Number | Number used for this service | Number w/ costs in FY 2012- 13 | Estimated FY 2012- 13 Allocation of Recurring Base Budget (based on Column G64 minus G65) |
|--|--|-----------------|------------------------------|--------------------------------|---|
| <b>A. Personnel</b>  |  |                 | 0.80                         |                                | \$99,951  |
| A-1  | State FTE  | 1               | 0.80                         |                                | \$99,951  |
| A-2  | OPS FTE  |                 | 0.00                         |                                | \$0   |
| A-3  | Contractor Positions (Staff Augmentation)                        |                 | 0.00                         |                                | \$0   |
| <b>B. Hardware</b>   |  |                 | 0                            | 0                              | \$0   |
| B-1  | Servers  |                 | 0                            | 0                              | \$0   |
| B-2  | Server Maintenance & Support                                     |                 | 0                            | 0                              | \$0   |
| B-3  | Other Hardware Assets (Please specify in Footnote Section below) |                 | 0                            | 0                              | \$0   |
| <b>C. Software</b>   |  |                 |                              |                                | \$0   |
| <b>D. External Service Provider(s)</b>   |  | 2               | 2                            | 2                              | \$199,337   |
| <b>E. Other (Please describe in Footnotes Section below)</b>   |  |                 |                              |                                | \$0   |
| <b>F. Total for IT Service</b>   |  |                 |                              |                                | <b>\$299,288</b>  |
| <b>G. How many locations currently host assets and resources used to provide this service?</b>                                 |  |                 |                              |                                | <b>1</b>  |
| <b>G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b> |  |                 |                              |                                |   |
| 1  | CIO.   |                 |                              |                                |   |
| 2  | Deloitte, IT Monitor KPMG  |                 |                              |                                |   |
| 3  |  |                 |                              |                                |   |
| 4  |  |                 |                              |                                |   |
| 5  |  |                 |                              |                                |   |
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| 12   |  |                 |                              |                                |   |
| 13   |  |                 |                              |                                |   |
| 14   |  |                 |                              |                                |   |
| 15   |  |                 |                              |                                |   |

Non-Strategic IT  
Service:

# Web/Portal Service

Dept/Agency: **DEPARTMENT OF MANAGEMENT SERVICES**  
 Prepared by: **Joe Wright/Brenda Jackson**  
 Phone: **413- 9169 / 410- 0803**

# of Assets &  
Resources Apportioned  
to this IT Service In FY  
2012-13

**Service Provisioning -- Assets & Resources** (Cost Elements)

|   |   | Footnote<br>Number | Number<br>used for<br>this<br>service | Number<br>w/ costs<br>in FY<br>2012-13 | Estimated FY 2012-13<br>Allocation of Recurring<br>Base Budget<br>(based on Column G64<br>minus G65) |
|---|---|--------------------|---------------------------------------|--|--|
| <b>A. Personnel</b>   |   |                    | 1.15                                  |  | \$66,578   |
| A-1.1   | State FTE   |                    | 1.15                                  |  | \$66,578   |
| A-2.1   | OPS FTE   |                    | 0.00                                  |  | \$0  |
| A-3.1   | Contractor Positions (Staff Augmentation)   |                    | 0.00                                  |  | \$0  |
| <b>B. Hardware</b>  |   |                    |                                       |  | \$0  |
| B-1   | Servers   |                    | 0                                     | 0                                      | \$0  |
| B-2   | Server Maintenance & Support  |                    | 0                                     | 0                                      | \$0  |
| B-3   | Other Hardware Assets (Please specify in Footnotes Section below)   |                    | 0                                     | 0                                      | \$0  |
| <b>C. Software</b>  |   |                    |                                       |  | \$0  |
| <b>D. External Service Provider(s)</b>  |   | 1                  | 2                                     | 2                                      | \$65,557   |
| <b>E. Other (Please describe in Footnotes Section below)</b>                                      |   |                    |                                       |  |  |
| <b>F. Total for IT Service</b>  |   |                    |                                       |  | <b>\$132,135</b>   |
| <b>G. Please identify the number of Internet users of this service.</b>                           |   |                    |                                       |  | <b>124,000</b>   |
| <b>H. Please identify the number of intranet users of this service.</b>                           |   |                    |                                       |  | <b>715</b>   |
| <b>I. How many locations currently host IT assets and resources used to provide this service?</b> |   |                    |                                       |  | <b>2</b>   |
| <b>J.</b>   | <b>Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b> |                    |                                       |  |  |
| 1   | SSRC, ThinkCreative   |                    |                                       |  |  |
| 2   |   |                    |                                       |  |  |
| 3   |   |                    |                                       |  |  |
| 4   |   |                    |                                       |  |  |
| 5   |   |                    |                                       |  |  |
| 6   |   |                    |                                       |  |  |
| 7   |   |                    |                                       |  |  |
| 8   |   |                    |                                       |  |  |
| 9   |   |                    |                                       |  |  |
| 10  |   |                    |                                       |  |  |
| 11  |   |                    |                                       |  |  |
| 12  |   |                    |                                       |  |  |
| 13  |   |                    |                                       |  |  |
| 14  |   |                    |                                       |  |  |
| 15  |   |                    |                                       |  |  |

Non-Strategic IT  
Service:

# Data Center Service

Dept/Agency: **DEPARTMENT OF MANAGEMENT SERVICES**

Prepared by: **Joe Wright/Brenda Jackson**

Phone: **413- 9169 / 410- 0803**

# of Assets & Resources  
Apportioned to this IT  
Service In FY 2012-13

| Service Provisioning -- Assets & Resources (Cost Elements)                                   |   | Footnote<br>Number | Number<br>used for this<br>service | Number<br>w/ costs<br>in FY<br>2012-13 | Estimated FY 2012-13<br>Allocation of Recurring<br>Base Budget<br>(based on Column G64<br>minus G65) |
|--|---|--------------------|------------------------------------|--|--|
| <b>A. Personnel</b> (performing data center functions defined in w. 282.201(2)(d)1.e., F.S.) |   |                    | 0.00                               |  | \$0  |
| A-1.1  | State FTE   |                    | 0.00                               |  | \$0  |
| A-2.1  | OPS FTE   |                    | 0.00                               |  | \$0  |
| A-3.1  | Contractor Positions (Staff Augmentation)   |                    | 0.00                               |  | \$0  |
| <b>B. Hardware</b>   |   |                    |                                    |  | \$0  |
| B-1  | Non-Mainframe Servers (including single-function logical servers not assigned to another service)                           |                    | 0                                  | 0                                      | \$0  |
| B-2  | Servers - Mainframe   |                    | 0                                  | 0                                      | \$0  |
| B-3  | Server Maintenance & Support  |                    | 0                                  | 0                                      | \$0  |
| B-4  | Online or Archival Storage Systems (indicate GB of storage)   |                    | 0                                  |  | \$0  |
| B-5  | Data Center/ Computing Facility Internal Network  |                    |                                    |  | \$0  |
| B-6  | Other Hardware (Please specify in Footnotes Section below)  |                    |                                    |  | \$0  |
| <b>C. Software</b>   |   |                    |                                    |  | \$0  |
| <b>D. External Service Provider(s)</b>   |   |                    |                                    |  | \$0  |
| D-1  | Southwood Shared Resource Center (indicate # of Board votes)  |                    | 0                                  |  | \$0  |
| D-2  | Northwood Shared Resource Center (indicate # of Board votes)  |                    | 0                                  |  | \$0  |
| D-3  | Northwest Regional Data Center (indicate # of Board votes)  |                    | 0                                  |  | \$0  |
| D-4  | Other Data Center External Service Provider (specify in Footnotes below)  |                    |                                    |  | \$0  |
| <b>E. Plant &amp; Facility</b>   |   |                    |                                    |  | \$0  |
| E-1  | Data Center/Computing Facilities Rent & Insurance   |                    |                                    |  | \$0  |
| E-2  | Utilities (e.g., electricity and water)   |                    |                                    |  | \$0  |
| E-3  | Environmentals (e.g., HVAC, fire control, and physical security)  |                    |                                    |  | \$0  |
| E-4  | Other (please specify in Footnotes Section below)   |                    |                                    |  | \$0  |
| <b>F. Other</b> (Please describe in Footnotes Section below)                                 |   |                    |                                    |  | \$0  |
| <b>G. Total for IT Service</b>   |   |                    |                                    |  | <b>\$0</b>   |
| <b>H. Please provide the number of agency data centers.</b>                                  |   |                    |                                    |  | <b>0</b>   |
| <b>I. Please provide the number of agency computing facilities.</b>                          |   |                    |                                    |  | <b>0</b>   |
| <b>J. Please provide the number of single-server installations.</b>                          |   |                    |                                    |  | <b>0</b>   |
| <b>H.</b>  | <b>Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b> |                    |                                    |  |  |
| 1  |   |                    |                                    |  |  |
| 2  |   |                    |                                    |  |  |
| 3  |   |                    |                                    |  |  |
| 4  |   |                    |                                    |  |  |
| 5  |   |                    |                                    |  |  |
| 6  |   |                    |                                    |  |  |
| 7  |   |                    |                                    |  |  |
| 8  |   |                    |                                    |  |  |
| 9  |   |                    |                                    |  |  |



## Schedule VII: Agency Litigation Inventory

*For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Governor’s website.*

|   |  |   |              |
|---|--|---|--------------|
| <b>Agency:</b>  | <b>Department of Management Services</b>   |   |              |
| <b>Contact Person:</b>  | Cliff Taylor<br>Chief of Litigation  | <b>Phone Number:</b>  | 850-488-7281 |
| <b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>   | Loncoleman Corporation vs. DMS (Leon Circuit   |   |              |
| <b>Court with Jurisdiction:</b>   | Second Judicial Circuit – Leon County  |   |              |
| <b>Case Number:</b>   | 04 CA 756 – Leon County  |   |              |
| <b>Summary of the Complaint:</b>  | Loncoleman Corporation sued DMS for failure to pay 4 months and one week of invoices for maintenance at the Capital Center Office complex at Southwood for an approximate amount of 1.5 million dollars. DMS has countersued for costs expended for mediation of a mold problem within the HVAC systems of the complex for an approximate amount of 3.5 million.   |   |              |
| <b>Amount of the Claim:</b>   | \$1.5 million for Plaintiff. 3.5 million for DMS. I am available for further information at your convenience. (Cliff Taylor 488-7281)  |   |              |
| <b>Specific Statutes or Laws (including GAA) Challenged:</b>  | Breach of Contract Action, Fraud, Nuisance   |   |              |
| <b>Status of the Case:</b>  | After years of litigation and four days of trial, DMS was able to negotiate and sign a settlement agreement that favorably resolves all claims. The amount of payment to Loncoleman is \$458,968.46 – representing the amount of the initial two invoices (the subject of the adverse Summary Judgment), plus the statutory interest rate. All other claims are resolved. The state will have no liability for the remaining invoices and settles its claim for remediation efforts. |   |              |
| <b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>   | <input checked="" type="checkbox"/>  | Agency Counsel  |              |
|   | <input type="checkbox"/>   | Office of the Attorney General or Division of Risk Management |              |
|   | <input type="checkbox"/>   | Outside Contract Counsel                                      |              |
| <b>If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).</b> |  |   |              |

## Schedule VII: Agency Litigation Inventory

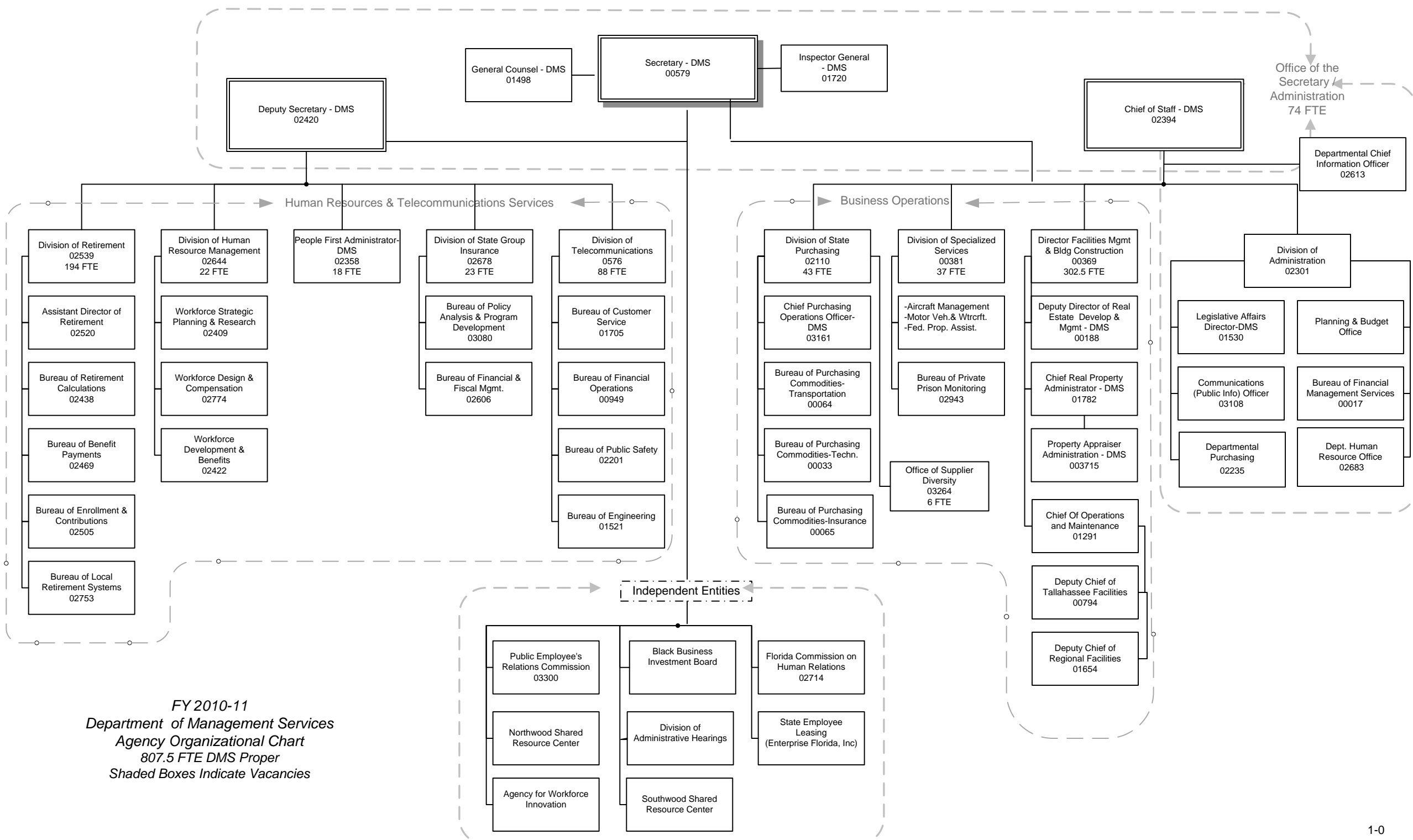
*For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.*

|   |  |   |              |
|---|--|---|--------------|
| <b>Agency:</b>  | <b>Department of Management Services</b>   |   |              |
| <b>Contact Person:</b>  | Matthew F. Minno   | <b>Phone Number:</b>  | 850-922-6617 |
| <b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b> | Tallahassee Corporate Center, LLC, as successor to CRT Properties, Inc., a Florida corporation v. State of Florida, Department of Management Services  |   |              |
| <b>Court with Jurisdiction:</b>   | Second Judicial Circuit in and for Leon County Florida   |   |              |
| <b>Case Number:</b>   | 09 CA 2649   |   |              |
| <b>Summary of the Complaint:</b>  | <p>This is a declaratory action involving interpretation of the master lease for the Koger Center. The issues involve potential excess utility charges (with related expenses) and sub metering costs. There are meritorious defenses to the claims. The lease allows for 18 KWH per sq. foot as an allowance. The issues involve the details in how total usage is measured and whether the State of Florida tenants have exceeded the allowance. If they have exceeded the allowance, how are expenses calculated and what do they include? This is the subject of multiple and different interpretations. By way of example, some of the buildings share an electric meter with private tenants. According to the defense, equitable division of the charges would not exceed the allowance. Similarly, excess charges should not include wear and tear and depreciation of the existing equipment.</p> <p>The payment of separate sub metering and other expenses are only activated (according to the defense) once the utility usage has exceeded 18 KWH per sq. ft.</p> |   |              |
| <b>Amount of the Claim:</b>   | \$\$ Complaint seeks over \$4,600,000.00 for expenses (including sub metering)   |   |              |
| <b>Specific Statutes or Laws (including GAA) Challenged:</b>                                |  |   |              |
| <b>Status of the Case:</b>  | Motion to Dismiss denied. Motion for Summary Judgment by plaintiff denied. No current discovery pending. No trial date set.  |   |              |
| <b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>     | <input checked="" type="checkbox"/>  | Agency Counsel  |              |
|   | <input type="checkbox"/>   | Office of the Attorney General or Division of Risk Management |              |
|   | <input type="checkbox"/>   | Outside Contract Counsel                                      |              |

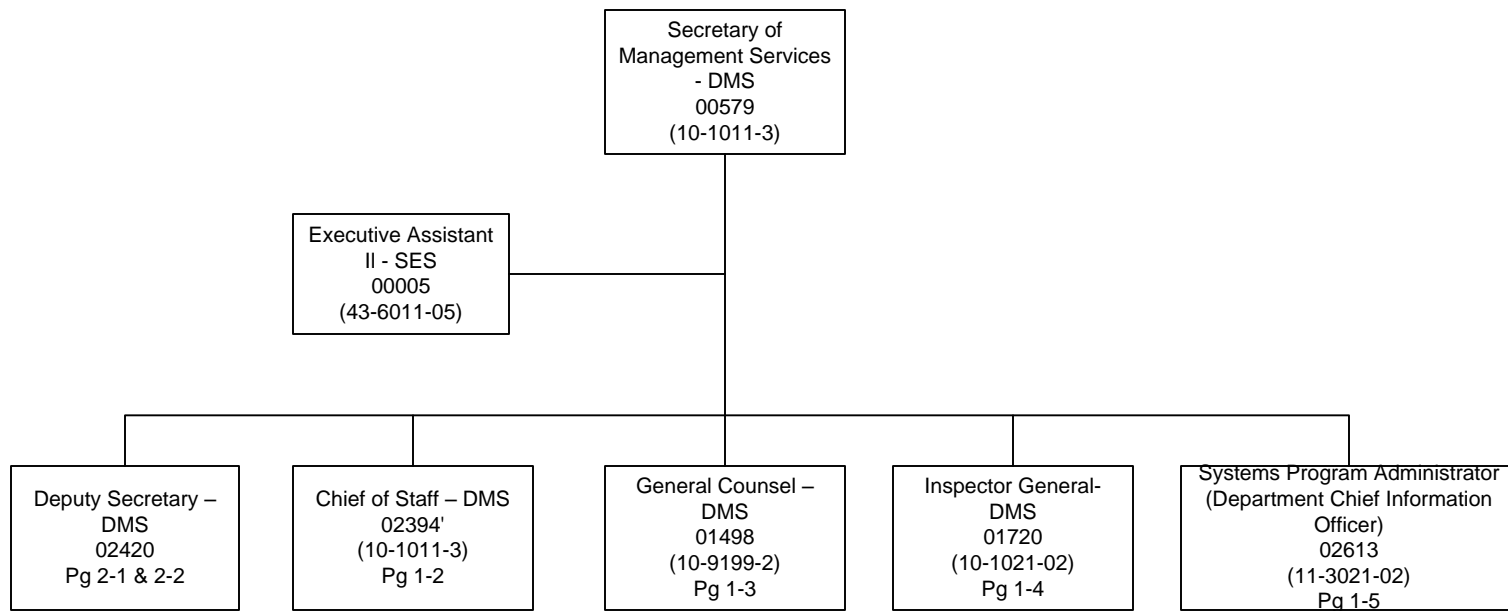
|  |  |
|--|--|
| If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s). |  |
|--|--|

*Office of Policy and Budget – July 2011*





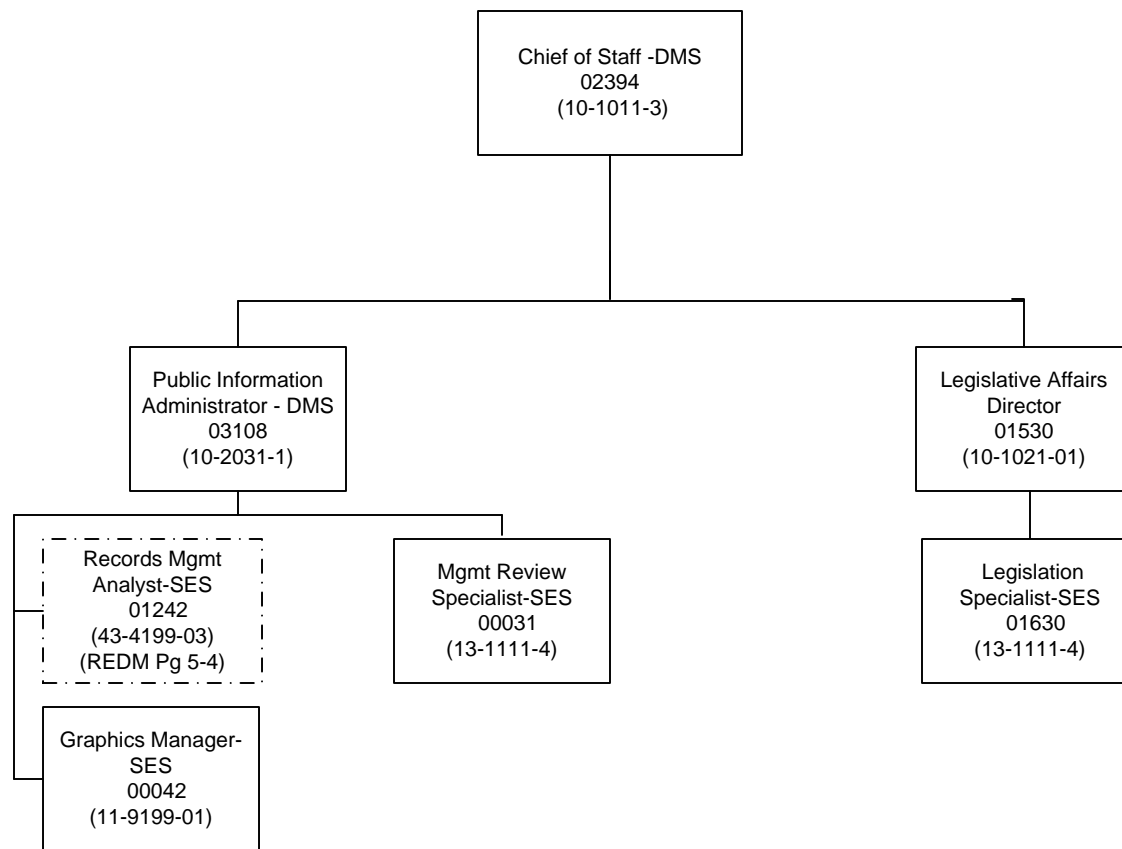
*FY 2010-11  
 Department of Management Services  
 Agency Organizational Chart  
 807.5 FTE DMS Proper  
 Shaded Boxes Indicate Vacancies*

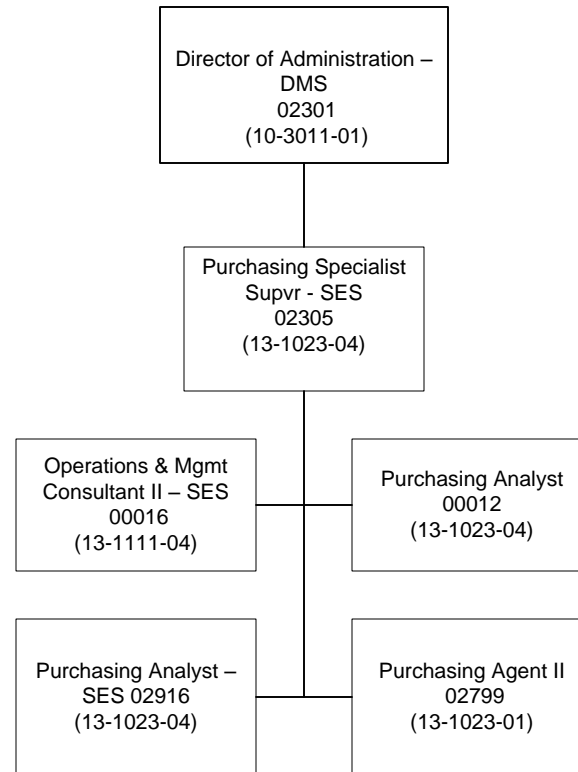


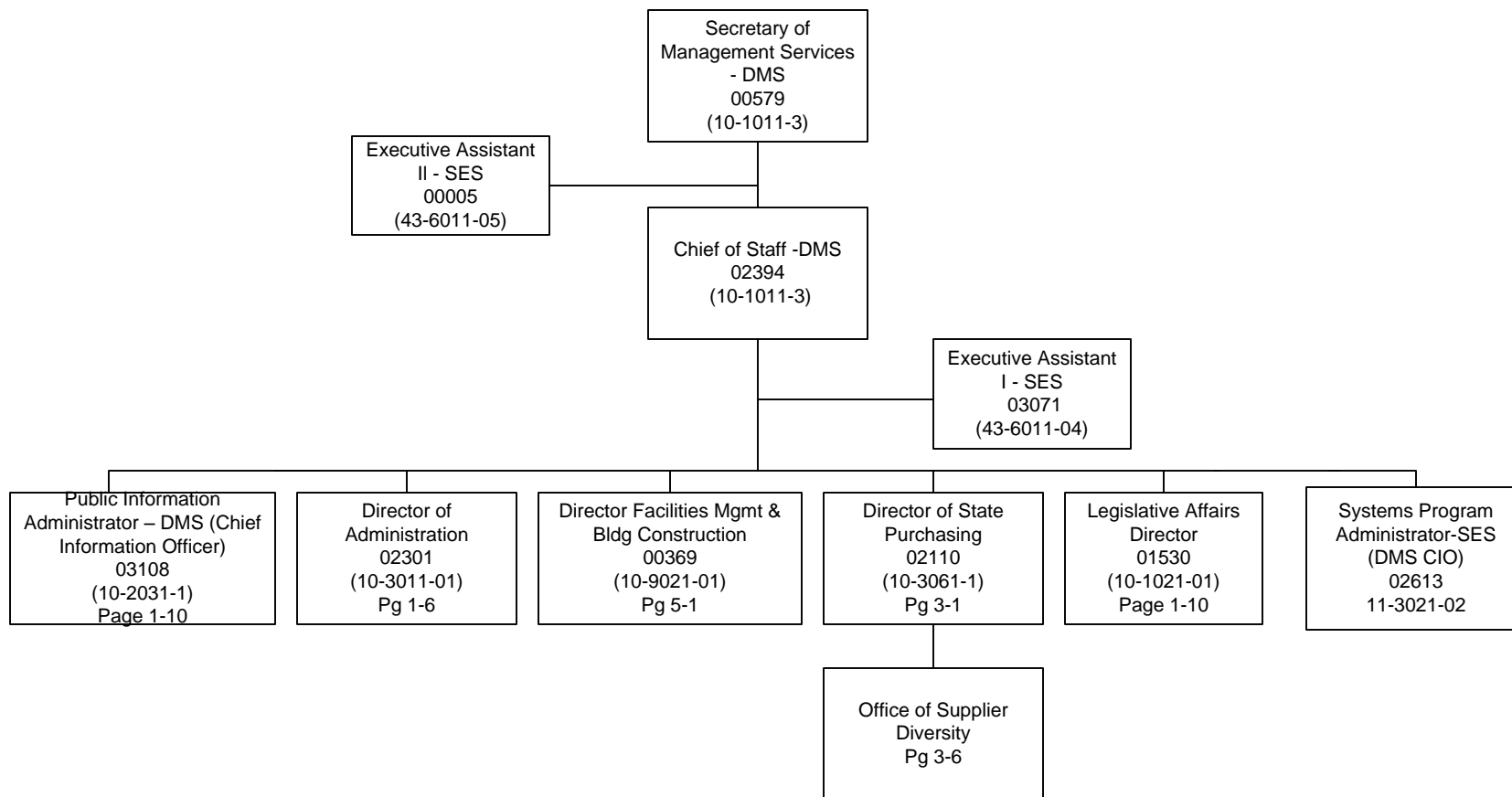
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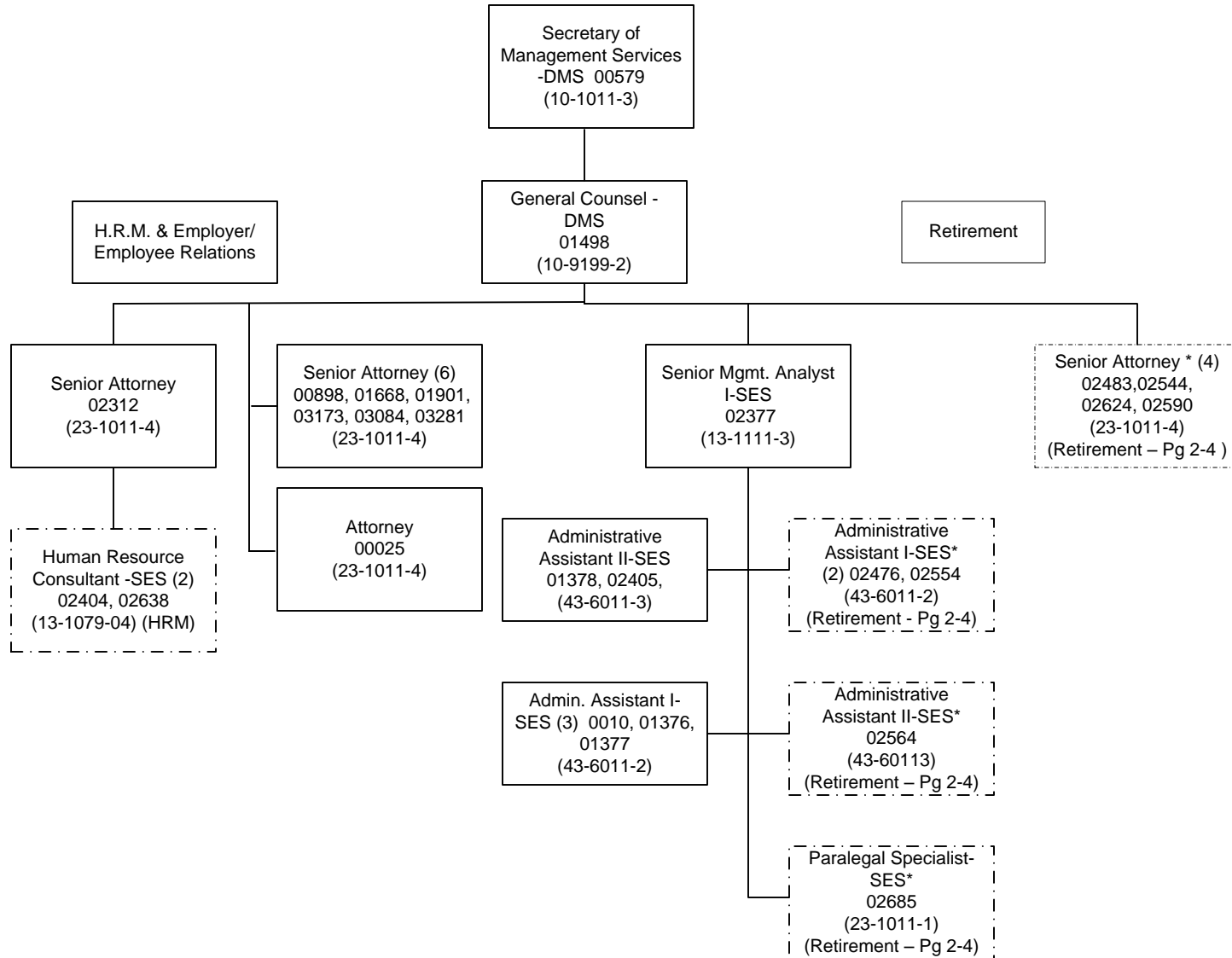
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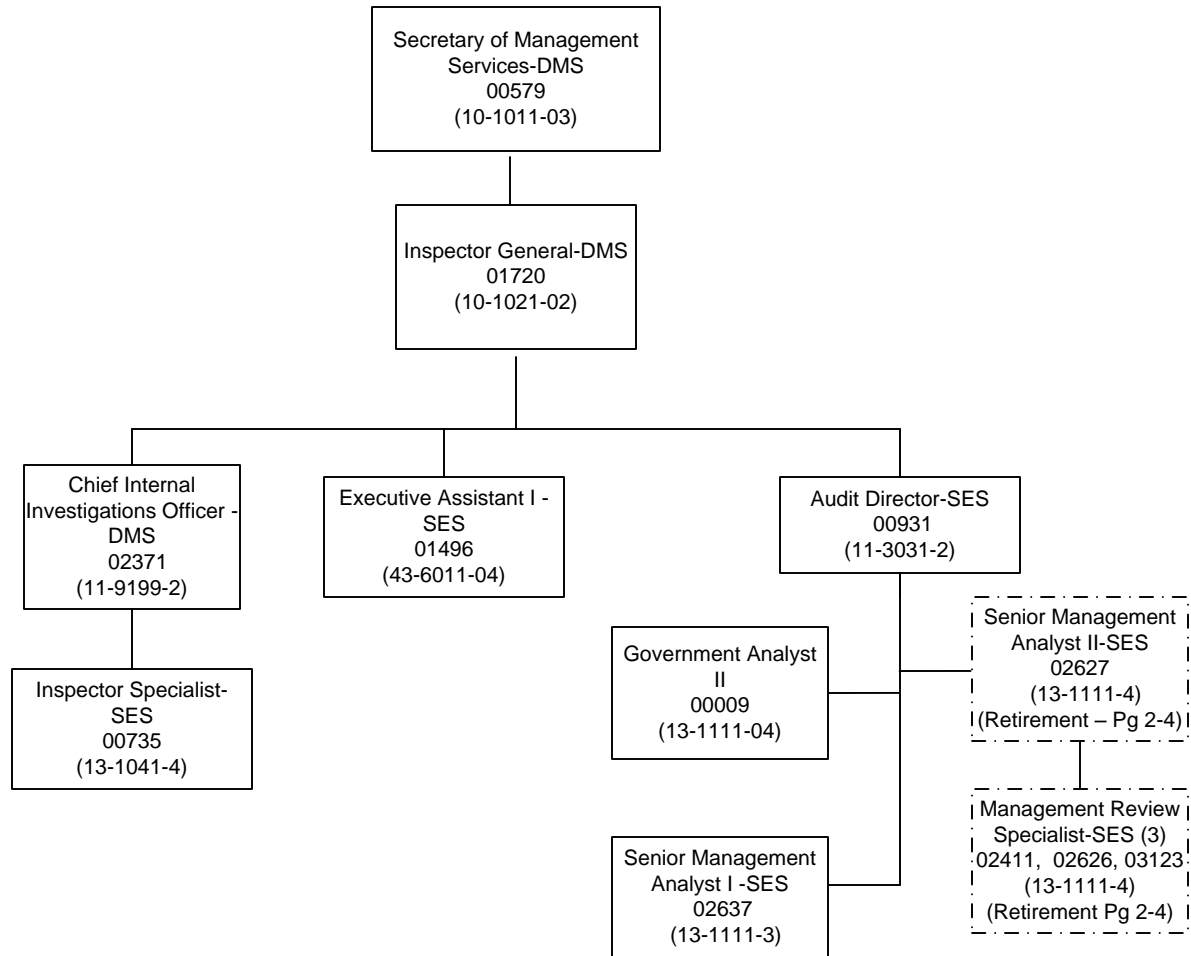
Department of Management Services  
Communications and Legislative Affairs







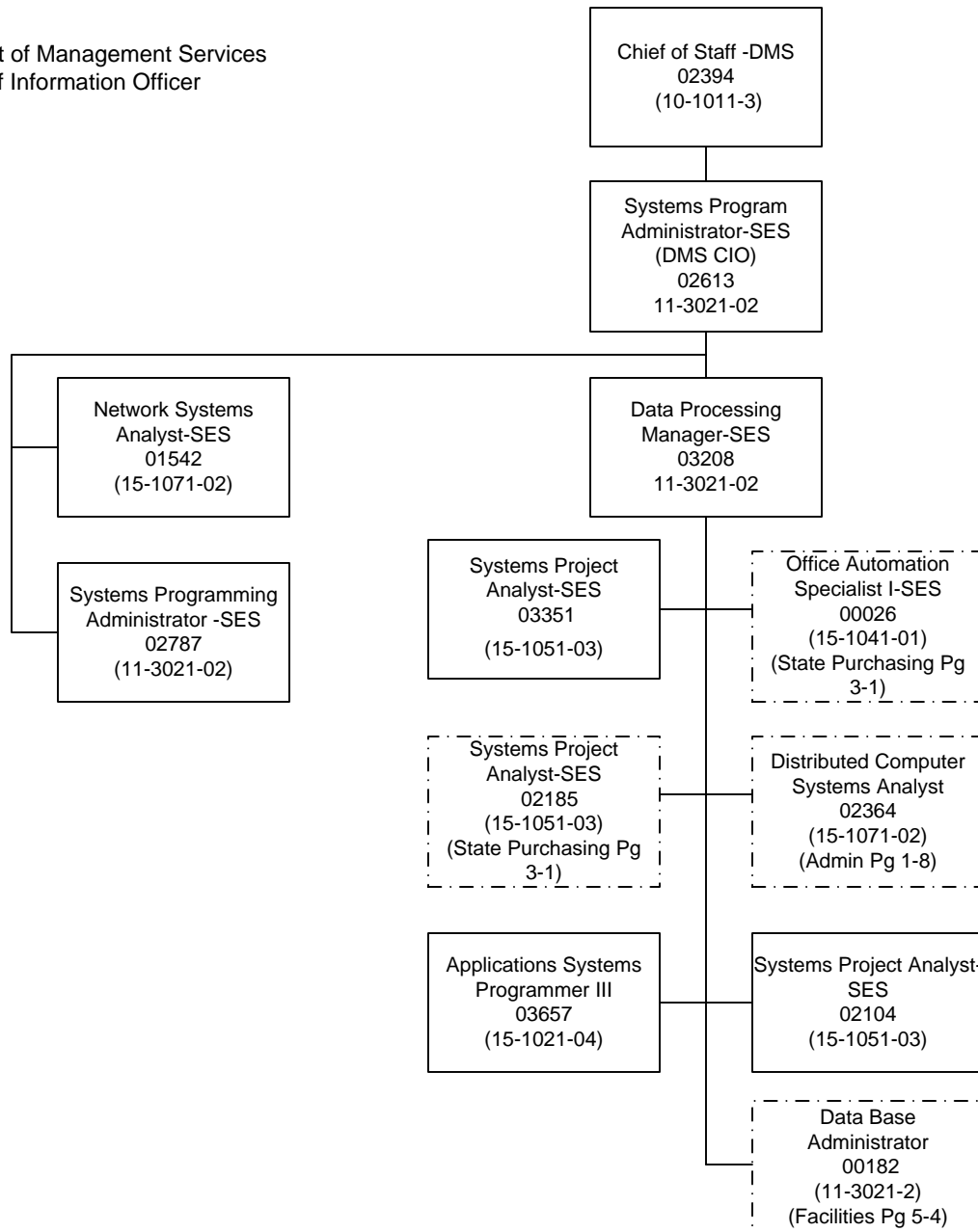




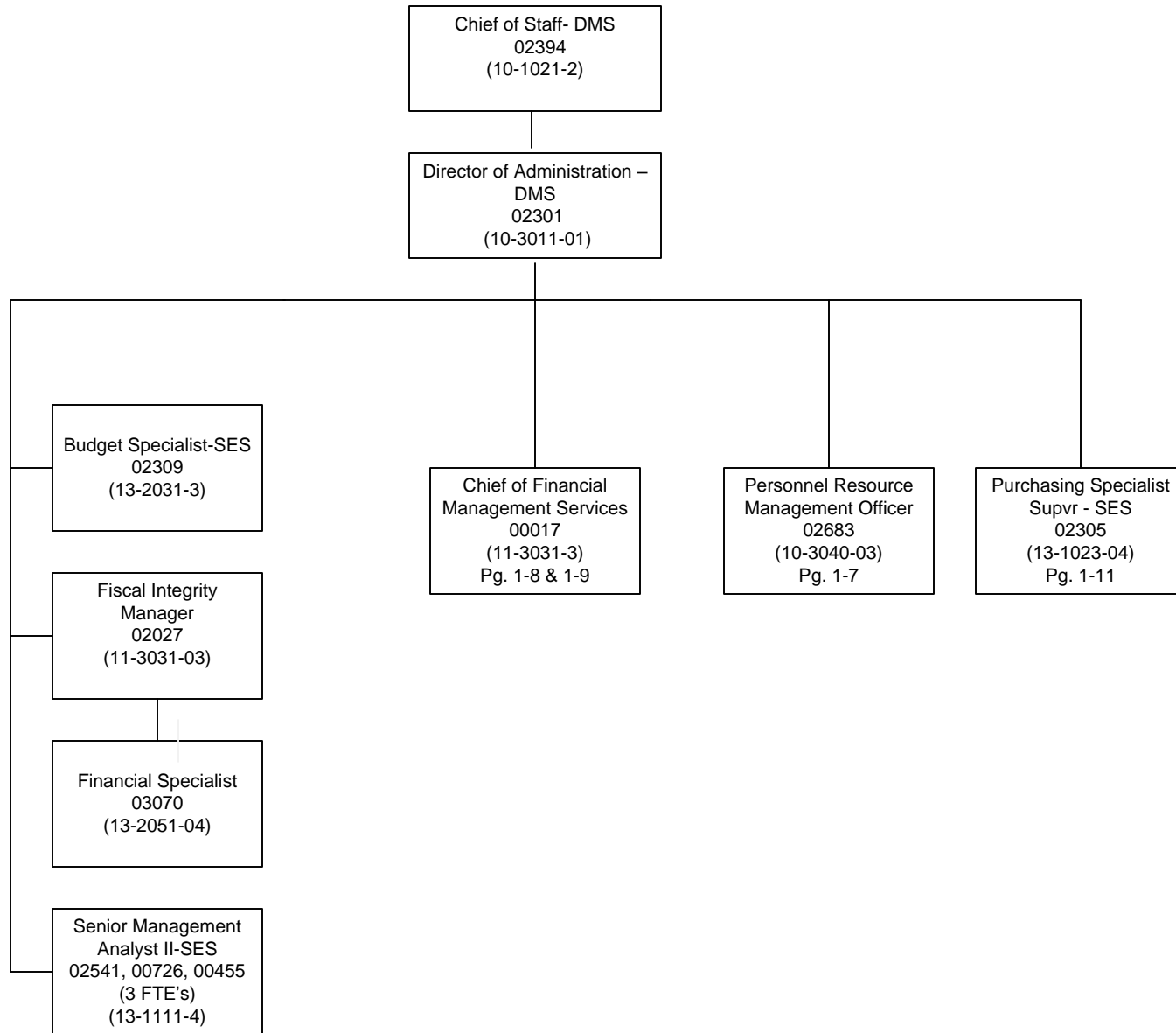
Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Department of Management Services  
Chief Information Officer



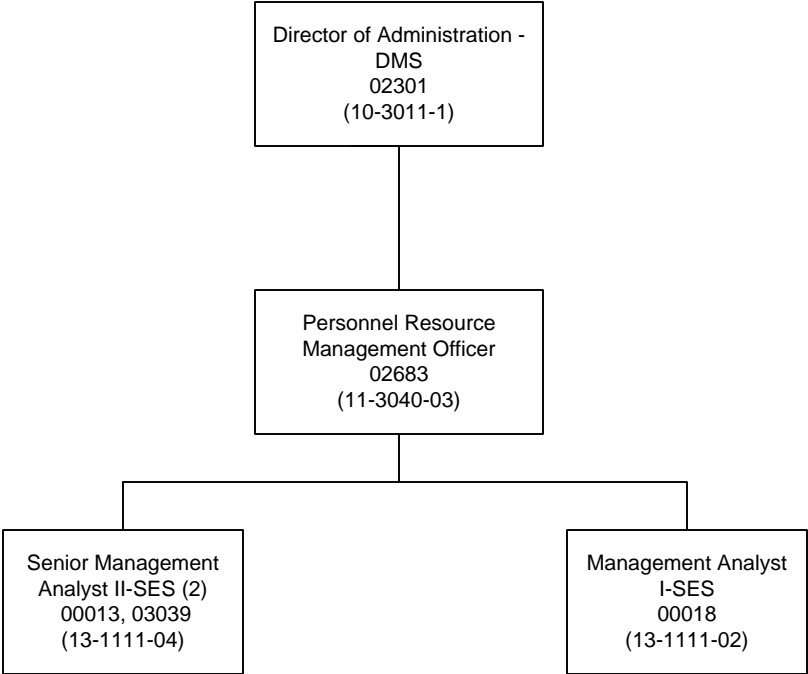




Department of Management Services  
Administration Program  
Departmental Human Resources

Approved: \_\_\_\_\_

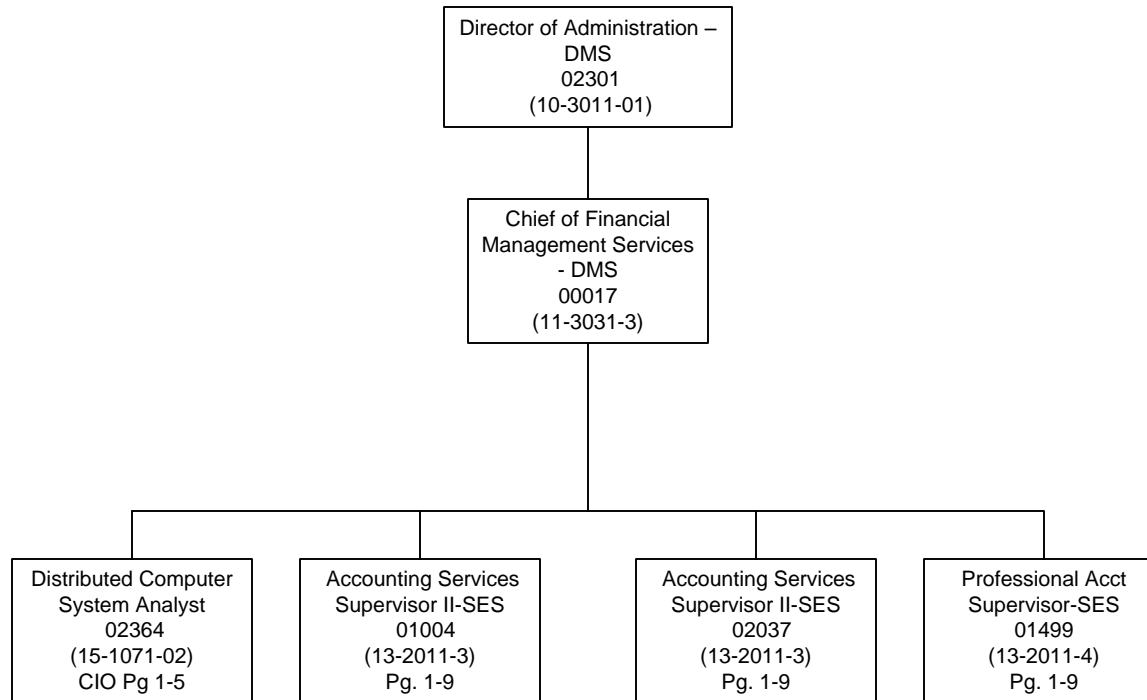
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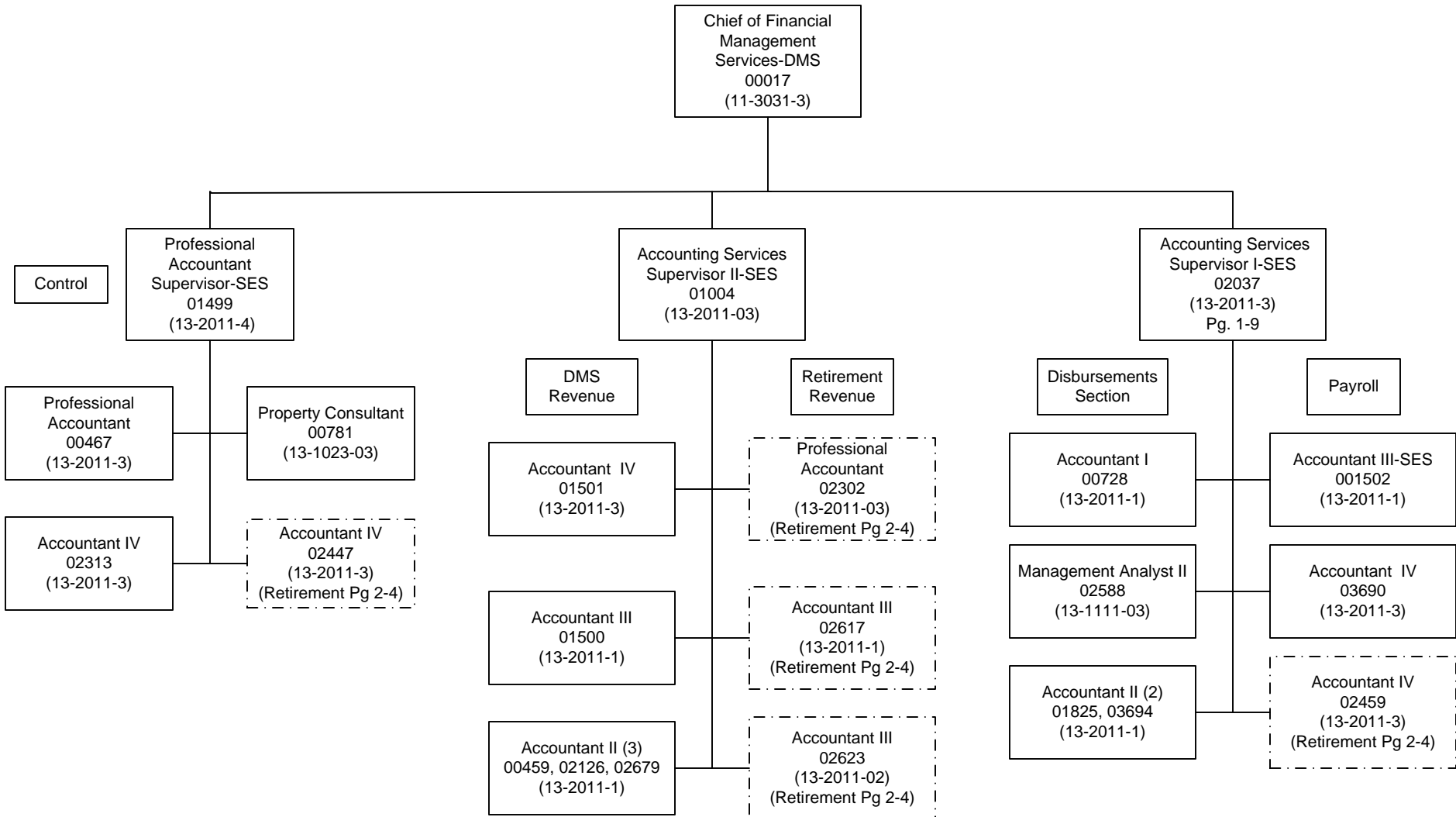
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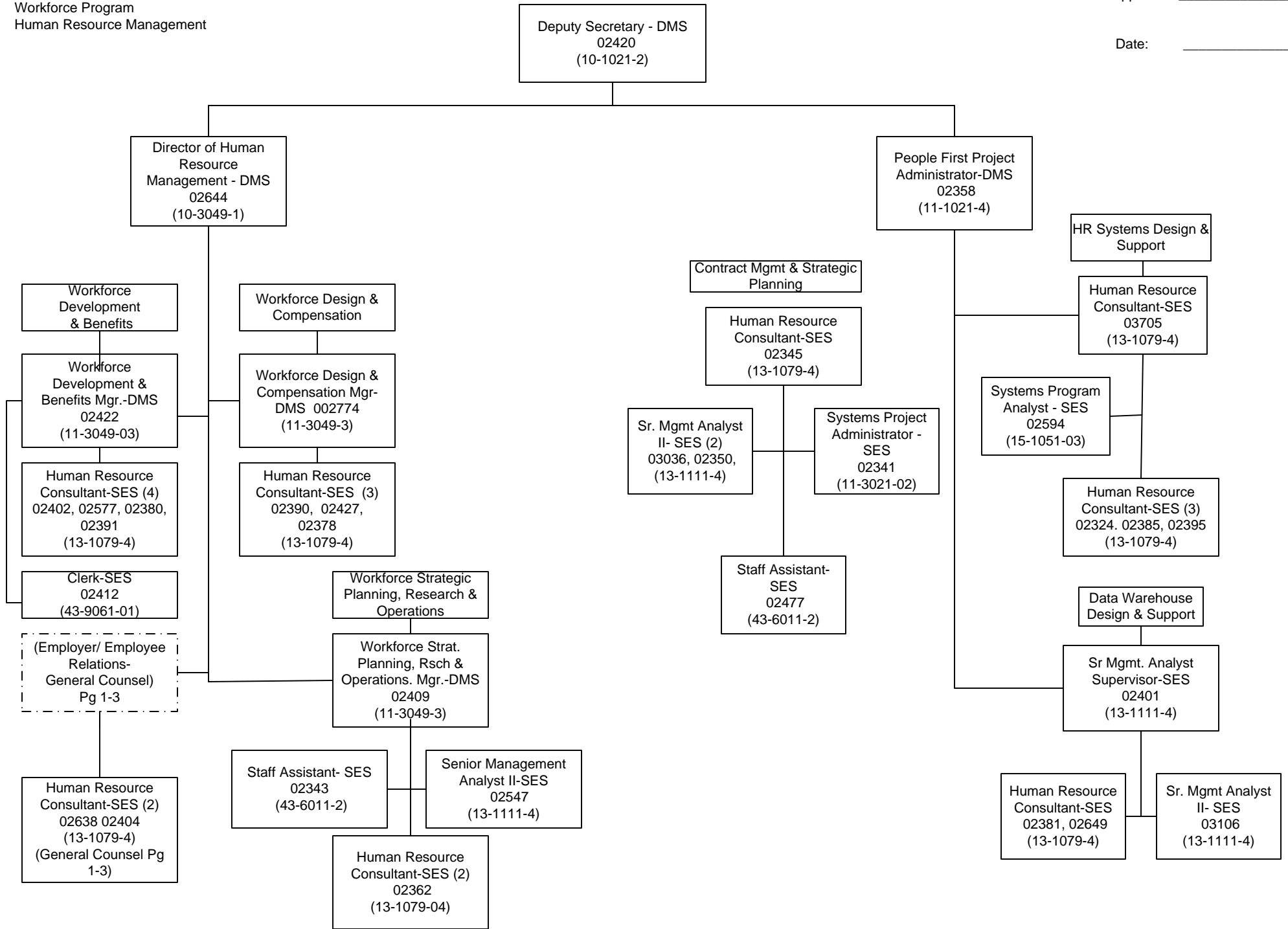
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Department of Management Services  
Bureau of Financial Management Services



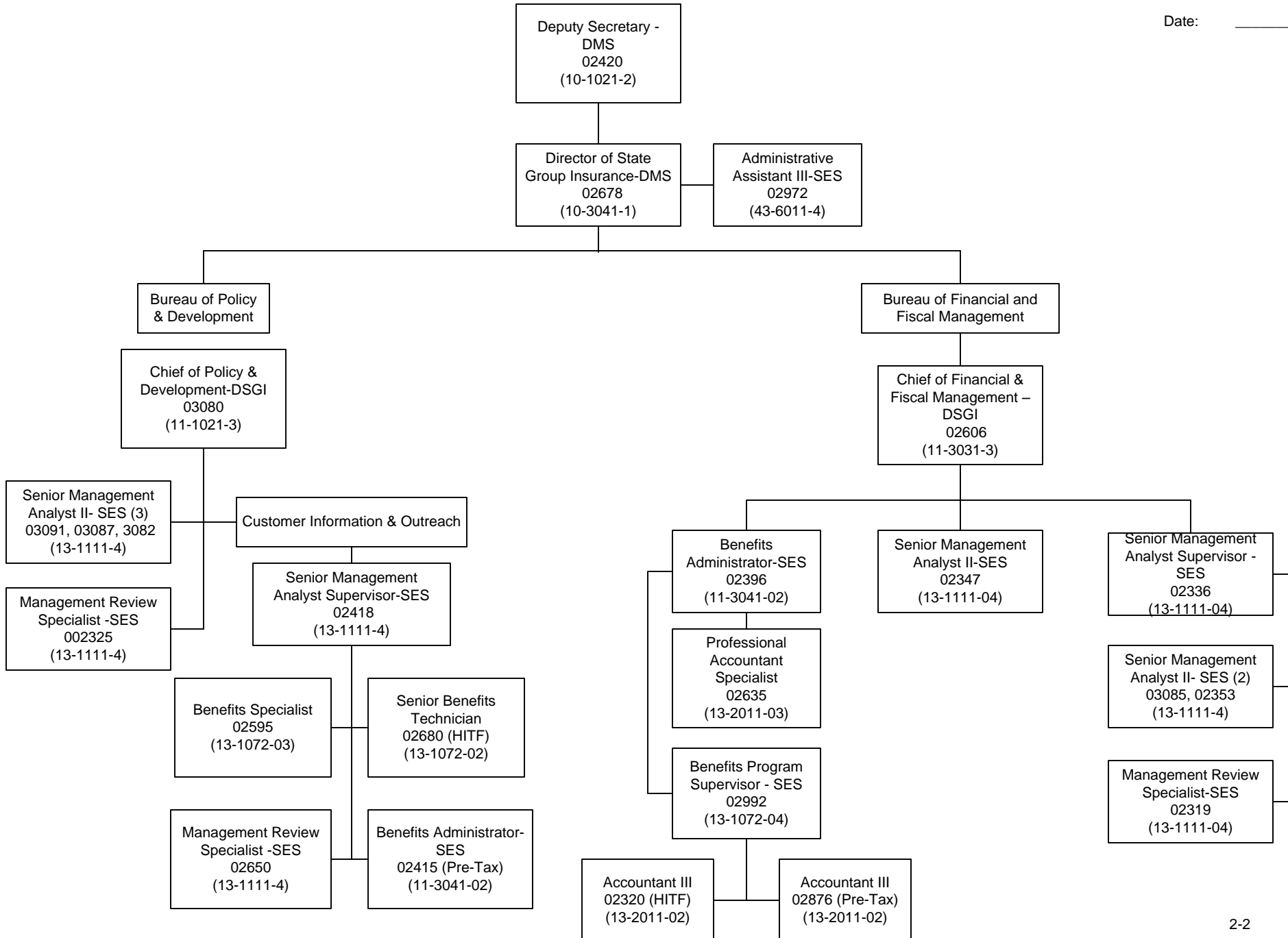
Department of Management Services  
Budget/Finance  
Bureau of Financial Management Services

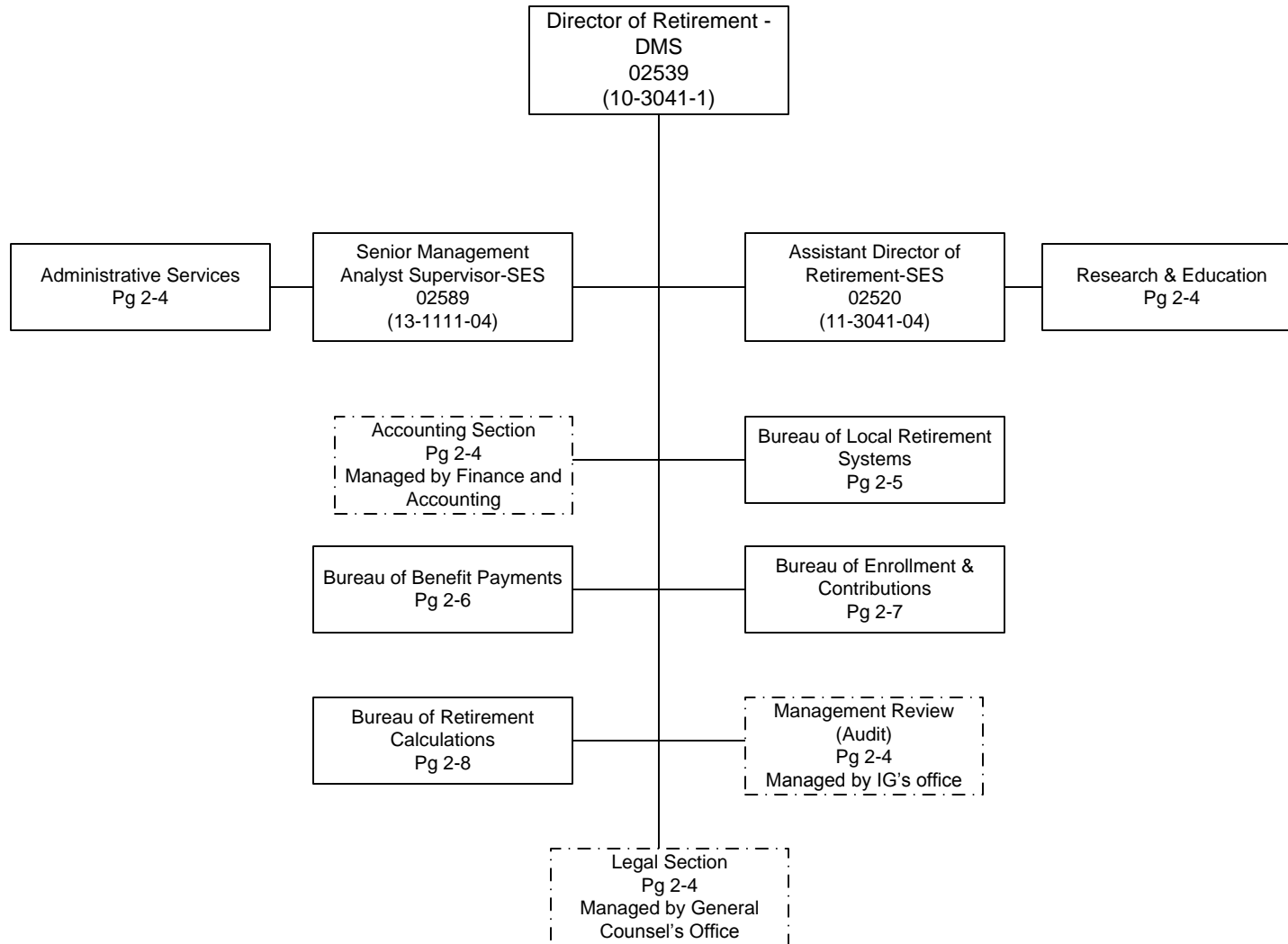


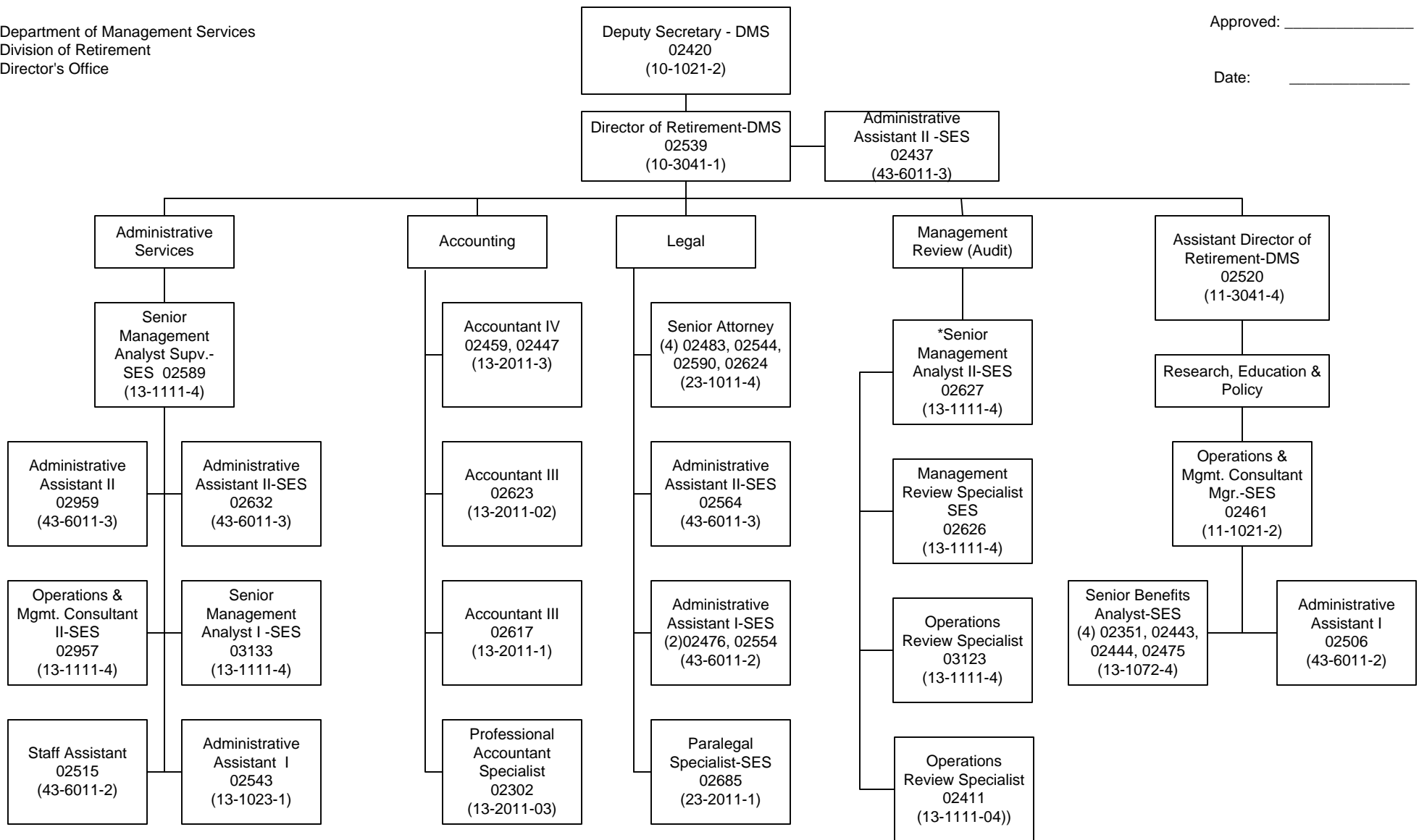


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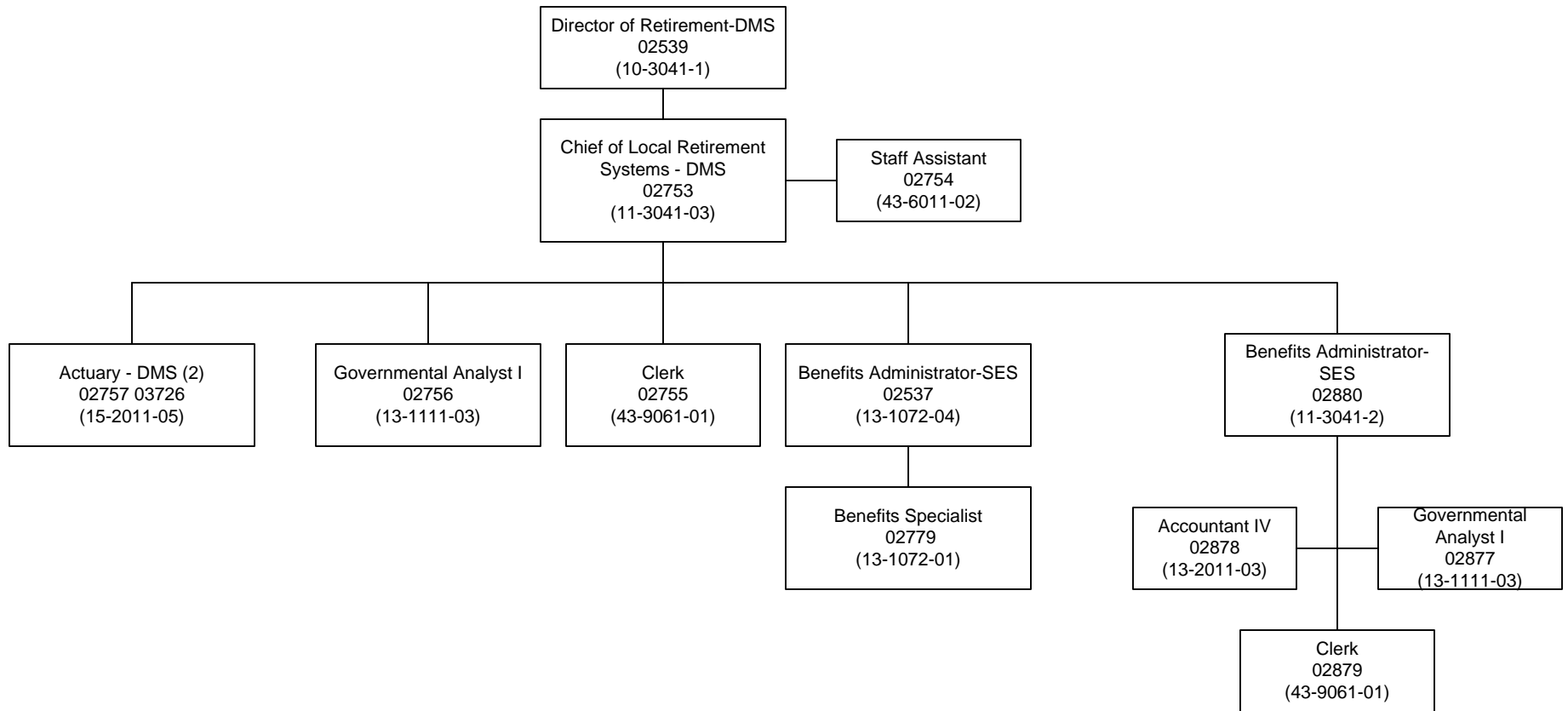
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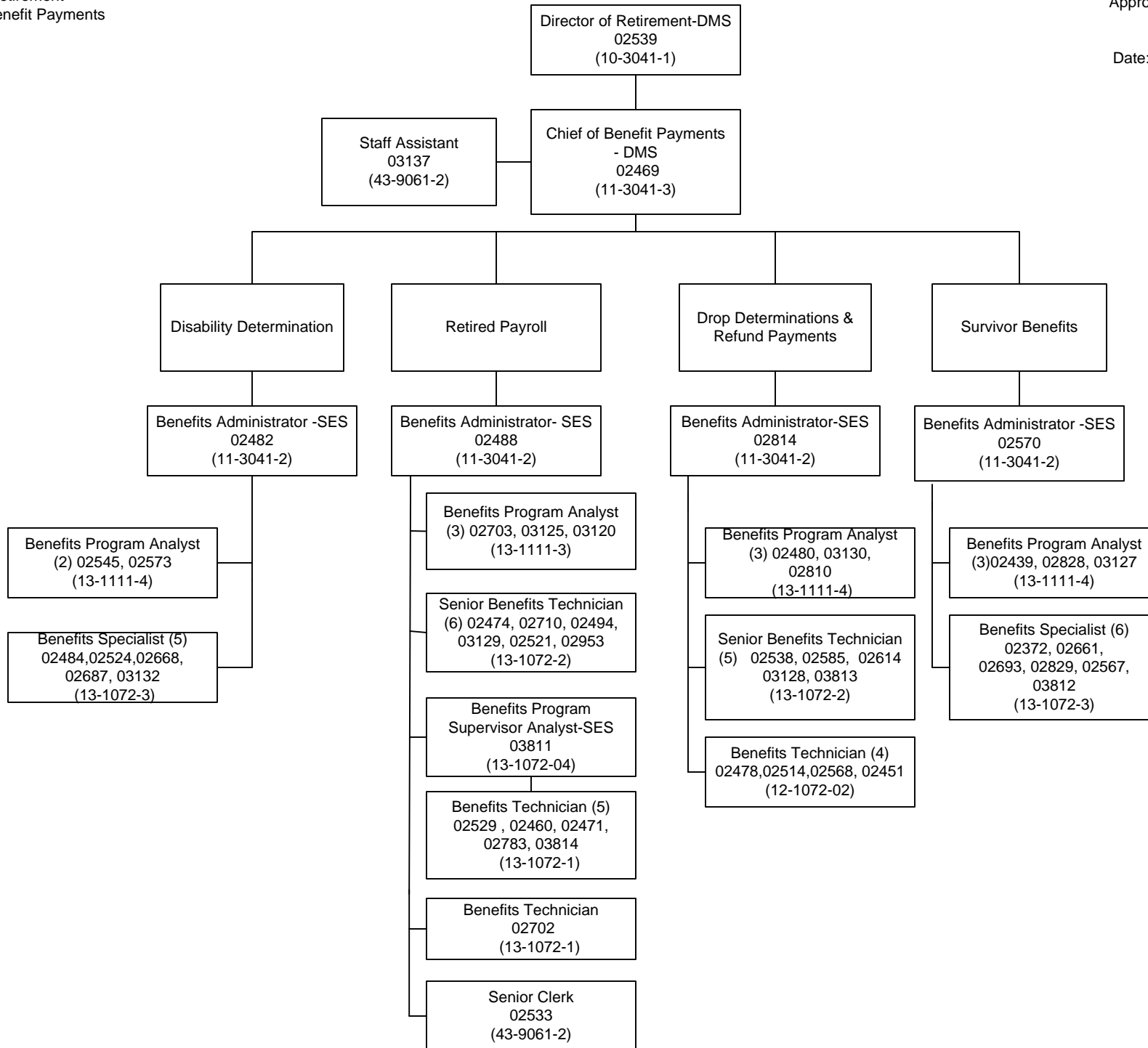






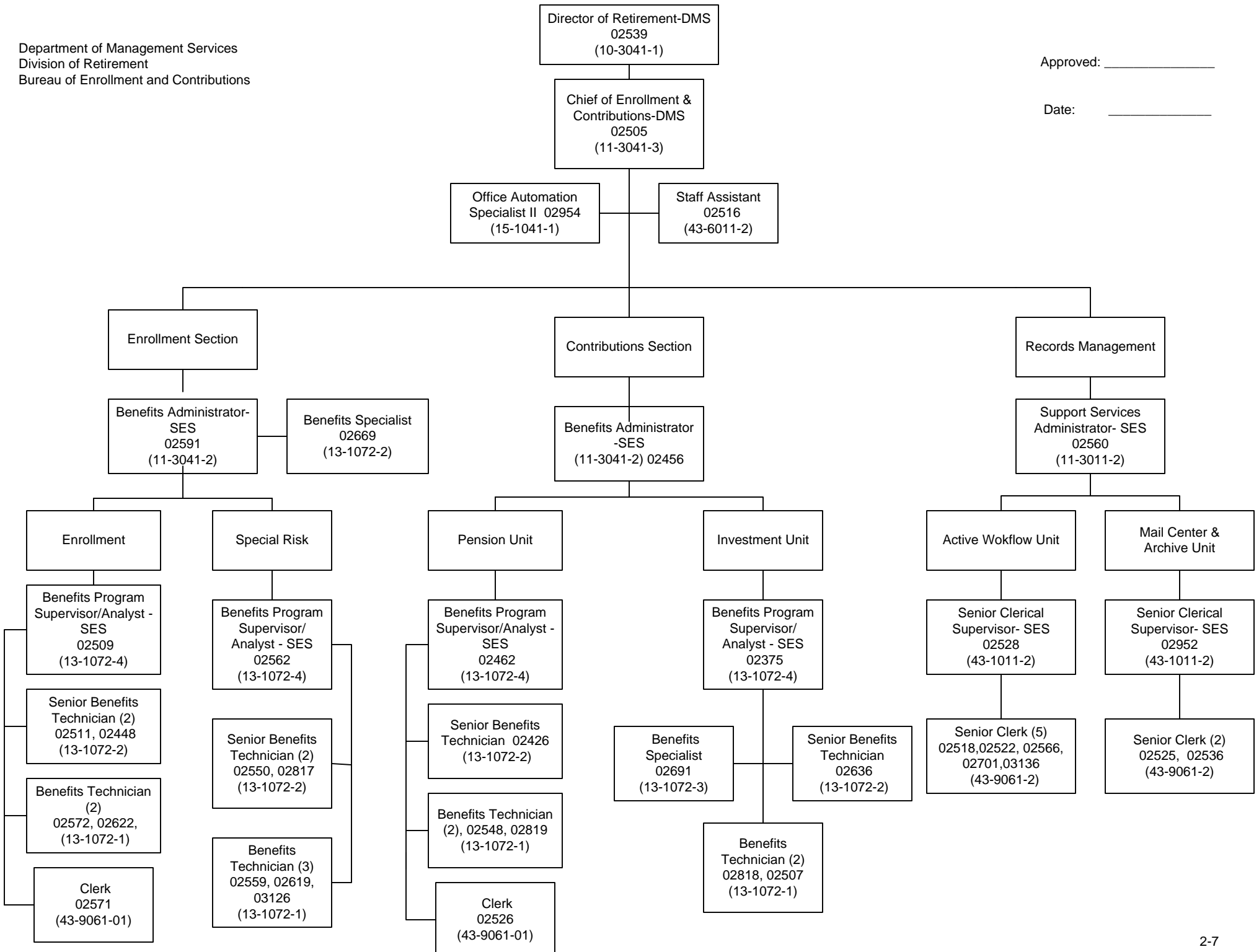


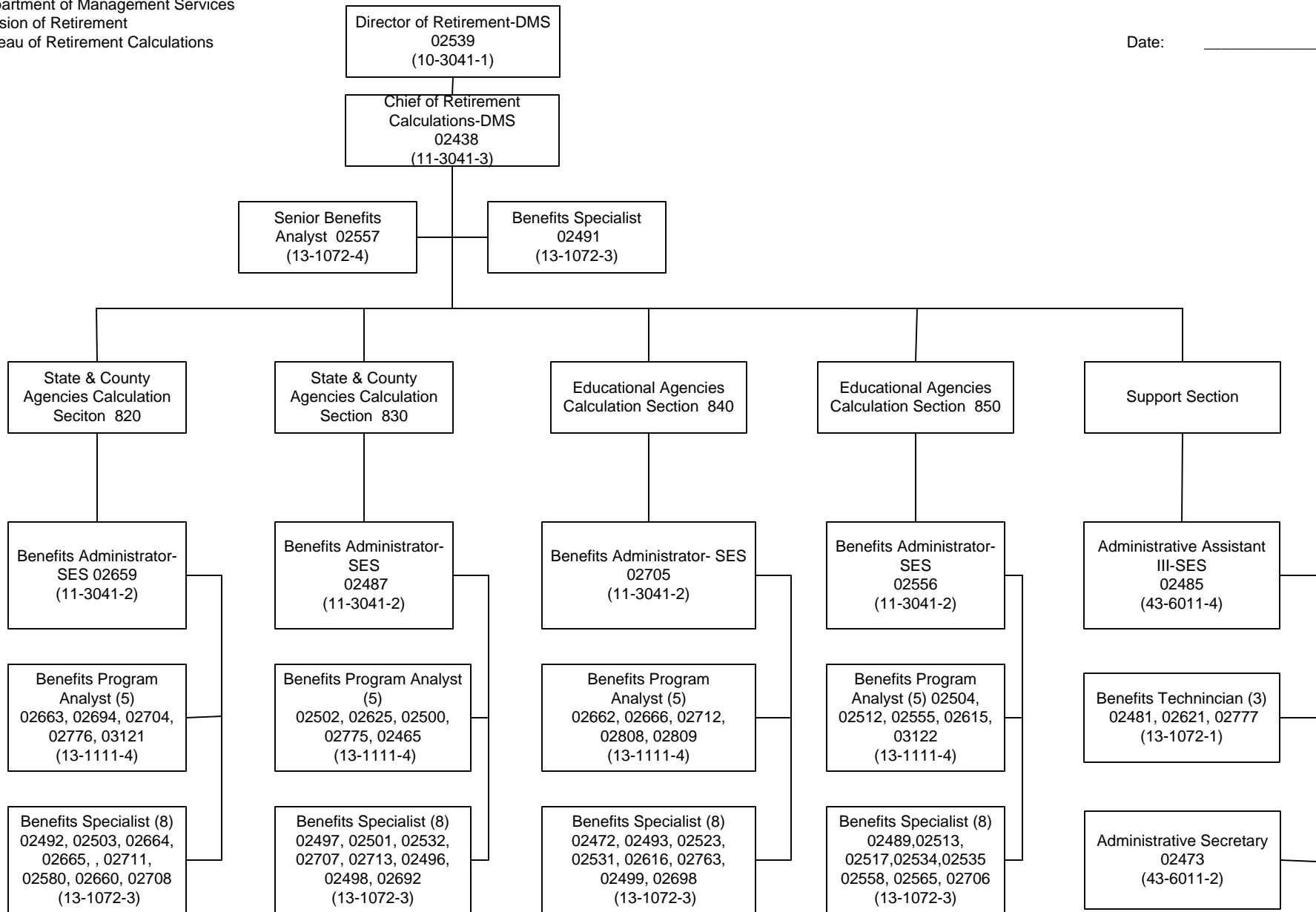




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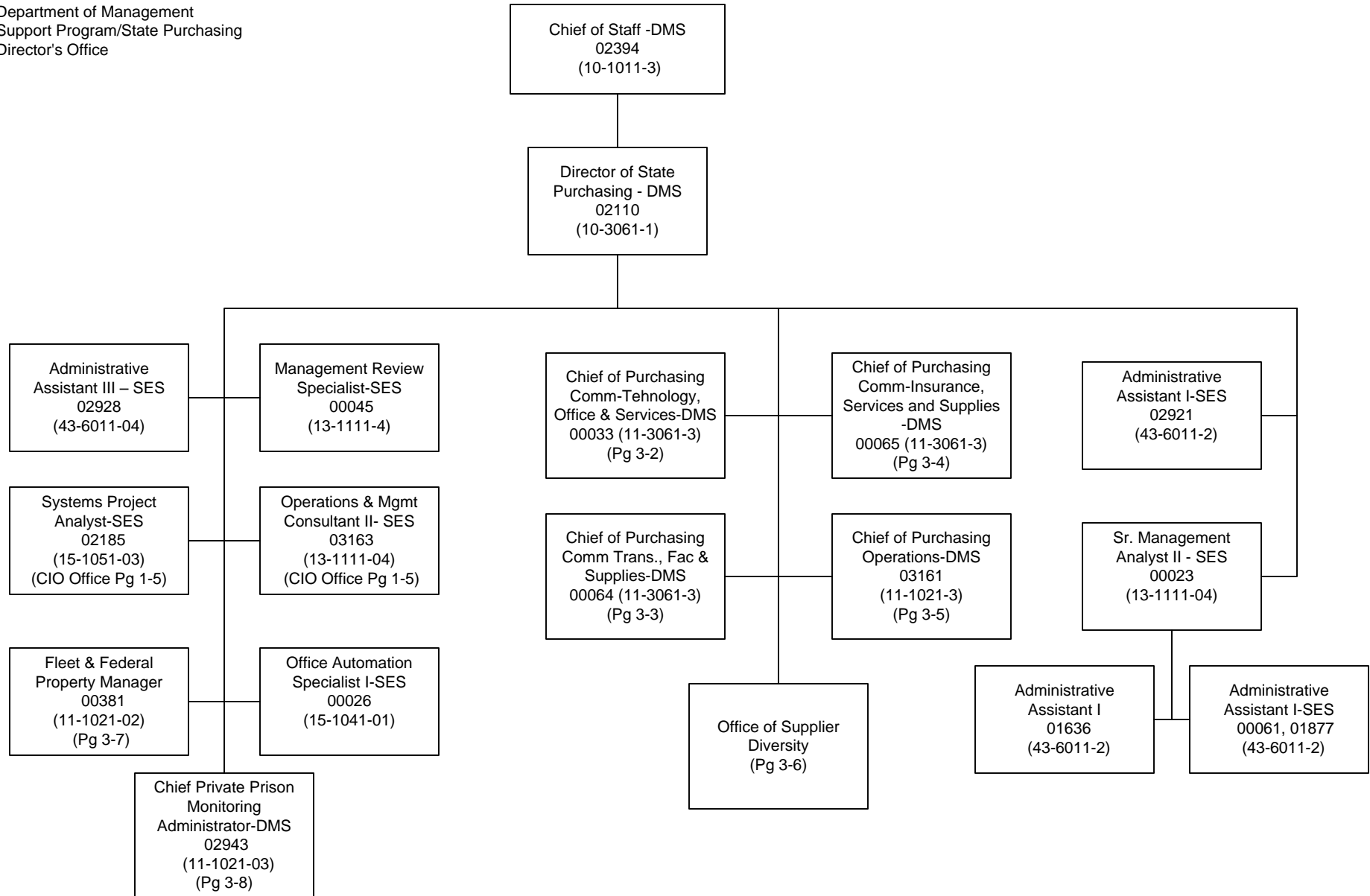




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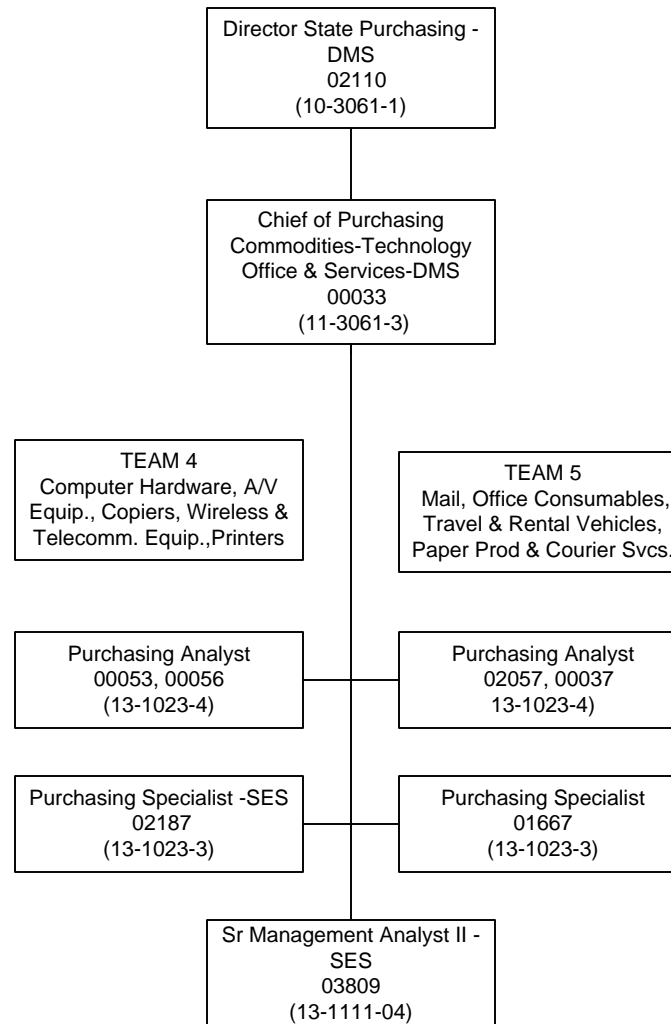
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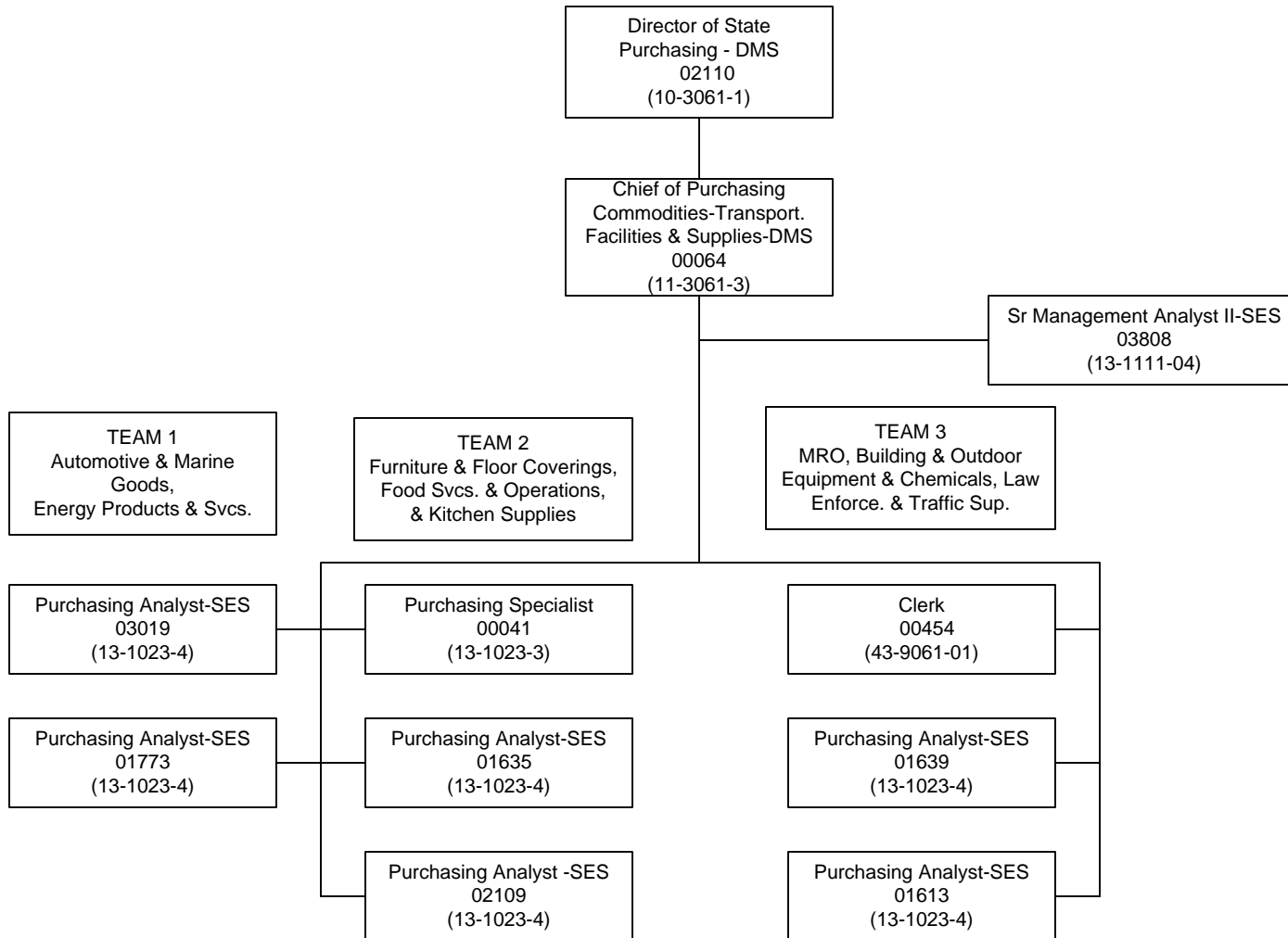
Department of Management  
Support Program/State Purchasing  
Director's Office



Approved: \_\_\_\_\_

Date: \_\_\_\_\_

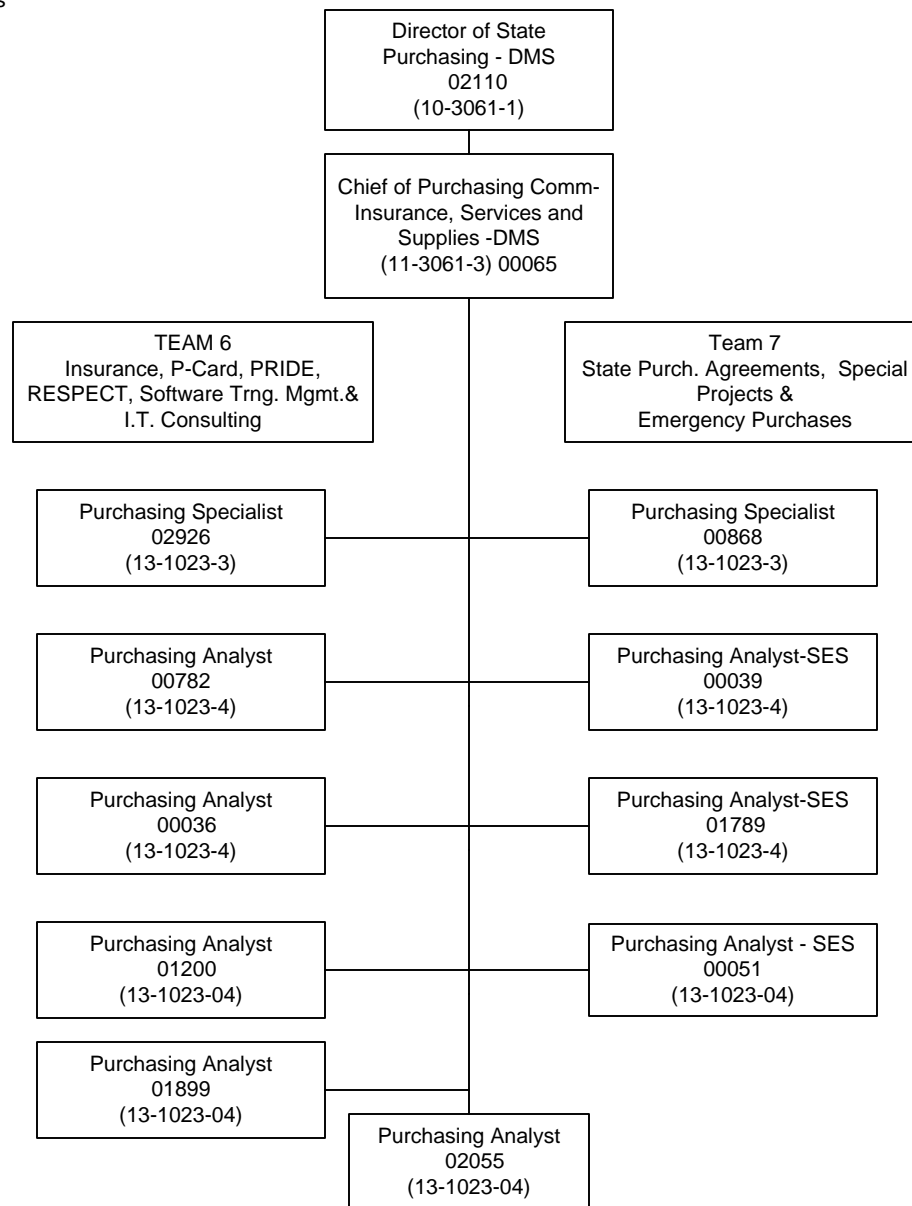




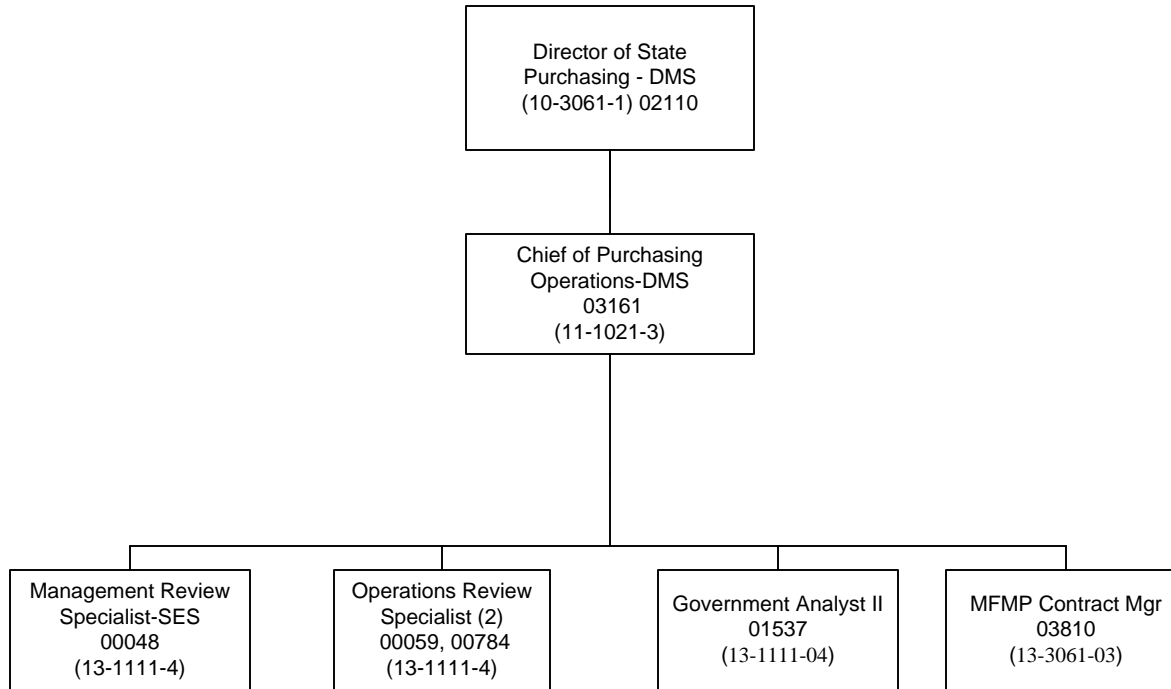
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Date: \_\_\_\_\_

Department of Management  
Support Program/State Purchasing  
Bureau of Purchasing Commodities-Insurance,  
Services and Supplies

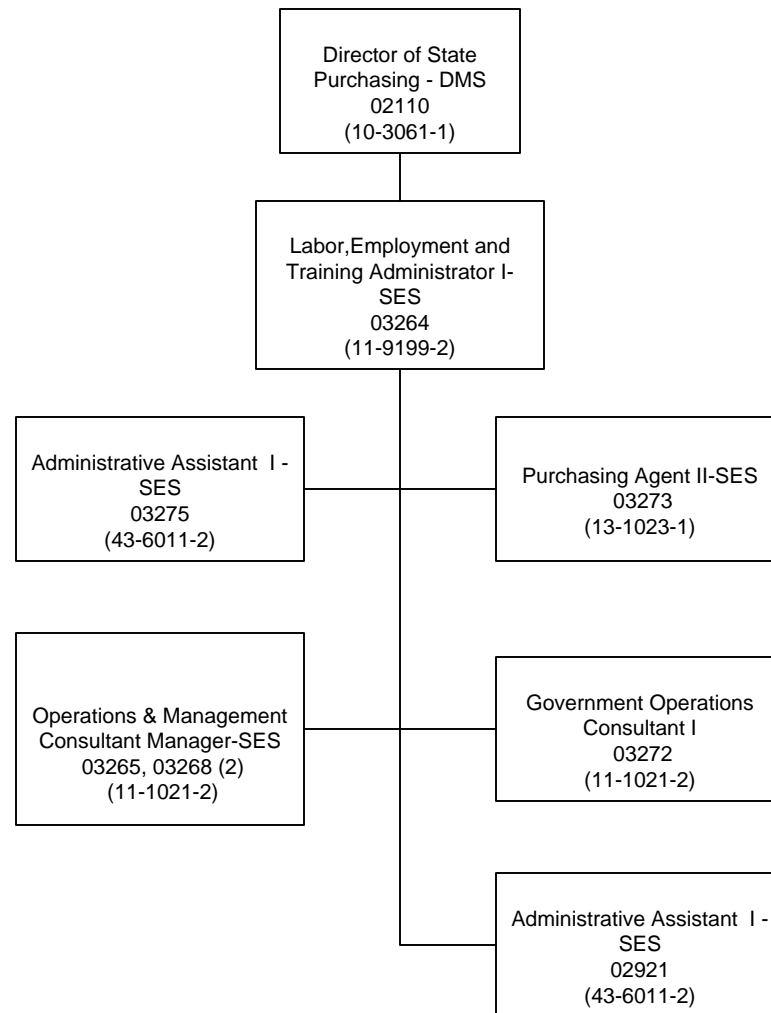


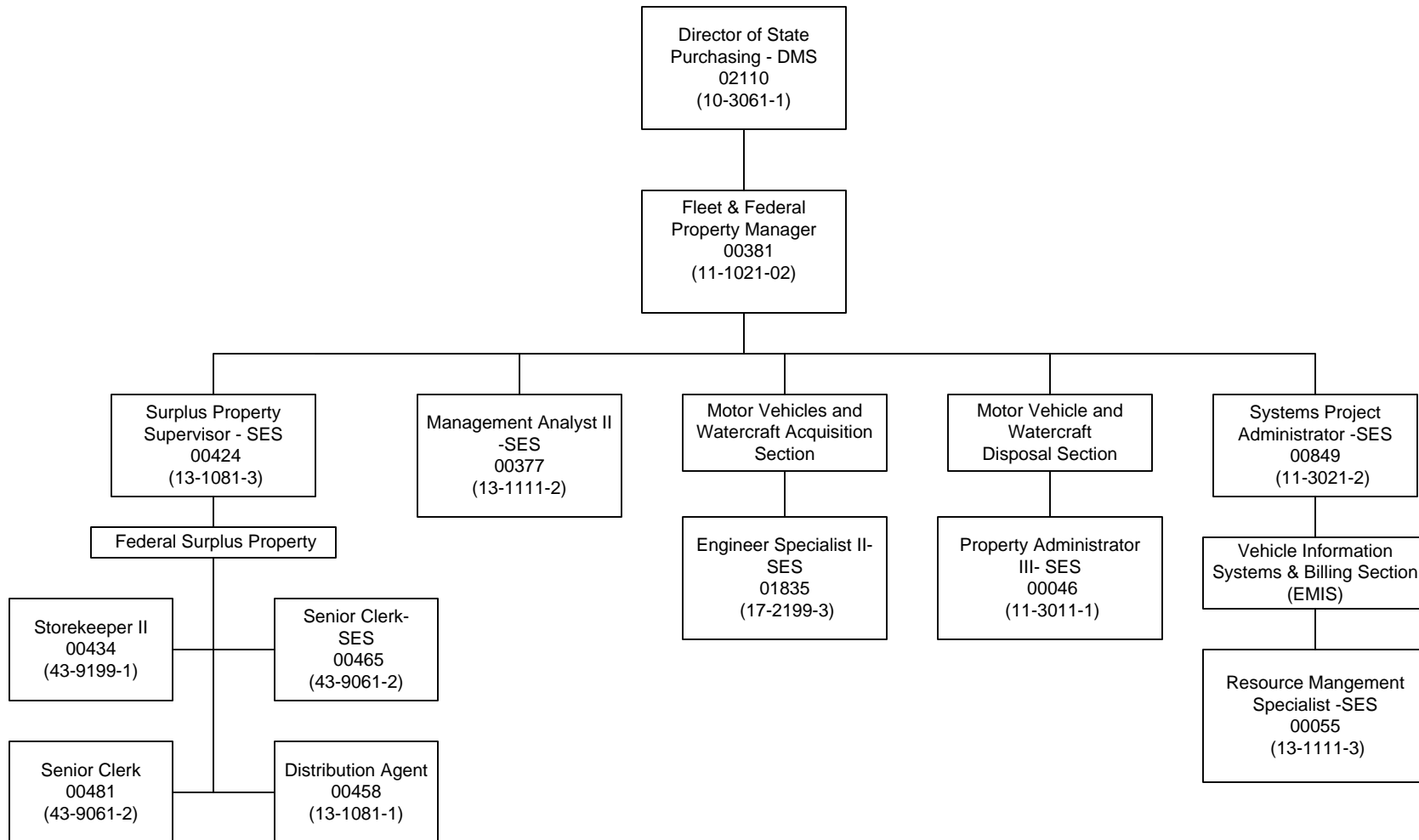


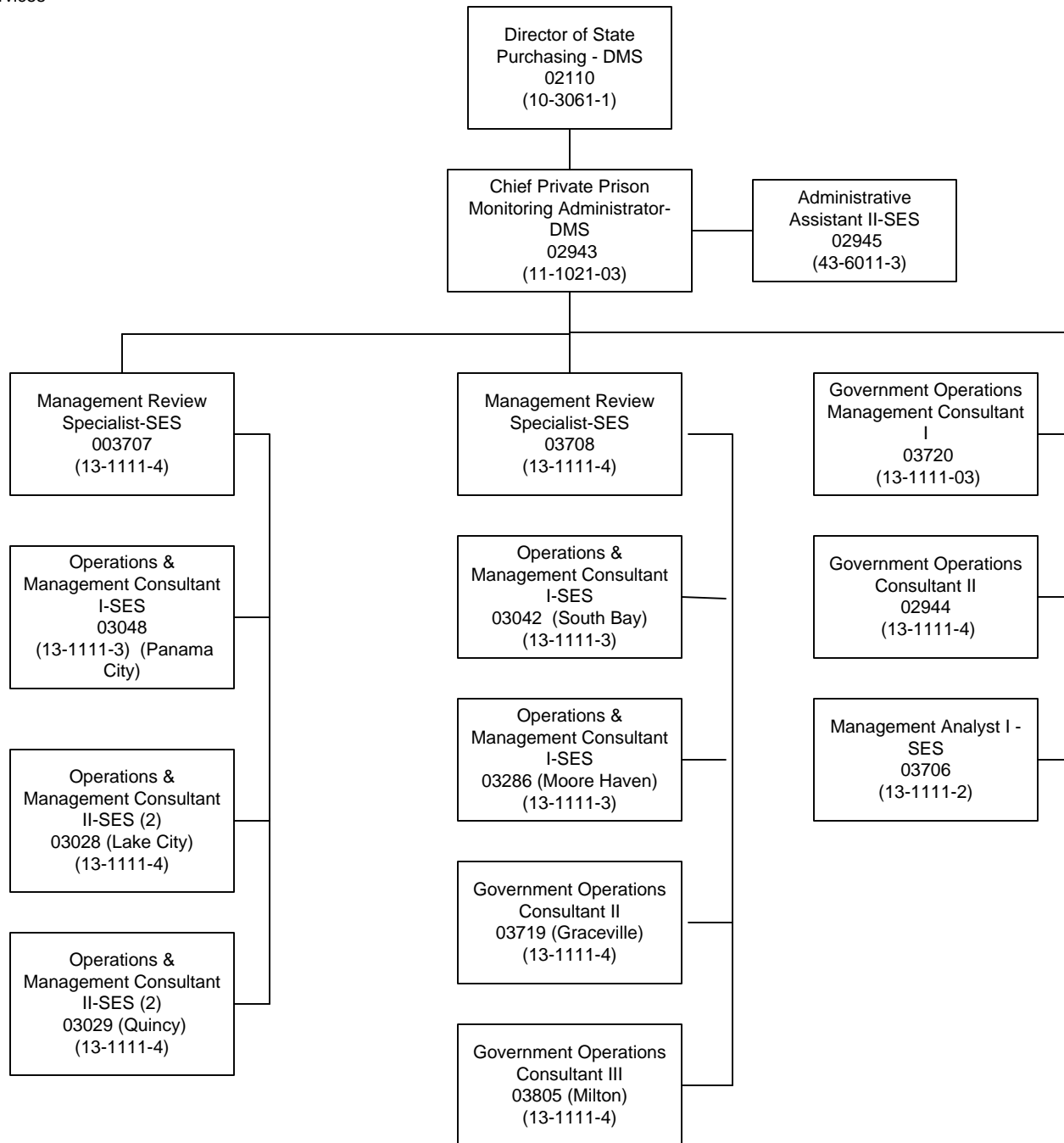


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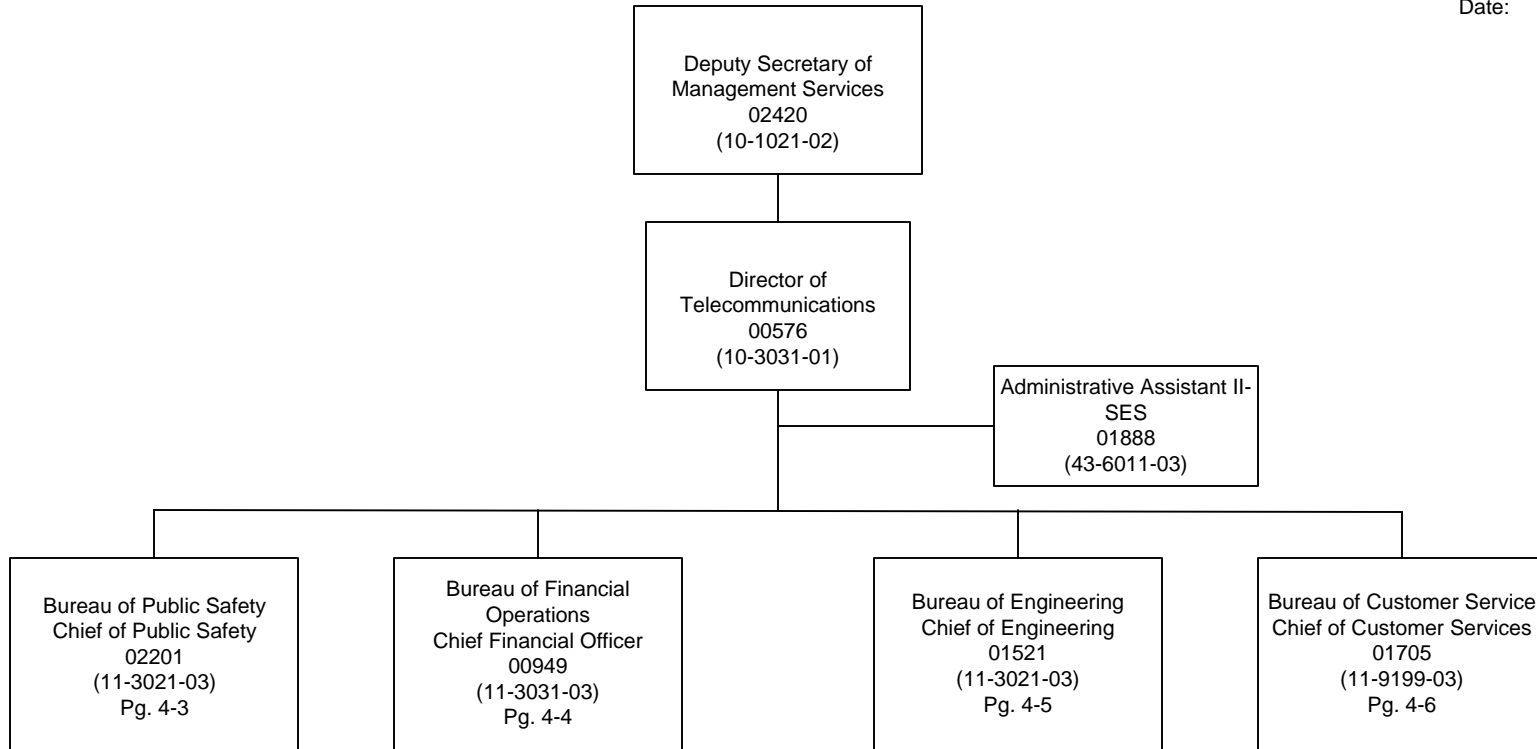


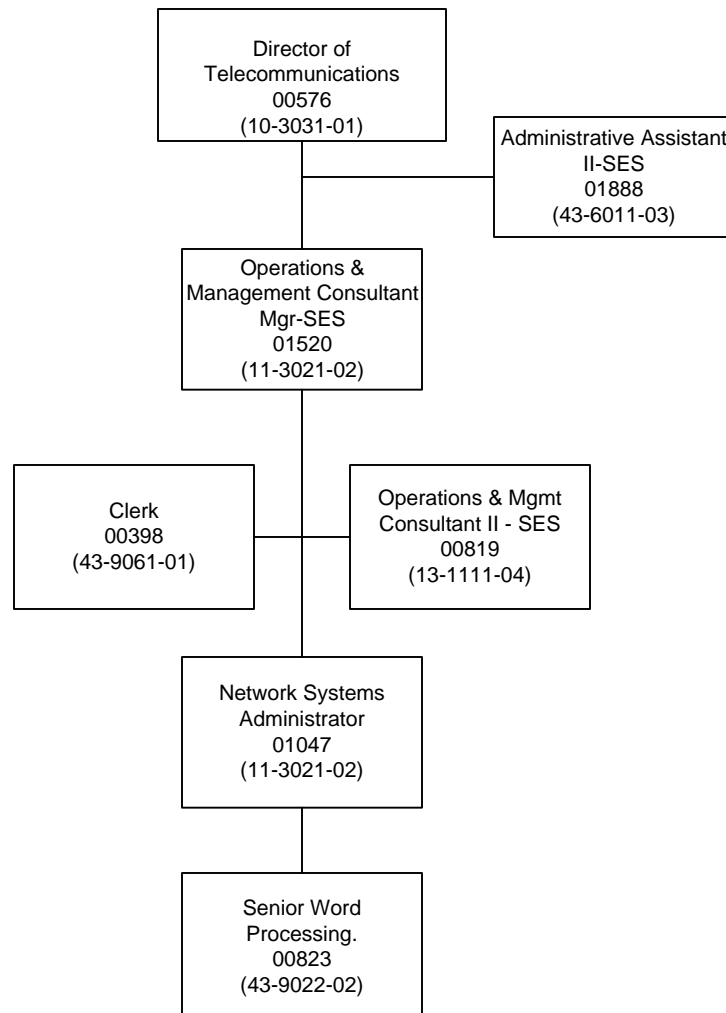


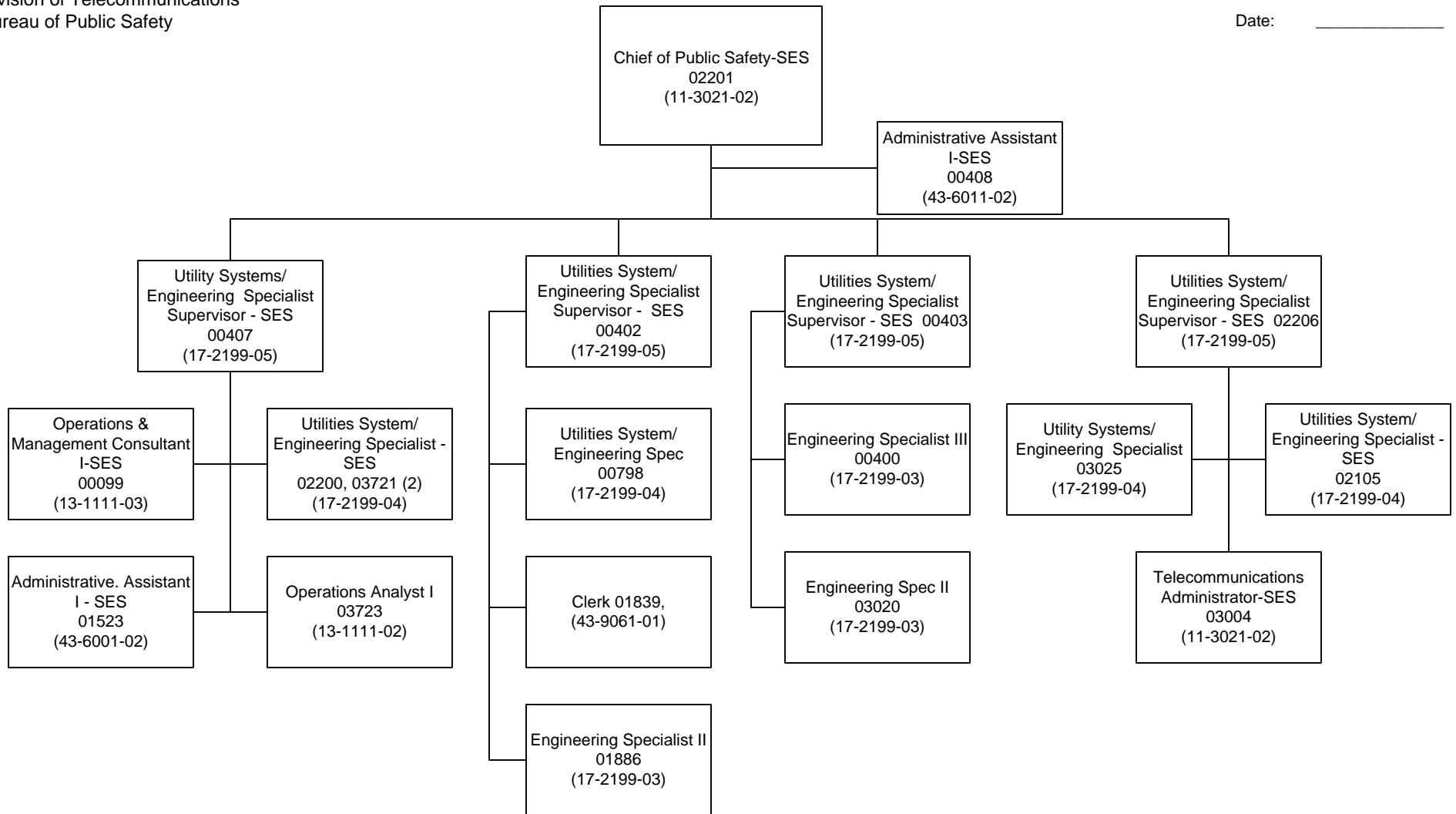


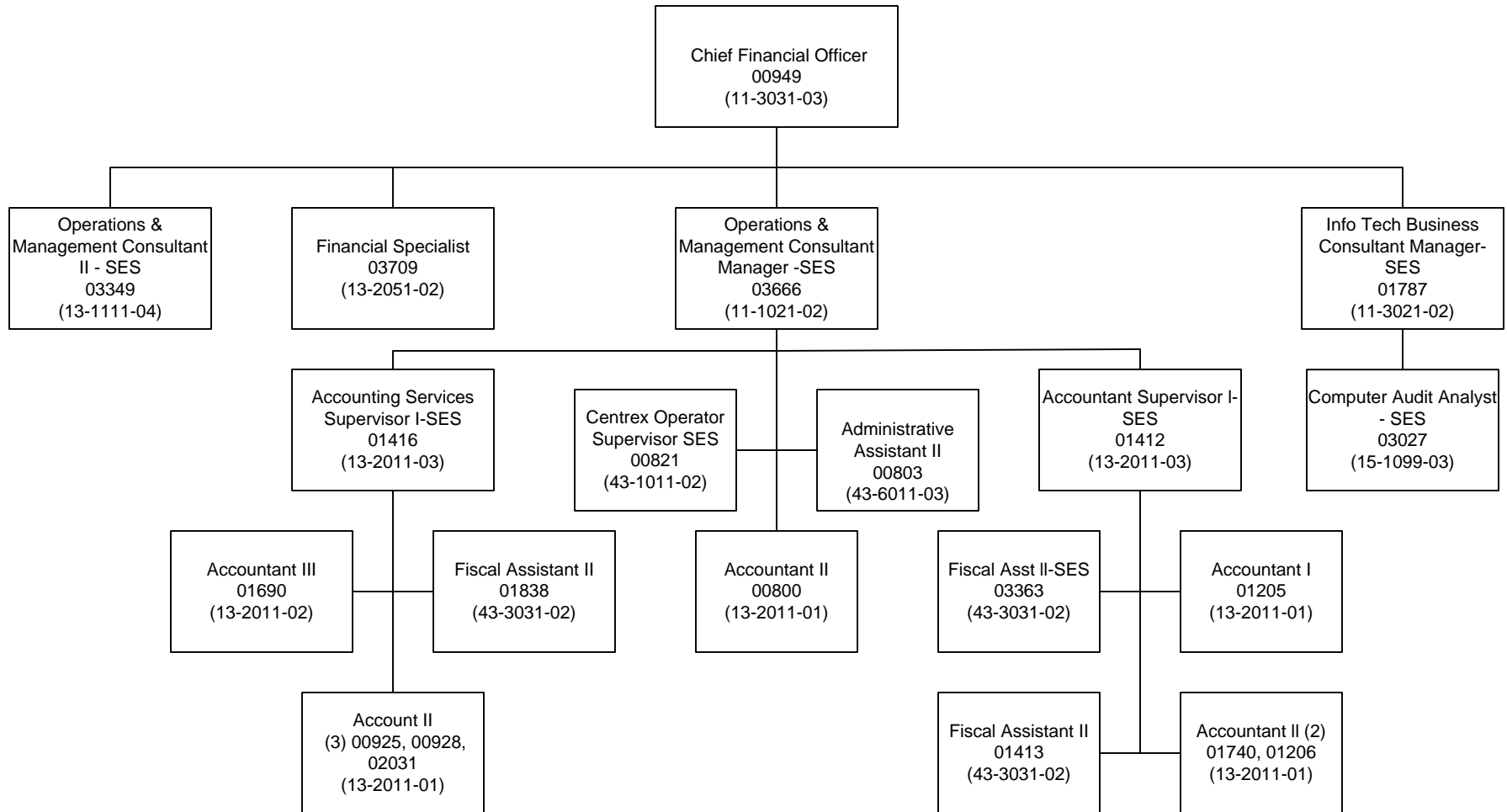
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Date: \_\_\_\_\_

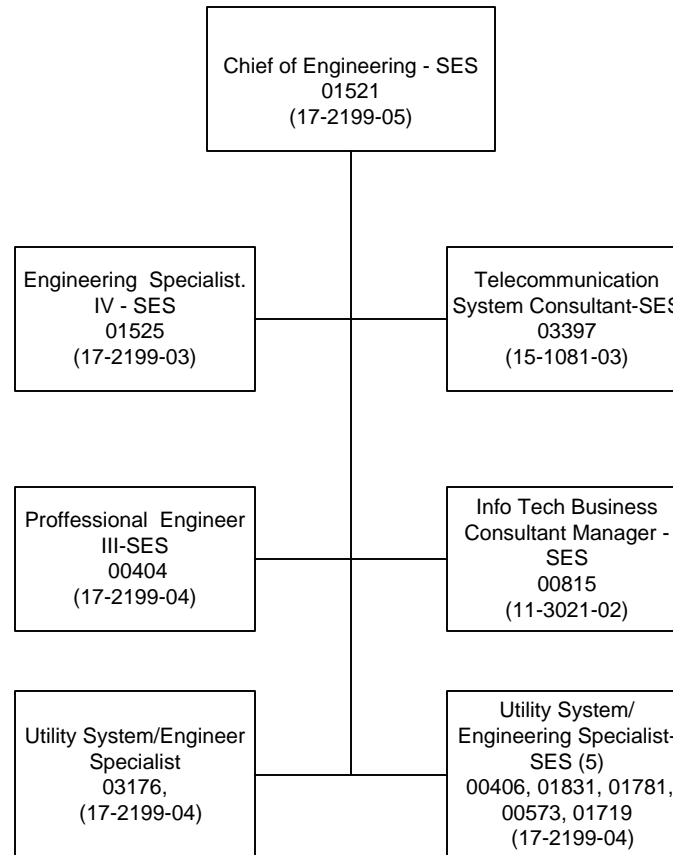


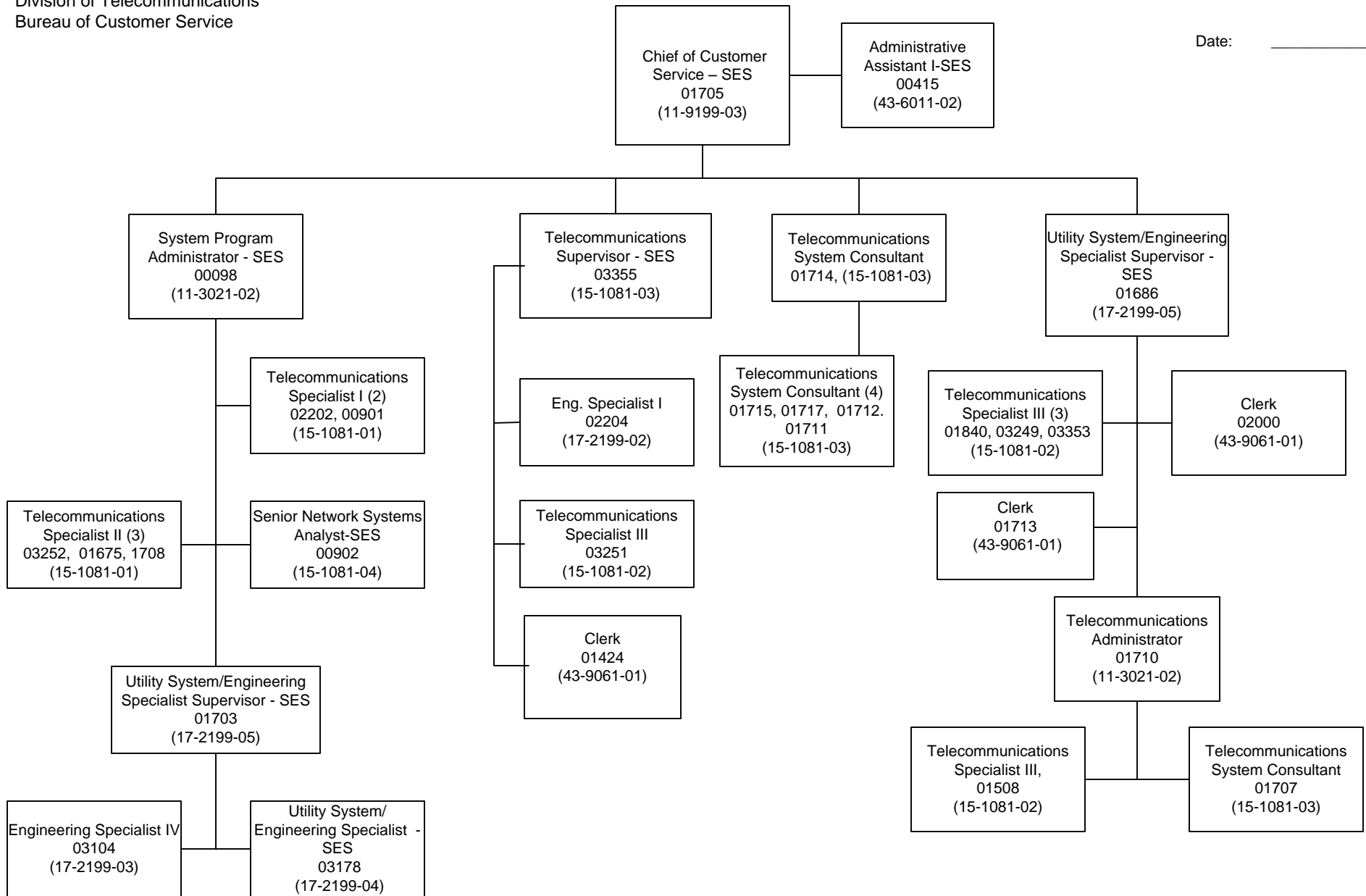


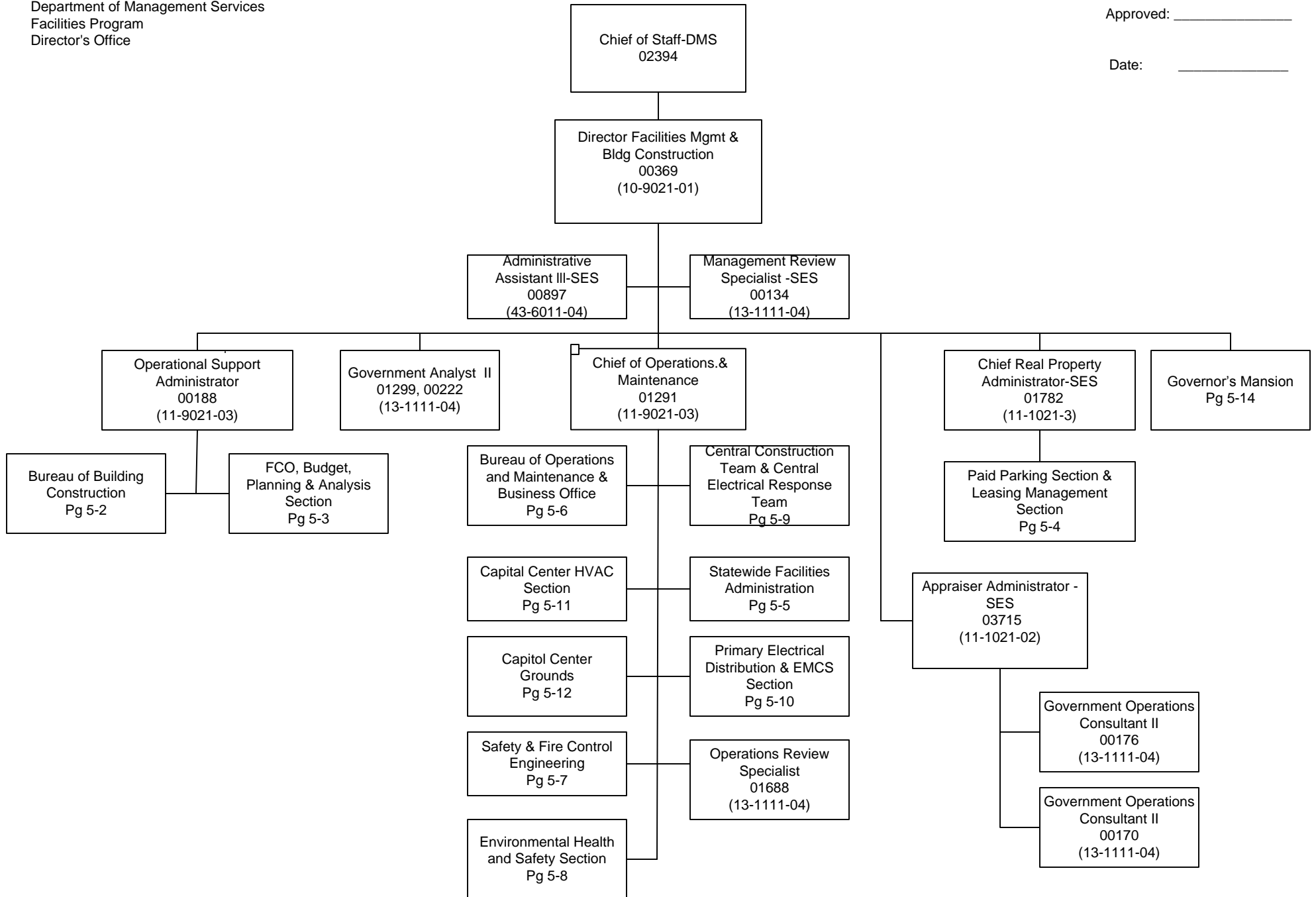








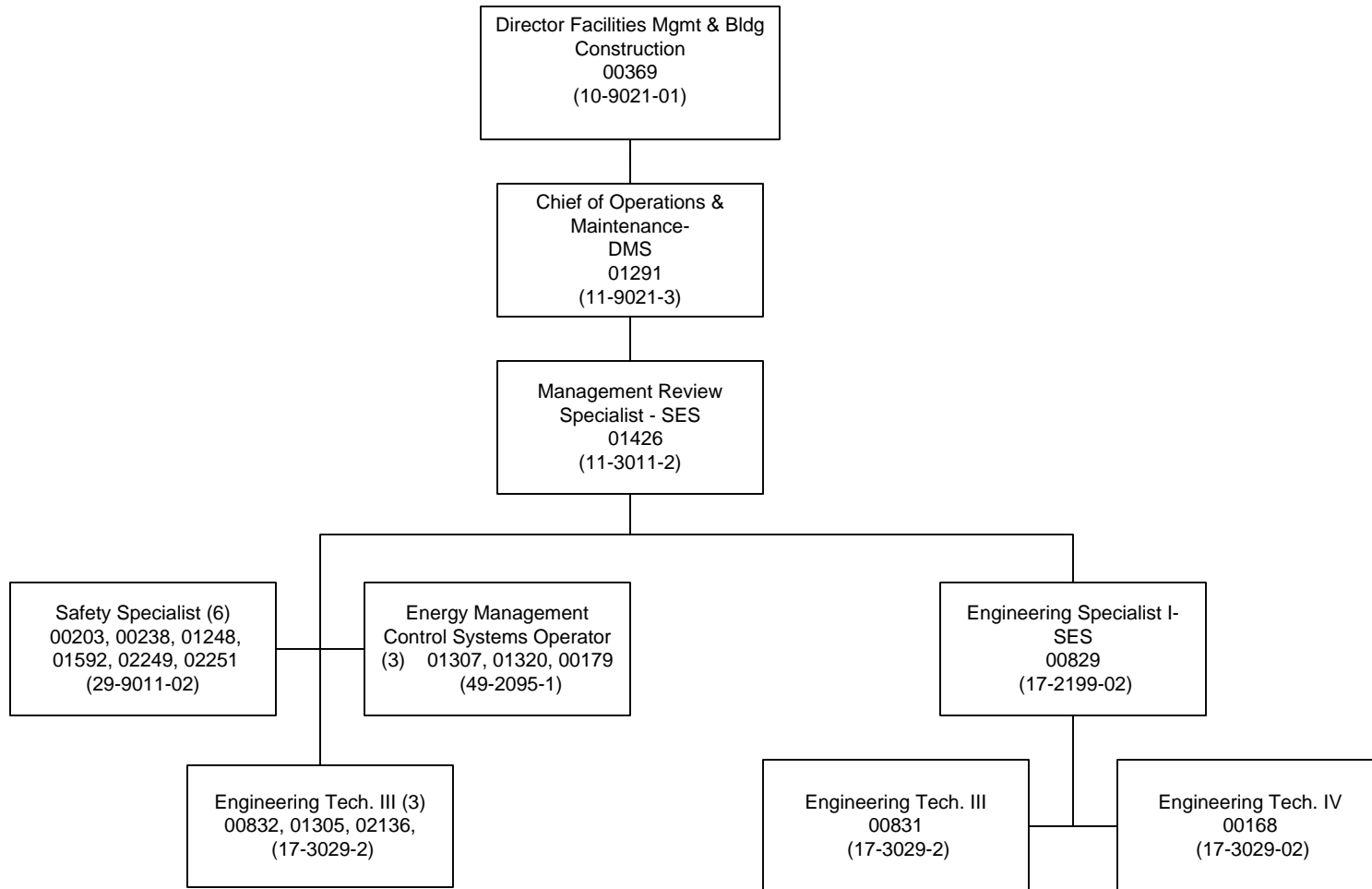




Department of Management Services  
Facilities Program/ Real Estate Development & Management  
Chief of Operations & Maintenance  
Primary Electrical Distribution & EMCS Section

Approved: \_\_\_\_\_

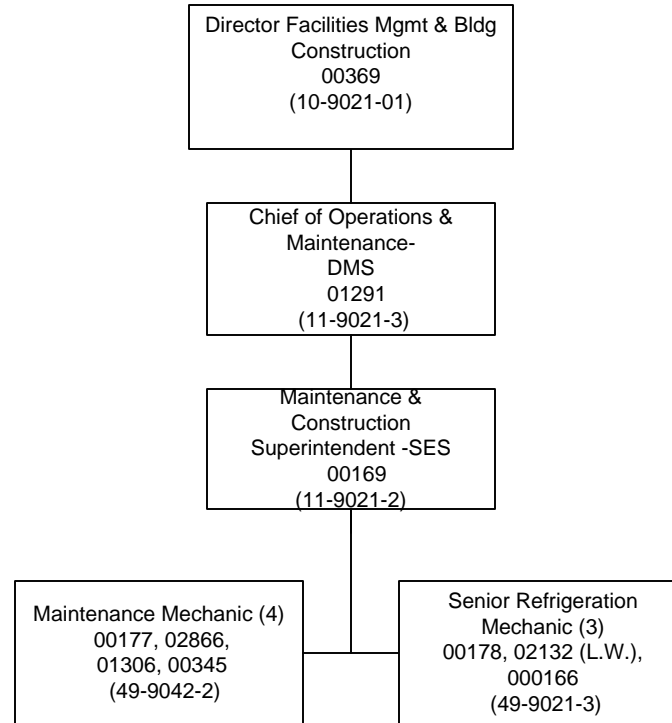
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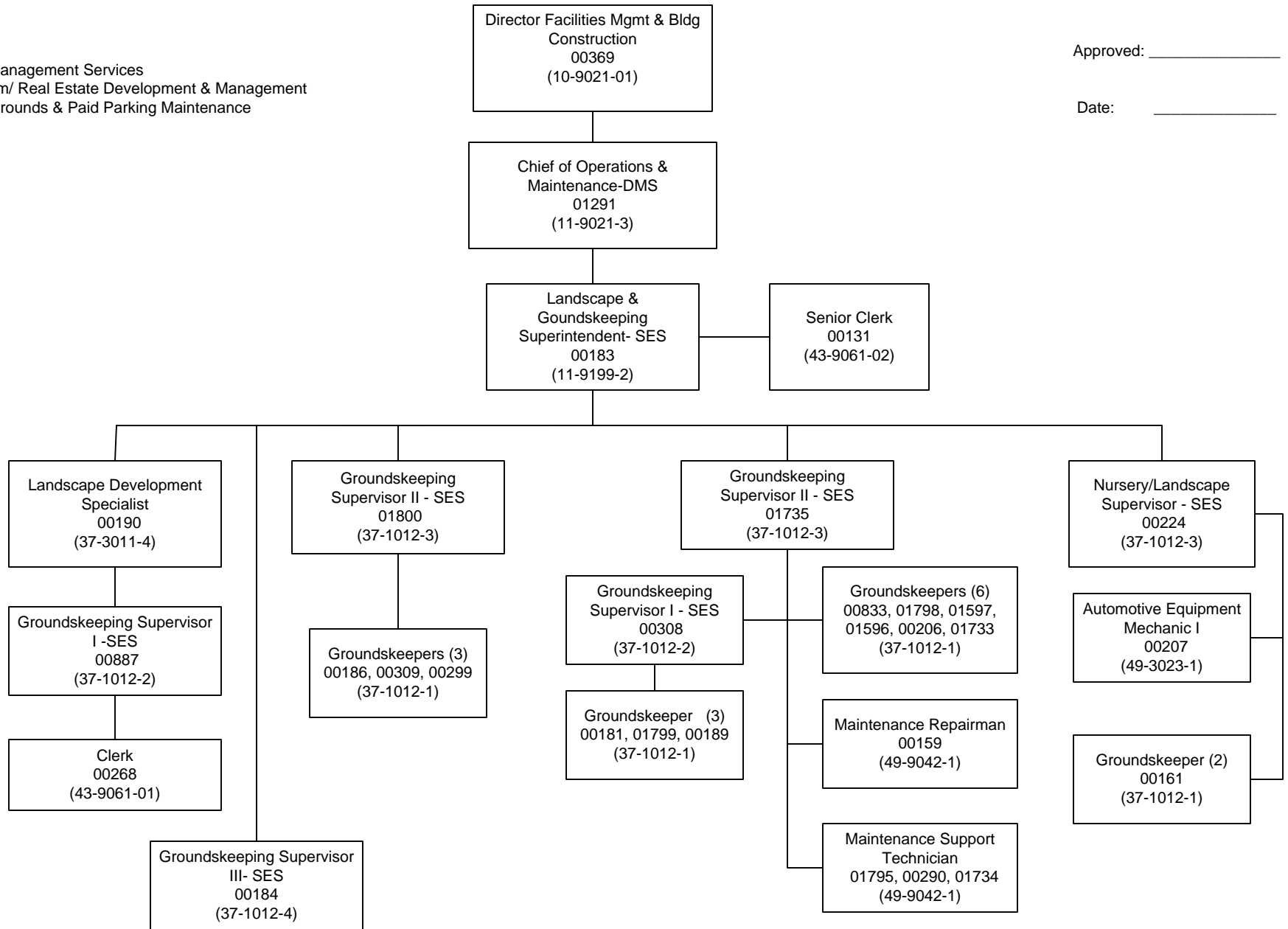


Department of Management Services  
Facilities Program/ Real Estate Development & Management  
Chief of Operations & Maintenance  
Capitol Center H.V.A.C. Section

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

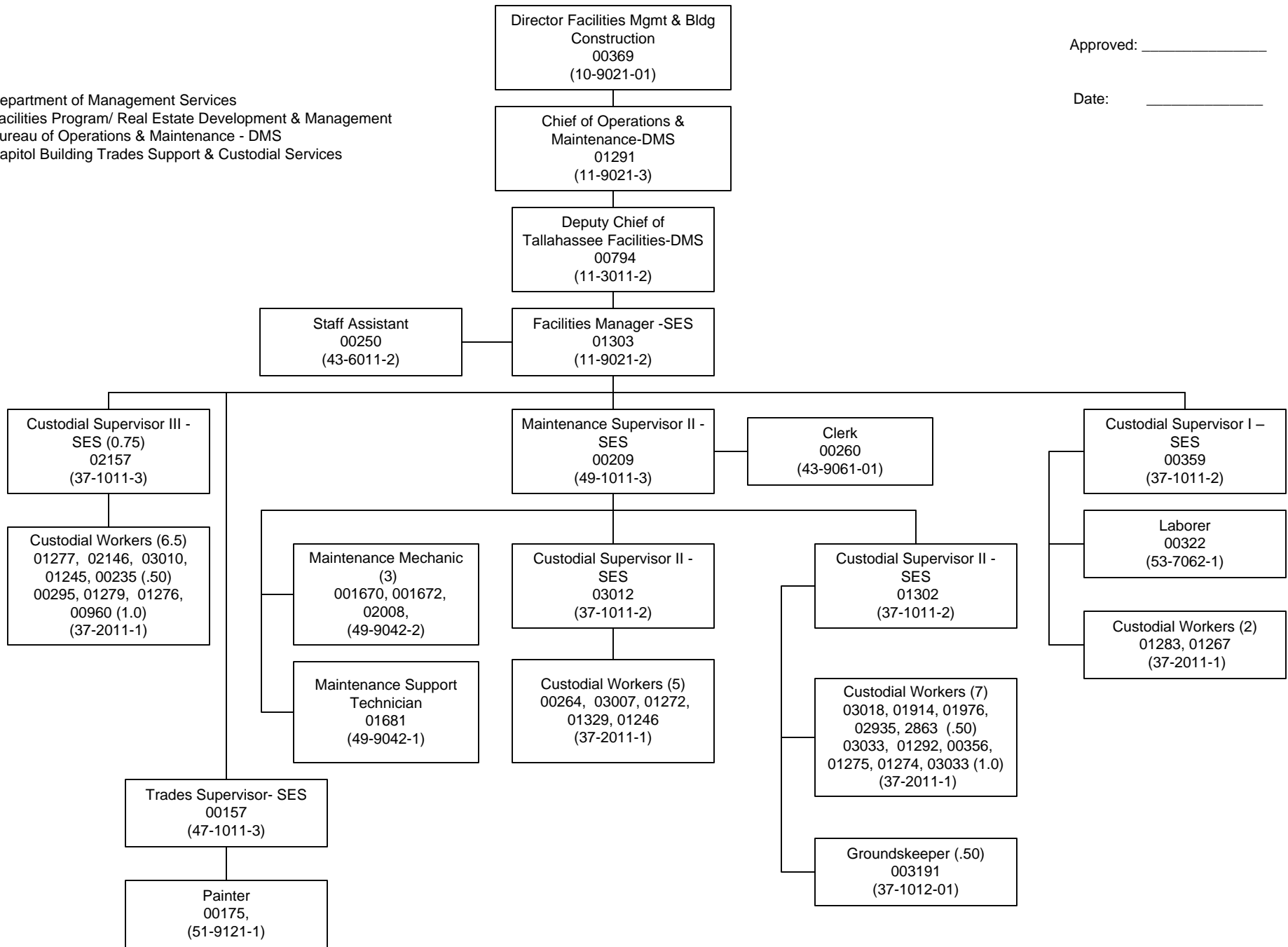




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Date: \_\_\_\_\_

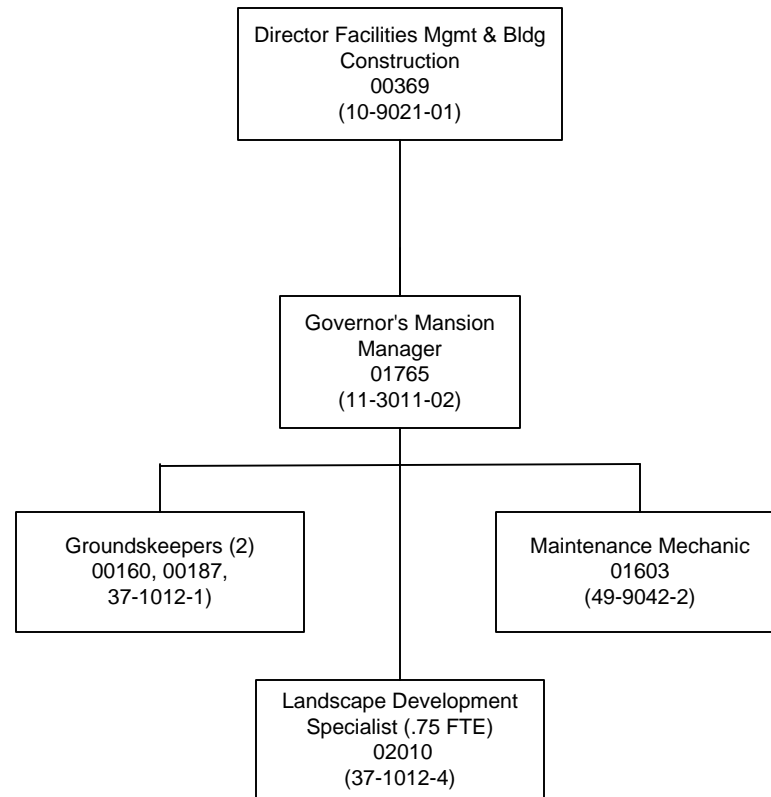
Department of Management Services  
Facilities Program/ Real Estate Development & Management  
Bureau of Operations & Maintenance - DMS  
Capitol Building Trades Support & Custodial Services



Department of Management Services  
Facilities Program/ Real Estate Development & Management  
Bureau of Operations & Maintenance  
Governor's Mansion & Grounds

Approved: \_\_\_\_\_

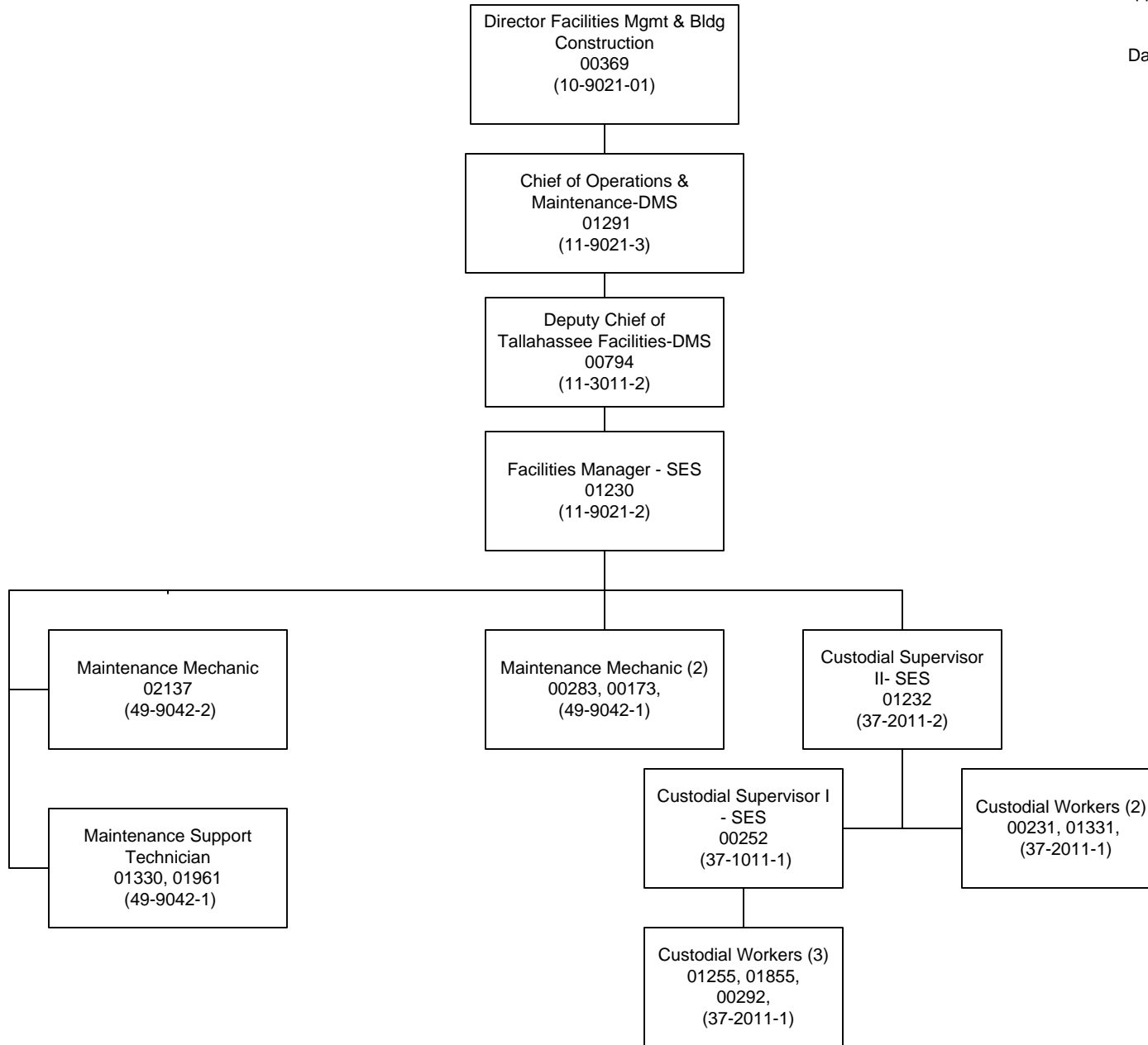
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Approved: \_\_\_\_\_

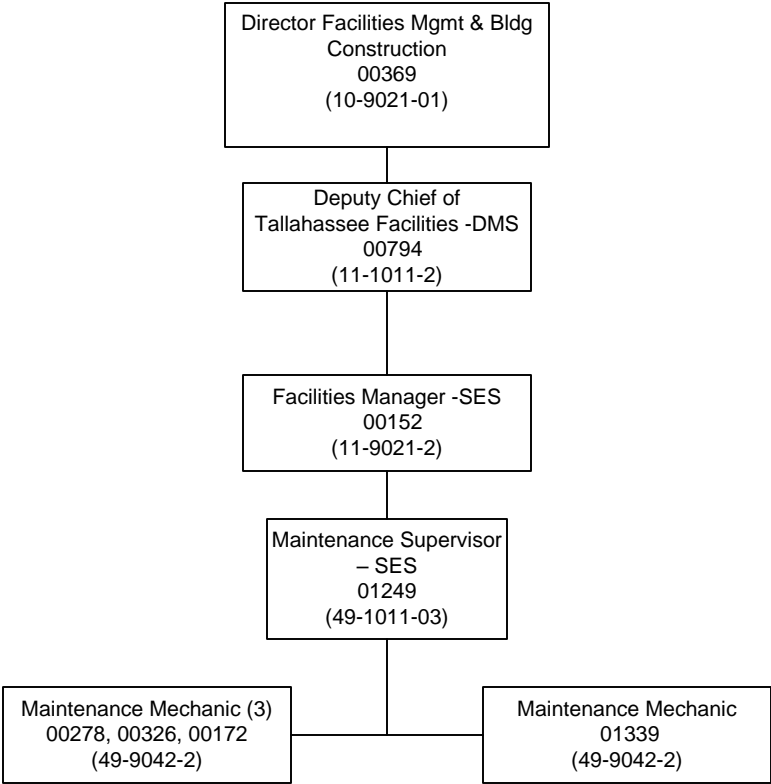
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Department of Management Services  
Facilities Program/Real Estate Development & Management  
Bureau of Operations & Maintenance  
Fletcher, Larson & Collins Buildings

Approved: \_\_\_\_\_

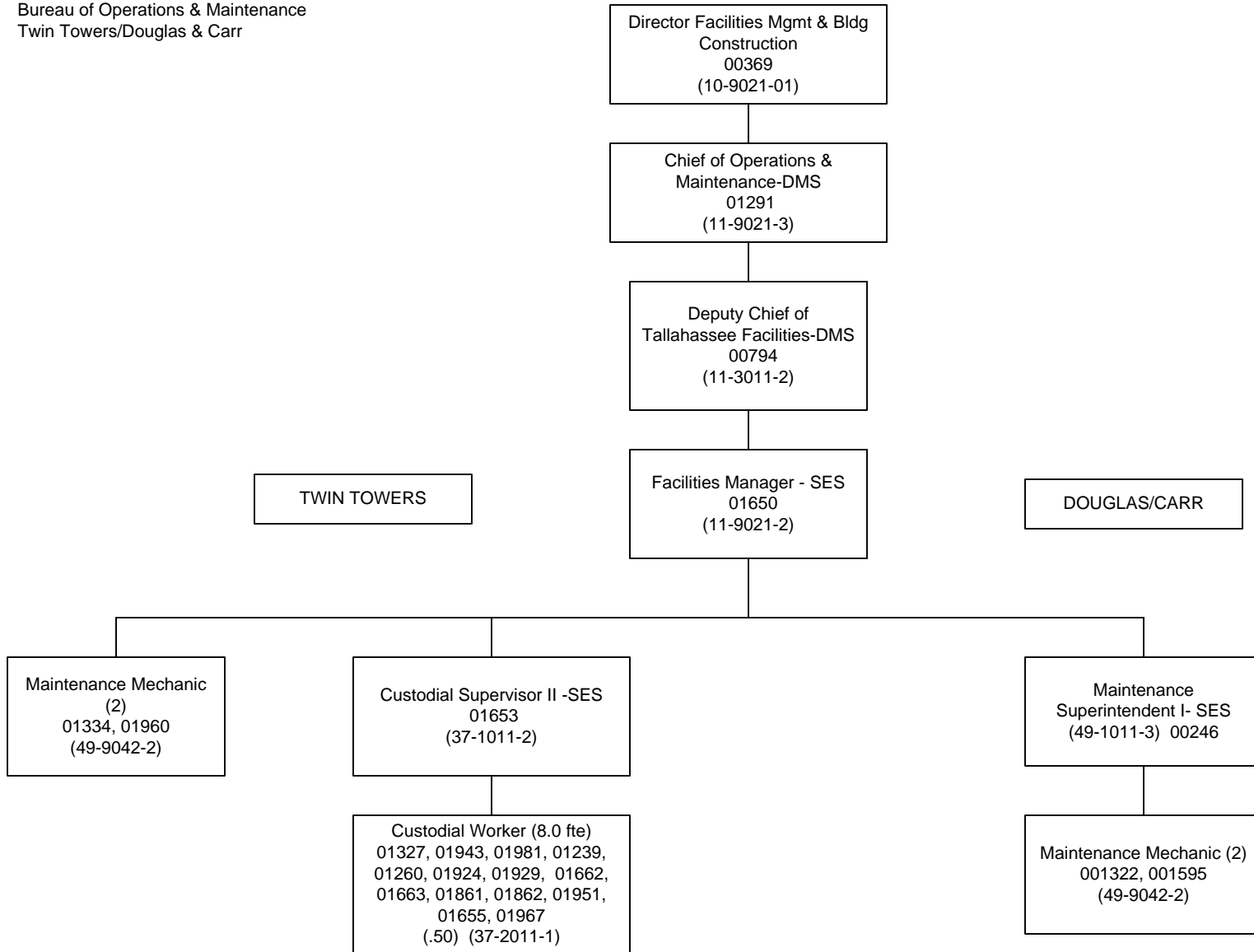
Date: \_\_\_\_\_



Department of Management Services  
 Facilities Program/Real Estate Development & Management  
 Bureau of Operations & Maintenance  
 Twin Towers/Douglas & Carr

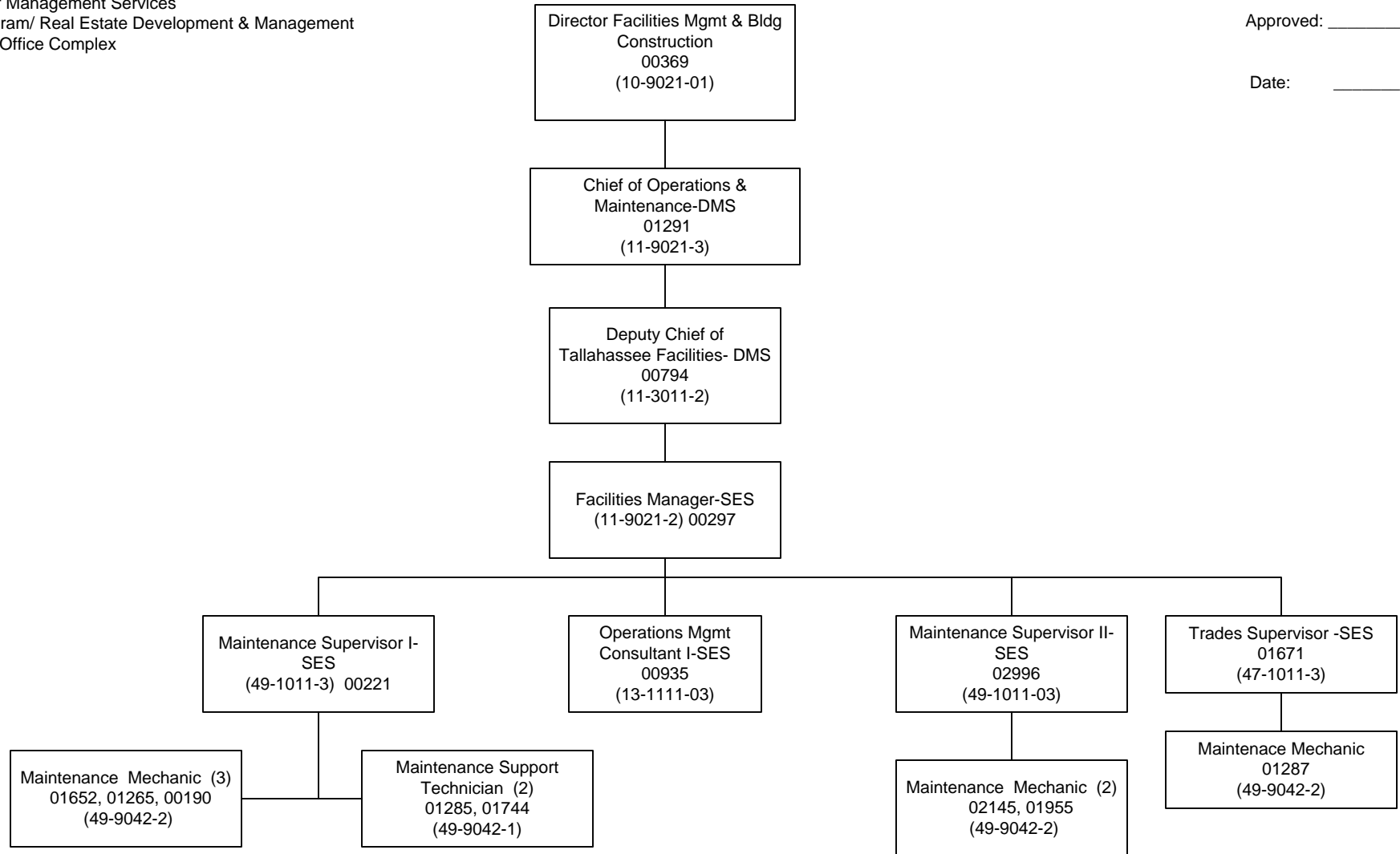
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Date: \_\_\_\_\_



Approved: \_\_\_\_\_

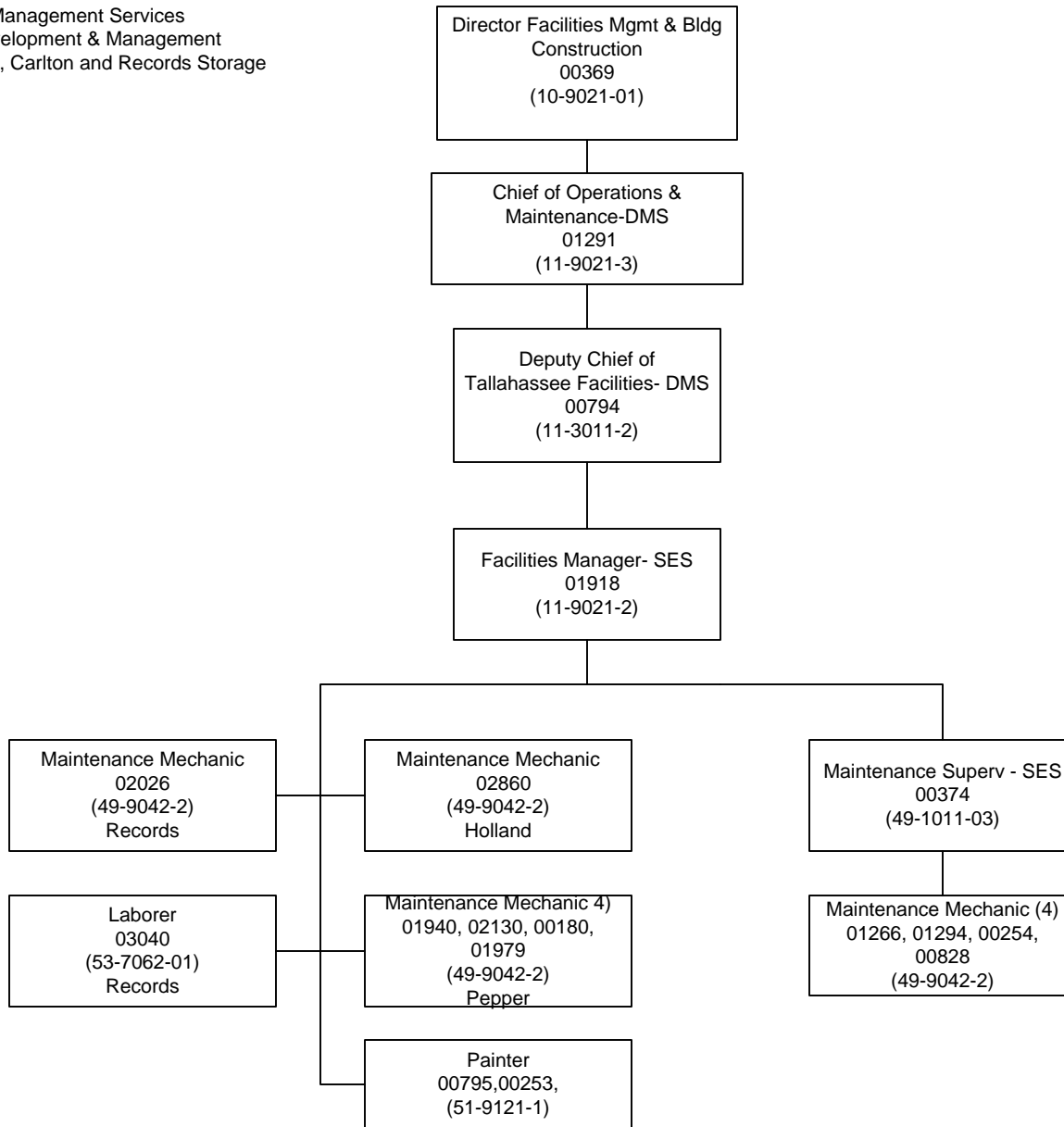
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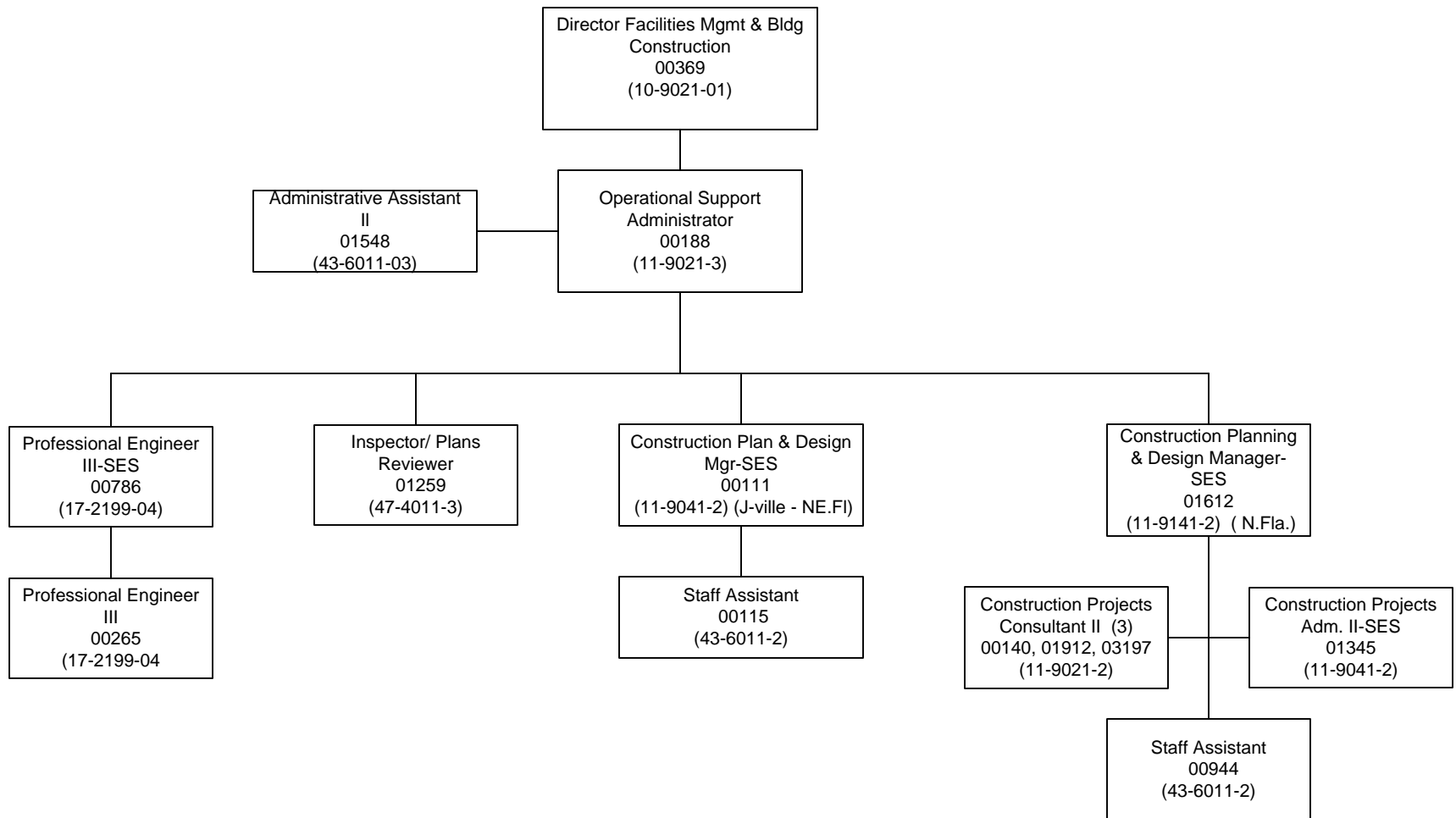


Department of Management Services  
Real Estate Development & Management  
Pepper, Holland, Carlton and Records Storage

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

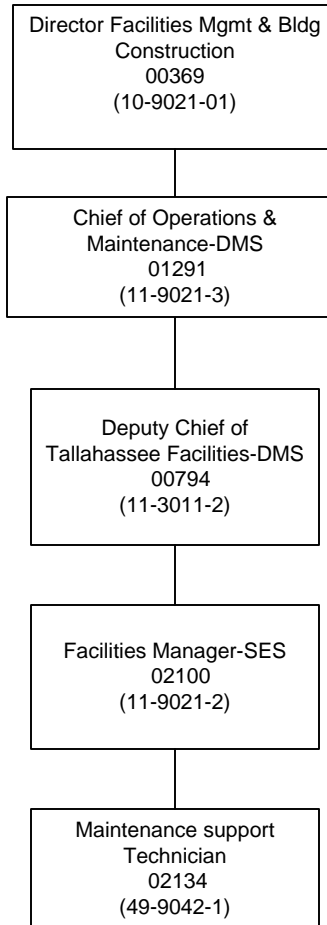


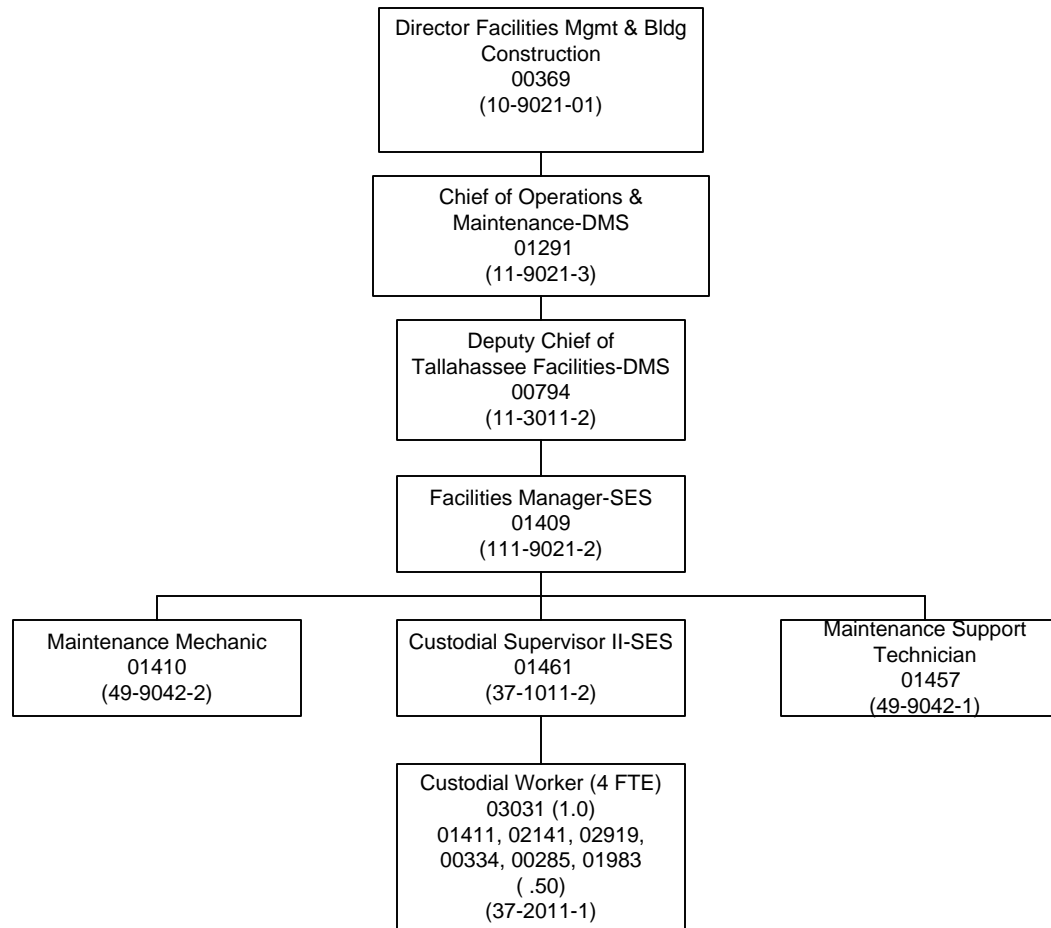


Department of Management Services  
Facilities Program/ Real Estate Development & Management  
Bureau of Operations & Maintenance  
FDLE Building

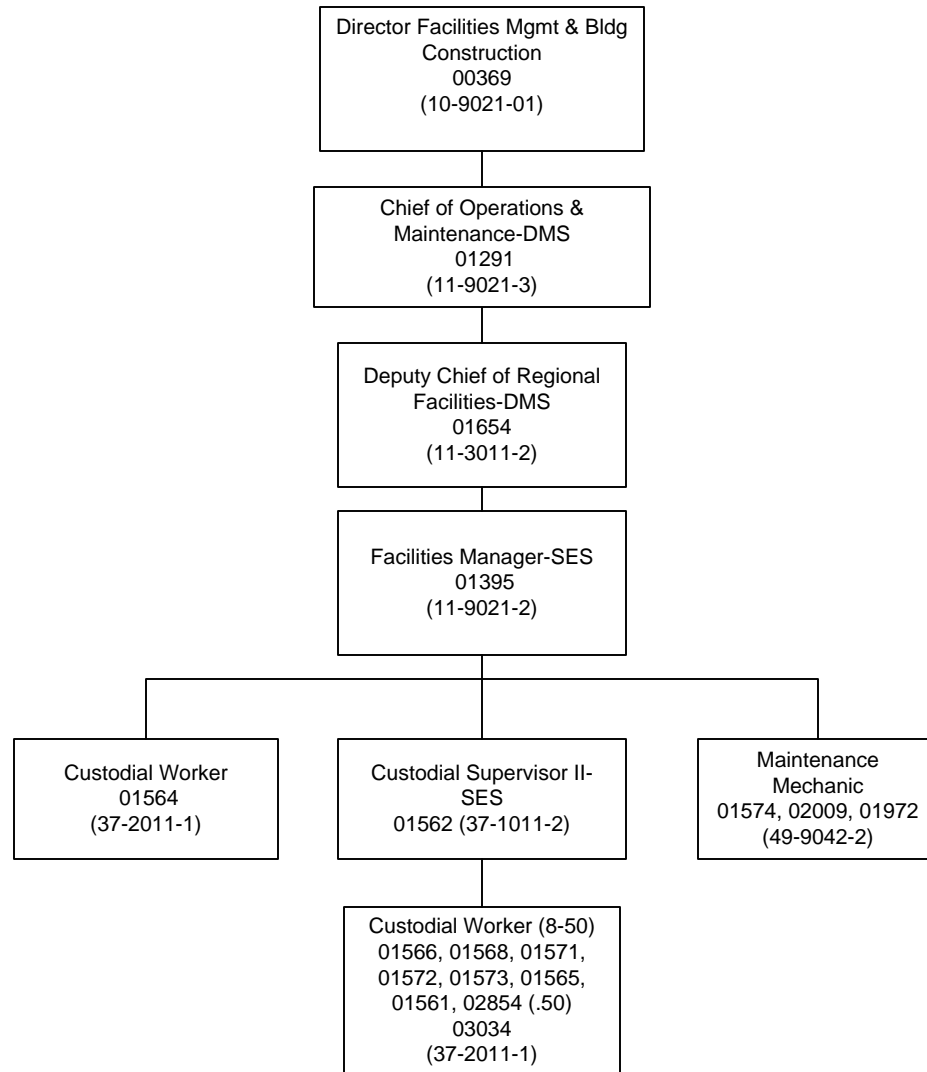
Approved: \_\_\_\_\_

Date: \_\_\_\_\_





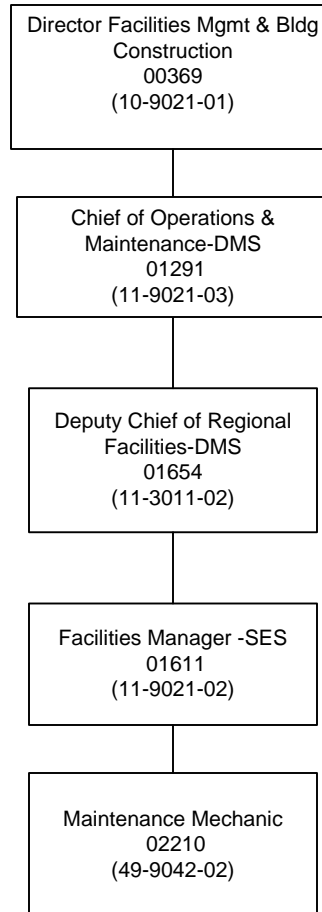




Department of Management Services  
Facilities Program/Facilities Management  
Bureau of Operations & Maintenance  
Alachua Regional Service Center

Approved: \_\_\_\_\_

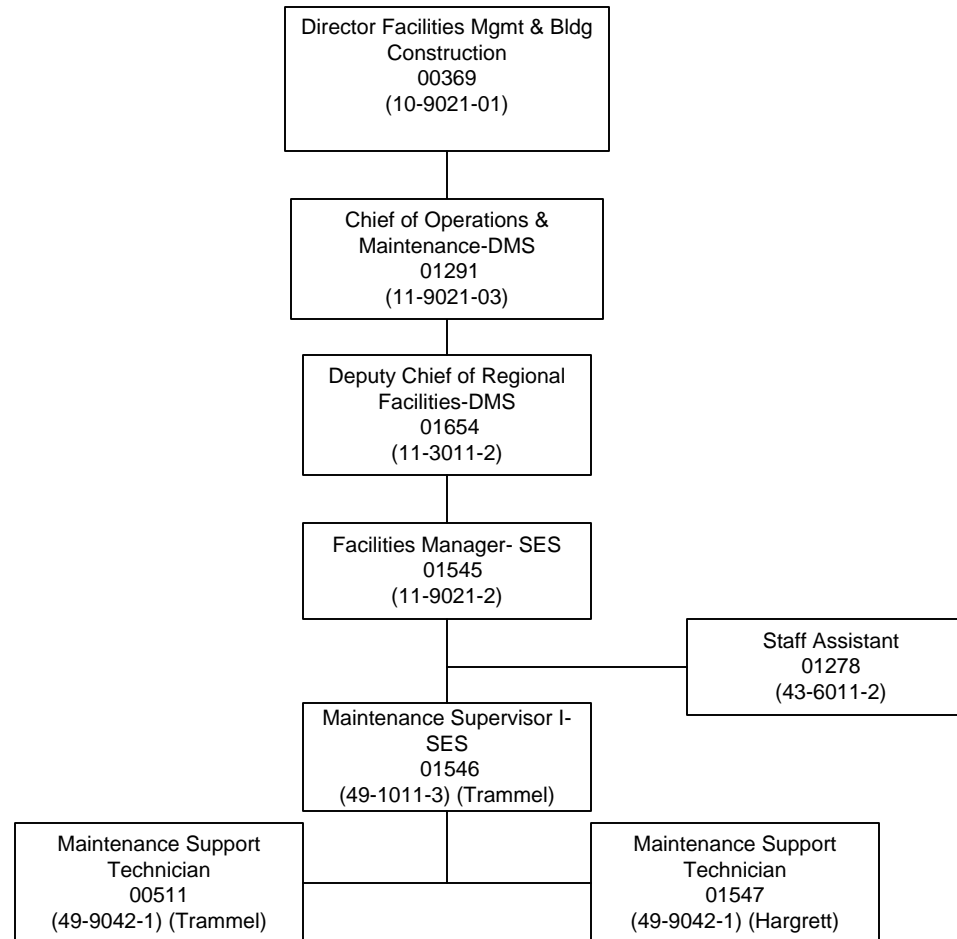
Date: \_\_\_\_\_



Department of Management Services  
Facilities Program  
Bureau of Operations & Maintenance  
Hillsborough Regional Service Center  
Trammell and Hargrett Buildings

Approved: \_\_\_\_\_

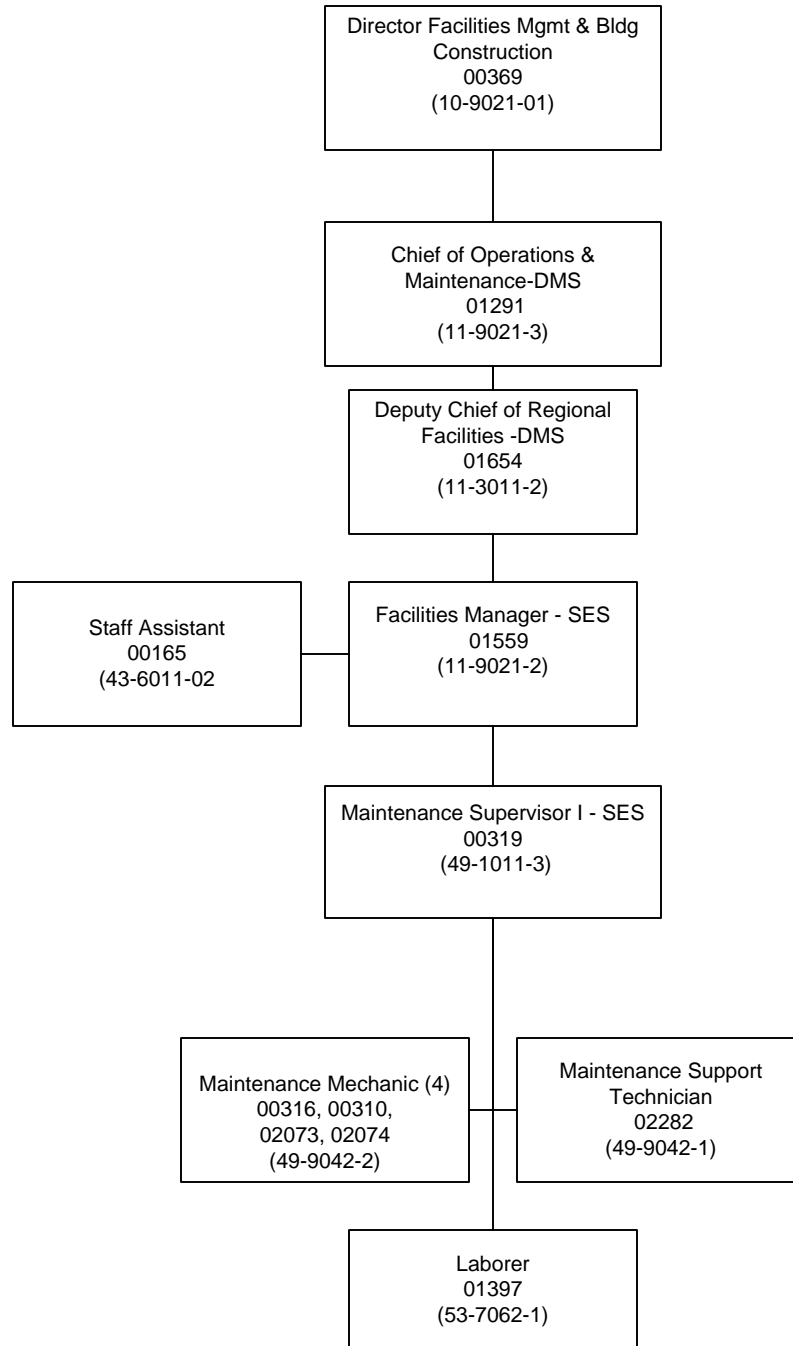
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Department of Management Services  
Facilities Program/Facilities Management  
Bureau of Maintenance  
Hurston Building

Approved: \_\_\_\_\_

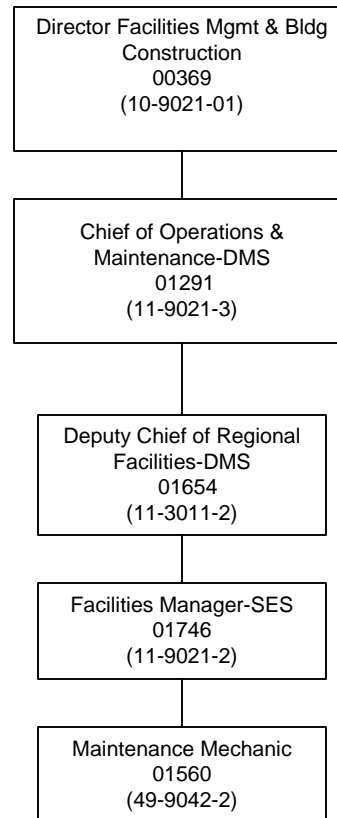
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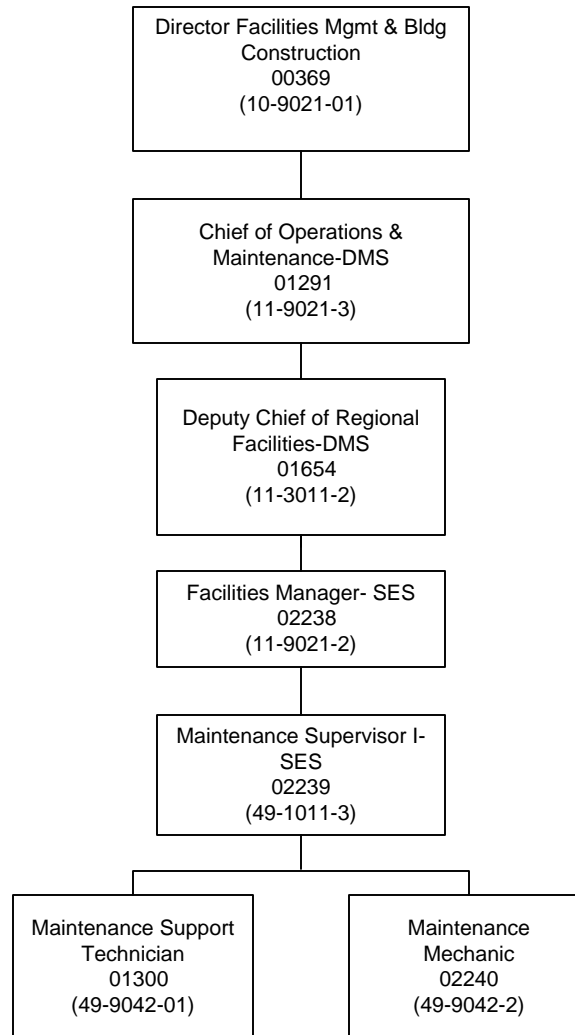


Department of Management Services  
Facilities Program/Facilities Management  
Bureau of Operations & Maintenance  
Peterson Building (Lakeland)

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

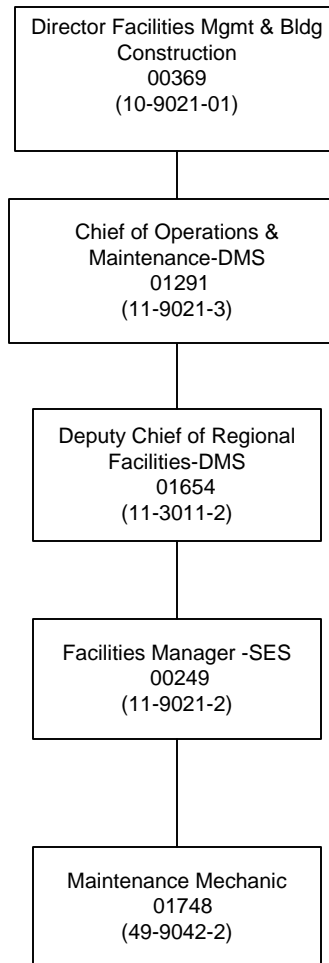




Department of Management Services  
Facilities Program/Facilities Management  
Bureau of Operations & Maintenance  
Benton Building

Approved: \_\_\_\_\_

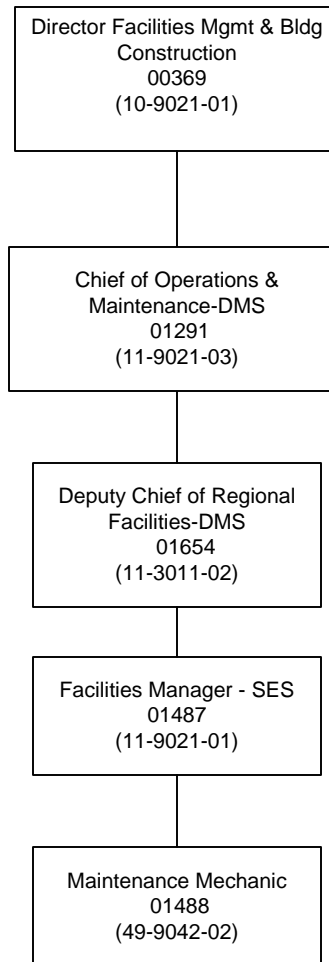
Date: \_\_\_\_\_



Department of Management Services  
Facilities Program  
Bureau of Operations & Maintenance  
Dimick Building

Approved: \_\_\_\_\_

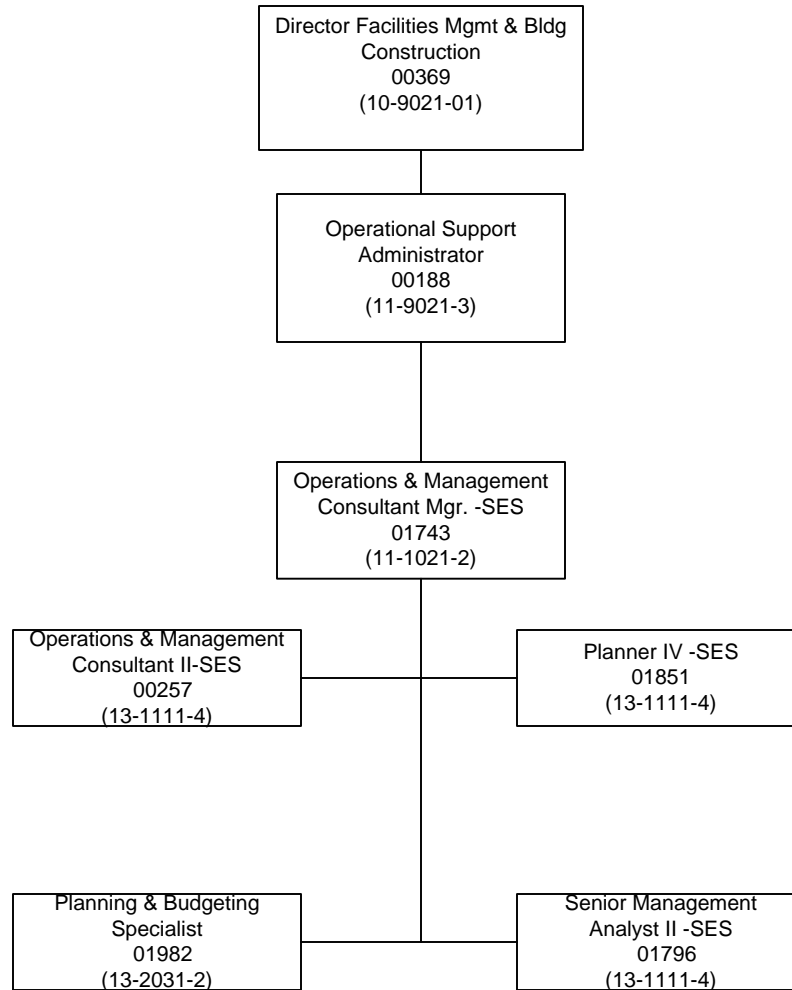
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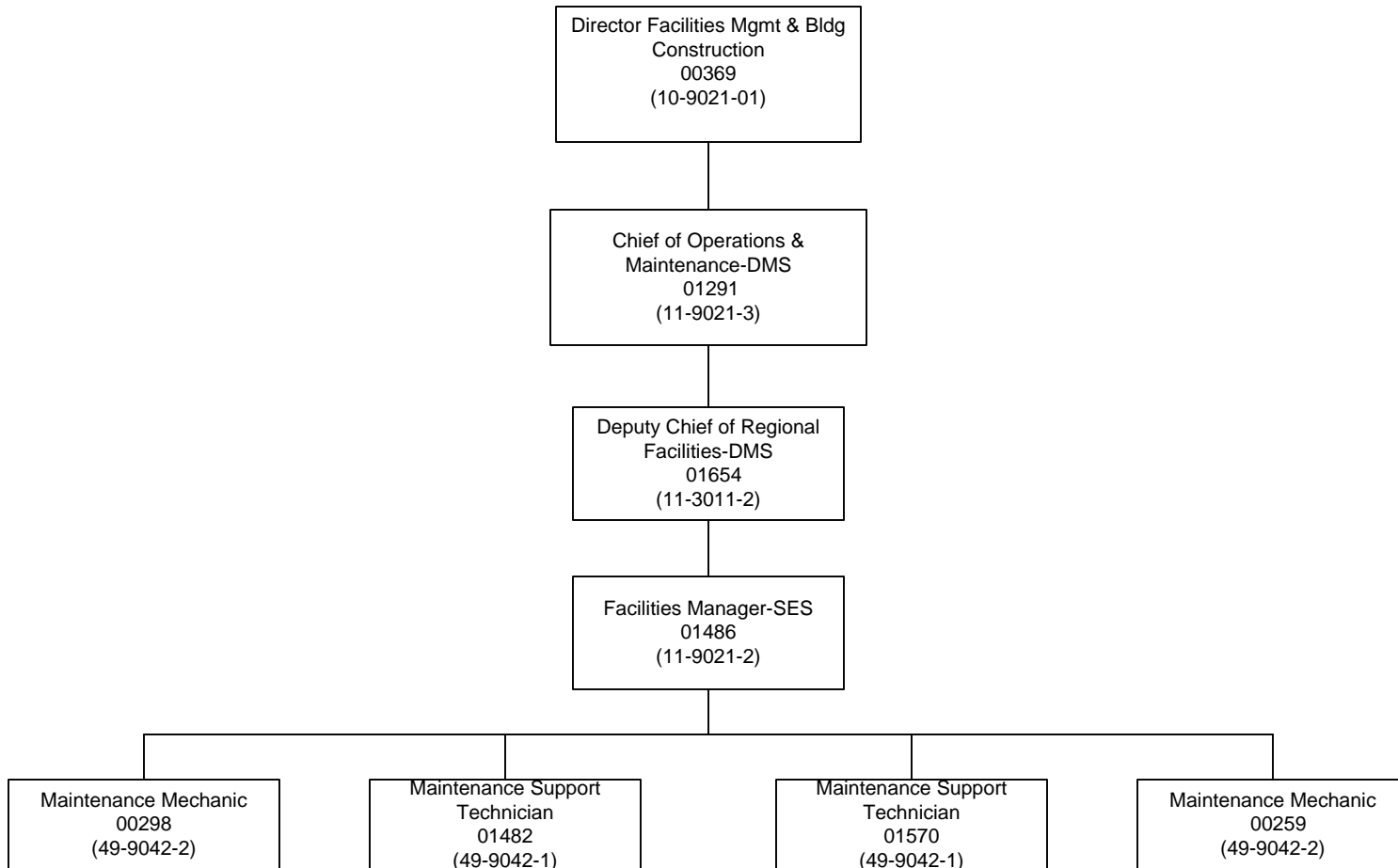


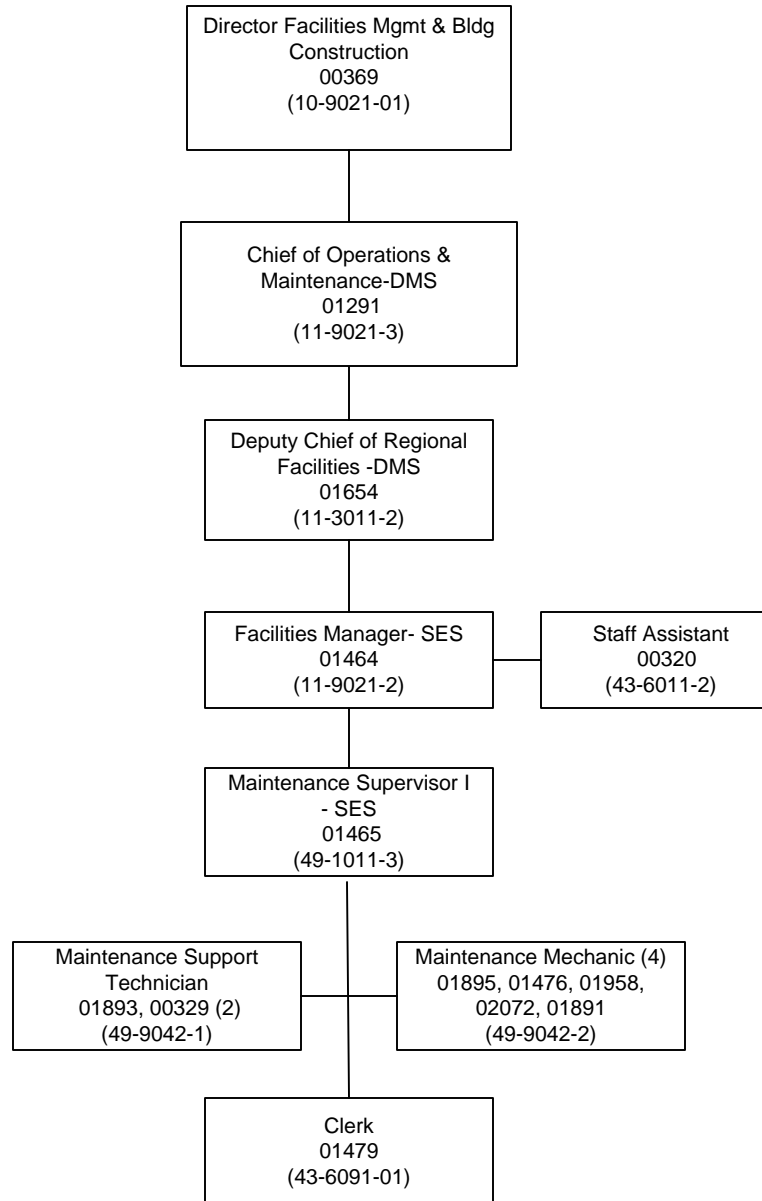


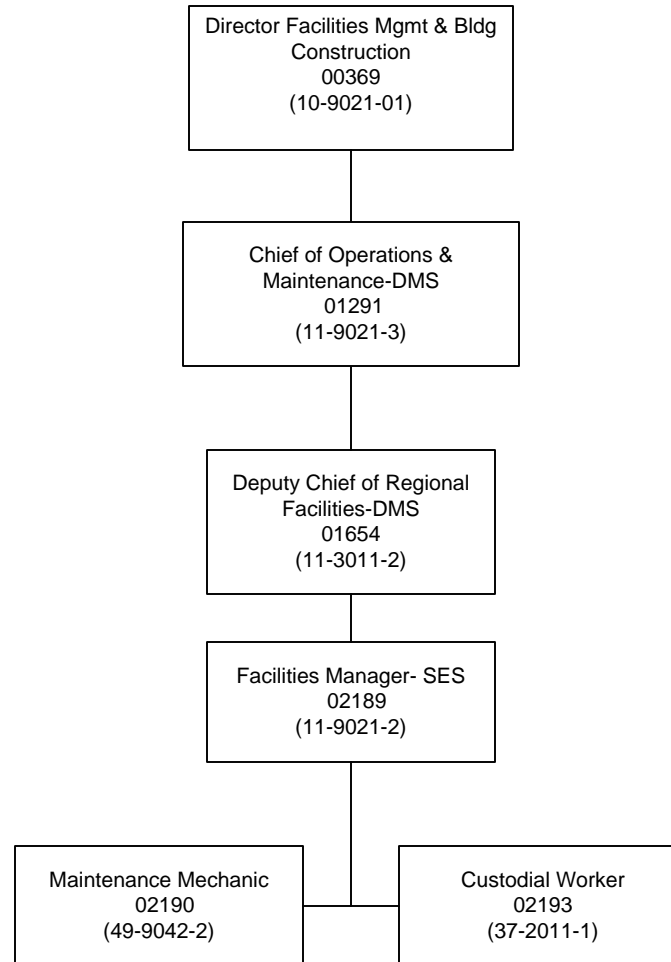
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Date: \_\_\_\_\_





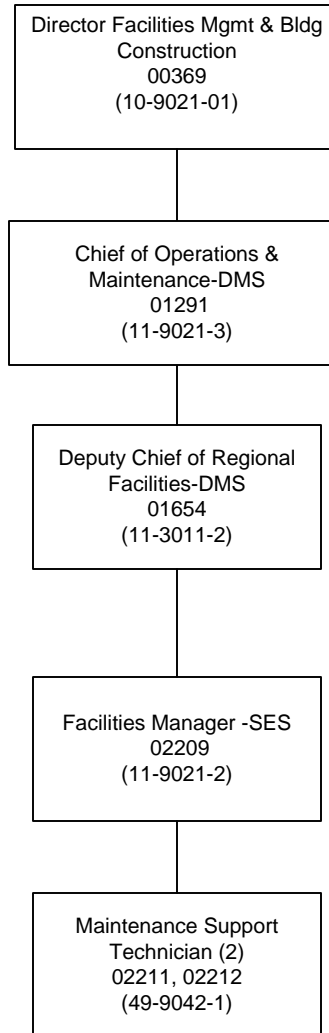


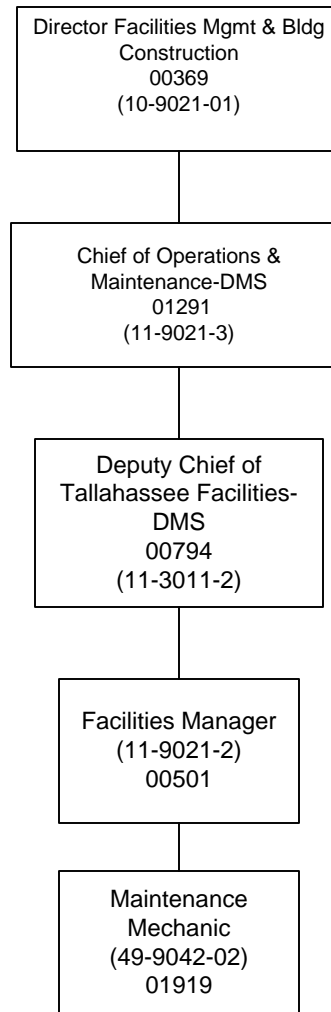


Department of Management Services  
Facilities Program  
Bureau of Operations & Maintenance  
Fort Myers Regional Service Center

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

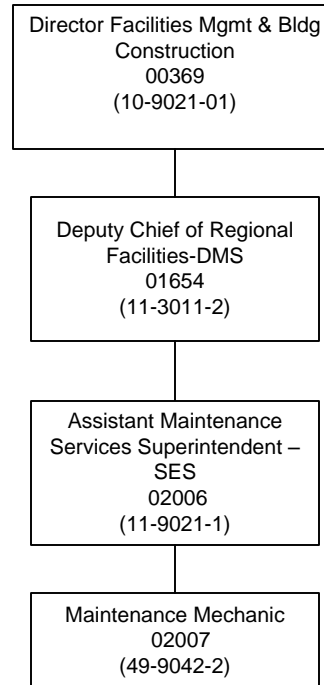




Department of Management Services  
Facilities Program/Facilities Management  
Bureau of Operations & Maintenance  
Daytona Regional Service Center

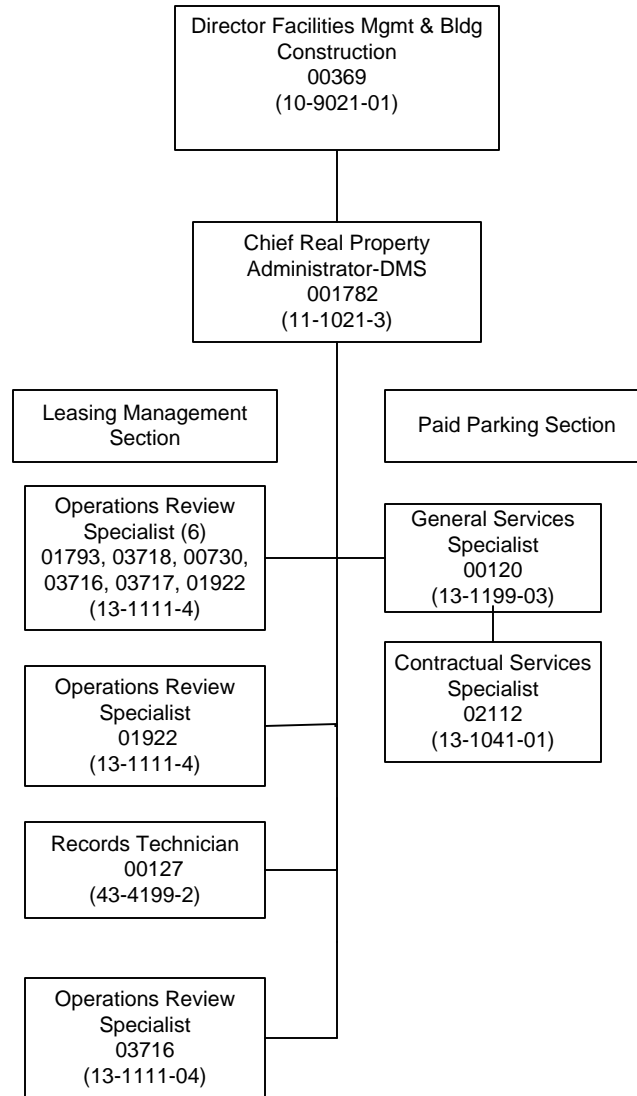
Approved: \_\_\_\_\_

Date: \_\_\_\_\_

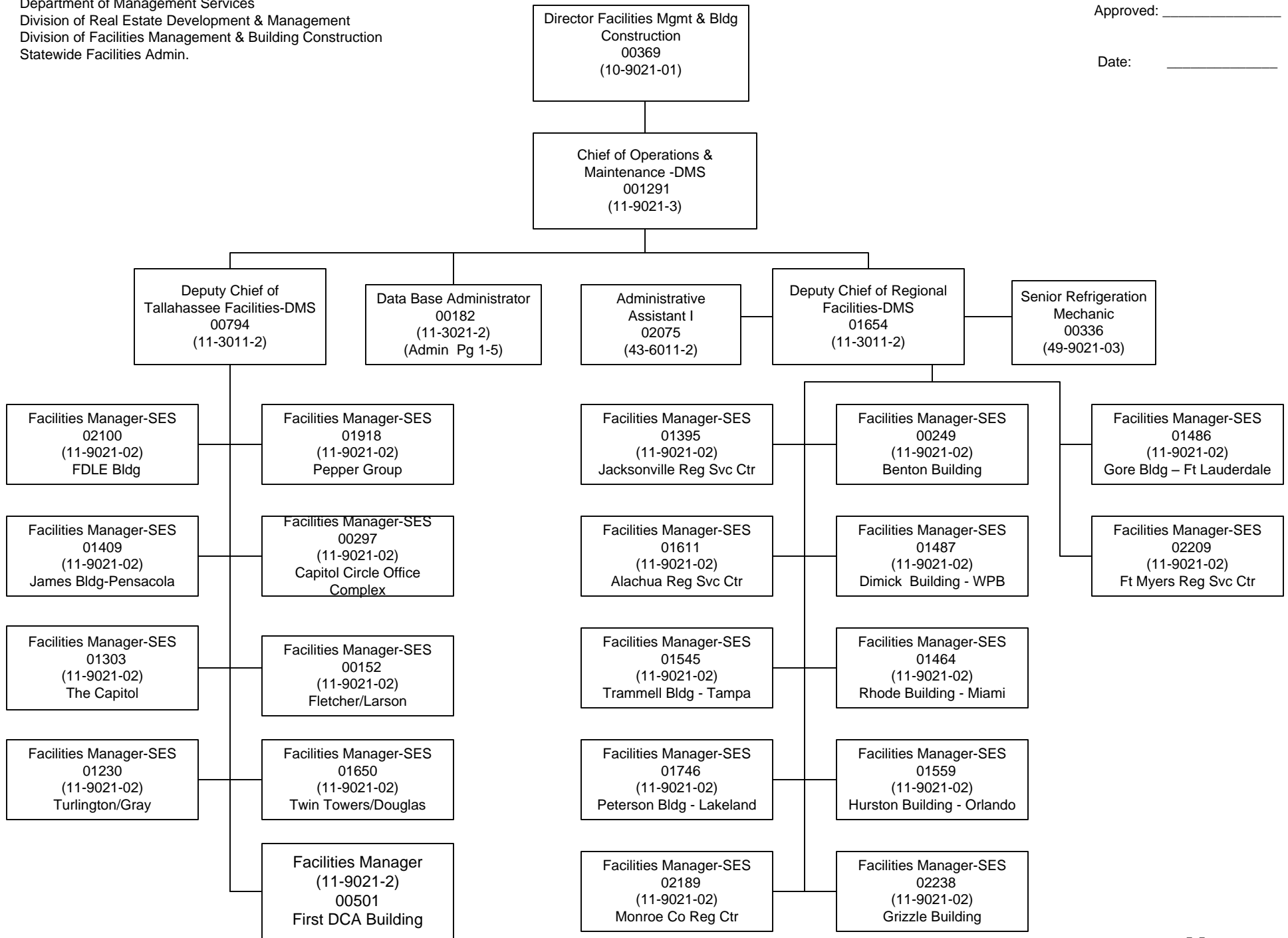


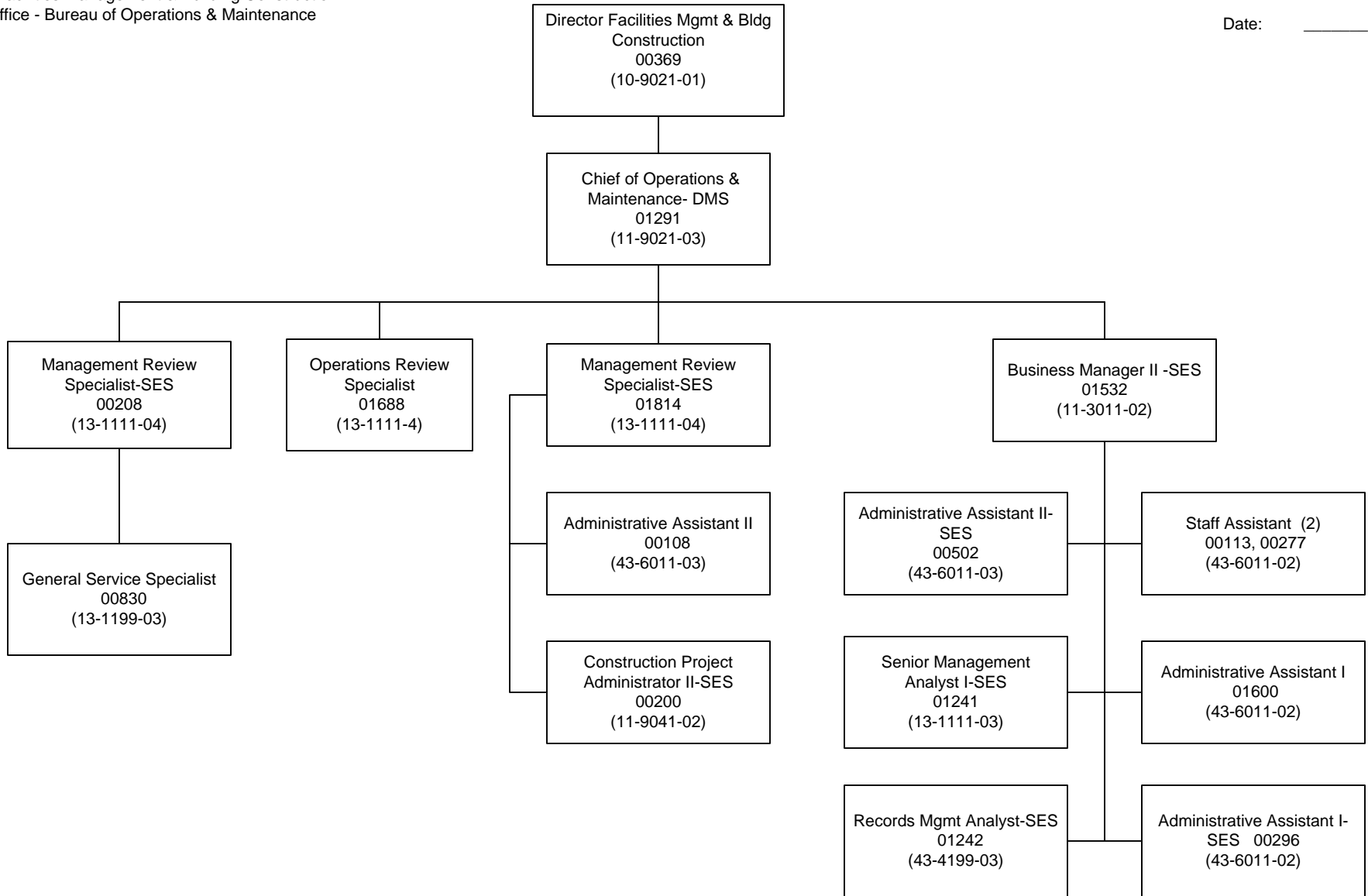
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Date: \_\_\_\_\_





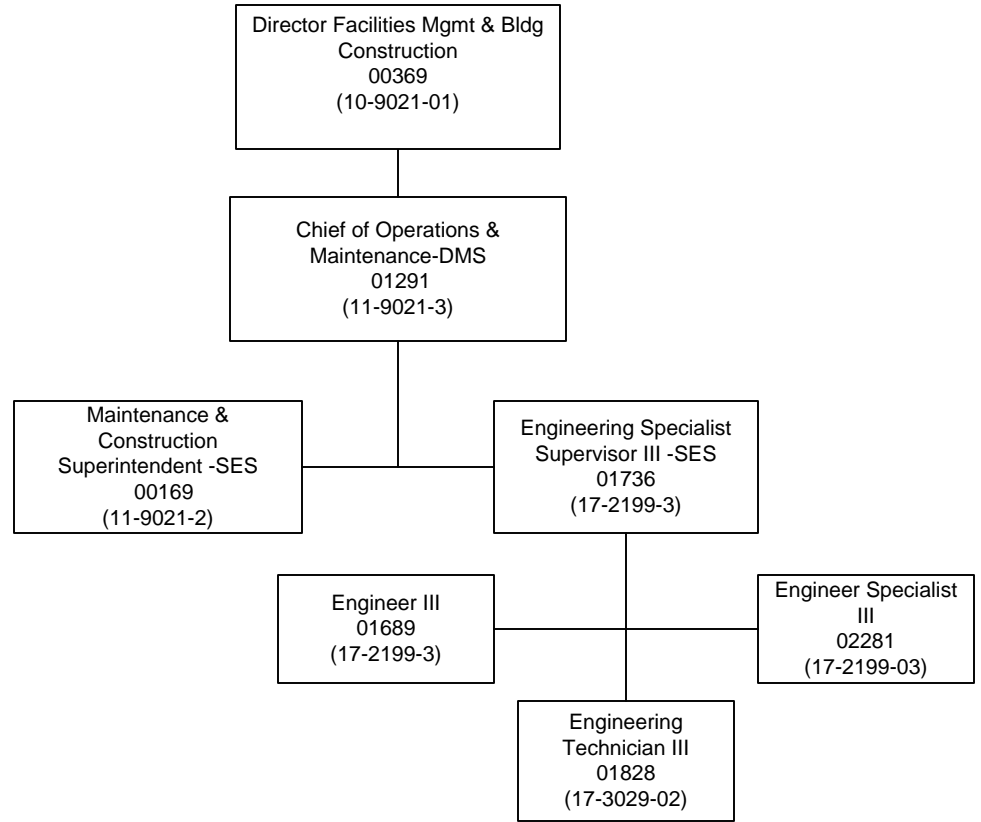




Department of Management Services  
Real Estate Development & Management  
Bureau of Operations & Maintenance  
Safety & Fire Control Engineering

Approved: \_\_\_\_\_

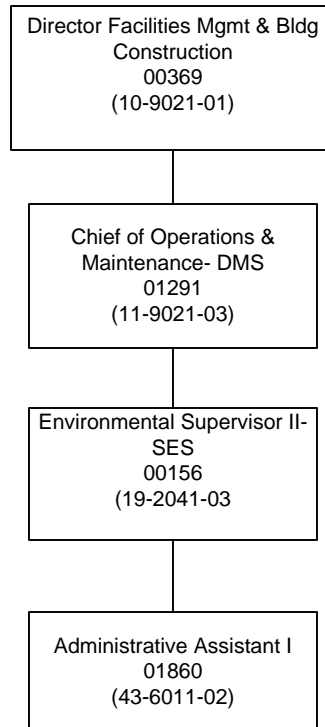
Date: \_\_\_\_\_



Department of Management Services  
Division of Real Estate Development & Mgmt.  
Division of Facilities Management & Building Construction  
Environmental Health & Safety

Approved: \_\_\_\_\_

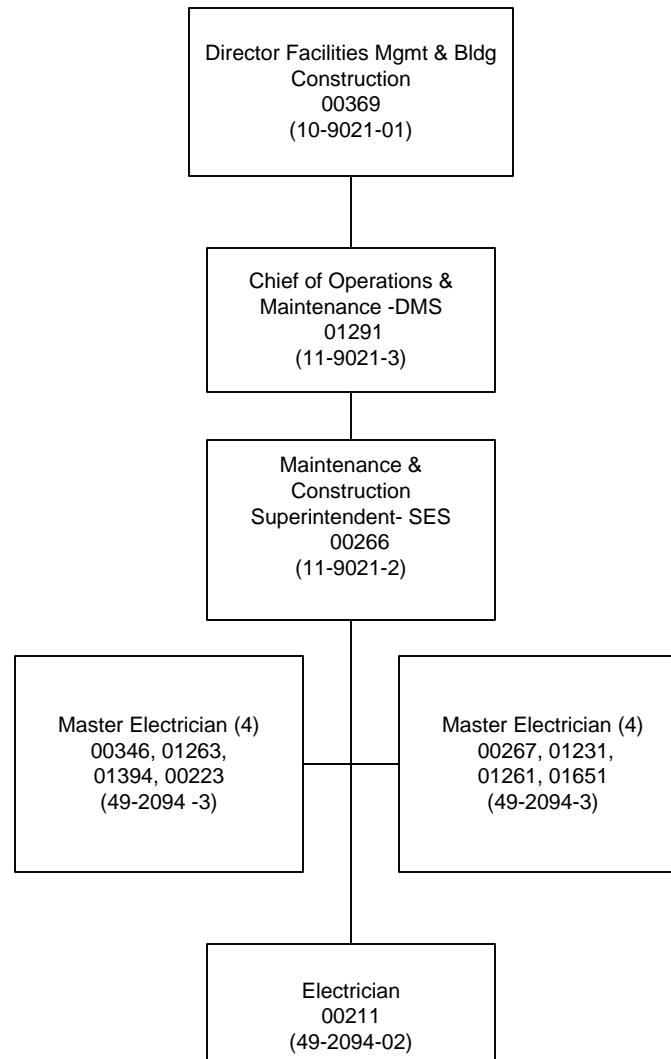
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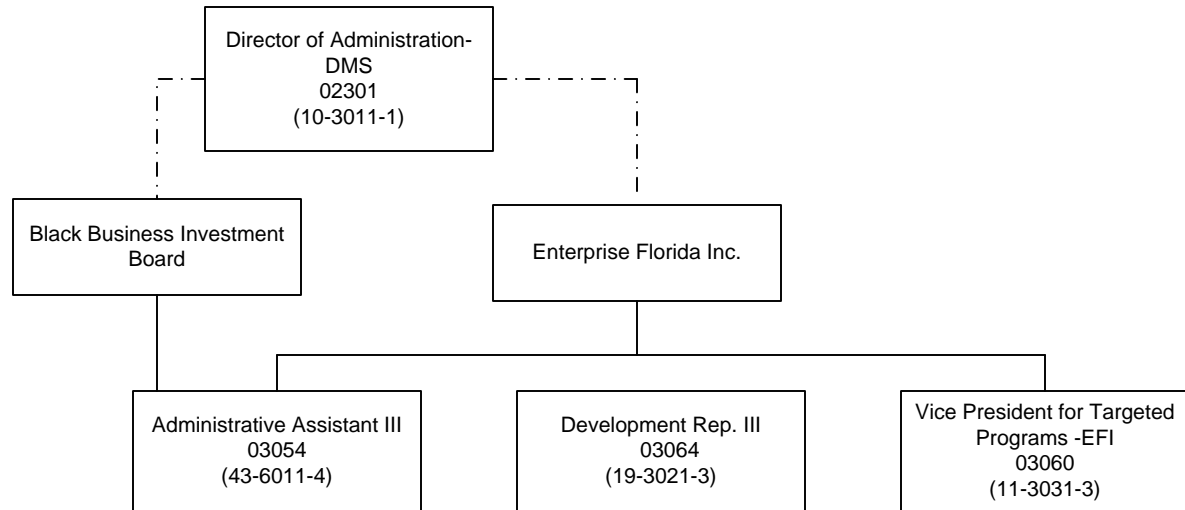


Approved: \_\_\_\_\_

Date: \_\_\_\_\_

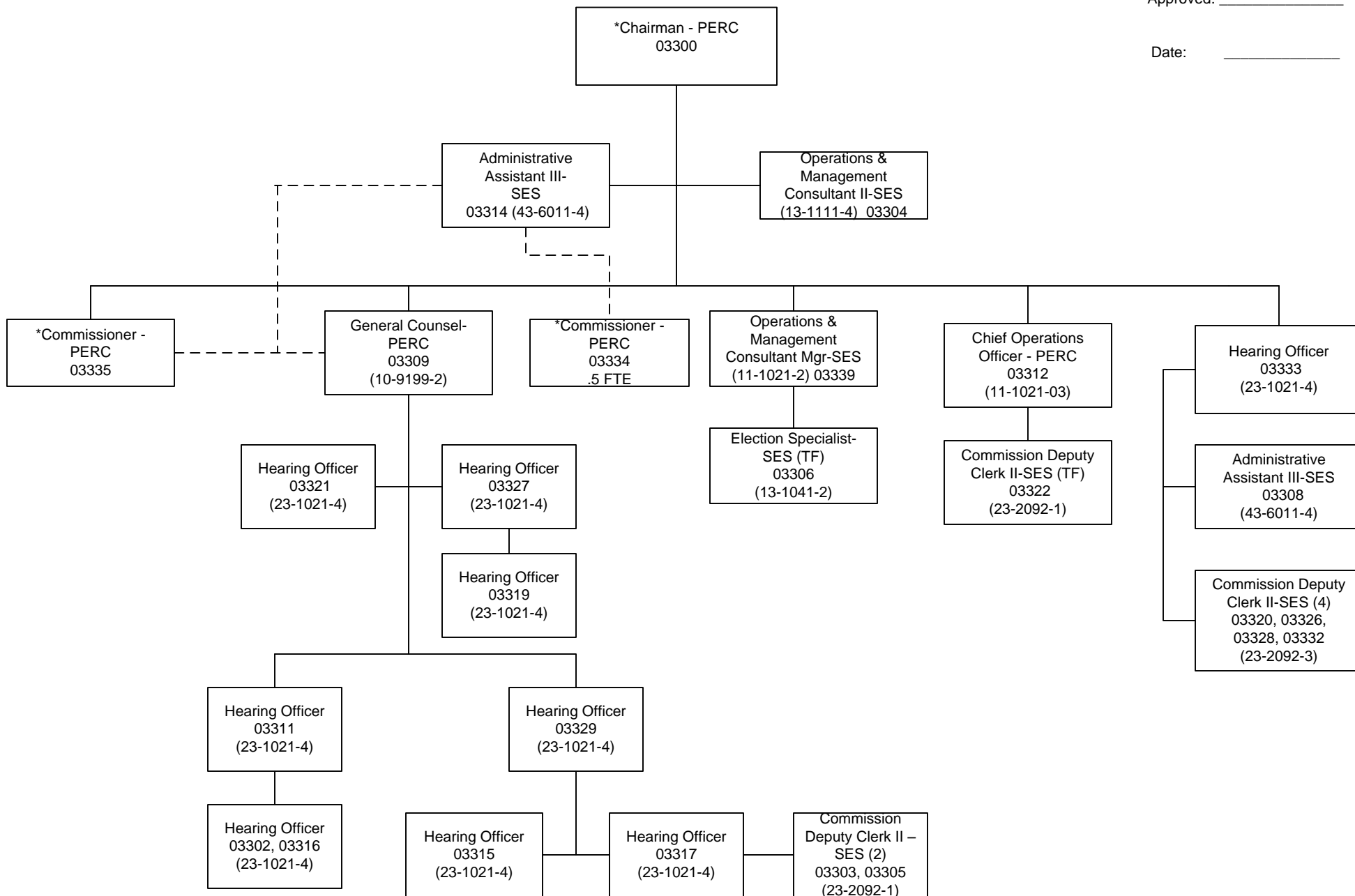
Department of Management Services  
Division of Real Estate Development & Management  
Division of Facilities Management & Building Construction  
Central Construction Team & Central Electrical Response Team

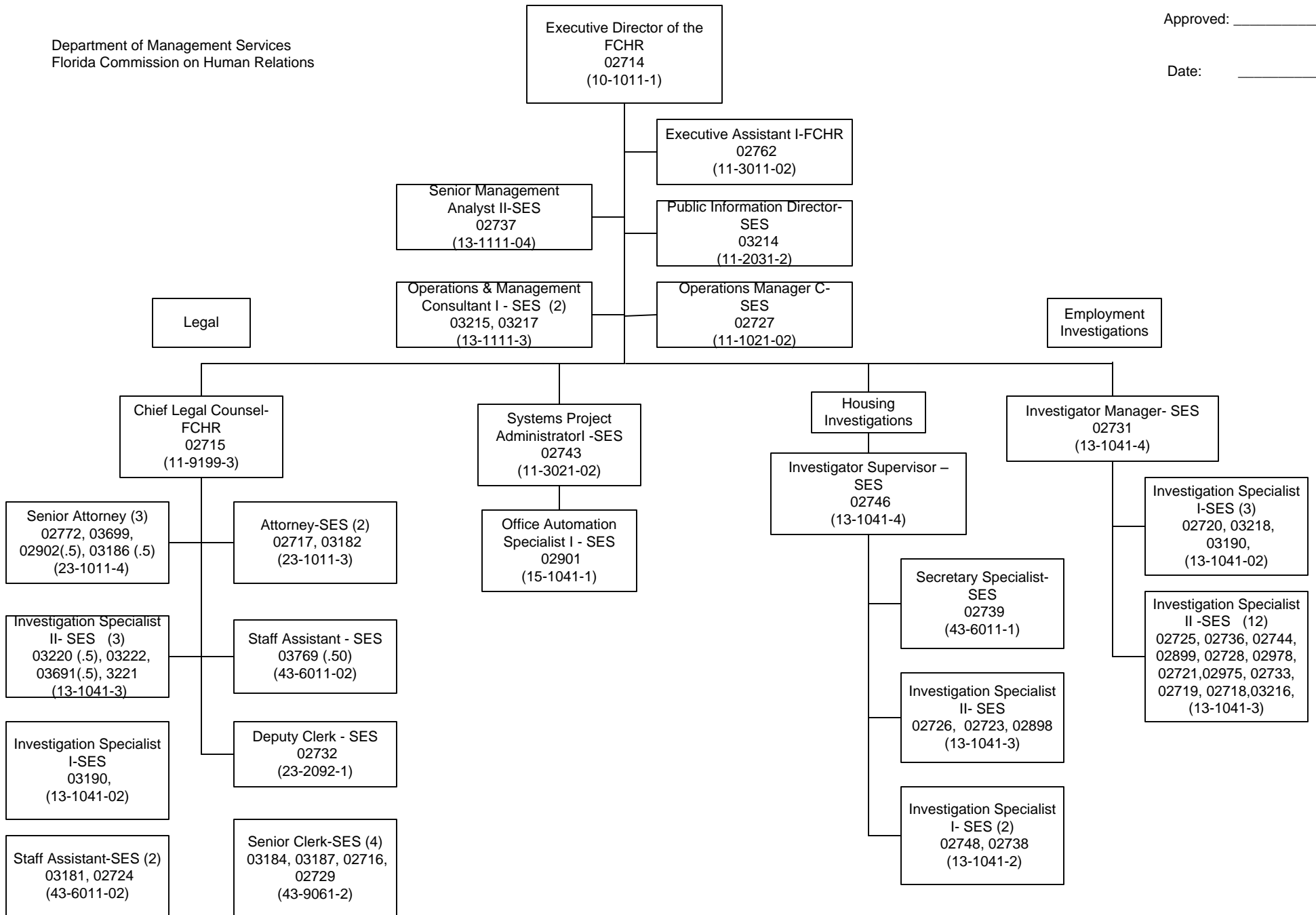




Approved: \_\_\_\_\_

Date: \_\_\_\_\_







| MANAGEMENT SERVICES, DEPARTMENT OF   |  | FISCAL YEAR 2010-11 |               |                              |            |
|--|--|---------------------|---------------|------------------------------|------------|
| SECTION I: BUDGET  |  | OPERATING           |               | FIXED CAPITAL OUTLAY         |            |
| TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT   |  |                     | 512,563,855   | 46,363,196                   |            |
| ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)   |  |                     | -7,683,329    | -293,790                     |            |
| FINAL BUDGET FOR AGENCY  |  |                     | 504,880,526   | 46,069,406                   |            |
| SECTION II: ACTIVITIES * MEASURES  |  | Number of Units     | (1) Unit Cost | (2) Expenditures (Allocated) | (3) FCO    |
| Executive Direction, Administrative Support and Information Technology (2)   |  |                     |               |                              | 45,469,306 |
| Process Payroll And Benefits For Leased State Employees * Number of employees in state leasing services  |  | 4                   | 162,767.50    | 651,070                      |            |
| Operate And Maintain Department Of Management Services' Pool Facilities * Number of maintained square feet (private contract and agency)                                       |  | 7,805,483           | 5.72          | 44,665,707                   |            |
| Operate And Maintain Non-pool Facilities * Number of maintained square feet (private contract and agency)  |  | 7,805,483           | 0.11          | 853,105                      |            |
| Administer Bonding Program And Plan For State Office Space Requirements * Number of net square feet of pool facilities   |  | 6,274,142           | 0.35          | 2,177,350                    |            |
| Manage Private Sector And State Leases For State Agencies * Number of leases managed   |  | 1,164               | 2,295.10      | 2,671,493                    |            |
| Manage Pool Facility Parking Lots * Number of parking spaces   |  | 24,705              | 10.33         | 255,287                      |            |
| Provide Facilities Security * Number of facilities secured   |  | 18                  | 65,365.56     | 1,176,580                    |            |
| Manage Construction Projects * Dollar volume of Fixed Capital Outlay project starts  |  | 16,523,725          | 0.10          | 1,580,823                    |            |
| Adjudicate And Facilitate Mediation Of Labor And Employment Disputes Through The Public Employees Relations Commission * Number of labor and employment dispositions           |  | 1,606               | 2,848.65      | 4,574,937                    |            |
| Acquire And Redistribute Federal Surplus Property * Dollar value of donated property   |  | 7,769,271           | 0.07          | 562,712                      |            |
| Acquire And Redistribute Military Excess Property * Dollar value of donated property   |  | 7,769,271           | 0.02          | 118,477                      |            |
| Provide New Vehicle And Watercraft Acquisition Support * Number of vehicles and watercraft acquired  |  | 576                 | 287.41        | 165,546                      |            |
| Operate And Maintain The Equipment Management Information System (emis) * Number of state vehicles tracked   |  | 26,601              | 30.08         | 800,264                      |            |
| Manage State Vehicle And Watercraft Disposal * Number of vehicles and watercraft disposed of   |  | 1,138               | 542.66        | 617,546                      |            |
| Establish And Administer State Term (master) Contracts And Negotiated Agreements * Dollars expended by State Agencies using the State Term Contracts and Negotiated Agreements |  | 1,066,868,365       | 0.02          | 21,429,226                   |            |
| Provide Minority Access To Contracting Opportunities * Number of businesses certified and registered   |  | 2,250               | 157.63        | 354,664                      |            |
| Manage And Oversee Minority Business Compliance * Number of businesses reviewed and audited  |  | 100                 | 3,546.64      | 354,664                      |            |
| Provide Human Resource Management Expertise/Consulting * Number of authorized FTE and OPS employees in the State Personnel System  |  | 122,646             | 25.59         | 3,138,729                    |            |
| People First Contract Management *   |  | 236,000             | 181.66        | 42,872,844                   |            |
| Administer The Health Insurance Program * Number of enrollees  |  | 177,108             | 133.64        | 23,669,202                   |            |
| Administer The Life Insurance Program * Number of enrollees  |  | 174,348             | 0.11          | 19,667                       |            |
| Administer The Flexible Spending Account Program * Number of enrollees   |  | 15,864              | 4.68          | 74,284                       |            |
| Administer The Supplemental Insurance Program * Number of enrollees  |  | 187,428             | 5.84          | 1,093,919                    |            |
| Administer The Disability Benefits Program * Number of enrollees   |  | 24,087              | 0.92          | 22,223                       |            |
| Provide Local Government Pension Plan Oversight * Number of Local Pension Plans Reviewed   |  | 151                 | 9,769.70      | 1,475,224                    |            |
| Administer The Florida Retirement System * Number of FRS members   |  | 1,000,325           | 29.21         | 29,220,307                   |            |
| Administer The Retiree Health Insurance Subsidy Program * Number of Recipients of the Health Insurance Subsidy   |  | 283,479             | 0.29          | 82,927                       |            |
| Administer The State University System Optional Retirement Program * Number of participants in the State University System Optional Retirement Program                         |  | 17,029              | 17.89         | 304,625                      |            |
| Contract For The Construction, Operation And Oversight Of Private Prisons * Number of beds occupied  |  | 10,090              | 247.18        | 2,494,063                    |            |
| Investigate Complaints Of Civil Rights Violations * Number of inquiries/investigations   |  | 11,041              | 664.99        | 7,342,184                    |            |
| TOTAL  |  |                     |               | 194,819,649                  | 45,469,306 |
| SECTION III: RECONCILIATION TO BUDGET  |  |                     |               |                              |            |
| PASS THROUGHS  |  |                     |               |                              |            |
| TRANSFER - STATE AGENCIES  |  |                     |               | 257,815,989                  |            |
| AID TO LOCAL GOVERNMENTS   |  |                     |               |                              |            |
| PAYMENT OF PENSIONS, BENEFITS AND CLAIMS   |  |                     |               | 14,832,116                   |            |
| OTHER  |  |                     |               | 6,851,021                    |            |
| REVERSIONS   |  |                     |               | 35,541,331                   | 600,100    |
| TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)  |  |                     |               | 509,860,106                  | 46,069,406 |

### SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY

- (1) Some activity unit costs may be overstated due to the allocation of double budgeted items.  
(2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.  
(3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.  
(4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.

-----  
 ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:  
 1-8: ACT0680 ACT0700 ACT8010 ACT8020 ACT8030 ACT8040  
 AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:  
 1-8:

-----  
 THE FOLLOWING STATEWIDE ACTIVITIES (ACT0010 THROUGH ACT0490) HAVE AN OUTPUT STANDARD (RECORD TYPE 5)  
 AND SHOULD NOT:

\*\*\* NO ACTIVITIES FOUND \*\*\*

-----  
 THE FCO ACTIVITY (ACT0210) CONTAINS EXPENDITURES IN AN OPERATING CATEGORY AND SHOULD NOT:  
 (NOTE: THIS ACTIVITY IS ROLLED INTO EXECUTIVE DIRECTION, ADMINISTRATIVE SUPPORT AND INFORMATION  
 TECHNOLOGY)

| BE       | PC         | CODE    | AC     | TITLE                |                  |
|----------|------------|---------|--------|----------------------|------------------|
| 72400100 | 1601000000 | ACT0210 | 101209 | FIXED CAPITAL OUTLAY | See Note 1 Below |
| 72400100 | 1601000000 | ACT0210 | 050418 | FIXED CAPITAL OUTLAY | See Note 2 Below |

-----  
 THE FOLLOWING ACTIVITIES DO NOT HAVE AN OUTPUT STANDARD (RECORD TYPE 5) AND ARE REPORTED AS 'OTHER' IN  
 SECTION III: (NOTE: 'OTHER' ACTIVITIES ARE NOT 'TRANSFER-STATE AGENCY' ACTIVITIES OR 'AID TO LOCAL  
 GOVERNMENTS' ACTIVITIES. ALL ACTIVITIES WITH AN OUTPUT STANDARD (RECORD TYPE 5) SHOULD BE REPORTED  
 IN SECTION II.)


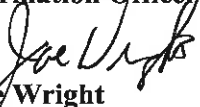

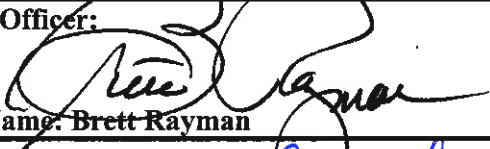

| BE       | PC         | CODE    | TITLE                               | EXPENDITURES | FCO   |
|----------|------------|---------|-------------------------------------|--------------|---|
| 72400100 | 1601000000 | ACT0210 | FIXED CAPITAL OUTLAY                | 4,979,366    | See Note 1 & 2 Below  |
| 72600100 | 1601000000 | ACT0900 | OPERATE AND MAINTAIN THE EXECUTIVE  | 1,593,214    | Relates to the Aircraft Management Program which ceased operation in the 1st quarter of FY 2-11-12 and was abolished June 30, 2011. |
| 72750100 | 1601000000 | ACT1410 | PROVIDE AMERICANS WITH DISABILITIES | 87,139       | ACT0410 and ACT0440 are related to  |
| 72750100 | 1601000000 | ACT1440 | PROVIDE A STATEWIDE SYSTEM OF       | 191,302      | the Governor's Commission on Disabilities and was abolished June 30,2011.   |

-----  
 TOTALS FROM SECTION I AND SECTIONS II + III:

| DEPARTMENT: 72                         | EXPENDITURES | FCO        |
|--|--------------|------------|
| FINAL BUDGET FOR AGENCY (SECTION I):   | 504,880,526  | 46,069,406 |
| TOTAL BUDGET FOR AGENCY (SECTION III): | 509,860,106  | 46,069,406 |

-----  
 DIFFERENCE: 4,979,580-  
 Note 1: Appropriation category is the Master Lease Space Tenant Improvement Fund in operating expenditures 479,367  
 Note 2: Appropriated in operating category for Aid to Local Government-debt service payment for the Leon County Civic Center 4,500,000

**SCHEDULE XIIB: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES  
EXCEEDING \$10 MILLION INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS**

| <b>Schedule XII-B Cover Sheet and Agency Project Approval</b>   |  |
|---|--|
| <b>Agency: Department of Management Services</b>  | <b>Schedule XII-B Submission Date:<br/>September 15, 2011</b>                  |
| <b>Project Name: Private Prison Monitoring –<br/>Graceville Correctional Facility</b>   | <b>Is this project included in the Agency's LRPP?</b><br>____ Yes      ____ No |
| <b>FY 2011-2012 LBR Issue Code: N/A</b>   | <b>FY 2011-2012 LBR Issue Title: N/A</b>                                       |
| <b>Agency Contact for Schedule XII-B (Name, Phone #, and E-mail address):<br/>Debra Forbess, 487-9911; debra.forbess@dms.myflorida.com</b>                                  |  |
| <b>AGENCY APPROVAL SIGNATURES</b>   |  |
| I am submitting the attached Schedule XII-B in support of our legislative budget request.<br>I have reviewed and agree with the information in the attached Schedule XII-B. |  |
| <b>Agency Head:</b><br>  | <b>Date:</b><br>9/7/11   |
| <b>Printed Name: John P. Miles</b>  |  |
| <b>Agency Chief Information Officer:<br/>(If applicable)</b><br>                          | <b>Date:</b><br>9/7/11   |
| <b>Printed Name: Joe Wright</b>   |  |
| <b>Budget Officer:</b><br>   | <b>Date:</b><br>9/7/11   |
| <b>Printed Name: Debra Forbess</b>  |  |
| <b>Planning Officer:</b><br>   | <b>Date:</b><br>9/7/11   |
| <b>Printed Name: Brett Rayman</b>   |  |
| <b>Project Sponsor:</b><br>  | <b>Date:</b><br>09-01-11   |
| <b>Printed Name: Michael Weber</b>  |  |

**SCHEDULE XIIB-2: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES UNDERTAKEN IN THE LAST FIVE YEARS - COST AND DELIVERABLES DATA**

**Section I: Cost Data**

Graceville Correctional Facility

| <b>Fiscal Year</b> | <b>Planned Costs</b> | <b>Actual/Revised Costs</b> | <b>Planned Savings</b> | <b>Actual/Revised Savings</b> |
|--------------------|----------------------|-----------------------------|------------------------|-------------------------------|
| FY 2008 - 2009     | \$21,221,100         | \$20,639,932                | \$                     | \$581,168                     |
| FY 2009 - 2010     | \$24,159,146         | \$23,932,259                | \$                     | \$226,887                     |
| FY 2010 - 2011     | \$24,047,470         | \$23,503,357                | \$                     | \$544,113                     |
| FY 2011 - 2012     | \$24,047,470         | \$                          | \$                     | \$                            |
| FY 2012 - 2013     | \$23,383,973         | \$                          | \$                     | \$                            |
| FY 2013 - 2014     | \$                   | \$                          | \$                     | \$                            |
| FY 2014 - 2015     | \$                   | \$                          | \$                     | \$                            |
| FY 2015 - 2016     | \$                   | \$                          | \$                     | \$                            |
| FY 2016 - 2017     | \$                   | \$                          | \$                     | \$                            |
| FY 2017 - 2018     | \$                   | \$                          | \$                     | \$                            |

| <b>Variance</b> | <b>Reasons</b> |  |  |  |
|-----------------|----------------|--|--|--|
| <b>Cost</b>     |                |  |  |  |
|                 |                |  |  |  |
|                 |                |  |  |  |
| <b>Savings</b>  |                |  |  |  |
|                 |                |  |  |  |
|                 |                |  |  |  |

**Section II: Deliverables and Milestones Schedule**

For each outsourced or privatized service or activity, complete the deliverables and milestones schedule below:

| <b>Deliverables and Milestones</b>  | <b>Original</b> | <b>Actual Date/<br/>Revised Date</b> |
|---|-----------------|--------------------------------------|
| Daily operations of 1,884 bed adult male correctional facility housing medium and close custody inmates | 9/27/2007       | 09/27/2007                           |
| The contract for the operations of the 1,884 bed facility was re-bid during the 2009-2010 Fiscal Year.  | 9/26/2010       | 9/26/2010                            |
|   |                 |                                      |
|   |                 |                                      |
|   |                 |                                      |
|   |                 |                                      |
|   |                 |                                      |
|   |                 |                                      |

| <b>Variance</b> | <b>Reasons</b> |  |  |  |
|-----------------|----------------|--|--|--|
| <b>Schedule</b> |                |  |  |  |
|                 |                |  |  |  |
|                 |                |  |  |  |

AMENDMENT #1  
OPERATION AND MANAGEMENT SERVICES CONTRACT  
BETWEEN  
THE STATE OF FLORIDA  
DEPARTMENT OF MANAGEMENT SERVICES  
AND  
CORRECTIONS CORPORATION OF AMERICA (CCA)  
FOR THE  
GRACEVILLE CORRECTIONAL FACILITY

This Amendment is entered into this \_\_\_ day of September, 2010, by and between the State of Florida, Department of Management Services, Bureau of Private Prison Monitoring (Bureau) and Corrections Corporation of America, 10 Burton Hills Boulevard, Nashville, Tennessee, 37215 (Contractor) in recognition of the following:

**WHEREAS**, the parties hereto have previously entered into Contract DMS 09/10-052, dated April 30, 2010, (the Contract) for the Contractor to operate, maintain and manage the Graceville Correctional Facility (the Facility); and

**WHEREAS**, Article 11.16 of the Contract expressly provides for amendments.

NOW, THEREFORE, in consideration of mutual benefits exchanged and received, the Parties agree to amend the Contract as follows:

1. Section 5.41.5.3.2, Criminal History Check, of the Contract, requires that as part of the pre-employment criminal history check, Contractor shall subject its officers, employees or agents, and any subcontractor or subcontracted staff performing operational and/or management services at the Facility, at Contractor's expense, to a Florida Department of Law Enforcement (FDLE) Florida Crime Information Center/National Crime Information Center (FCIC/NCIC) criminal history check.
2. Section 6.6, Private Contractor User Agreements, of the CJIS Security Policy, requires the incorporation of the CJIS Security Addendum approved by the Director of the FBI (action for the U.S. Attorney General), as referenced in Title 28 CFR 20.33(a)(7).
3. A Security Addendum required by Title 28, Code of Federal Regulations Part 2, is attached hereto as Exhibit A and incorporated into the contract by reference herein.
4. The Bureau is not recognized as a criminal justice agency by the Federal Bureau of Investigation (FBI).
5. The FBI requires a recognized criminal justice agency to provide criminal justice oversight to ensure compliance with the Security Addendum;
6. The Jackson County Sheriff's Office (JCSO) agrees to provide the required criminal justice oversight as required by the FBI for compliance with the Security Addendum. A copy of the signed agreement between the Contractor and JCSO regarding criminal justice oversight is attached hereto as Exhibit B.

All other terms and conditions of the Contract remain the same.

IN WITNESS WHEREOF, the undersigned authorized persons have executed this Amendment on behalf of their respective party effective September \_\_, 2010.

STATE OF FLORIDA, DEPARTMENT OF MANAGEMENT SERVICES

[Signature]  
Name

10/25/2010  
Date

Linda H. South, Secretary  
Printed Name

APPROVED AS TO FORM AND LEGALITY  
DEPARTMENT OF MANAGEMENT SERVICES, OFFICE OF GENERAL COUNSEL

[Signature]  
Name

09/16/2010  
Date

Christine N. Senne  
Printed Name

CORRECTIONS CORPORATION OF AMERICA

[Signature]  
Name

10/22/10  
Date

Natasha Metcalf, Vice President, ~~Customer Contracts~~

[Signature]  
Printed Name

Vice President Partnership Development  
Title

JACKSON COUNTY SHERIFF'S OFFICE

[Signature]  
Name

10-8-10  
Date

Louis S. Roberts III  
Printed Name

Sheriff Jackson County  
Title

**Exhibit A**

**FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES  
SECURITY ADDENDUM**

**Legal Authority for and Purpose and Genesis of the Security Addendum**

**FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES  
SECURITY ADDENDUM**

**Legal Authority for and Purpose and Genesis of the  
Security Addendum**

Traditionally, law enforcement and other criminal justice agencies have been responsible for the confidentiality of their information. Accordingly, until mid-1999, the Code of Federal Regulations Title 28, Part 20, subpart C, and the National Crime Information Center (NCIC) policy paper approved December 6, 1982, required that the management and exchange of criminal justice information be performed by a criminal justice agency or, in certain circumstances, by a noncriminal justice agency under the management control of a criminal justice agency.

In light of the increasing desire of governmental agencies to contract with private entities to perform administration of criminal justice functions, the FBI sought and obtained approval from the United States Department of Justice (DOJ) to permit such privatization of traditional law enforcement functions under certain controlled circumstances. In the Federal Register of May 10, 1999, the FBI published a Notice of Proposed Rulemaking, announcing as follows:

1. Access to CHRI [Criminal History Record Information] and Related Information, Subject to Appropriate Controls, by a Private Contractor Pursuant to a Specific Agreement with an Authorized Governmental Agency To Perform an Administration of Criminal Justice Function (Privatization). Section 534 of title 28 of the United States Code authorizes the Attorney General to exchange identification, criminal identification, crime, and other records for the official use of authorized officials of the federal government, the states, cities, and penal and other institutions. This statute also provides, however, that such exchanges are subject to cancellation if dissemination is made outside the receiving departments or related agencies. Agencies authorized access to CHRI traditionally have been hesitant to disclose that information, even in furtherance of authorized criminal justice functions, to anyone other than actual agency employees lest such disclosure be viewed as unauthorized.



In recent years, however, governmental agencies seeking greater efficiency and economy have become increasingly interested in obtaining support services for the administration of criminal justice from the private sector. With the concurrence of the FBI's Criminal Justice Information Services (CJIS) Advisory Policy Board, the DOJ has concluded that disclosures to private persons and entities providing support services for criminal justice agencies may, when subject to appropriate controls, properly be viewed as permissible disclosures for purposes of compliance with 28 U.S.C. 534.

We are therefore proposing to revise 28 CFR 20.33(a)(7) to provide express authority for such arrangements. The proposed authority is similar to the authority that already exists in 28 CFR 20.21(b)(3) for state and local CHRI systems. Provision of CHRI under this authority would only be permitted pursuant to a specific agreement with an authorized governmental agency for the purpose of providing services for the administration of criminal justice. The agreement would be required to incorporate a security addendum approved by the Director of the FBI (acting for the Attorney General). The security addendum would specifically authorize access to CHRI, limit the use of the information to the specific purposes for which it is being provided, ensure the security and confidentiality of the information consistent with applicable laws and regulations, provide for sanctions, and contain such other provisions as the Director of the FBI (acting for the Attorney General) may require. The security addendum, buttressed by ongoing audit programs of both the FBI and the sponsoring governmental agency, will provide an appropriate balance between the benefits of privatization, protection of individual privacy interests, and preservation of the security of the FBI's CHRI systems.

The FBI will develop a security addendum to be made available to interested governmental agencies. We anticipate that the security addendum will include physical and personnel security constraints historically required by NCIC security practices and other programmatic requirements, together with personal integrity and electronic security provisions comparable to those in NCIC User Agreements between the FBI and criminal justice agencies, and in existing Management Control Agreements

between criminal justice agencies and noncriminal justice governmental entities. The security addendum will make clear that access to CHRI will be limited to those officers and employees of the private contractor or its subcontractor who require the information to properly perform services for the sponsoring governmental agency, and that the service provider may not access, modify, use, or disseminate

such information for inconsistent or unauthorized purposes.

Consistent with such intent, Title 28 of the Code of Federal Regulations (C.F.R.) was amended to read:

§ 20.33 Dissemination of criminal history record information.

(a) Criminal history record information contained in the Interstate Identification Index (III) System and the Fingerprint Identification Records System (FIRS) may be made available:

(1) To criminal justice agencies for criminal justice purposes, which purposes include the screening of employees or applicants for employment hired by criminal justice agencies....

(6) To noncriminal justice governmental agencies performing criminal justice dispatching functions or data processing/information services for criminal justice agencies; and

(7) To private contractors pursuant to a specific agreement with an agency identified in paragraphs (a)(1) or (a)(6) of this section and for the purpose of providing services for the administration of criminal justice pursuant to that agreement. The agreement ~~must~~ incorporate a security addendum approved by the Attorney General of the United States, which shall specifically authorize access to criminal history record information, limit the use of the information to the purposes for which it is provided, ensure the security and confidentiality of the information consistent with these regulations, provide for sanctions, and contain such other provisions as the Attorney General may require. The power and authority of the Attorney General hereunder shall be exercised by the FBI Director (or the Director's designee).

This Security Addendum, appended to and incorporated by reference in a government-private sector contract entered into for such purpose, is intended to insure that the benefits of privatization are not attained with any accompanying degradation in the security of the national system of criminal records accessed by the contracting private party. This Security Addendum addresses both

concerns for personal integrity and electronic security which have been addressed in previously executed user agreements and management control agreements.

A government agency may privatize functions traditionally performed by criminal justice agencies (or noncriminal justice agencies acting under a management control agreement), subject to the terms of this Security Addendum. If privatized, access by a private contractor's personnel to NCIC data and other CJIS information is restricted to only that necessary to perform the privatized tasks consistent with the government agency's function and the focus of the contract. If privatized, the contractor may not access, modify, use or disseminate such data in any manner not expressly authorized by the government agency in consultation with the FBI.

**Note to the 3/2003 edition of Security Addendum:**

Upon its creation in 10/1999, the Security Addendum obligated the contracting parties (and most particularly, the private entity) to abide by numerous federal laws, regulations, and (formal and informal) CJIS Division and CJIS Advisory Policy Board policies. Subsequently, the CJIS Security Policy, which contains many of the relevant portions of those sources, was developed. This compendium resulted in a new Certification being drafted, effective 1/10/2001, which replaced the citation to many of these authorities with the CJIS Security Policy, thereby providing a contracting party with a short and finite list of authorities with which to comply.

Although the Certification was updated, the body of the Security Addendum still contained the old authorities. Additionally, the CJIS Security Policy, which was formerly part of the Policy and Reference Manual, became a separate document. The 3/2003 edition coalesces the body of the Security Addendum (principally in Sections 5.06 and 9.02) with the Certification; it makes no substantive changes.

**Note to the 5/2006 edition of the Security Addendum:**

With the evolution of policies and procedures relevant to CJIS Systems, certain policy documentation must also periodically be updated. These modifications include an update in basic terminology as recently approved by the Advisory Policy Board to reflect references to "CJIS Systems" (replacing "NCIC"), and the "CJIS Systems Agency (CSA)" and "CJIS Systems Officer (CSO)", replacing Control Terminal Agency (CTA) and Control Terminal Officer (CTO), respectively. "Technical security" has been added to elements of a

security program to be administered within the contractual relationship between the contracting governmental agency and the contractor. Clarifying language has been added: in Section 2.03 with regard to initial training, testing and certification of CJIS Systems operators; in Section 2.05 to reflect current policy regarding maintenance of dissemination logs; in Sections 5.06, 9.02, and the Certification Page to delete references to the now obsolete Policy and Reference Manual; and in Section 603(d) to establish that in extenuating circumstances, the CSO may be requested by the contracting government agency to review adverse employment decisions. The Certification Page has also been modified to be consistent with the language in the CJIS Systems User Agreement, in that it now simply requires the signatory to "be familiar with" the contents of the listed authorities. This 5/2006 version should be used henceforth (until superceded) for outsourcing contracts.

**FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES**

**SECURITY ADDENDUM**

The goal of this document is to provide adequate security for criminal justice systems while under the control or management of a private entity, the Contractor. Adequate security is defined in Office of Management and Budget Circular A-130 as "security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information."

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate internal controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security, and data security, and technical security.

The provisions of this Security Addendum apply to all personnel, systems, networks and support facilities supporting and/or acting on behalf of the government agency.

1.00 Definitions

1.01 Administration of criminal justice - the detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. It also includes criminal identification activities; the collection, storage, and dissemination of criminal history record information; and criminal justice employment.

1.02 Agency Coordinator (AC) - a staff member of the Contracting Government Agency, who manages the agreement between the Contractor and agency.

1.03 Contracting Government Agency (CGA) - the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.

1.04 Contractor - a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.

1.05 CJIS Systems Agency (CSA) - a duly authorized state, federal, international, tribal, or territorial criminal justice agency on the CJIS network providing statewide (or equivalent) service to its criminal justice users with respect to the CJIS data from various systems managed by the FBI CJIS Division. There shall be only one CSA per state or territory. In federal agencies, the CSA may be the interface or switch to other federal agencies connecting to the FBI CJIS systems.

1.06 CJIS Systems Officer (CSO) - an individual located within the CJIS Systems Agency responsible for the administration of the CJIS network for the CJIS Systems Agency.

1.07 Criminal Justice Agency (CJA)- The courts, a governmental agency, or any subunit of a governmental agency which performs the administration of criminal justice pursuant to a statute or executive order and which allocates a substantial part of its annual budget to the administration of criminal justice. State and federal Inspectors General Offices are included.

1.08 Noncriminal Justice Agency (NCJA) - a governmental agency or any subunit thereof that provides services primarily for purposes other than the administration of criminal justice.

1.09 Noncriminal justice purpose - the uses of criminal history records for purposes authorized by federal or state law other than purposes relating to the administration of criminal justice, including employment suitability, licensing determinations, immigration and naturalization matters, and national security clearances.

1.10 Security Addendum - a uniform addendum to an agreement between the government agency and a private contractor, approved by the Attorney General of the United States, which specifically authorizes access to criminal history record information, limits the use of the information to the purposes for which it is provided, ensures the

security and confidentiality of the information consistent with existing regulations and the CJIS Security Policy, provides for sanctions, and contains such other provisions as the Attorney General may require.

## 2.00 Responsibilities of the Contracting Government Agency

2.01 The CGA entering into an agreement with a Contractor is to appoint an AC.

2.02 In instances in which responsibility for a criminal justice system has been delegated by a CJA to a NCJA, which has in turn entered into an agreement with a Contractor, the CJA is to appoint an Agency Liaison to coordinate activities between the CJA and the NCJA and Contractor. The Agency Liaison shall, inter alia, monitor compliance with system security requirements. In instances in which the NCJA's authority is directly from the CSA, there is no requirement for the appointment of an Agency Liaison.

2.03 The AC will be responsible for the supervision and integrity of the system, training and continuing education of employees and operators, scheduling of initial training and testing, and certification testing and all required reports by NCIC.

2.04 The AC has the following responsibilities:

- a. Understand the communications and records capabilities and needs of the Contractor which is accessing federal and state records through or because of its relationship with the CGA;
- b. Participate in related meetings and provide input and comments for system improvement;
- c. Receive information from the CGA (e.g., system updates) and disseminate it to appropriate Contractor employees;
- d. Maintain and update manuals applicable to the effectuation of the agreement, and provide them to the Contractor;
- e. Maintain up-to-date records of employees of the Contractor who access the system, including name, date of birth, social security number, date fingerprint card(s) submitted, date security clearance issued, and date initially trained, tested, certified or recertified (if



applicable);

- f. Train or ensure the training of Contractor personnel. If Contractor personnel access NCIC, schedule the operators for testing or a certification exam with the CSA staff, or AC staff with permission from the CSA staff. Schedule new operators for the certification exam within six (6) months of employment. Schedule certified operators for re-certification testing within thirty (30) days prior to the expiration of certification. Schedule operators for any other mandated class;
- g. The AC will not permit an untrained/untested or non-certified employee of the Contractor to access a CJIS System;
- h. Where appropriate, ensure compliance by the Contractor with NCIC validation requirements;
- i. Provide completed Applicant Fingerprint Cards on each person within the Contractor who accesses the System to the CJA (or, where appropriate, CSA) for criminal background investigation prior to such employee accessing the system; and
- j. Any other responsibility for the AC promulgated by the FBI.

2.05 The CSA shall ensure that all NCIC hot file transactions be maintained on an automated log for a minimum of six months and Interstate Identification Index (III) transactions be maintained on an automated log for a minimum of one year. This automated log must clearly identify the operator on III transactions, the authorized receiving agency, the requester, and any secondary recipient. This information can be captured at log on and can be a name, badge number, serial number, or other unique number.

### 3.00 Responsibilities of the Contractor

3.01 The Contractor shall maintain a security program which complies with this Security Addendum.

3.02 The Contractor shall assign a Security Officer accountable for the management of this security program. This person shall coordinate with the CGA to establish the security program.

3.03 The Contractor shall document the security program in a Security Plan. The Security Plan shall describe the implementation of the security requirements described in this Security Addendum, the associated training program, and the reporting guidelines for documenting and communicating security violations to the CGA. The Security Plan shall be subject to the approval of the CJA, even in instances in which the CGA is the NCJA.

3.04 The Contractor shall provide for a Security Training Program for all Contractor personnel engaged in the management, development, operation, and/or maintenance of criminal justice systems and facilities. Annual refresher training shall also be provided.

3.05 The Contractor shall establish a security violation response and reporting procedure to discover, investigate, document, and report on all security violations. Violations which endanger the security or integrity of the criminal justice system or records located therein must be communicated to the CGA immediately. Minor violations shall be reported to the CGA on a periodic basis, but in no instance less than quarterly. See Section 8.01.

3.06 The Contractor's facilities will be subject to unannounced security inspections performed by the CGA. These facilities are also subject to periodic FBI and state audits.

3.07 The security plan is subject to annual review by the CJA and the Contractor. During this review, efforts will be made to update the program in response to security violations, changes in policies and standards, and/or changes in federal and state law and technology.

3.08 The Contractor and its employees will comply with all federal and state laws, rules, procedures and policies (including the CJIS Security Policy in effect when the contract is executed) formally adopted by the FBI and the CJIS APB, including those governing criminal history record information.

#### 4.00 Site Security

4.01 The Contractor shall dedicate and maintain control of the facilities, or areas of facilities, that support the CGA.

4.02 All terminals physically or logically connected to the computer system accessing NCIC and the criminal justice files must be segregated and screened against unauthorized use or observation.

## 5.00 System Integrity

5.01 Only employees of the Contractor, employees of CGA, the Agency Liaison, and such other persons as may be granted authorization by the CGA shall be permitted access to the system.

5.02 The Contractor shall maintain appropriate and reasonable quality assurance procedures.

5.03 Access to the system shall be available only for official purposes consistent with the appended Agreement. Any dissemination of NCIC data to authorized employees of the Contractor is to be for their official purposes.

5.04 Information contained in or about the system will not be provided to agencies other than the CGA or another entity which is specifically designated in the contract.

5.05 All criminal history record information requests must be authorized by the appended Agreement. A current up-to-date log concerning access and dissemination of criminal history record information shall be maintained at all times by the Contractor.

5.06 The Contractor will ensure that its inquiries of CJIS Systems and any subsequent dissemination conforms with applicable FBI/CJIS policies and regulations, as set forth in (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20. All disseminations will be considered as "Unclassified, For Official Use Only."

5.07 The Contractor shall protect against any unauthorized persons gaining access to the equipment, any of the data, or the operational documentation for the criminal justice information system. In no event shall copies of messages or criminal history record information be disseminated other than as envisioned and governed by the appended Agreement.

## 6.00 Personnel Security

6.01 Appropriate background investigations must be conducted on all Contractor employees and the Contractor's vendors which provide system maintenance support.

6.02 Thorough background screening by the CGA is required. This investigation includes submission of a completed applicant

fingerprint card to the FBI through the state identification bureau. State and national record checks by fingerprint identification must be conducted for all personnel who manage, operate, develop, access and maintain criminal justice systems and facilities. Record checks must be completed prior to employment.

6.03 When a request is received by the CSA before system access is granted:

- a. The CGA on whose behalf the Contractor is retained must check state and national arrest and fugitive files. These checks are to be no less stringent than those performed on CJA personnel with access to NCIC.
- b. If a record of any kind is found, the CGA will be formally notified, and system access will be delayed pending review of the criminal history record information. The CGA will in turn notify the Contractor-appointed Security Officer.
- c. When identification of the applicant with a criminal history has been established by fingerprint comparison, the CGA's designee will review the matter. A Contractor employee found to have a criminal record consisting of any felony convictions or of misdemeanor offenses which constitute a general disregard for the law is disqualified. Applicants shall also be disqualified on the basis of confirmations that arrest warrants are outstanding for such applicants.
- d. If an adverse employment determination is made, access will be denied and the Contractor-appointed Security Officer will be notified in writing of the access denial. This applicant will not be permitted to work on the contract with the CGA. Disqualified employees and applicants for employment shall be notified of the adverse decisions and the impact that such records had on such decisions. The CGA may request the CSO to review an adverse employment decision in extenuating circumstances.

6.04 The investigation of the applicant's background shall also include contacting of employers (past or present) and personal references.

6.05 The Security Officer shall maintain a list of personnel who

successfully completed the background investigation.

6.06 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and executes an acknowledgment of such receipt and the contents of the Security Addendum. The signed acknowledgments shall remain in the possession of the CGA and available for audit purposes.

6.07 The CGA shall ensure that each Contractor employee authorized to access CJIS network terminals or information provided therefrom is specially trained in the state and federal laws and rules governing the security and integrity of criminal justice information.

6.08 All visitors to sensitive areas of Contractor facilities must be escorted at all times by a Contractor employee with clearance. Names of all visitors shall be recorded in a visitor log, to include date and time of visit, name of visitor, purpose of visit, name of person visiting, and date and time of departure. The visitor logs shall be maintained for five years following the termination of the contract.

#### 7.00 System Security

7.01 Transmission, processing, and storage of CJA information shall be conducted on dedicated systems. Increased reliance should be placed on technical measures to support the ability to identify and account for all activities on a system and to preserve system integrity.

7.02 The system shall include the following technical security measures:

- a. unique identification and authentication for all interactive sessions;
- b. if warranted by the nature of the contract, advanced authentication techniques in the form of digital signatures and certificates, biometric or encryption for remote communications;
- c. security audit capability for interactive sessions and transaction based logging for message-based sessions; this audit shall be enabled at the system and application level;
- d. access control mechanisms to enable access to be

restricted by object (e.g., data set, volumes, files, records) to include the ability to read, write, or delete the objects;

- e. ORI identification and access control restrictions for message based access;
- f. system and data integrity controls;
- g. access controls on communications devices;
- h. confidentiality controls (e.g., partitioned drives, encryption, and object reuse).

7.03 Data encryption shall be required throughout the network passing through a shared public carrier network.

7.04 The Contractor shall provide for the secure storage and disposal of all hard copy and media associated with the system to prevent access by unauthorized personnel.

7.05 The Contractor shall establish a procedure for sanitizing all fixed storage media (e.g., disks, drives) at the completion of the contract and/or before it is returned for maintenance, disposal or reuse. Sanitization procedures include overwriting the media and/or degaussing the media. If media cannot be successfully sanitized it must be returned to the CGA or destroyed.

#### 8.00 Security violations

8.01 Consistent with Section 3.05, the Contractor agrees to inform the CGA of system violations. The Contractor further agrees to immediately remove any employee from assignments covered by this contract for security violations pending investigation. Any violation of system discipline or operational policies related to system discipline are grounds for termination, which shall be immediately reported to the AC in writing.

8.02 The CGA must report security violations to the CSO and the Director, FBI, along with indications of actions taken by the CGA and Contractor.

8.03 Security violations can justify termination of the appended agreement.

8.04 Upon notification, the FBI reserves the right to:

- a. Investigate or decline to investigate any report of unauthorized use;
- b. Suspend or terminate access and services, including the actual NCIC telecommunications link. The FBI will provide the CSO with timely written notice of the suspension. Access and services will be reinstated only after satisfactory assurances have been provided to the FBI by the CJA and Contractor. Upon termination, the Contractor's records containing criminal history record information must be deleted or returned to the

CGA.

8.05 The FBI reserves the right to audit the Contractor's operations and procedures at scheduled or unscheduled times. The FBI is authorized to perform a final audit of the Contractor's systems after termination of the Security Addendum.

#### 9.00 Miscellaneous provisions

9.01 This Security Addendum does not confer, grant, or authorize any rights, privileges, or obligations on any persons other than the Contractor, CGA, CJA (where applicable), Title 28, Code of Federal Regulations, Part 20. The parties are also subject to applicable federal and state laws and regulations.

9.03 The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they provide a minimum basis for the security of the system and it is understood that there may be terms and conditions of the appended Agreement which impose more stringent requirements upon the Contractor.

9.04 This Security Addendum may only be modified by the FBI, and may not be modified by the parties to the appended Agreement without the consent of the FBI.

9.05 All notices and correspondence shall be forwarded by First Class mail to :

[FBI SA 8/2006]

Assistant Director  
Criminal Justice Information Services Division, FBI  
1000 Custer Hollow Road  
Clarksburg, West Virginia 26306



FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES  
SECURITY ADDENDUM

CERTIFICATION

I hereby certify that I am familiar with the contents of (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or redisseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or redisseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

\_\_\_\_\_  
Signature of Contractor Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization and Title

[FBI SA 8/2006]


**Exhibit B**

**CRIMINAL JUSTICE OVERSIGHT AGREEMENT BETWEEN  
CORRECTIONS CORPORATION OF AMERICA  
AND  
THE JACKSON COUNTY SHERIFF'S OFFICE**

FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES  
SECURITY ADDENDUM

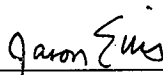
CERTIFICATION

I hereby certify that I have read and am familiar with the contents of this Security Addendum, including relevant portions of the underlying documents, including but not limited to the III, NCIC and UCR Operating Manuals; relevant Minutes of the CJIS Advisory Policy Board; Bylaws for the CJIS Advisory Board and CJIS Working Groups, Title 28, Code of Federal Regulations, Part 20; NCIC Security Policy; Recommended Voluntary Standards for Improving the Quality and Criminal History Record Information; NCIC and UCR Standards; as well as applicable federal or state laws and regulations regarding dissemination of criminal history records for criminal and noncriminal justice purposes.

  
\_\_\_\_\_  
Louis S. Roberts, III, Sheriff  
Jackson County Sheriff's Office

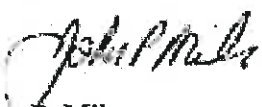
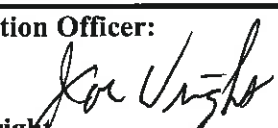


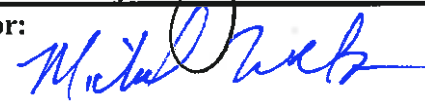
10-8-10  
Date

I acknowledge that I have read this Security Addendum and understand its contents.

  
\_\_\_\_\_  
Jason Ellis, Warden  
Graceville Correctional Facility

10-8-10  
Date

**SCHEDULE XIIB: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES  
EXCEEDING \$10 MILLION INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS**

| <b>Schedule XII-B Cover Sheet and Agency Project Approval</b>   |  |
|---|--|
| <b>Agency:</b> Department of Management Services  | <b>Schedule XII-B Submission Date:</b><br>September 15, 2011                     |
| <b>Project Name:</b> Private Prison Monitoring -<br>Blackwater River Correctional Facility  | <b>Is this project included in the Agency's LRPP?</b><br>_____ Yes      _____ No |
| <b>FY 2011-2012 LBR Issue Code:</b> N/A   | <b>FY 2011-2012 LBR Issue Title:</b> N/A   |
| <b>Agency Contact for Schedule XII-B (Name, Phone #, and E-mail address):</b><br>Debra Forbess, 487-9911; debra.forbess@dms.myflorida.com                                   |  |
| <b>AGENCY APPROVAL SIGNATURES</b>   |  |
| I am submitting the attached Schedule XII-B in support of our legislative budget request.<br>I have reviewed and agree with the information in the attached Schedule XII-B. |  |
| <b>Agency Head:</b><br>  | <b>Date:</b><br>9/7/11   |
| <b>Printed Name:</b> John P. Miles  |  |
| <b>Agency Chief Information Officer:</b><br>(If applicable)<br>                           | <b>Date:</b><br>9/7/11   |
| <b>Printed Name:</b> Joe Wright   |  |
| <b>Budget Officer:</b><br>   | <b>Date:</b><br>9/7/11   |
| <b>Printed Name:</b> Debra Forbess  |  |
| <b>Planning Officer:</b><br>   | <b>Date:</b><br>9/7/11   |
| <b>Printed Name:</b> Brett Rayman   |  |
| <b>Project Sponsor:</b><br>  | <b>Date:</b><br>09-01-11   |
| <b>Printed Name:</b> Michael Weber  |  |

**SCHEDULE XIIB-2: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES UNDERTAKEN IN THE LAST FIVE YEARS - COST AND DELIVERABLES DATA**

**Section I: Cost Data**

Blackwater River Correctional Facility

| <b>Fiscal Year</b> | <b>Planned Costs</b> | <b>Actual/Revised Costs</b> | <b>Planned Savings</b> | <b>Actual/Revised Savings</b> |
|--------------------|----------------------|-----------------------------|------------------------|-------------------------------|
| FY 2007 - 2008     | \$                   | \$                          | \$                     | \$                            |
| FY 2008 - 2009     | \$                   | \$                          | \$                     | \$                            |
| FY 2009 - 2010     | \$                   | \$                          | \$                     | \$                            |
| FY 2010 - 2011     | \$22,604,736         | \$21,920,688                | \$                     | \$684,048                     |
| FY 2011 - 2012     | \$30,660,000         | \$                          | \$                     | \$                            |
| FY 2012 - 2013     | \$30,660,000         | \$                          | \$                     | \$                            |
| FY 2013 - 2014     | \$30,660,000         | \$                          | \$                     | \$                            |
| FY 2014 - 2015     | \$30,660,000         | \$                          | \$                     | \$                            |
| FY 2015 - 2016     | \$                   | \$                          | \$                     | \$                            |
| FY 2016 - 2017     | \$                   | \$                          | \$                     | \$                            |

| <b>Variance</b> | <b>Reasons</b>                      |  |  |  |
|-----------------|-------------------------------------|--|--|--|
| <b>Cost</b>     | FY2010-11 was partial year funding. |  |  |  |
|                 |                                     |  |  |  |
| <b>Savings</b>  |                                     |  |  |  |
|                 |                                     |  |  |  |
|                 |                                     |  |  |  |

**Section II: Deliverables and Milestones Schedule**

For each outsourced or privatized service or activity, complete the deliverables and milestones schedule below:

| <b>Deliverables and Milestones</b>   | <b>Original</b> | <b>Actual Date/<br/>Revised Date</b> |
|--|-----------------|--------------------------------------|
| Daily operations of a 2,000 bed adult male correctional facility housing medium and close custody inmates. The facility will become operational in October 2010. | 10/5/2010       | 10/5/2010                            |
|  |                 |                                      |
|  |                 |                                      |
|  |                 |                                      |
|  |                 |                                      |
|  |                 |                                      |
|  |                 |                                      |
|  |                 |                                      |

| <b>Variance</b> | <b>Reasons</b> |  |  |  |
|-----------------|----------------|--|--|--|
| <b>Schedule</b> |                |  |  |  |
|                 |                |  |  |  |
|                 |                |  |  |  |

AMENDMENT #1  
OPERATION AND MANAGEMENT SERVICES CONTRACT  
BETWEEN  
THE STATE OF FLORIDA  
DEPARTMENT OF MANAGEMENT SERVICES  
AND  
THE GEO GROUP, INC. (GEO)  
FOR THE  
BLACKWATER RIVER CORRECTIONAL FACILITY

This Amendment is entered into this 4 day of ~~September~~<sup>OCTOBER</sup>, 2010, by and between the State of Florida, Department of Management Services, Bureau of Private Prison Monitoring (Bureau) and The GEO Group, Inc., 621 Northwest 53<sup>rd</sup> Street, Boca Raton, Florida 33487 (Contractor) in recognition of the following:

**WHEREAS**, the parties hereto have previously entered into Contract DMS 08/09-026, dated April 30, 2010, (the Contract) for the Contractor to operate, maintain and manage the Blackwater River Correctional Facility (the Facility); and

**WHEREAS**, Article 11.16 of the Contract expressly provides for amendments.

NOW, THEREFORE, in consideration of mutual benefits exchanged and received, the Parties agree to amend the Contract as follows:

1. Section 5.41.5.3.2, Criminal History Check, of the Contract, requires that as part of the pre-employment criminal history check, Contractor shall subject its officers, employees or agents, and any subcontractor or subcontracted staff performing operational and/or management services at the Facility, at Contractor's expense, to a Florida Department of Law Enforcement (FDLE) Florida Crime Information Center/National Crime Information Center (FCIC/NCIC) criminal history check.
2. Section 6.6, Private Contractor User Agreements, of the CJIS Security Policy, requires the incorporation of the CJIS Security Addendum approved by the Director of the FBI (action for the U.S. Attorney General), as referenced in Title 28 CFR 20.33(a)(7).
3. A Security Addendum required by Title 28, Code of Federal Regulations Part 2, is attached hereto as Exhibit A and incorporated into the contract by reference herein.
4. The Bureau is not recognized as a criminal justice agency by the Federal Bureau of Investigation (FBI).
5. The FBI requires a recognized criminal justice agency to provide criminal justice oversight to ensure compliance with the Security Addendum;
6. The Santa Rosa County Sheriff's Office (SRCO) agrees to provide the required criminal justice oversight as required by the FBI for compliance with the Security Addendum. A copy of the signed agreement between the Contractor and SRCO regarding criminal justice oversight is attached hereto as Exhibit B.

All other terms and conditions of the Contract remain the same.

IN WITNESS WHEREOF, the undersigned authorized persons have executed this Amendment on behalf of their respective party effective ~~September~~ October 4, 2010.

STATE OF FLORIDA, DEPARTMENT OF MANAGEMENT SERVICES

*LH South*  
Name

10/4/10  
Date

Linda H. South, Secretary  
Printed Name

APPROVED AS TO FORM AND LEGALITY  
DEPARTMENT OF MANAGEMENT SERVICES, OFFICE OF GENERAL COUNSEL

*Christine N. Senne*  
Name

09/16/2010  
Date

Christine N. Senne  
Printed Name

THE GEO GROUP, INC.

*AM*  
Amber D. Martin, Vice President, Contracts Administration

9-23-2010  
Date

AMBER D. MARTIN  
Printed Name Vice President, Contracts Administration  
The GEO Group, Inc.

Title

SANTA ROSA COUNTY SHERIFF'S OFFICE

*Capt Jack Oukka*  
Name

9-30-10  
Date

CAPT. JACK OUKKA  
Printed Name

Title

**FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES  
SECURITY ADDENDUM**

**Legal Authority for and Purpose and Genesis of the  
Security Addendum**

Traditionally, law enforcement and other criminal justice agencies have been responsible for the confidentiality of their information. Accordingly, until mid-1999, the Code of Federal Regulations Title 28, Part 20, subpart C, and the National Crime Information Center (NCIC) policy paper approved December 6, 1982, required that the management and exchange of criminal justice information be performed by a criminal justice agency or, in certain circumstances, by a noncriminal justice agency under the management control of a criminal justice agency.

In light of the increasing desire of governmental agencies to contract with private entities to perform administration of criminal justice functions, the FBI sought and obtained approval from the United States Department of Justice (DOJ) to permit such privatization of traditional law enforcement functions under certain controlled circumstances. In the Federal Register of May 10, 1999, the FBI published a Notice of Proposed Rulemaking, announcing as follows:

1. Access to CHRI [Criminal History Record Information] and Related Information, Subject to Appropriate Controls, by a Private Contractor Pursuant to a Specific Agreement with an Authorized Governmental Agency To Perform an Administration of Criminal Justice Function (Privatization). Section 534 of title 28 of the United States Code authorizes the Attorney General to exchange identification, criminal identification, crime, and other records for the official use of authorized officials of the federal government, the states, cities, and penal and other institutions. This statute also provides, however, that such exchanges are subject to cancellation if dissemination is made outside the receiving departments or related agencies. Agencies authorized access to CHRI traditionally have been hesitant to disclose that information, even in furtherance of authorized criminal justice functions, to anyone other than actual agency employees lest such disclosure be viewed as unauthorized.



In recent years, however, governmental agencies seeking greater efficiency and economy have become increasingly interested in obtaining support services for the administration of criminal justice from the private sector. With the concurrence of the FBI's Criminal Justice Information Services (CJIS) Advisory Policy Board, the DOJ has concluded that disclosures to private persons and entities providing support services for criminal justice agencies may, when subject to appropriate controls, properly be viewed as permissible disclosures for purposes of compliance with 28 U.S.C. 534.

We are therefore proposing to revise 28 CFR 20.33(a)(7) to provide express authority for such arrangements. The proposed authority is similar to the authority that already exists in 28 CFR 20.21(b)(3) for state and local CHRI systems. Provision of CHRI under this authority would only be permitted pursuant to a specific agreement with an authorized governmental agency for the purpose of providing services for the administration of criminal justice. The agreement would be required to incorporate a security addendum approved by the Director of the FBI (acting for the Attorney General). The security addendum would specifically authorize access to CHRI, limit the use of the information to the specific purposes for which it is being provided, ensure the security and confidentiality of the information consistent with applicable laws and regulations, provide for sanctions, and contain such other provisions as the Director of the FBI (acting for the Attorney General) may require. The security addendum, buttressed by ongoing audit programs of both the FBI and the sponsoring governmental agency, will provide an appropriate balance between the benefits of privatization, protection of individual privacy interests, and preservation of the security of the FBI's CHRI systems.

The FBI will develop a security addendum to be made available to interested governmental agencies. We anticipate that the security addendum will include physical and personnel security constraints historically required by NCIC security practices and other programmatic requirements, together with personal integrity and electronic security provisions comparable to those in NCIC User Agreements between the FBI and criminal justice agencies, and in existing Management Control Agreements

between criminal justice agencies and noncriminal justice governmental entities. The security addendum will make clear that access to CHRI will be limited to those officers and employees of the private contractor or its subcontractor who require the information to properly perform services for the sponsoring governmental agency, and that the service provider may not access, modify, use, or disseminate

such information for inconsistent or unauthorized purposes.

Consistent with such intent, Title 28 of the Code of Federal Regulations (C.F.R.) was amended to read:

§ 20.33 Dissemination of criminal history record information.

(a) Criminal history record information contained in the Interstate Identification Index (III) System and the Fingerprint Identification Records System (FIRS) may be made available:

(1) To criminal justice agencies for criminal justice purposes, which purposes include the screening of employees or applicants for employment hired by criminal justice agencies....

(6) To noncriminal justice governmental agencies performing criminal justice dispatching functions or data processing/information services for criminal justice agencies; and

(7) To private contractors pursuant to a specific agreement with an agency identified in paragraphs (a)(1) or (a)(6) of this section and for the purpose of providing services for the administration of criminal justice pursuant to that agreement. The agreement must incorporate a security addendum approved by the Attorney General of the United States, which shall specifically authorize access to criminal history record information, limit the use of the information to the purposes for which it is provided, ensure the security and confidentiality of the information consistent with these regulations, provide for sanctions, and contain such other provisions as the Attorney General may require. The power and authority of the Attorney General hereunder shall be exercised by the FBI Director (or the Director's designee).

This Security Addendum, appended to and incorporated by reference in a government-private sector contract entered into for such purpose, is intended to insure that the benefits of privatization are not attained with any accompanying degradation in the security of the national system of criminal records accessed by the contracting private party. This Security Addendum addresses both

concerns for personal integrity and electronic security which have been addressed in previously executed user agreements and management control agreements.

A government agency may privatize functions traditionally performed by criminal justice agencies (or noncriminal justice agencies acting under a management control agreement), subject to the terms of this Security Addendum. If privatized, access by a private contractor's personnel to NCIC data and other CJIS information is restricted to only that necessary to perform the privatized tasks consistent with the government agency's function and the focus of the contract. If privatized, the contractor may not access, modify, use or disseminate such data in any manner not expressly authorized by the government agency in consultation with the FBI.

**Note to the 3/2003 edition of Security Addendum:**

Upon its creation in 10/1999, the Security Addendum obligated the contracting parties (and most particularly, the private entity) to abide by numerous federal laws, regulations, and (formal and informal) CJIS Division and CJIS Advisory Policy Board policies. Subsequently, the CJIS Security Policy, which contains many of the relevant portions of those sources, was developed. This compendium resulted in a new Certification being drafted, effective 1/10/2001, which replaced the citation to many of these authorities with the CJIS Security Policy, thereby providing a contracting party with a short and finite list of authorities with which to comply.

Although the Certification was updated, the body of the Security Addendum still contained the old authorities. Additionally, the CJIS Security Policy, which was formerly part of the Policy and Reference Manual, became a separate document. The 3/2003 edition coalesces the body of the Security Addendum (principally in Sections 5.06 and 9.02) with the Certification; it makes no substantive changes.

**Note to the 5/2006 edition of the Security Addendum:**

With the evolution of policies and procedures relevant to CJIS Systems, certain policy documentation must also periodically be updated. These modifications include an update in basic terminology as recently approved by the Advisory Policy Board to reflect references to "CJIS Systems" (replacing "NCIC"), and the "CJIS Systems Agency (CSA)" and "CJIS Systems Officer (CSO)", replacing Control Terminal Agency (CTA) and Control Terminal Officer (CTO), respectively. "Technical security" has been added to elements of a

security program to be administered within the contractual relationship between the contracting governmental agency and the contractor. Clarifying language has been added: in Section 2.03 with regard to initial training, testing and certification of CJIS Systems operators; in Section 2.05 to reflect current policy regarding maintenance of dissemination logs; in Sections 5.06, 9.02, and the Certification Page to delete references to the now obsolete Policy and Reference Manual; and in Section 603(d) to establish that in extenuating circumstances, the CSO may be requested by the contracting government agency to review adverse employment decisions. The Certification Page has also been modified to be consistent with the language in the CJIS Systems User Agreement, in that it now simply requires the signatory to "be familiar with" the contents of the listed authorities. This 5/2006 version should be used henceforth (until superceded) for outsourcing contracts.

**FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES**

**SECURITY ADDENDUM**

The goal of this document is to provide adequate security for criminal justice systems while under the control or management of a private entity, the Contractor. Adequate security is defined in Office of Management and Budget Circular A-130 as "security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information."

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate internal controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security, and data security, and technical security.

The provisions of this Security Addendum apply to all personnel, systems, networks and support facilities supporting and/or acting on behalf of the government agency.

1.00 Definitions

1.01 Administration of criminal justice - the detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. It also includes criminal identification activities; the collection, storage, and dissemination of criminal history record information; and criminal justice employment.

1.02 Agency Coordinator (AC) - a staff member of the Contracting Government Agency, who manages the agreement between the Contractor and agency.

1.03 Contracting Government Agency (CGA) - the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.

1.04 Contractor - a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.

1.05 CJIS Systems Agency (CSA) - a duly authorized state, federal, international, tribal, or territorial criminal justice agency on the CJIS network providing statewide (or equivalent) service to its criminal justice users with respect to the CJIS data from various systems managed by the FBI CJIS Division. There shall be only one CSA per state or territory. In federal agencies, the CSA may be the interface or switch to other federal agencies connecting to the FBI CJIS systems.

1.06 CJIS Systems Officer (CSO) - an individual located within the CJIS Systems Agency responsible for the administration of the CJIS network for the CJIS Systems Agency.

1.07 Criminal Justice Agency (CJA)- The courts, a governmental agency, or any subunit of a governmental agency which performs the administration of criminal justice pursuant to a statute or executive order and which allocates a substantial part of its annual budget to the administration of criminal justice. State and federal Inspectors General Offices are included.

1.08 Noncriminal Justice Agency (NCJA) - a governmental agency or any subunit thereof that provides services primarily for purposes other than the administration of criminal justice.

1.09 Noncriminal justice purpose - the uses of criminal history records for purposes authorized by federal or state law other than purposes relating to the administration of criminal justice, including employment suitability, licensing determinations, immigration and naturalization matters, and national security clearances.

1.10 Security Addendum - a uniform addendum to an agreement between the government agency and a private contractor, approved by the Attorney General of the United States, which specifically authorizes access to criminal history record information, limits the use of the information to the purposes for which it is provided, ensures the

security and confidentiality of the information consistent with existing regulations and the CJIS Security Policy, provides for sanctions, and contains such other provisions as the Attorney General may require.

## 2.00 Responsibilities of the Contracting Government Agency

2.01 The CGA entering into an agreement with a Contractor is to appoint an AC.

2.02 In instances in which responsibility for a criminal justice system has been delegated by a CJA to a NCJA, which has in turn entered into an agreement with a Contractor, the CJA is to appoint an Agency Liaison to coordinate activities between the CJA and the NCJA and Contractor. The Agency Liaison shall, inter alia, monitor compliance with system security requirements. In instances in which the NCJA's authority is directly from the CSA, there is no requirement for the appointment of an Agency Liaison.

2.03 The AC will be responsible for the supervision and integrity of the system, training and continuing education of employees and operators, scheduling of initial training and testing, and certification testing and all required reports by NCIC.

2.04 The AC has the following responsibilities:

- a. Understand the communications and records capabilities and needs of the Contractor which is accessing federal and state records through or because of its relationship with the CGA;
- b. Participate in related meetings and provide input and comments for system improvement;
- c. Receive information from the CGA (e.g., system updates) and disseminate it to appropriate Contractor employees;
- d. Maintain and update manuals applicable to the effectuation of the agreement, and provide them to the Contractor;
- e. Maintain up-to-date records of employees of the Contractor who access the system, including name, date of birth, social security number, date fingerprint card(s) submitted, date security clearance issued, and date initially trained, tested, certified or recertified (if



applicable);

- f. Train or ensure the training of Contractor personnel. If Contractor personnel access NCIC, schedule the operators for testing or a certification exam with the CSA staff, or AC staff with permission from the CSA staff. Schedule new operators for the certification exam within six (6) months of employment. Schedule certified operators for re-certification testing within thirty (30) days prior to the expiration of certification. Schedule operators for any other mandated class;
- g. The AC will not permit an untrained/untested or non-certified employee of the Contractor to access a CJIS System;
- h. Where appropriate, ensure compliance by the Contractor with NCIC validation requirements;
- i. Provide completed Applicant Fingerprint Cards on each person within the Contractor who accesses the System to the CJA (or, where appropriate, CSA) for criminal background investigation prior to such employee accessing the system; and
- j. Any other responsibility for the AC promulgated by the FBI.

2.05 The CSA shall ensure that all NCIC hot file transactions be maintained on an automated log for a minimum of six months and Interstate Identification Index (III) transactions be maintained on an automated log for a minimum of one year. This automated log must clearly identify the operator on III transactions, the authorized receiving agency, the requester, and any secondary recipient. This information can be captured at log on and can be a name, badge number, serial number, or other unique number.

### 3.00 Responsibilities of the Contractor

3.01 The Contractor shall maintain a security program which complies with this Security Addendum.

3.02 The Contractor shall assign a Security Officer accountable for the management of this security program. This person shall coordinate with the CGA to establish the security program.

3.03 The Contractor shall document the security program in a Security Plan. The Security Plan shall describe the implementation of the security requirements described in this Security Addendum, the associated training program, and the reporting guidelines for documenting and communicating security violations to the CGA. The Security Plan shall be subject to the approval of the CJA, even in instances in which the CGA is the NCJA.

3.04 The Contractor shall provide for a Security Training Program for all Contractor personnel engaged in the management, development, operation, and/or maintenance of criminal justice systems and facilities. Annual refresher training shall also be provided.

3.05 The Contractor shall establish a security violation response and reporting procedure to discover, investigate, document, and report on all security violations. Violations which endanger the security or integrity of the criminal justice system or records located therein must be communicated to the CGA immediately. Minor violations shall be reported to the CGA on a periodic basis, but in no instance less than quarterly. See Section 8.01.

3.06 The Contractor's facilities will be subject to unannounced security inspections performed by the CGA. These facilities are also subject to periodic FBI and state audits.

3.07 The security plan is subject to annual review by the CJA and the Contractor. During this review, efforts will be made to update the program in response to security violations, changes in policies and standards, and/or changes in federal and state law and technology.

3.08 The Contractor and its employees will comply with all federal and state laws, rules, procedures and policies (including the CJIS Security Policy in effect when the contract is executed) formally adopted by the FBI and the CJIS APB, including those governing criminal history record information.

#### 4.00 Site Security

4.01 The Contractor shall dedicate and maintain control of the facilities, or areas of facilities, that support the CGA.

4.02 All terminals physically or logically connected to the computer system accessing NCIC and the criminal justice files must be segregated and screened against unauthorized use or observation.

## 5.00 System Integrity

5.01 Only employees of the Contractor, employees of CGA, the Agency Liaison, and such other persons as may be granted authorization by the CGA shall be permitted access to the system.

5.02 The Contractor shall maintain appropriate and reasonable quality assurance procedures.

5.03 Access to the system shall be available only for official purposes consistent with the appended Agreement. Any dissemination of NCIC data to authorized employees of the Contractor is to be for their official purposes.

5.04 Information contained in or about the system will not be provided to agencies other than the CGA or another entity which is specifically designated in the contract.

5.05 All criminal history record information requests must be authorized by the appended Agreement. A current up-to-date log concerning access and dissemination of criminal history record information shall be maintained at all times by the Contractor.

5.06 The Contractor will ensure that its inquiries of CJIS Systems and any subsequent dissemination conforms with applicable FBI/CJIS policies and regulations, as set forth in (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20. All disseminations will be considered as "Unclassified, For Official Use Only."

5.07 The Contractor shall protect against any unauthorized persons gaining access to the equipment, any of the data, or the operational documentation for the criminal justice information system. In no event shall copies of messages or criminal history record information be disseminated other than as envisioned and governed by the appended Agreement.

## 6.00 Personnel Security

6.01 Appropriate background investigations must be conducted on all Contractor employees and the Contractor's vendors which provide system maintenance support.

6.02 Thorough background screening by the CGA is required. This investigation includes submission of a completed applicant

fingerprint card to the FBI through the state identification bureau. State and national record checks by fingerprint identification must be conducted for all personnel who manage, operate, develop, access and maintain criminal justice systems and facilities. Record checks must be completed prior to employment.

6.03 When a request is received by the CSA before system access is granted:

- a. The CGA on whose behalf the Contractor is retained must check state and national arrest and fugitive files. These checks are to be no less stringent than those performed on CJA personnel with access to NCIC.
- b. If a record of any kind is found, the CGA will be formally notified, and system access will be delayed pending review of the criminal history record information. The CGA will in turn notify the Contractor-appointed Security Officer.
- c. When identification of the applicant with a criminal history has been established by fingerprint comparison, the CGA's designee will review the matter. A Contractor employee found to have a criminal record consisting of any felony convictions or of misdemeanor offenses which constitute a general disregard for the law is disqualified. Applicants shall also be disqualified on the basis of confirmations that arrest warrants are outstanding for such applicants.
- d. If an adverse employment determination is made, access will be denied and the Contractor-appointed Security Officer will be notified in writing of the access denial. This applicant will not be permitted to work on the contract with the CGA. Disqualified employees and applicants for employment shall be notified of the adverse decisions and the impact that such records had on such decisions. The CGA may request the CSO to review an adverse employment decision in extenuating circumstances.

6.04 The investigation of the applicant's background shall also include contacting of employers (past or present) and personal references.

6.05 The Security Officer shall maintain a list of personnel who

successfully completed the background investigation.

6.06 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and executes an acknowledgment of such receipt and the contents of the Security Addendum. The signed acknowledgments shall remain in the possession of the CGA and available for audit purposes.

6.07 The CGA shall ensure that each Contractor employee authorized to access CJIS network terminals or information provided therefrom is specially trained in the state and federal laws and rules governing the security and integrity of criminal justice information.

6.08 All visitors to sensitive areas of Contractor facilities must be escorted at all times by a Contractor employee with clearance. Names of all visitors shall be recorded in a visitor log, to include date and time of visit, name of visitor, purpose of visit, name of person visiting, and date and time of departure. The visitor logs shall be maintained for five years following the termination of the contract.

#### 7.00 System Security

7.01 Transmission, processing, and storage of CJA information shall be conducted on dedicated systems. Increased reliance should be placed on technical measures to support the ability to identify and account for all activities on a system and to preserve system integrity.

7.02 The system shall include the following technical security measures:

- a. unique identification and authentication for all interactive sessions;
- b. if warranted by the nature of the contract, advanced authentication techniques in the form of digital signatures and certificates, biometric or encryption for remote communications;
- c. security audit capability for interactive sessions and transaction based logging for message-based sessions; this audit shall be enabled at the system and application level;
- d. access control mechanisms to enable access to be

restricted by object (e.g., data set, volumes, files, records) to include the ability to read, write, or delete the objects;

- e. ORI identification and access control restrictions for message based access;
- f. system and data integrity controls;
- g. access controls on communications devices;
- h. confidentiality controls (e.g., partitioned drives, encryption, and object reuse).

7.03 Data encryption shall be required throughout the network passing through a shared public carrier network.

7.04 The Contractor shall provide for the secure storage and disposal of all hard copy and media associated with the system to prevent access by unauthorized personnel.

7.05 The Contractor shall establish a procedure for sanitizing all fixed storage media (e.g., disks, drives) at the completion of the contract and/or before it is returned for maintenance, disposal or reuse. Sanitization procedures include overwriting the media and/or degaussing the media. If media cannot be successfully sanitized it must be returned to the CGA or destroyed.

#### 8.00 Security violations

8.01 Consistent with Section 3.05, the Contractor agrees to inform the CGA of system violations. The Contractor further agrees to immediately remove any employee from assignments covered by this contract for security violations pending investigation. Any violation of system discipline or operational policies related to system discipline are grounds for termination, which shall be immediately reported to the AC in writing.

8.02 The CGA must report security violations to the CSO and the Director, FBI, along with indications of actions taken by the CGA and Contractor.

8.03 Security violations can justify termination of the appended agreement.

8.04 Upon notification, the FBI reserves the right to:

- a. Investigate or decline to investigate any report of unauthorized use;
- b. Suspend or terminate access and services, including the actual NCIC telecommunications link. The FBI will provide the CSO with timely written notice of the suspension. Access and services will be reinstated only after satisfactory assurances have been provided to the FBI by the CJA and Contractor. Upon termination, the Contractor's records containing criminal history record information must be deleted or returned to the

CGA.

8.05 The FBI reserves the right to audit the Contractor's operations and procedures at scheduled or unscheduled times. The FBI is authorized to perform a final audit of the Contractor's systems after termination of the Security Addendum.

#### 9.00 Miscellaneous provisions

9.01 This Security Addendum does not confer, grant, or authorize any rights, privileges, or obligations on any persons other than the Contractor, CGA, CJA (where applicable), Title 28, Code of Federal Regulations, Part 20. The parties are also subject to applicable federal and state laws and regulations.

9.03 The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they provide a minimum basis for the security of the system and it is understood that there may be terms and conditions of the appended Agreement which impose more stringent requirements upon the Contractor.

9.04 This Security Addendum may only be modified by the FBI, and may not be modified by the parties to the appended Agreement without the consent of the FBI.

9.05 All notices and correspondence shall be forwarded by First Class mail to :

Assistant Director  
Criminal Justice Information Services Division, FBI  
1000 Custer Hollow Road  
Clarksburg, West Virginia 26306



FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES  
SECURITY ADDENDUM

CERTIFICATION

I hereby certify that I am familiar with the contents of (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or redisseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or redisseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

\_\_\_\_\_  
Signature of Contractor Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization and Title

[FBI SA 8/2006]

*Sheriff*



**WENDELL HALL**

---

**SANTA ROSA COUNTY SHERIFF'S OFFICE**

**Captain Jack Onkka  
Administrative Division  
P.O. Box 7129  
Milton, Florida 32572  
Phone (850) 983-1247  
Fax (850) 983-1212**

June 21, 2010

GEO Group  
ATTN: Mark Henry  
5168 Ezell Road  
Graceville, Florida 32440

RE: Security Addendum

Dear Warden Henry:

Enclosed please find the original of The Security Addendum between the Santa Rosa Sheriff's Office and Blackwater River Correctional Facility, duly executed by both parties. I have retained one copy for our Agency.

If you need additional information, please let me know, or contact our Paralegal, Ruby Kelley at 850/983-1207.

Sincerely,  
Wendell Hall, Sheriff

*Jack Onkka*  
Captain Jack Onkka  
Administrative Division

JO/rjk

Enclosure: One original of Security Addendum dated 6/21/10

**FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES  
SECURITY ADDENDUM**

Legal Authority for and Purpose and Genesis of the Security Addendum

Traditionally, law enforcement and other criminal justice agencies have been responsible for the confidentiality of their information. Accordingly, until mid-1999, the Code of Federal Regulations Title 28, Part 20, subpart C, and the National Crime Information Center (NCIC) policy paper approved December 6, 1982, required that the management and exchange of criminal justice information be performed by a criminal justice agency or, in certain circumstances, by a noncriminal justice agency under the management control of a criminal justice agency.

In light of the increasing desire of governmental agencies to contract with private entities to perform administration of criminal justice functions, the FBI sought and obtained approval from the United States Department of Justice (DOJ) to permit such privatization of traditional law enforcement functions under certain controlled circumstances. In the Federal Register of May 10, 1999, the FBI published a Notice of Proposed Rulemaking, announcing as follows:

1. Access to CHRI [Criminal History Record Information] and Related Information, Subject to Appropriate Controls, by a Private Contractor Pursuant to a Specific Agreement with an Authorized Governmental Agency To Perform an Administration of Criminal Justice Function (Privatization). Section 534 of title 28 of the United States Code authorizes the Attorney General to exchange identification, criminal identification, crime, and other records for the official use of authorized officials of the federal government, the states, cities, and penal and other institutions. This statute also provides, however, that such exchanges are subject to cancellation if dissemination is made outside the receiving departments or related agencies. Agencies authorized access to CHRI traditionally have been hesitant to disclose that information, even in furtherance of authorized criminal justice functions, to anyone other than actual agency employees lest such disclosure be viewed as unauthorized.

In recent years, however, governmental agencies seeking greater efficiency and economy have become increasingly interested in obtaining support services for the administration of criminal justice from the private sector. With the concurrence of the FBI's Criminal Justice Information Services (CJIS) Advisory Policy Board, the DOJ has concluded that disclosures to private persons and entities providing support services for criminal justice agencies may, when subject to appropriate controls, properly be viewed as permissible disclosures for purposes of compliance with 28 U.S.C. 534.

We are therefore proposing to revise 28 CFR 20.33(a)(7) to provide express authority for such arrangements. The proposed authority is similar to the authority that already exists in 28 CFR 20.21(b)(3) for state and local CHRI systems. Provision of CHRI under this authority would only be permitted pursuant to a specific agreement with an authorized governmental agency for the purpose of providing services for the administration of criminal justice. The agreement would be required to incorporate a security addendum approved by the Director of the FBI (acting for the Attorney General). The security addendum would specifically authorize access to CHRI, limit the use of the information to the specific purposes for which it is being provided, ensure the security and confidentiality of the information consistent with applicable laws and regulations, provide for sanctions, and contain such other provisions as the Director of the FBI (acting for the Attorney General) may require. The security addendum, buttressed by ongoing audit programs of both the FBI and the sponsoring governmental agency, will provide an appropriate balance between the benefits of privatization, protection of individual privacy interests, and preservation of the security of the FBI's CHRI systems.

The FBI will develop a security addendum to be made available to interested governmental agencies. We anticipate that the security addendum will include physical and personnel security constraints historically required by NCIC security practices and other programmatic requirements, together with personal integrity and electronic security provisions comparable to those in NCIC User Agreements between the FBI and criminal justice agencies, and in existing Management Control Agreements between criminal justice agencies and noncriminal justice governmental entities. The security addendum will make clear that access to CHRI will be limited to those officers and employees of the private contractor or its subcontractor who require the information to properly perform services for the sponsoring governmental agency, and that the service provider may not access, modify, use, or disseminate such information for inconsistent or unauthorized purposes. Consistent with such intent, Title 28 of the Code of Federal Regulations (C.F.R.) was amended to read:

**§20.33 Dissemination of criminal history record information.**

(a) Criminal history record information contained in the Interstate Identification Index (III) System and the Fingerprint Identification Records System (FIRS) may be made available:

(1) To criminal justice agencies for criminal justice purposes, which purposes include the screening of employees or applicants for employment hired by criminal justice agencies.

(6) To noncriminal justice governmental agencies performing criminal justice dispatching functions or data processing/information services for criminal justice agencies; and

(7) To private contractors pursuant to a specific agreement with an agency identified in paragraphs (a)(1) or (a)(6) of this section and for the purpose of providing services for the administration of criminal justice pursuant to that agreement. the agreement must incorporate a security addendum approved by the Attorney General of the United States, which shall specifically authorize access to criminal history record information, limit the use of the information to the purposes for which it is provided, ensure the security and confidentiality of the information consistent with these regulations, provide for sanctions, and contain such other provisions as the Attorney General may require. The power and authority of the Attorney General hereunder shall be exercised by the FBI Director (or the Director's designee).

This Security Addendum, appended to and incorporated by reference in a government-private sector contract entered into for such purpose, is intended to insure that the benefits of privatization are not attained with any accompanying degradation in the security of the national system of criminal records accessed by the contracting private party. This Security Addendum addresses both concerns for personal integrity and electronic security which have been addressed in previously executed user agreements and management control agreements.

A government agency may privatize functions traditionally performed by criminal justice agencies (or noncriminal justice agencies acting under a management control agreement), subject to the terms of this Security Addendum. If privatized, access by a private contractor's personnel to NCIC data and other CJIS information is restricted to only that necessary to perform the privatized tasks consistent with the government agency's function and the focus of the contract. If privatized, the contractor may not access, modify, use or disseminate such data in any manner not expressly authorized by the government agency in consultation with the FBI.

**FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES**

**SECURITY ADDENDUM**

The goal of this document is to provide adequate security for criminal justice systems -while under the control or management of a private entity, the Contractor. Adequate security is defined in Office of Management and Budget Circular A-130 as "security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information."

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate internal controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security and data security. The provisions of this Security Addendum apply to all personnel, systems, networks and support facilities supporting and/or acting on behalf of the government agency.

1.00 Definitions

1.01 Administration of criminal justice - the detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. It also includes criminal identification activities; the collection, storage, and dissemination of criminal history record information; and criminal justice employment.

1.02 Agency Coordinator (AC) - a staff member of the Contracting Government Agency, who manages the agreement between the Contractor and agency.

1.03 Contracting Government Agency (CGA) - the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.

1.04 Contractor - a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.

1.05 Control Terminal Agency (CTA)- a duly authorized state or federal criminal justice agency with direct access to the National Crime information Center (NCIC) telecommunications network providing statewide (or equivalent) service to its criminal justice users with respect to the various systems managed by-the FBI CJIS Division.

1.06 Control Terminal Officer (CTO)- an individual located within the CTA responsible for the administration of the CJIS network for the CTA.

1.07 Criminal Justice Agency (CJA)- The courts, a governmental agency, or any subunit of a governmental agency which performs the administration of criminal justice pursuant to a statute or executive order and which allocates a substantial part of its annual budget to the administration of criminal justice. State and federal Inspectors General Offices are included.

1.08 Noncriminal Justice Agency (NCJA) - a governmental agency or any subunit thereof that provides services primarily for purposes other than the administration of criminal justice.

1.09 Noncriminal justice purpose - the uses of criminal history records for purposes authorized by federal or state law other than purposes relating to the administration of criminal justice, including employment suitability licensing determinations, immigration and naturalization matters, and national security clearances.

1.10 Security Addendum a uniform addendum to an agreement between the government agency and a private contractor, approved by the Attorney General of the United States, which specifically authorizes access to criminal history record information, limits the use of the information to the purposes for which it is provided, ensures the security and confidentiality of the information consistent with existing regulations, provides for sanctions, and contains such other provisions as the Attorney General may require.

## 2.00 Responsibilities of the Contracting Government Agency

2.01 The CGA entering into an agreement with a Contractor is to appoint an AC.

2.02 In instances in which responsibility for a criminal justice system has been delegated by a CJA to a NCJA, which has in turn entered into an agreement with a Contractor, the CJA is to appoint an Agency Liaison to coordinate activities between the CJA and the NCJA and Contractor. The Agency Liaison shall, inter alia, monitor compliance with system security requirements. In instances in which the NCJA's authority is directly from the CTA, there is no requirement for the appointment of an Agency Liaison.

2.03 The AC will be responsible for the supervision and integrity of the system, training and continuing education of employees and operators, scheduling of certification testing and all required reports by NCIC.

2.04 The AC has the following responsibilities:

- a. Understand the communications and records capabilities and needs of the Contractor which is accessing federal and state records through or because of its relationship with the CGA;
- b. Participate in related meetings and provide input and comments for system improvement;
- c. Receive information from the CGA (e.g., system updates) and disseminate it to appropriate Contractor employees;
- d. Maintain and update manuals applicable to the effectuation of the agreement, and provide them to the Contractor;
- e. Maintain up-to-date records of employees of the Contractor who access the system, including name, date of birth, social security number, date fingerprint card(s) submitted, date security clearance issued, and date certified or recertified (if applicable);
- f. Train or ensure the training of Contractor personnel. If Contractor personnel access NCIC, schedule the operators for a certification exam with the CTA staff. Schedule new operators for the certification exam within six (6) months of employment. Schedule certified operators for re-certification testing within thirty (30) days prior to the expiration of certification. Schedule operators for any other mandated class;

- g. The AC will not permit an un-certified employee of the Contractor to access an NCIC terminal;
- h. Where appropriate, ensure compliance by the Contractor with NCIC validation requirements;
- i. Provide completed Applicant Fingerprint Cards on each person within the Contractor who accesses the System to the CJA (or, where appropriate, CTA) for criminal background investigation prior to such employee accessing the system; and
- j. Any other responsibility for the AC promulgated by the FBI.

2.05 The CTA shall ensure that all NCIC hot file transactions and Interstate identification index (III) transactions be maintained on an automated log for a minimum of six months. This automated log must identify the operator on III transactions, the agency authorizing the transactions, the requester, and any secondary recipient. This information can be captured at log on and can be a name, badge number, serial number, or other unique number.

### 3.00 Responsibilities of the Contractor

3.01 The Contractor shall maintain a security program which complies with this Security Addendum.

3.02 The Contractor shall assign a Security officer accountable for the management of this security program. This person shall coordinate with the CGA to establish the security program.

3.03 The Contractor shall document the security program in a Security Plan. The Security Plan shall describe the implementation of the security requirements described in this Security Addendum, the associated training program, and the reporting guidelines for documenting and communicating security violations to the CGA. The Security Plan shall be subject to the approval of the CJA, even in instances in which the CGA is the NCJA.

3.04 The Contractor shall provide for a Security Training Program for all Contractor personnel engaged in the management, development, operation, and/or maintenance of criminal justice systems and facilities. Annual refresher training shall also be provided.

3.05 The Contractor shall establish a security violation response and reporting procedure to discover, investigate, document, and report on all security violations. Violations which endanger the security or integrity of the criminal justice system or records located therein must be communicated to the CGA immediately. Minor violations shall be reported to the CGA on a periodic basis, but in no instance less than quarterly. See Section 8.01.

3.06 The Contractor's facilities will be subject to unannounced security inspections performed by the CGA. These facilities are also subject to periodic FBI and state audits.

3.07 The security plan is subject to annual review by the CJA and the Contractor. During this review, provision will be made to update the program in response to security violations, changes in policies and standards, and/or changes in federal and state law and technology.

3.08 The Contractor and its employees will comply with all federal and state laws, rules, procedures and policies formally adopted by the FBI and the CJIS APB, including those governing criminal history record information.

#### 4.00 Site Security

4.01 The Contractor shall dedicate and maintain control of the facilities, or areas of facilities, that support the CGA.

4.02 All terminals physically or logically connected to the computer system accessing NCIC and the criminal justice files must be segregated and screened against unauthorized use or observation.

#### 5.00 System Integrity

5.01 Only employees of the Contractor, employees of CGA, the Agency Liaison, and such other persons as may be granted authorization by the CGA shall be permitted access to the system.

5.02 The Contractor shall maintain appropriate and reasonable quality assurance procedures.

5.03 Access to the system shall be available only for official purposes consistent with the appended Agreement. Any dissemination of NCIC data to authorized employees of the Contractor is to be for their official purposes.

5.04 Information contained in or about the system will not be provided to agencies other than the CGA or another entity which is specifically designated in the contract.

5.05 All criminal history record information requests must be envisioned and authorized by the appended Agreement. A current up-to-date log concerning access and dissemination of criminal history record information shall be maintained at all times by the Contractor.

5.06 The Contractor will ensure that its inquiries of NCIC and any subsequent dissemination conforms with applicable FBI/NCIC policies and regulations, as set forth in the NCIC Operating Manual, NCIC and CJIS APB meeting minutes, and all relevant CJIS security documents. All disseminations will be considered as "Unclassified, For Official Use Only."

5.07 The Contractor shall protect against any unauthorized persons gaining access to the equipment, any of the data, or the operational documentation for the criminal justice information system. In no event shall copies of messages or criminal history record information be disseminated other than as envisioned and governed by the appended Agreement.

#### 6.00 Personnel Security

6.01 Appropriate background investigations must be conducted on all Contractor employees and the Contractor's vendors which provide system maintenance support.

6.02 Thorough background screening by the CGA is required. This investigation includes submission of a completed applicant fingerprint card to the FBI through the state identification bureau. State and national record checks by fingerprint identification must be conducted for all personnel who manage, operate, develop, access and maintain criminal justice systems and facilities. Record checks must be completed prior to employment.

6.03 When a request is received by the CTA before system access is granted:

a. The CGA on whose behalf the Contractor is retained must check state and national arrest and fugitive



files. These checks are to be no less stringent than those performed on CJA personnel with access to NCIC.

b. If a record of any kind is found, the CGA will be formally notified, and system access will be delayed pending review of the criminal history record information. The CGA will in turn notify the Contractor appointed Security officer.

c. When identification of the applicant with a criminal history has been established by fingerprint comparison, the CGA's designee will review the matter. A Contractor employee found to have a criminal record consisting of any felony convictions or of misdemeanor offenses which constitute a general disregard for the law is disqualified. Applicants shall also be disqualified on the basis on confirmations that arrest warrants are outstanding for such applicants.

d. If an adverse employment determination is made, access will be denied and the Contractor-appointed Security Officer will be notified in writing of the access denial. This applicant will not be permitted to work on the contract with the CGA. Disqualified employees and applicants for employment shall be notified of the adverse decisions and the impact that such records had on decisions and the impact that such records had on such decisions.

6.04 The investigation of the applicant's background shall also include contacting of employers (past or present) and personal references.

6.05 The Security officer shall maintain a list of personnel who successfully completed the background investigation.

6.06 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and executes an acknowledgment of such receipt and the contents of the Security Addendum. The signed acknowledgments shall remain in the possession of the CGA and available for audit purposes.

6.07 The CGA shall ensure that each Contractor employee authorized to access CJIS network terminals or information provided there from is specially trained in the state and federal laws and rules governing the security and integrity of criminal justice information.

6.08 All visitors to sensitive areas of Contractor facilities must be escorted at all times by a Contractor employee with clearance. Names of all visitors shall be recorded in a visitor log, to include date and time of visit, name of visitor, purpose of visit, name of person visiting, and date and time of departure. The visitor logs shall be maintained for five years following the termination of the contract.

## 7.00 System Security

7.01 Transmission, processing, and storage of CJA information shall be conducted on dedicated systems. Increased reliance should be placed on technical measures to support the ability to identify and account for all activities on a system and to preserve system integrity.

7.02 The system shall include the following technical security measures:

a. unique identification and authentication for all interactive sessions;

b. if warranted by the nature of the contract, advanced authentication techniques in the form of digital signatures and certificates, biometric or encryption for remote communications;

- c. security audit capability for interactive sessions and transaction based logging for message-based sessions; this audit shall be enabled at the system and application level;
- d. access control mechanisms to enable access to be restricted by object (e.g., data set, volumes, files, records) to include the ability to read, write, or delete the objects;
- e. ORI identification and access control restrictions for message based access;
- f. system and data integrity controls;
- g. access controls on communications devices;
- h. confidentiality controls (e.g.; partitioned drives, encryption, and object reuse).

7.03 Data encryption shall be required throughout the network passing through a shared public carrier network.

7.04 The Contractor shall provide for the secure storage and disposal of all hard copy and media associated with the system to prevent access by unauthorized personnel.

7.05 The Contractor shall establish a procedure for sanitizing all fixed storage media (e.g., disks, drives) at the completion of the contract and/or before it is returned for maintenance, disposal or reuse. Sanitization procedures include overwriting the media and/or degaussing the media. If media cannot be successfully sanitized it must be returned to the CGA or destroyed.

#### 8.00 Security violations

8.01 Consistent with Section 3.05, the Contractor agrees to inform the CGA of system violations. The Contractor further agrees to immediately remove an employee from assignments covered by this contract for security violations pending investigation. Any violation of system discipline or operational policies related to system discipline is grounds for termination, which shall be immediately reported to the AC in writing.

8.02 The CGA must report security violations to the CTO and the Director, FBI, along with indications of actions taken by the CGA and Contractor.

8.03 Security violations can justify termination of the appended agreement.

8.04 Upon notification, the FBI reserves the right to:

- a. Investigate or decline to investigate any report of unauthorized use;
- b. Suspend or terminate access and services, including the actual NCIC telecommunications link. The FBI will provide the CTO with timely written notice of the suspension. Access and services will be reinstated only after satisfactory assurances have been provided to the FBI by the *CIA* and Contractor. Upon termination, the Contractor's records containing criminal history record information must be deleted or returned to the CGA.

8.05 The FBI reserves the right to audit the Contractor's operations and procedures at scheduled or unscheduled times. The FBI is authorized to perform a final audit of the Contractor's systems after termination of the Security Addendum.

9.00 Miscellaneous provisions

9.01 This Security Addendum does not confer, grant, or authorize any rights, privileges, or obligations on any persons other than the Contractor, CGA, CJA (where applicable), CTA, and FBI.

9.02 The following documents are incorporated by reference and made part of this agreement. (a) The III, NCIC, and Uniform Crime Reporting Operating Manuals; (b) The Minutes of the CJIS APB; (c) The Bylaws for the CJIS APB and CJIS Working Groups; (d) Title 28, Code of Federal Regulations, Part 20; (e) The NCIC Security Policy (including all concepts of NCIC Computerized Criminal History Program Background, Concept and Policy); (f) The Recommended Voluntary Standards for Improving the Quality of Criminal History Record Information, NCIC Standards, and UCR Standards, as recommended by the CJIS APB; and (g) Applicable federal and state laws and regulations.

9.03 The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they provide a minimum basis for the security of the system and it is understood that there may be terms and conditions of the appended Agreement which impose more stringent requirements upon the Contractor.

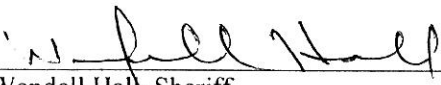
9.04 This Security Addendum may only be modified by the FBI, and may not be modified by the parties to the appended Agreement without the consent of the FBI.

9.05 All notices and correspondence shall be forwarded by First Class mail to Assistant Director, Criminal Justice information Services Division, FBI 1000 Custer Hollow Road, Clarksburg, West Virginia 26306.

FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES  
SECURITY ADDENDUM

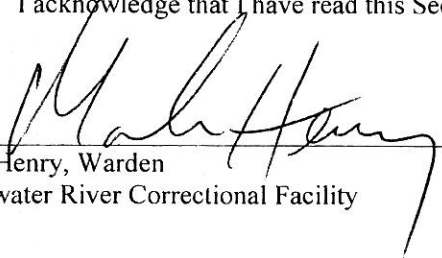
CERTIFICATION

I hereby certify that I have read and am familiar with the contents of this Security Addendum, including relevant portions of the underlying documents, including but not limited to the III, NCIC, and UCR Operating Manuals; relevant Minutes of the CJIS Advisory Policy Board; Bylaws for the CJIS Advisory Board and CJIS Working Groups; Title 28, Code of Federal Regulations, Part 20; NCIC Security Policy; Recommended Voluntary Standards For Improving the Quality and Criminal History Record Information; NCIC and UCR Standards; as well as applicable federal or state laws and regulations regarding dissemination of criminal history records for criminal and noncriminal justice purposes.

  
\_\_\_\_\_  
Wendell Hall, Sheriff  
Santa Rosa County Sheriff's Department

6/21/10  
\_\_\_\_\_  
Date

I acknowledge that I have read this Security Addendum and understand its contents.

  
\_\_\_\_\_  
Mark Henry, Warden  
Blackwater River Correctional Facility

6/21/10  
\_\_\_\_\_  
Date

AMENDMENT #2  
OPERATION AND MANAGEMENT SERVICES CONTRACT  
BETWEEN  
THE STATE OF FLORIDA  
DEPARTMENT OF MANAGEMENT SERVICES  
AND  
THE GEO GROUP, INC. (GEO)  
FOR THE  
BLACKWATER RIVER CORRECTIONAL FACILITY

This Amendment is entered into this 1<sup>st</sup> day of October, 2010, by and between the State of Florida, Department of Management Services, Bureau of Private Prison Monitoring (Bureau) and The GEO Group, Inc., 621 NW 53<sup>rd</sup> Street, Boca Raton, FL 33487 (Contractor) in recognition of the following:

WHEREAS, the parties hereto have previously entered into Contract DMS 08/09-026, dated April 30, 2010, (the Contract) for the Contractor to operate, maintain and manage the Blackwater River Correctional Facility (the Facility); and

WHEREAS, Article 11.16 of the Blackwater River's Operations and Management Services Contract expressly provides for amendments to the Contract.

NOW THEREFORE, in consideration of the mutual benefits exchanged and received, the Parties agree as follows:

1. Section 1.29 – second sentence, is amended to read as follows: The Service Commencement Date shall begin at 12:01am on October 5, 2010.
2. Section 3.1 – first sentence, is amended to read as follows: This Contract shall commence at 12:01am on the Effective Date and terminate on October 4, 2013 (i.e., three years after the Service Commencement Date), unless terminated earlier pursuant to Section 10 of this Contract.
3. Section 4.13 – third sentence is amended to read as follows: All maintenance plans and records, preventative maintenance, repair records, etc., shall be provided to the On-Site Contract Monitor upon request.
4. Section 5.36.2 – second sentence, is amended to read as follows: The measures and deliverables described below will be delivered to the On-Site Contract Monitor no later than May 1<sup>st</sup> and November 1<sup>st</sup> each year.
5. Updated job descriptions are attached to this amendment as Exhibit A pursuant to Section 5.41.1 of this Contract.
6. Section 5.45.1.6 – delete the following: Pursuant to F.S. 957.04(1)(a)3.g. Contract Requirements, compensation will be adjusted monthly of the On-Site Contract Monitor.
7. A revised Exhibit I (Staffing Plan) pursuant to Contract Section 6.3.2, is attached to this Amendment #2 as Exhibit B.


8. All other terms and conditions of this Contract not specifically modified by this Amendment shall remain in full force and effect.

IN WITNESS WHEREOF, the undersigned authorized persons have executed this Amendment on behalf of their respective party effective October 1, 2010.

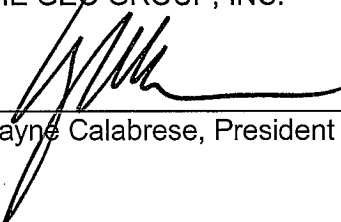
STATE OF FLORIDA, DEPARTMENT  
OF MANAGEMENT SERVICES

  
By: Linda H. South, Secretary \_\_\_\_\_ Date 9/30/10

APPROVED AS TO FORM AND LEGALITY BY THE GENERAL COUNSEL'S OFFICE,  
DEPARTMENT OF MANAGEMENT SERVICES

  
Name \_\_\_\_\_  
Date 09-30-10

THE GEO GROUP, INC.

  
Wayne Calabrese, President \_\_\_\_\_ Date 9-29-2010

## EXHIBIT I

**The GEO Group, Inc.**  
**Blackwater River Correctional Facility**  
**2000 Beds for Florida DMS**

Per RSA #

Updated Pending

**Executive Office**

|                           | NonShift | Shift 1 | Shift 2 | Shift 3 | Relief | FTE  |
|---------------------------|----------|---------|---------|---------|--------|------|
| Facility Administrator    | 1.00     |         |         |         | 1.00   | 1.00 |
| Assistant Warden Programs | 1.00     |         |         |         | 1.00   | 1.00 |
| Executive Secretary       | 1.00     |         |         |         | 1.00   | 1.00 |
| H.R. Manager              | 1.00     |         |         |         | 1.00   | 1.00 |
| H.R. Specialist           | 1.00     |         |         |         | 1.00   | 1.00 |
| H.R. / Training Clerk     | 1.00     |         |         |         | 1.00   | 1.00 |
| Training Administrator    | 1.00     |         |         |         | 1.00   | 1.00 |
| ACA/QCP Administrator     | 1.00     |         |         |         | 1.00   | 1.00 |
| Grievance Coordinator     | 1.00     |         |         |         | 1.00   | 1.00 |
| Fire & Safety Manager     | 1.00     |         |         |         | 1.00   | 1.00 |
| Lead Investigator         | 1.00     |         |         |         | 1.00   | 1.00 |
| Investigator              | 1.00     |         |         |         | 1.00   | 1.00 |

|                  |              |             |             |             |  |              |
|------------------|--------------|-------------|-------------|-------------|--|--------------|
| <b>Sub Total</b> | <b>12.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |  | <b>12.00</b> |
|------------------|--------------|-------------|-------------|-------------|--|--------------|

**Business / Support**

|                                    | NonShift | Shift 1 | Shift 2 | Shift 3 | Relief | FTE  |
|------------------------------------|----------|---------|---------|---------|--------|------|
| Business Manager                   | 1.00     |         |         |         | 1.00   | 1.00 |
| Assistant Business Manager         | 1.00     |         |         |         | 1.00   | 1.00 |
| Accountant/Bookkeeper              | 1.00     |         |         |         | 1.00   | 1.00 |
| M.I.S. Specialist                  | 1.00     |         |         |         | 1.00   | 1.00 |
| I.S. Technician                    | 1.00     |         |         |         | 1.00   | 1.00 |
| Accounting Clerk                   | 1.00     |         |         |         | 1.00   | 1.00 |
| Payroll Clerk                      | 1.00     |         |         |         | 1.00   | 1.00 |
| Inmate Banking Clerk               | 1.00     |         |         |         | 1.00   | 1.00 |
| Inmate Property Clerk              | 2.00     |         |         |         | 1.00   | 2.00 |
| Switchboard Receptionist           | 1.00     |         |         |         | 1.00   | 1.00 |
| Mailroom Supervisor                | 1.00     |         |         |         | 1.00   | 1.00 |
| Mailroom Clerk                     | 2.00     |         |         |         | 1.00   | 2.00 |
| Commissary Supervisor <sup>1</sup> | 1.00     |         |         |         | 1.00   | 1.00 |
| Commissary Clerk <sup>1</sup>      | 3.00     |         |         |         | 1.00   | 3.00 |
| Warehouse Coordinator              | 1.00     |         |         |         | 1.00   | 1.00 |
| Warehouse Clerk                    | 1.00     |         |         |         | 1.00   | 1.00 |
| Laundry Supervisor                 | 1.00     |         |         |         | 1.00   | 1.00 |
| Laundry Technician                 | 1.00     |         |         |         | 1.00   | 1.00 |

|                  |              |             |             |             |  |              |
|------------------|--------------|-------------|-------------|-------------|--|--------------|
| <b>Sub Total</b> | <b>22.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |  | <b>22.00</b> |
|------------------|--------------|-------------|-------------|-------------|--|--------------|

**Maintenance**

|                        | NonShift | Shift 1 | Shift 2 | Shift 3 | Relief | FTE  |
|------------------------|----------|---------|---------|---------|--------|------|
| Maintenance Manager    | 1.00     |         |         |         | 1.00   | 1.00 |
| Maintenance Technician | 2.00     |         |         |         | 1.00   | 2.00 |
| Plumbing Technician    | 1.00     |         |         |         | 1.00   | 1.00 |
| HVAC Technician        | 1.00     |         |         |         | 1.00   | 1.00 |
| Tool Room Clerk        | 1.00     |         |         |         | 1.00   | 1.00 |
| Maintenance Clerk      | 1.00     |         |         |         | 1.00   | 1.00 |

Dated 9/24/2010

## EXHIBIT I

| <b>Sub Total</b>                          | <b>7.00</b>     | <b>0.00</b>           | <b>0.00</b>    | <b>0.00</b>    | <b>7.00</b>   |              |
|---|-----------------|-----------------------|----------------|----------------|---------------|--------------|
| <b>Food Service</b>                       |                 |                       |                |                |               |              |
|   | <b>NonShift</b> | <b>Shift 1</b>        | <b>Shift 2</b> | <b>Shift 3</b> | <b>Relief</b> | <b>FTE</b>   |
| Food Service Manager                      | 1.00            |                       |                |                | 1.00          | 1.00         |
| Food Service Production Supervisor        | 1.00            |                       |                |                | 1.00          | 1.00         |
| Cook Supervisor                           |                 | 3.00                  | 3.00           |                | 1.50          | 9.00         |
| Food Service Clerk                        | 1.00            |                       |                |                | 1.00          | 1.00         |
| <b>Sub-Total</b>                          | <b>3.00</b>     | <b>3.00</b>           | <b>3.00</b>    | <b>0.00</b>    |               | <b>12.00</b> |
| <b>Health Care</b>                        |                 |                       |                |                |               |              |
|   | <b>NonShift</b> | <b>12-Hour Shifts</b> |                |                | <b>Relief</b> | <b>FTE</b>   |
|   |                 | <b>Shift 1</b>        | <b>Shift 2</b> |                |               |              |
| Health Services Administrator (RN)        | 1.00            |                       |                |                | 1.00          | 1.00         |
| Director of Nursing (RN)                  | 1.00            |                       |                |                | 1.00          | 1.00         |
| Medical Records Clerk                     | 3.00            |                       |                |                | 1.00          | 3.00         |
| Physician (MD)                            | 1.00            |                       |                |                | 1.00          | 1.00         |
| ARNP                                      | 1.00            |                       |                |                | 1.00          | 1.00         |
| Psychologist (PhD)                        | 1.00            |                       |                |                | 1.00          | 1.00         |
| Psychological Specialist                  | 4.00            |                       |                |                | 1.00          | 4.00         |
| Registered Nurse (12-Hour Shifts)         |                 | 2.00                  | 1.00           |                | 2.20          | 6.60         |
| Licensed Practical Nurse (12 Hour Shifts) |                 | 2.00                  | 1.00           |                | 2.20          | 6.60         |
| Dentist (DDS)                             | 1.00            |                       |                |                | 1.00          | 1.00         |
| Dental Technician                         | 1.00            |                       |                |                | 1.00          | 1.00         |
| Data Entry Clerk                          | 3.00            |                       |                |                | 1.00          | 3.00         |
| Registered Nurse / Chronic Care / CID     | 1.00            |                       |                |                | 1.00          | 1.00         |
| Dental Hygienist                          | 1.00            |                       |                |                | 1.00          | 1.00         |
| Lab Tech                                  | 0.50            |                       |                |                | 1.00          | 0.50         |
| <b>Sub Total</b>                          | <b>19.50</b>    | <b>4.00</b>           | <b>2.00</b>    | <b>0.00</b>    |               | <b>32.70</b> |
| <b>Programs</b>                           |                 |                       |                |                |               |              |
|   | <b>NonShift</b> | <b>Shift 1</b>        | <b>Shift 2</b> | <b>Shift 3</b> | <b>Relief</b> | <b>FTE</b>   |
| Classification Supervisor                 | 1.00            |                       |                |                | 1.00          | 1.00         |
| Release Specialist                        | 1.00            |                       |                |                | 1.00          | 1.00         |
| Classification Counselor (Ratio 1 to 225) | 9.00            |                       |                |                | 1.00          | 9.00         |
| Inmates Records Supervisor                | 1.00            |                       |                |                | 1.00          | 1.00         |
| Inmates Records Clerk                     | 3.00            |                       |                |                | 1.00          | 3.00         |
| Academic Instructor                       | 2.00            |                       |                |                | 1.00          | 2.00         |
| Academic Counselor                        | 1.00            |                       |                |                | 1.00          | 1.00         |
| Programs Clerk                            | 1.00            |                       |                |                | 1.00          | 1.00         |
| Chaplain/Volunteer Coordinator            | 1.00            |                       |                |                | 1.00          | 1.00         |
| Assistant Chaplain                        | 1.00            |                       |                |                | 1.00          | 1.00         |
| Librarian                                 | 1.00            |                       |                |                | 1.00          | 1.00         |
| Library Technician                        | 1.00            |                       |                |                | 1.00          | 1.00         |
| Vocational Instructor                     | 2.00            |                       |                |                | 1.00          | 2.00         |
| Recreation Specialist                     | 2.00            |                       |                |                | 1.00          | 2.00         |
| Life Skills-Transition Specialist         | 2.00            |                       |                |                | 1.00          | 2.00         |
| Substance Abuse Counselor                 | 1.00            |                       |                |                | 1.00          | 1.00         |



EXHIBIT I

Sub Total 30.00 0.00 0.00 0.00 30.00

**Security Supervisors**

|                           | NonShift | Lvl | Shift 1 | Shift 2 | Shift 3 | Relief | FTE  |
|---------------------------|----------|-----|---------|---------|---------|--------|------|
| Assistant Warden Security | 1.00     | 1   |         |         |         | 1.00   | 1.00 |
| Chief of Security         | 1.00     | 1   |         |         |         | 1.00   | 1.00 |

|                                |  |  |  |  |  |  |  |
|--------------------------------|--|--|--|--|--|--|--|
| Administrative Captain         |  |  |  |  |  |  |  |
| Shift Supervisors - Captain    |  |  |  |  |  |  |  |
| Asst. Shift Supv. - Lieutenant |  |  |  |  |  |  |  |
| Segregation Lieutenant         |  |  |  |  |  |  |  |
| Disciplinary Lieutenant        |  |  |  |  |  |  |  |
| Housing Supervisors - Sergeant |  |  |  |  |  |  |  |
| Armory / Locksmith Sergeant    |  |  |  |  |  |  |  |
| Security Clerk                 |  |  |  |  |  |  |  |

Sub-Total  
1= Critical post

**Correctional Officers**

|  | NonShift | Lvl | Shift 1 | Lvl | Shift 2 | Lvl | Shift 3 | Lvl | Relief | FTE |
|--|----------|-----|---------|-----|---------|-----|---------|-----|--------|-----|
|--|----------|-----|---------|-----|---------|-----|---------|-----|--------|-----|

|   |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|
| Transport Officers                      |  |  |  |  |  |  |  |  |  |  |
| Outside Grounds Officer                 |  |  |  |  |  |  |  |  |  |  |
| Inside Grounds Officer                  |  |  |  |  |  |  |  |  |  |  |
| Vehicle Gate Officer                    |  |  |  |  |  |  |  |  |  |  |
| Programs Officers                       |  |  |  |  |  |  |  |  |  |  |
| Visitation Officers                     |  |  |  |  |  |  |  |  |  |  |
| Front Entry Officers                    |  |  |  |  |  |  |  |  |  |  |
| Recreation Officers                     |  |  |  |  |  |  |  |  |  |  |
| Food Service Officers                   |  |  |  |  |  |  |  |  |  |  |
| Interior Compound Officers              |  |  |  |  |  |  |  |  |  |  |
| Escort/Utility Officer                  |  |  |  |  |  |  |  |  |  |  |
| Central Control Officer                 |  |  |  |  |  |  |  |  |  |  |
| Segregation Control                     |  |  |  |  |  |  |  |  |  |  |
| Segregation Officers                    |  |  |  |  |  |  |  |  |  |  |
| Housing Unit 1 Cell Control (360 beds)  |  |  |  |  |  |  |  |  |  |  |
| Housing Unit 1 Cell Officers (360 beds) |  |  |  |  |  |  |  |  |  |  |
| Housing Unit 2 Cell Control (360 beds)  |  |  |  |  |  |  |  |  |  |  |
| Housing Unit 2 Cell Officers (360 beds) |  |  |  |  |  |  |  |  |  |  |
| Housing Unit 3 Cell Control (360 beds)  |  |  |  |  |  |  |  |  |  |  |
| Housing Unit 3 Cell Officers (360 beds) |  |  |  |  |  |  |  |  |  |  |
| Housing Unit 4 Cell Control (360 beds)  |  |  |  |  |  |  |  |  |  |  |
| Housing Unit 4 Cell Officers (360 beds) |  |  |  |  |  |  |  |  |  |  |
| Housing Unit 5 Cell Control (360 beds)  |  |  |  |  |  |  |  |  |  |  |
| Housing Unit 5 Cell Officers (360 beds) |  |  |  |  |  |  |  |  |  |  |
| Housing Unit 5 Dorm Control (280 beds)  |  |  |  |  |  |  |  |  |  |  |
| Housing Unit 5 Dorm Officers (280 beds) |  |  |  |  |  |  |  |  |  |  |
| Housing Unit 6 Dorm Control (280 beds)  |  |  |  |  |  |  |  |  |  |  |
| Housing Unit 6 Dorm Officers (280 beds) |  |  |  |  |  |  |  |  |  |  |
| Transport / Hospital Officers           |  |  |  |  |  |  |  |  |  |  |
| Perimeter Officers                      |  |  |  |  |  |  |  |  |  |  |
| Medical Officer                         |  |  |  |  |  |  |  |  |  |  |
| Rounding                                |  |  |  |  |  |  |  |  |  |  |

Sub-Total  
1-Critical post 2= essential post

**SUMMARY**

| NonShift | Shift 1 | Shift 2 | Shift 3 | Relief | FTE |
|----------|---------|---------|---------|--------|-----|
|----------|---------|---------|---------|--------|-----|

EXHIBIT I

|                       |       |      |      |      |       |
|-----------------------|-------|------|------|------|-------|
| Executive Office      | 12.00 | 0.00 | 0.00 | 0.00 | 12.00 |
| Business / Support    | 22.00 | 0.00 | 0.00 | 0.00 | 22.00 |
| Maintenance           | 7.00  | 0.00 | 0.00 | 0.00 | 7.00  |
| Health Care           | 19.50 | 4.00 | 2.00 | 0.00 | 32.70 |
| Programs              | 30.00 | 0.00 | 0.00 | 0.00 | 30.00 |
| Food Service          | 3.00  | 3.00 | 3.00 | 0.00 | 12.00 |
| Security Supervisors  |       |      |      |      |       |
| Correctional Officers |       |      |      |      |       |

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TOTAL STAFF



## JOB DESCRIPTION

|                          |                        |                       |                                     |
|--------------------------|------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Business Manager       | <b>Position Code:</b> | 19372B                              |
| <b>Exemption Status:</b> | Exempt                 | <b>Department:</b>    | Business Support                    |
| <b>Reports To:</b>       | Facility Administrator | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | June 2004              | <b>Supervises:</b>    | Business Support Staff              |
| <b>Edited:</b>           | April 2007             | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Develops, manages, and implements operational procedures and policies for the business and support services functions of the facility. This includes establishing and maintaining accounting procedures, fiscal reporting methods, procedures for payment of invoices and other related activities. Additional support services functions may include: payroll, human resources, purchasing, communications, food services, warehouse, commissary, inventory property control, laundry, information technology and insurance.

### Primary Duties and Responsibilities

- Prepares and monitors annual budget and advises management of budget status.
- Directs the work of other employees. This would include selection, hiring, evaluating performance, employee training/development, promoting and any disciplinary action, including termination.
- Directs the maintenance of recording and control procedures involving the collection, evaluation, processing, preparation, submission and reconciliation of accounts.
- Participates in overall facility planning activities.
- Prepares and approves billing documents and submits invoices for payment.
- Reviews and approves all financial and accounting records, transactions, and functions of the facility and inmates.
- Provides for receiving, storing, and accountability of supplies, services, and equipment.
- Maintains census figures, meals served, man-day figures, and other pertinent data.
- Performs other duties as assigned.

### Minimum Requirements

- Bachelor's Degree in business related field such as Business, Finance, or Accounting required and a minimum of five (5) years of work experience in a finance-related role required with budget preparation/control or administration of government contracts preferred, or an equivalent combination of work experience and education. (Master's degree in business or public administration can substitute for one year of the required supervisory experience.)
- Must exhibit leadership qualities to gain the respect of all employees. Must have the ability and desire to work in a cooperative manner and to make management decisions.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       | X                       |                        |                           |
| 11-20 LBS                           | X     |                         |                        |                           |
| 21-40 LBS                           | X     |                         |                        |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            | X     |                         |                        |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| BENDING OR STOOPING                 |       | X                       |                        |                           |
| REACHING ABOVE SHOULDER<br>LEVEL    |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY              |       | X                       |                        |                           |
| CLIMBING                            |       | X                       |                        |                           |
| WALKING                             |       | X                       |                        |                           |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                            |                       |                                     |
|--------------------------|----------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Assistant Business Manager | <b>Position Code:</b> | 19372H                              |
| <b>Exemption Status:</b> | Exempt                     | <b>Department:</b>    | Business Support                    |
| <b>Reports To:</b>       | Business Manager           | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | June 2004                  | <b>Supervises:</b>    | Business Support Staff              |
| <b>Edited:</b>           | April 2007                 | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Under general supervision, assists in managing all accounting functions of the facility to include cash control, funds disbursement, accounts receivable, accounts payable and payroll. Prepares facility financial reports, analyzes trends, costs, revenues, financial commitments and obligations to predict future revenues and expenses.

### Primary Duties and Responsibilities

- Oversees and maintains employee payroll ensuring that wages are correct and that time sheets are properly approved.
- Researches, complies and analyzes financial data for the preparation of budget, reports, lists, and miscellaneous management requests. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts.
- Makes bank deposits, writes checks, maintains regular balance controls, and reconciles bank statements.
- Makes local purchases and initiates larger purchase requisitions through corporate headquarters.
- Verifies calculations to balance receipts and/or to determine taxes, discounts, deductions and additional charges.
- Assists in the distribution of payroll checks and/or reports to employees and management.
- Maintains the petty cash fund.
- Supervises the practice of accurate inventory of all items in the warehouse, food services, maintenance, or any other area where supplies are stored for distribution.
- Manages office clerical staff, including selection, hiring, evaluating job performance, employee training/development, promoting and any disciplinary action, including termination.
- Functions in the role of Business Manager in his/her absence.
- Facilitates special projects as directed by management.
- Performs other duties as assigned.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Minimum Requirements**

- Bachelor's degree in Accounting or related field and a minimum of three (3) years of work experience in a finance-related role, or an equivalent combination of work experience and education required.
- Must exhibit leadership qualities to gain the respect of all employees. Must have the ability and desire to work in a cooperative manner and to make management decisions.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       | X                       |                        |                           |
| 11-20 LBS                         |       | X                       |                        |                           |
| 21-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       | X                       |                        |                           |
| REACHING ABOVE SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            |       | X                       |                        |                           |
| CLIMBING                          | X     |                         |                        |                           |
| WALKING                           |       | X                       |                        |                           |
| STANDING                          |       | X                       |                        |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                        |                       |                                  |
|--------------------------|------------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | Accountant Bookkeeper  | <b>Position Code:</b> | 19375H                           |
| <b>Exemption Status:</b> | Non-Exempt             | <b>Department:</b>    | Business Support                 |
| <b>Reports To:</b>       | Asst. Business Manager | <b>Division:</b>      |                                  |
| <b>Review Date:</b>      | May 2006               | <b>Supervises:</b>    | None                             |
| <b>Edited:</b>           | April 2007             | <b>Facility:</b>      | Blackwater Correctional Facility |

### Summary

Under direct supervision, performs accounting functions including cash control, funds disbursement, accounts receivable, accounts payable, and payroll. This position requires the application of varied bookkeeping and business procedures. Work requires familiarity with company financial policies to include accounting, payroll, and other areas.

### Primary Duties and Responsibilities

- Processes all accounts payable, accounts receivables, checking accounts, employee payroll, and inmate payroll.
- Maintains and distributes employee payroll ensuring that employee time is accounted for per GEO Policy.
- Makes bank deposits, writes checks, and maintains regular balance controls on all checking accounts.
- Collects and counts all cash, money orders or certified checks that have been accepted for inmates, and credits the amount to the appropriate inmate account.
- Develops and submits required reports relative to all aspects of accounts payable, accounts receivable, checking accounts, employee payroll, inmate payroll, and inmate trust.
- Prepares employee travel orders, advances, and expense reimbursements.
- May oversee the receptionist/admin clerk in daily performance and evaluation of job duties.
- Ensures accurate inventory of all items in the warehouse, food service, maintenance, and any other area where supplies are stored for distribution.
- Performs other duties as assigned.

### Minimum Requirements

- High School Diploma or equivalent. Associate's degree in Accounting, Business, Finance, or closely related field preferred.
- Two (2) years in an accounting related capacity.
- General clerical aptitude. Working knowledge of business English, good grammatical and spelling skills, and ability to develop correspondence, reports, and operational directives.
- Working knowledge of office equipment such as computer terminals, fax machines, copy machines.
- Excellent organizational and communication skills. Ability to understand and carry out moderately complex oral and written instructions; to make minor decisions in accordance with rules and regulations as they apply to work problems; to maintain company records; and to meet and deal effectively with the public and inmates.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Must be able to deal with people in a variety of changing and complex situations. Must satisfactorily complete The Geo Group, Inc. pre-service training for non-custodial staff.
- Ability to work with computers and the necessary software typically used by the department.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       | X                       |                        |                           |
| 11-20 LBS                         |       | X                       |                        |                           |
| 21-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       | X                       |                        |                           |
| REACHING ABOVE SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            | X     |                         |                        |                           |
| CLIMBING                          |       | X                       |                        |                           |
| WALKING                           |       | X                       |                        |                           |
| STANDING                          |       | X                       |                        |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.





## JOB DESCRIPTION

|                          |                  |                       |                                     |
|--------------------------|------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | MIS Specialist   | <b>Position Code:</b> | 19375M                              |
| <b>Exemption Status:</b> | Non-Exempt       | <b>Department:</b>    | Business Support                    |
| <b>Reports To:</b>       | Business Manager | <b>Division:</b>      | IS                                  |
| <b>Review Date:</b>      | September 2008   | <b>Supervises:</b>    | MIS Technician                      |
|                          |                  | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

This position supports, advises, and maintains, various computer operations throughout a facility, including technical support, telecommunication, computer operations, and network administration.

### Primary Duties and Responsibilities

- Provides technical support to ensure that personal computers and server (hardware and software) are performing properly. Coordinates with the Corporate and/or Regional staff on an as needed basis or with other duties as assigned.
- Tracks technology inventory.
- Performs necessary research on specifications and orders hardware and software inventory required to be fully functional and in compliance with Corporate standards.
- May monitor the facility computer operation's budget in conjunction with Regional I.T. staff.
- Maintains security administration of systems and assigns local domain log-in profile and passwords for staff as necessary; ensures that users have access to appropriate applications and files that will allow them to perform their assigned duties.
- Creates, maintains, modifies, and produces accurate and timely reports using Crystal Reports on GEOnet system.
- Collaborates with the training department to develop and implement system training on a regular basis to all appropriate staff personnel.
- Maintains daily backups on LAN and restores when required.
- Maintains security, operation and maintenance of system.
- Ensures strict adherence to software licensing rules and maintains careful records.
- Generates reports and summaries requiring technical expertise on utilization, projected needs and other areas as requested by management.
- Travels to other facilities not limited to the staff's home region as needed.
- General knowledge of telephone systems.
- Performs other duties as assigned.

### Minimum Requirements

- Bachelor's degree in Computer Science or related field with a minimum of five (5) years of work experience in a related role with experience in hardware and software operations.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



Educational and progressive work experience may be substituted for a bachelor's degree at management's discretion.

- Ability to identify and solve computer problems and act independently with a wide variety of employees and vendors required.
- Good troubleshooting skills and the ability to understand and resolve technical problems independently.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       |                         | X                      |                           |
| 11-20 LBS                         |       |                         | X                      |                           |
| 21-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                         |       | X                       |                        |                           |
| 61 OR MORE LBS                    |       | X                       |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         |       | X                       |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            |       |                         | X                      |                           |
| CLIMBING                          |       | X                       |                        |                           |
| WALKING                           |       | X                       | X                      |                           |
| STANDING                          |       |                         | X                      |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                  |                       |                                     |
|--------------------------|------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Accounting Clerk | <b>Position Code:</b> | 19375G                              |
| <b>Exemption Status:</b> | Non-Exempt       | <b>Department:</b>    | Business Support                    |
| <b>Reports To:</b>       | Business Manager | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | June 2004        | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007       | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Under direct supervision, performs standard and routine accounting activities. Work requires capabilities in basic accounting and business procedures.

### Primary Duties and Responsibilities

- Performs account reconciliations as directed by management: general ledger, preparation of accounting statements and financial reports.
- Operates adding machine, calculator, copy machine and other office machines.
- Operates a computer system with printer.
- Performs simple and routine accounting and bookkeeping clerical functions.
- Recognizes and compares numbers and codes on accounting documents.
- Verifies mathematical accuracy.
- Identifies discrepancies and brings them to management's attention.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Two (2) years of clerical experience or an equivalent combination of clerical/secretarial, fiscal and accounting experience required.
- Working knowledge of office and accounting practices and procedures required.
- Working knowledge of business English, good grammar and spelling skills, and ability to develop correspondence, reports and operational directives required. Must have a proven history of exercising discretion and retaining confidentiality.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       |                         | X                      |                           |
| 11-20 LBS                            |       | X                       |                        |                           |
| 21-40 LBS                            | X     |                         |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       | X                       |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| BENDING OR STOOPING                  |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY               | X     |                         |                        |                           |
| CLIMBING                             | X     |                         |                        |                           |
| WALKING                              |       |                         | X                      |                           |
| STANDING                             |       |                         | X                      |                           |
| SITTING                              |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.

## JOB DESCRIPTION

|                          |                  |                       |                                     |
|--------------------------|------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Payroll Clerk    | <b>Position Code:</b> | 19375N                              |
| <b>Exemption Status:</b> | Non-Exempt       | <b>Department:</b>    | Business Support                    |
| <b>Reports To:</b>       | Business Manager | <b>Division:</b>      | Business                            |
| <b>Review Date:</b>      | June 2005        | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007       | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Compiles payroll data to complete payroll cycles and maintain payroll records.

### Primary Duties and Responsibilities

- Compiles payroll data such as hours worked, time tracking, taxes, insurance, and garnishments to be withheld, and employee identification number, from time sheets and other records.
- Prepares computer input forms, enters data into computer files, or computes wages and deductions and posts to payroll records.
- Reviews wages computed and corrects errors to ensure accuracy of payroll.
- Records changes affecting net wages such as exemptions, insurance coverage, and loan payments for each employee to update master payroll records.
- Records data concerning transfer of employees between departments.
- Prorates expenses to be debited or credited to each department for cost accounting records.
- Prepares periodic reports of earnings, taxes, and deductions.
- Keeps records of leave pay and nontaxable wages.
- Prepares and issues paychecks.
- Performs other duties as assigned.

### Minimum Requirements

- High School diploma or GED certificate.
- Two (2) years of progressive experience in a clerical or payroll capacity. Working knowledge of payroll procedures. General clerical aptitude.
- Above average organizational and communication skills. Ability to understand and carry out moderately complex oral and written instructions; to make minor decisions in accordance with rules and regulations as they apply to work problems; to maintain company records; and to meet and deal effectively with employees and inmates. Must be able to deal with people in a variety of changing and complex situations.
- Ability to prepare basic written reports.
- Ability to work with computers and the necessary software typically used by the department.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       | X                       |                        |                           |
| 11-20 LBS                         |       | X                       |                        |                           |
| 21-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       | X                       |                        |                           |
| REACHING ABOVE SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            | X     |                         |                        |                           |
| CLIMBING                          |       | X                       |                        |                           |
| WALKING                           |       | X                       |                        |                           |
| STANDING                          |       | X                       |                        |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                        |                       |                                     |
|--------------------------|------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Inmate Banking Clerk   | <b>Position Code:</b> | 19375Q                              |
| <b>Exemption Status:</b> | Non-Exempt             | <b>Department:</b>    | Administration                      |
| <b>Reports To:</b>       | Asst. Business Manager | <b>Division:</b>      | Business                            |
| <b>Review Date:</b>      | March 2006             | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007             | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Creates and maintains financial records of individual inmate accounts. The duties typically include performing routine accounting clerical operations such as examining, verifying, and correcting accounting transactions to ensure completeness and accuracy of data.

### Primary Duties and Responsibilities

- Balances assigned accounts on a daily basis.
- Assists with data entry and maintenance of computerized files.
- Collects and counts cash, money orders, or certified checks that has been accepted for inmates and credits the amount to the appropriate inmate account.
- Makes withdrawal transactions on individual inmate accounts for various payments ensuring that expenditures will not exceed obligations in the accounts.
- Works in conjunction with the commissary staff to credit the appropriate inmate account for purchases from the commissary when necessary.
- Develops and submits required reports relative to the facility inmate account system, as well as other reports required. Audits the inmate accounts pursuant to facility and client policy.
- Tracks the intake of new inmates daily to create new inmate accounts in the KEEP Account System.
- Closes inmate accounts prior to the release of an inmate. Assists in the inmate release process as required.
- Places checks on hold, tracks holds, and releases funds when appropriate.
- Restricts inmate accounts when the inmates are placed on FRP Refuse status or receive disciplinary action.
- Completes forms to be used by the U.S. Courts which involves computing an average daily balance on an individual account for a six month period.
- May sell meal tickets to staff and balance the meal ticket drawer weekly.
- Responds to incoming telephone calls and takes messages in the absence of management personnel.
- Maintains strict control of all equipment and supplies used in performance of duty especially those items that could be used for illicit purposes. Reports any missing or damaged items immediately to appropriate supervisory staff.
- Assists in maintaining facility security, especially in area of responsibility, and promptly reports any violations or security hazards to appropriate supervisory staff. Provides assistance at other clerical posts as required.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Performs other duties as assigned.

**Minimum Requirements**

- High school diploma or equivalent certification required. Courses in high school accounting or accounting for bookkeepers offered by a college preferred.
- Two (2) years of progressive clerical experience with emphasis on fiscal and accounting duties.
- Ability to work with computers and the necessary software typically used by the department.
- General clerical aptitude.
- Working knowledge of bookkeeping practices and business English with good grammatical and spelling skills, and ability to develop correspondence, reports and operational directives.
- Excellent organizational and communication skills.
- Ability to understand and carry out moderately complex oral and written instructions; to make minor decisions in accordance with rules and regulations as they apply to work problems; to maintain company records; and to meet and deal effectively with the public and inmates
- Must be able to deal with people in a variety of changing and complex situations.
- Ability to understand and carry out moderately complex oral and written instructions.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(10-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|--------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                          |                        |                           |
| 1-10 LBS                            |       |                          | X                      |                           |
| 11-20 LBS                           |       | X                        |                        |                           |
| 21-40 LBS                           |       | X                        |                        |                           |
| 41-60 LBS                           |       | X                        |                        |                           |
| 61 OR MORE LBS                      | X     |                          |                        |                           |
| PUSHING OR PULLING:                 |       |                          |                        |                           |
| 1-40 LBS                            |       | X                        |                        |                           |
| 41-60 LBS                           |       | X                        |                        |                           |
| 61 OR MORE LBS                      | X     |                          |                        |                           |
| BENDING OR STOOPING                 |       |                          | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL    |       | X                        |                        |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES | X     |                          |                        |                           |
| WORKING WITH MACHINERY              | X     |                          |                        |                           |
| CLIMBING                            | X     |                          |                        |                           |
| WALKING                             |       |                          | X                      |                           |
| STANDING                            |       |                          | X                      |                           |
| SITTING                             |       |                          | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES  | X     |                          |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.





## JOB DESCRIPTION

|                          |                       |                       |                                  |
|--------------------------|-----------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | Inmate Property Clerk | <b>Position Code:</b> | 19375J                           |
| <b>Exemption Status:</b> | Non-Exempt            | <b>Department:</b>    | Business Support                 |
| <b>Reports To:</b>       | Business Manager      | <b>Division:</b>      |                                  |
| <b>Review Date:</b>      | January 2005          | <b>Supervises:</b>    | None                             |
| <b>Edited:</b>           | May 2007              | <b>Facility:</b>      | Blackwater Correctional Facility |

### Summary

This position collects, inspects, and inventories all personal property of incoming inmates. It requires familiarity with policies, procedures and practices established by the organization. The sensitive nature of the position requires the incumbent to exercise discretion and retain confidentiality of information obtained by discussions or recorded data.

### Primary Duties and Responsibilities

- Adheres to all policies, procedures, and specific facility regulations including posted special orders and instructions.
- Assists with data entry and maintenance of computerized files.
- Collects, inspects and inventories all personal property of incoming inmates when they first arrive at the facility.
- Provides inmates with a receipt for all personal property stored for them, pursuant to facility policy.
- Maintains inmate personal property in a safe and secure manner until their release from custody.
- Develops and submits required reports relative to inmates' stored property, as well as other reports as required.
- Prepares property for the release of inmates.
- Assists in the inmate release process as required.
- Responds to incoming telephone calls and takes messages in the absence of management personnel.
- Performs other duties as assigned.

### Minimum Requirements

- High School diploma or GED certificate.
- Two (2) years of administration support experience preferably in a correctional environment.
- Experience in word processing and good knowledge of various software programs.
- Working knowledge of general office procedures.
- General clerical aptitude.
- Ability to work with computers and the necessary software typically used by the department.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       | X                       |                        |                           |
| 11-20 LBS                            | X     |                         |                        |                           |
| 21-40 LBS                            | X     |                         |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       | X                       |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| BENDING OR STOOPING                  |       | X                       |                        |                           |
| REACHING ABOVE SHOULDER<br>LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY               |       | X                       |                        |                           |
| CLIMBING                             | X     |                         |                        |                           |
| WALKING                              |       | X                       |                        |                           |
| STANDING                             |       | X                       |                        |                           |
| SITTING                              |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                          |                       |                                  |
|--------------------------|--------------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | Switchboard Receptionist | <b>Position Code:</b> | 193750                           |
| <b>Exemption Status:</b> | Non-Exempt               | <b>Department:</b>    | Business Support                 |
| <b>Reports To:</b>       | Business Manager         | <b>Division:</b>      |                                  |
| <b>Review Date:</b>      | June 2007                | <b>Supervises:</b>    | None                             |
|                          |                          | <b>Facility:</b>      | Blackwater Correctional Facility |

### Summary

Under direct supervision, this position operates the facility telephone system to direct incoming calls and place outgoing calls. In addition, it greets vendors, customers, job applicants and other visitors, and arranges for transportation services when needed. Finally, this position may provide a variety of clerical support activities as needed.

### Primary Duties and Responsibilities

- Retrieves messages from voice mail and forwards to appropriate personnel.
- Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Answers questions about organization and provides callers with address, directions, and other information.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.
- Monitors visitor access and issues passes when required.
- May update appointment calendars.
- Receives, sorts, and routes mail, and maintains and routes publications.
- Maintains fax machines, assists users, sends faxes, and retrieves and routes incoming faxes.
- May take payments for services and products.
- May prepare travel vouchers.
- Orders, receives, and maintains office supplies.
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary.
- Performs other clerical duties as needed, such as filing, photocopying, and collating.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or general education degree (GED) and one (1) to three (3) months related experience and/or training; or equivalent combination of education and experience.
- Pleasant demeanor, ability to multi-task and provide superior customer service is required.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to perform basic mathematical equations.
- Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Experience in office procedures and related clerical duties preferred.
- Ability to provide effective customer service by responding promptly to customer needs, services, and inquiries.
- Ability to maintain confidentiality.
- Ability to listen to others without interrupting and keeping emotions under control.
- Ability to speak clearly and persuasively in positive or negative situations; listen and get clarification; and respond well to questions.
- Ability to treat people with respect.
- Ability to keep commitments; work with integrity and ethically; and uphold organizational values.
- Ability to follow policies and procedures; complete administrative tasks correctly and on time; and support the organization's goals and values.
- Ability to adapt to changes in the work environment; manage competing demands and adapt to frequent change, delays, or unexpected events.
- Must be consistent at work and on time and ensures work responsibilities are covered when absent.
- Must follow instructions and respond accordingly to management direction
- Ability to work with computers and the necessary software typically used by the department.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       | X                       |                        |                           |
| 11-20 LBS                            | X     |                         |                        |                           |
| 21-40 LBS                            | X     |                         |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             | X     |                         |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| BENDING OR STOOPING                  |       | X                       |                        |                           |
| REACHING ABOVE<br>SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY               | X     |                         |                        |                           |
| CLIMBING                             | X     |                         |                        |                           |
| WALKING                              |       | X                       |                        |                           |
| STANDING                             |       | X                       |                        |                           |
| SITTING                              |       |                         |                        | X                         |
| WORKING IN EXTREME<br>TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                     |                       |                                  |
|--------------------------|---------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | Mailroom Supervisor | <b>Position Code:</b> | 19379D                           |
| <b>Exemption Status:</b> | Non-Exempt          | <b>Department:</b>    | Business Support                 |
| <b>Reports To:</b>       | Business Manager    | <b>Division:</b>      | Mailroom                         |
| <b>Review Date:</b>      | June 2004           | <b>Supervises:</b>    | Mailroom Staff                   |
| <b>Edited:</b>           | April 2007          | <b>Facility:</b>      | Blackwater Correctional Facility |

### Summary

Supervises mailroom activities, including the sorting and delivery of incoming mail, as well as the preparation and sending of outgoing mail.

### Primary Duties and Responsibilities

- Supervises the operational work flow of the facility mailroom to ensure efficiencies and adherence to company standards. Includes significant input into job performance evaluations of these positions, including development, retention and termination.
- Inspects and seals all outgoing detainee mail. Logs and inspects all detainee packages.
- Sorts, locates, opens, inspects and bundles all incoming detainee mail and publications.
- Distributes all inter-office mail for the facility departments.
- Documents, processes and files all incoming/outgoing mail denials.
- Logs and processes all incoming/outgoing legal, special, medial and certified mail.
- Operates postage machine and other mailroom office machines.
- Handles all problems and special requests that occur.
- May supervise the receipt and allocation of office supplies and other miscellaneous items for the facility.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Minimum of one (1) year related work experience in mailroom operations.
- Working knowledge of business English and spelling.
- Ability to understand and carry out moderately complex oral and written instructions; to make minor decisions in accordance with rules and regulations as they apply to work problems; to maintain company records; and to meet and deal effectively with the public and inmates.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       | X                       |                        |                           |
| 11-20 LBS                           |       | X                       |                        |                           |
| 21-40 LBS                           | X     |                         |                        |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| BENDING OR STOOPING                 |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL    |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY              | X     |                         |                        |                           |
| CLIMBING                            | X     |                         |                        |                           |
| WALKING                             |       | X                       |                        |                           |
| STANDING                            |       | X                       |                        |                           |
| SITTING                             |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES  | X     |                         |                        |                           |

**NOTE:** Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                     |                       |                                  |
|--------------------------|---------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | Mailroom Clerk      | <b>Position Code:</b> | 19375K                           |
| <b>Exemption Status:</b> | Non-Exempt          | <b>Department:</b>    | Business Support                 |
| <b>Reports To:</b>       | Mailroom Supervisor | <b>Division:</b>      |                                  |
| <b>Review Date:</b>      | June 2004           | <b>Supervises:</b>    | None                             |
| <b>Edited:</b>           | April 2007          | <b>Facility:</b>      | Blackwater Correctional Facility |

### Summary

Distributes and collects incoming mail. Collects and processes outgoing mail. Responsibilities include determining, affixing, and recording postage on registered mail and packages.

### Primary Duties and Responsibilities

- Inspects and seals all outgoing detainee mail. Logs and inspects all detainee packages.
- Sorts, locates, opens, inspects and bundles all incoming detainee mail and publications.
- Distributes all inter-office mail for the facility departments and detainees.
- Documents, processes, and files all incoming/outgoing mail denials.
- Logs and processes all incoming/outgoing legal, special, medial and certified mail.
- Operates postage machine and other mailroom office machines.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Ability to understand and carry out moderately complex oral and written instructions.
- General clerical aptitude required, with related work experience in a clerical environment preferred.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       |                         | X                      |                           |
| 11-20 LBS                         |       | X                       |                        |                           |
| 21-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                         |       | X                       |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         |       | X                       |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            | X     |                         |                        |                           |
| CLIMBING                          | X     |                         |                        |                           |
| WALKING                           |       |                         | X                      |                           |
| STANDING                          |       |                         | X                      |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.





NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                       |                       |                                  |
|--------------------------|-----------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | Commissary Supervisor | <b>Position Code:</b> | 19379B                           |
| <b>Exemption Status:</b> | Non-Exempt            | <b>Department:</b>    | Business Support                 |
| <b>Reports To:</b>       | Business Manager      | <b>Division:</b>      | Commissary                       |
| <b>Review Date:</b>      | June 2004             | <b>Supervises:</b>    | Commissary Staff                 |
| <b>Edited:</b>           | April 2007            | <b>Facility:</b>      | Blackwater Correctional Facility |

### Summary

Responsible for the daily operation of the facility commissary including inventory control, supply acquisitions, accounting-related reports, and directing the work of others.

### Primary Duties and Responsibilities

- Provides control over operation of commissary and ensures standard accounting procedures are followed. Responsible for the selection, acquisition, stocking, auditing and inventory of all commissary items. Orders supplies from vendors and processes special purchase orders.
- Processes detainee purchases and enters transactions into detainee accounts.
- Responsible for the equipment, safety, work quality, methods, policies and procedures in the operation of the commissary.
- Supervises employees and assigned detainees. Has significant input into job performance evaluations of these positions, including development, retention and termination. Has limited authority to make management decisions within the areas of responsibility as established by facility management.
- Prepares various operational reports, including but not limited to profit/loss statements, sales tax, inventory, and other reports as requested by management.
- Picks up commissary supplies from area vendors.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Minimum two (2) years of retail sales and marketing or relevant work experience required.
- Must have a working knowledge of office and accounting practices and procedures.
- One (1) year of business or relevant work related courses preferred.
- Experience in point of sales computer software preferred.
- Must have proficiency in business English, spelling and math.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       |                         | X                      |                           |
| 11-20 LBS                            |       |                         | X                      |                           |
| 21-40 LBS                            |       |                         | X                      |                           |
| 41-60 LBS                            |       |                         | X                      |                           |
| 61 OR MORE LBS                       |       | X                       |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       |                         | X                      |                           |
| 41-60 LBS                            |       |                         | X                      |                           |
| 61 OR MORE LBS                       |       |                         |                        |                           |
| BENDING OR STOOPING                  |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER<br>LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY               |       |                         | X                      |                           |
| CLIMBING                             |       | X                       |                        |                           |
| WALKING                              |       |                         | X                      |                           |
| STANDING                             |       |                         | X                      |                           |
| SITTING                              |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                       |                       |                                     |
|--------------------------|-----------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Commissary Clerk      | <b>Position Code:</b> | 193751                              |
| <b>Exemption Status:</b> | Non-Exempt            | <b>Department:</b>    | Business Support                    |
| <b>Reports To:</b>       | Commissary Supervisor | <b>Division:</b>      | Commissary                          |
| <b>Review Date:</b>      | June 2004             | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007            | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Under direct supervision, responsible for providing assorted items to detainees from approved commissary list. Responsibilities include stocking, straightening, taking inventory of merchandise and returns, ordering commodities, filling prisoner orders and calculating and verifying charges.

### Primary Duties and Responsibilities

- Receives, examines and properly stores all commodities and ensures appropriate sanitation standards are met. Stocks display shelves and refrigerated boxes with detainee assistance as needed.
- Orders commodities based upon approved commodities list.
- Maintains an inventory system that accurately determines quantity on hand, purchased, and sold. Provides detainees with an up-to-date list of items stocked in the commissary.
- Fills orders and issues supplies from inventory.
- Ensures the commissary area is cleaned daily and free from pests and/or rodents.
- Directs the work flow of detainees working in the commissary.
- Assists in conducting periodic inventories.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Strong business and organization skills required. Experience in a retail store as a clerk or stockroom clerk preferred.
- Must be mature, flexible, cooperative and empathetic to the total needs of the institution.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       |                         | X                      |                           |
| 11-20 LBS                            |       |                         | X                      |                           |
| 21-40 LBS                            |       |                         | X                      |                           |
| 41-60 LBS                            |       |                         | X                      |                           |
| 61 OR MORE LBS                       |       |                         | X                      |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       |                         | X                      |                           |
| 41-60 LBS                            |       |                         | X                      |                           |
| 61 OR MORE LBS                       |       |                         | X                      |                           |
| BENDING OR STOOPING                  |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY               |       |                         | X                      |                           |
| CLIMBING                             |       | X                       |                        |                           |
| WALKING                              |       |                         | X                      |                           |
| STANDING                             |       |                         | X                      |                           |
| SITTING                              |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                       |                       |                                  |
|--------------------------|-----------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | Warehouse Coordinator | <b>Position Code:</b> | 19379A                           |
| <b>Exemption Status:</b> | Non-Exempt            | <b>Department:</b>    | Business Support                 |
| <b>Reports To:</b>       | Business Manager      | <b>Division:</b>      |                                  |
| <b>Review Date:</b>      | June 2004             | <b>Supervises:</b>    | None                             |
| <b>Edited:</b>           | April 2007            | <b>Facility:</b>      | Blackwater Correctional Facility |

### Summary

Supervises the receiving, storing, ordering, packing, shipping, and filling staff orders of materials for facility warehouse and supply operations. Maintains stock records, inventories, ordering, schedules and verifying assessed charges.

### Primary Duties and Responsibilities

- Receives, stores and issues supplies.
- Orders supplies and equipment for the facility based upon anticipated requirements and the development of an organized purchasing system. Maintains an inventory system that accurately determines quantity on hand, purchased, and distributed.
- Maintains records, completes reports and other recordkeeping as required.
- Ensures appropriate housekeeping standards in the warehouse.
- Maintains order and security of the area at all times.
- Provides staff with an up-to-date list of items stocked in the warehouse.
- May lead and direct the work of other employees, which includes significant input into job performance evaluations of these positions, including development, retention and termination.
- May direct work, provide training and perform inspections of work performed by detainee warehouse staff.
- Recognizes unusual or threatening safety conditions and takes appropriate corrective action.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Minimum of four (4) years of experience in a retail store as a supervisor and/or stockroom supervisor or in a related area required.
- Familiarity with a variety of the field's concepts, practices, and procedures including knowledge of OSHA and other applicable safety standards and practices, inventory control required.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         | X                      |                           |
| 11-20 LBS                           |       |                         | X                      |                           |
| 21-40 LBS                           |       |                         | X                      |                           |
| 41-60 LBS                           |       |                         |                        | X                         |
| 61 OR MORE LBS                      |       |                         | X                      |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       |                         | X                      |                           |
| 41-60 LBS                           |       |                         | X                      |                           |
| 61 OR MORE LBS                      |       |                         | X                      |                           |
| BENDING OR STOOPING                 |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER<br>LEVEL    |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES |       |                         | X                      |                           |
| WORKING WITH MACHINERY              |       |                         | X                      |                           |
| CLIMBING                            |       |                         | X                      |                           |
| WALKING                             |       |                         | X                      |                           |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                       |                       |                                  |
|--------------------------|-----------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | Warehouse Clerk       | <b>Position Code:</b> | 19375P                           |
| <b>Exemption Status:</b> | Non-Exempt            | <b>Department:</b>    | Business Support                 |
| <b>Reports To:</b>       | Warehouse Coordinator | <b>Division:</b>      | Warehouse                        |
| <b>Review Date:</b>      | June 2004             | <b>Supervises:</b>    | None                             |
| <b>Edited:</b>           | April 2007            | <b>Facility:</b>      | Blackwater Correctional Facility |

### Summary

Assists in the supervision of the receiving, storing, ordering, packing, shipping, and filling staff orders of materials for facility warehouse and supply operations. Maintains stock records, inventories, ordering, schedules and verifying assessed charges.

### Primary Duties and Responsibilities

- Receives, stores and issues supplies.
- Orders supplies and equipment based upon determined needs and requirements. Maintains an inventory system that accurately determines quantity on hand, purchased, and distributed.
- Maintains records, completes reports, time sheets, etc. as directed.
- Ensures appropriate housekeeping standards in the warehouse.
- Maintains order and security of the area at all times.
- Provides staff with an up-to-date list of items stocked in the warehouse.
- Stocks warehouse with inmate assistance as needed.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Minimum of four (4) years of experience in the field or in a related area required. Experience in a retail store as a supervisor and/or stockroom supervisor preferred.
- Strong organization skills required. Experience in a retail store as a supervisor and/or stockroom supervisor preferred.
- Familiar with a variety of the field's concepts, practices, and procedures including knowledge of OSHA and other applicable safety standards and practices, inventory control. Ability to recognize unusual or threatening safety conditions and take appropriate corrective action.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.





**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         | X                      |                           |
| 1-10 LBS                             |       |                         | X                      |                           |
| 11-20 LBS                            |       |                         | X                      |                           |
| 21-40 LBS                            |       |                         | X                      |                           |
| 41-60 LBS                            |       |                         | X                      |                           |
| 61 OR MORE LBS                       |       |                         | X                      |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       |                         | X                      |                           |
| 41-60 LBS                            |       |                         | X                      |                           |
| 61 OR MORE LBS                       |       |                         | X                      |                           |
| BENDING OR STOOPING                  |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER<br>LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES |       |                         | X                      |                           |
| WORKING WITH MACHINERY               |       |                         | X                      |                           |
| CLIMBING                             |       |                         | X                      |                           |
| WALKING                              |       |                         | X                      |                           |
| STANDING                             |       |                         | X                      |                           |
| SITTING                              |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                    |                       |                                  |
|--------------------------|--------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | Laundry Supervisor | <b>Position Code:</b> | 19379C                           |
| <b>Exemption Status:</b> | Non-Exempt         | <b>Department:</b>    | Business Support                 |
| <b>Reports To:</b>       | Business Manager   | <b>Division:</b>      | Laundry                          |
| <b>Review Date:</b>      | June 2004          | <b>Supervises:</b>    | Laundry Staff                    |
| <b>Edited:</b>           | April 2007         | <b>Facility:</b>      | Blackwater Correctional Facility |

### Summary

Supervises work performed in the facility laundry area including receiving, cleaning and distribution of laundry.

### Primary Duties and Responsibilities

- Supervises the pick-up, sorting or clothing and distribution of laundry to detainees.
- Supervises detainees in a closed environment, which includes the initial training of the detainee workers prior to actual work performed. Maintains a running count of detainees in the laundry area to maintain department security. Maintains a safe working environment and continually train inmates in safety awareness.
- Completes maintenance inspections, end-of-shift reports, weekly inventories, cost per-load documentations and other required reports.
- Performs required inspections of industrial washers and dryers.
- Routinely inspects clothing, laundry bags, towels and linen for repair and/or disposal.
- Orders supplies based upon approved facility lists. Plans for purchasing supplies from the development of an organized purchasing system.
- Maintains an inventory system that accurately determines quantity on hand, purchased, and sold.
- Provides staff with an up-to-date list of items stocked in the warehouse. Receives and properly stores all supplies and ensures appropriate housekeeping standards are met.
- Assists in conducting periodic inventories. Distributes supplies when required.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Relevant work experience in the use of industrial machinery required.
- Experience in cost awareness and cost control methods preferred.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         | x                      |                           |
| 11-20 LBS                           |       |                         | x                      |                           |
| 21-40 LBS                           |       |                         | x                      |                           |
| 41-60 LBS                           |       | x                       |                        |                           |
| 61 OR MORE LBS                      | x     |                         |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       |                         | x                      |                           |
| 41-60 LBS                           |       |                         | x                      |                           |
| 61 OR MORE LBS                      |       | x                       |                        |                           |
| BENDING OR STOOPING                 |       |                         | x                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL    |       |                         | x                      |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES | x     |                         |                        |                           |
| WORKING WITH MACHINERY              |       |                         | x                      |                           |
| CLIMBING                            |       | x                       |                        |                           |
| WALKING                             |       |                         | x                      |                           |
| STANDING                            |       |                         | x                      |                           |
| SITTING                             |       |                         | x                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES  |       |                         | x                      |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                    |                       |                                  |
|--------------------------|--------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | Laundry Technician | <b>Position Code:</b> | 19379E                           |
| <b>Exemption Status:</b> | Non-Exempt         | <b>Department:</b>    | Business Support                 |
| <b>Reports To:</b>       | Laundry Supervisor | <b>Division:</b>      | Laundry                          |
| <b>Review Date:</b>      | June 2005          | <b>Supervises:</b>    | None                             |
| <b>Edited:</b>           | April 2007         | <b>Facility:</b>      | Blackwater Correctional Facility |

### Summary

Performs duties and tasks related maintaining the facility's laundry operations to include control and supervision of workers and the safe operation of the equipment used. A thorough knowledge of facility operational procedures, facility emergency plans and other directional memoranda issued by authorized staff is required to perform the assigned duties of this position.

### Primary Duties and Responsibilities

- Monitors daily usage and inspects the industrial washers and dryers, in addition to all other equipment in the laundry facility.
- Adjusts valves, switches and levers to start, operate, and stop the machinery, in addition to controlling the temperature of the water.
- Ensures that laundry equipment is checked on a regular basis and that any problems noted are reported to the property authority. Performs basic maintenance and repair of laundry equipment using manuals and their past history.
- Re-issues and exchanges worn-out clothing.
- Maintains security measures by counting and making rounds through the laundry on a periodic basis. Makes random searches of the laundry. Ensures that no ironing or starching is done on unauthorized clothing.
- Ensures sick-outs are called in to the Control Center during counts.
- Maintains an updated inventory of all clothing in the building such as, but not limited to clothes to be repaired, blankets, and uniforms. Ensures that the proper amount of cleaned clothing is returned to the delivering officer.
- Ensures that the building, as well as the outside area designated for laundry, is kept clean and secure.
- Accounts for all tools assigned to the laundry. Notifies immediate supervisor if tools are missing.
- Controls, issues, and accounts for all chemicals and hazardous materials used in the laundry operation. Ensures that all materials are in accordance with all safety and ACA Standards.
- Performs other duties as assigned.

### Minimum Requirements

- High School diploma or GED equivalent.
- Experience in the use of industrial machinery.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Must be mature, flexible, cooperative and empathetic to the total needs of the facility.
- Ability to work under policies and regulations.
- Must be in good physical condition and of good moral character.
- Must be able to communicate effectively, both verbally and in writing.
- Ability to work with computers and the necessary software typically used by the department.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       |                         |                        | X                         |
| 11-20 LBS                            |       |                         |                        | X                         |
| 21-40 LBS                            |       |                         |                        | X                         |
| 41-60 LBS                            |       |                         | X                      |                           |
| 61 OR MORE LBS                       |       |                         | X                      |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       |                         |                        | X                         |
| 41-60 LBS                            |       |                         |                        | X                         |
| 61 OR MORE LBS                       |       |                         | X                      |                           |
| BENDING OR STOOPING                  |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER<br>LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY               |       |                         |                        | X                         |
| CLIMBING                             |       |                         | X                      |                           |
| WALKING                              |       |                         | X                      |                           |
| STANDING                             |       |                         | X                      |                           |
| SITTING                              |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES   |       | X                       |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                      |                    |                                  |
|--------------------------|----------------------|--------------------|----------------------------------|
| <b>Job Title:</b>        | Correctional Officer | <b>Job Code:</b>   | 19377A                           |
| <b>Exemption Status:</b> | Non-Exempt           | <b>Department:</b> | Security                         |
| <b>Reports To:</b>       | Lieutenant           | <b>Division:</b>   |                                  |
| <b>Review Date:</b>      | June 2004            | <b>Supervises:</b> | None                             |
| <b>Edited:</b>           | April 2007           | <b>Facility:</b>   | Blackwater Correctional Facility |

### Summary

This position oversees and maintains custody, care, and control of inmates or detainees of a facility, while enforcing the rules, regulations, policies, and procedures of the company and contracting agency.

### Primary Duties and Responsibilities

- Oversees and monitors the activities of the inmates or detainees in living areas, recreation activities areas, dining areas and visitation areas.
- Coordinates and monitors inmate or detainee movements, conducts counts, and provides emergency response as needed.
- May be assigned to various posts including, but not limited to, the control room, front and sally port entrance, health services, special housing, perimeter security, transportation, work details, reception, intake, and visits officer, etc., as required by management.
- Provides security in program activities and supervises labor crews in various areas around facility.
- Conducts shakedown for contraband materials, either individually or as part of a specialized team. Confiscates contraband in accordance to facility and contracting agency policies and procedures.
- Initiates disciplinary reports on inmates or detainees.
- Prepares reports and maintains daily logs as required.
- Ensures prompt and appropriate assistance to inmates or detainees in the event of injury, illness or trauma.
- Promotes facility cleanliness and reports need for maintenance or repairs.
- Serves as member of special teams to respond to emergencies as required.
- Completes training courses as required by facility training standards.
- Performs correctional duties for any shift as defined by management.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- College coursework and advanced training in behavioral sciences, correctional services or related field preferred. Training in cultural diversity or sensitivity preferred.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.

- Possession of applicable state requisites for employment.
- Ability to work overtime as required.
- Ability to handle physical and mental stress associated with working extended hours.
- Must be able to regularly report to work without being late.
- Ability to be physically alert on any shift that is assigned.
- Ability to work up to sixteen (16) hours within a rolling 24 hour period.
- Work experience in a correctional setting preferred.
- May be required to possess valid state driver's license.
- Must be mature, flexible, able to command the respect and confidence of inmates or detainees and staff, philosophically committed to the objectives of the facility, and possess a high tolerance to mental stress.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       |                         | X                      |                           |
| 11-20 LBS                            |       | X                       |                        |                           |
| 21-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                            |       | X                       |                        |                           |
| 61 OR MORE LBS                       |       | X                       |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       | X                       |                        |                           |
| 41-60 LBS                            |       | X                       |                        |                           |
| 61 OR MORE LBS                       |       | X                       |                        |                           |
| BENDING OR STOOPING                  |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY               |       | X                       |                        |                           |
| CLIMBING                             |       | X                       |                        |                           |
| WALKING                              |       |                         |                        | X                         |
| STANDING                             |       |                         |                        | X                         |
| SITTING                              |       | X                       |                        |                           |
| WORKING IN EXTREME<br>TEMPERATURES   |       | X                       |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                         |                       |                                  |
|--------------------------|-------------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | Facility Administrator  | <b>Position Code:</b> | 19372A                           |
| <b>Exemption Status:</b> | Exempt                  | <b>Department:</b>    | Executive Office                 |
| <b>Reports To:</b>       | VP, Regional Operations | <b>Division:</b>      | Administration                   |
| <b>Review Date:</b>      | June 2004               | <b>Supervises:</b>    | Facility Staff                   |
| <b>Edited:</b>           | April 2007              | <b>Facility:</b>      | Blackwater Correctional Facility |

### Summary

Chief administrator of the facility. Works cooperatively with the regional and local management to develop and attain the goals and objectives of the facility according to the policy direction of the company and within the scope defined by the client agency. Has budgetary responsibility for all facility expenses.

### Primary Duties and Responsibilities

- Plans, and provides leadership, for the administrative, security and treatment programs of the facility. Makes long-range plans and schedules. Sets goals and establishes objectives to achieve such plans.
- Develops and maintains close working relationships with the client departments and their representatives.
- Approves initiates, interprets, revises and enforces policies and directives for efficient administration. Supplements policies with written guidelines and procedures.
- Directs the activities of all facility functions, assigns duties and delegates authority to accomplish them. Delegates authority for the selection, advancement and termination of staff, including ongoing staff training, communications, development and staff disciplinary hearings.
- Directs the work of other employees, including selection, hiring, evaluating job performance, employee training/development, promoting and any disciplinary action, including termination.
- Ensures that adequate procedures, methods, and techniques are established in all programs, disciplines, and operations so that functions are executed with maximum efficiency and cost effectiveness. Monitors compliance with established facility methods and systems and seeks improvements in all departmental areas including but not limited to security, business services, food service, medical service, programs, and maintenance.
- Provides adequate facilities, space and equipment for inmates and staff.
- Ensures the ability of the facility staff to respond appropriately to emergencies.
- Provides proper safeguards and conducts regular scheduled physical inspections for health, safety, and welfare of inmates, staff and property of the facility.
- Clears policy matters with the appropriate corporate and/or client officials, whenever necessary, and advises facility management and staff of pertinent matters.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.





- Remains aware of statutory requirements, and legal decisions, that affect administrative decisions and/or operations of the facility.
- Analyzes proposals, financial statements, records, statistical reports, budget estimates and justifications for proposed expenditures.
- Develops and maintains close working relationships with government and private agencies including local, state and federal law enforcement units, and the community.
- Responds on a 24-hour, 7-day basis to significant unusual occurrences.
- Performs other duties and responsibilities as needed to ensure the effective and successful operation of the facility.

### **Minimum Requirements**

- Bachelor's degree in the behavioral sciences or related field supplemented by courses in business administration and a minimum of ten (10) years of work experience in a correctional/detention facility at the minimum level of associate facility administrator/warden or an equivalent combination of education and work experience required.
- Exceptions may be made concerning supervisory experience if the candidate clearly demonstrates the ability to supervise the proper administration of a correctional/detention facility of a substantial number of inmates.
- Must possess a working knowledge of program objectives, policies, correctional laws, applicable court orders, procedures and requirements for managing a secure correctional facility as demonstrated by having a combination of relevant work, education and research experience.
- Must have strong leadership ability, sound judgment, and effective administrative ability. Possesses a thorough knowledge and understanding of the objectives and principles of career development and advancement programs. Clearly demonstrates the ability to guide, direct and coordinate the efforts of others.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       | X                       |                        |                           |
| 11-20 LBS                            | X     |                         |                        |                           |
| 21-40 LBS                            | X     |                         |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       | X                       |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| BENDING OR STOOPING                  |       | X                       |                        |                           |
| REACHING ABOVE<br>SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY               |       | X                       |                        |                           |
| CLIMBING                             |       | X                       |                        |                           |
| WALKING                              |       |                         | X                      |                           |
| STANDING                             |       | X                       |                        |                           |
| SITTING                              |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES   |       | X                       |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                               |                       |                                     |
|--------------------------|-------------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Asst Warden, Programs         | <b>Position Code:</b> | 19372Q                              |
| <b>GEO Title:</b>        | Asst Facility Admin, Programs | <b>Department:</b>    | Programs                            |
| <b>Exemption Status:</b> | Exempt                        | <b>Division:</b>      |                                     |
| <b>Reports To:</b>       | Facility Administrator        | <b>Supervises:</b>    | Program Staff                       |
| <b>Review Date:</b>      | June 2004                     | <b>Facility:</b>      | Blackwater<br>Correctional Facility |
| <b>Edited:</b>           | April 2007                    |                       |                                     |

### Summary

Responsible for the oversight of programs, ensuring that goals and objectives are accomplished according to policy directions of the corporation and within the scope defined by the contract. Responsible for the quality of services provided to inmates and works in conjunction with the Facility Administrator to remedy deficits and enrich programs. Assists in overall administration of the facility.

### Primary Duties and Responsibilities

- Ensures all inmates in the programs receive quality services, which comply with standards set by GEO.
- May direct or co-lead inmate groups in special topic areas such as self-esteem, sexuality, etc.
- Locates, evaluates and utilizes community resources for inmates.
- Ensures proper processing of all inmates for programmatic needs.
- Directs diagnostic, treatment and aftercare planning for inmates.
- Provides supervision of treatment programs. Works closely with consulting psychologists and other professionals.
- Assesses needs of program staff and provides regularly scheduled supervision and/or training to address those needs.
- Works with individual and group modalities of supervision and training.
- Provides individual supervision to all programs staff.
- Provides case consultations and one-to-one counseling for difficult inmates or when serious incidents occur.
- Assists in the preparation of program proposals.
- Writes program policies and procedures for periodic updates.
- Reviews and participates in the development of the service plans as a member of the multi-disciplinary team.
- Directs all department functions, activities and supervision of personnel.
- Prepares departmental progress reports.

### Minimum Requirements

- Bachelor's degree preferred. Master's degree in Education, Psychology, counseling preferred.
- Five (5) years experience managing a correctional education program.
- Ability to perform well in crisis situations is critical.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Must possess excellent oral and writing skills.
- Must be mature, flexible, intellectually alert, able to command the respect and confidence of inmates and staff, and philosophically committed to the objectives of the facility.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|---|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                     |       |                         |                        |                           |
| 1-10 LBS                                |       | X                       |                        |                           |
| 11-20 LBS                               |       | X                       |                        |                           |
| 21-40 LBS                               |       | X                       |                        |                           |
| 41-60 LBS                               |       | X                       |                        |                           |
| 61 OR MORE LBS                          |       | X                       |                        |                           |
| PUSHING OR PULLING:                     |       |                         |                        |                           |
| 1-40 LBS                                |       | X                       |                        |                           |
| 41-60 LBS                               |       | X                       |                        |                           |
| 61 OR MORE LBS                          |       | X                       |                        |                           |
| BENDING OR STOOPING                     |       | X                       |                        |                           |
| REACHING ABOVE<br>SHOULDER LEVEL        |       | X                       |                        |                           |
| DRIVING AUTOMATIC<br>EQUIPMENT VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY                  |       | X                       |                        |                           |
| CLIMBING                                |       | X                       |                        |                           |
| WALKING                                 |       |                         | X                      |                           |
| STANDING                                |       | X                       |                        |                           |
| SITTING                                 |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES      |       | X                       |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                        |                       |                                     |
|--------------------------|------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Executive Secretary    | <b>Position Code:</b> | 19375A                              |
| <b>Exemption Status:</b> | Non-Exempt             | <b>Department:</b>    | Executive Office                    |
| <b>Reports To:</b>       | Facility Administrator | <b>Division:</b>      | Administration                      |
| <b>Review Date:</b>      | June 2004              | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007             | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Assists management by performing confidential, clerical and administrative duties, thereby relieving management of minor, often routine business detail otherwise important to the operation of the facility. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

### Primary Duties and Responsibilities

- Organizes office operations and procedures for the efficient flow of work within the administrative office as well as the integration of interdepartmental workflow and sequence.
- May take and transcribe dictation, in addition to performing oftentimes advanced clerical and administrative duties. Establishes uniform correspondence procedures and style practices. Composes and types general correspondence based on knowledge of management views and/or verbal instructions for management approval.
- Makes appointments, gives information and/or directs callers and opens mail, exercising judgment concerning priority. Reads outgoing correspondence for policy or viewpoint conflicts. Summarizes content of incoming materials.
- May exercise lead work responsibility over clerical personnel.
- May perform human resources type duties to include disseminating corporate and facility policies and procedures in addition to clerical duties related to employee performance, status changes, benefits enrollment and similar ancillary duties. May operate under the direction of the facility Human Resources staff.
- Establishes and maintains effective working relations with a wide spectrum of employees, officials, and the public.
- Arranges travel schedules and reservations.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Minimum of five (5) years experience in a responsible administrative secretarial position or related field. Appropriate accreditation and/or certification in related field may supplement work experience requirement.
- Proficient with general PC application software products (Microsoft Office suite).

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Ability to exercise initiative, judgment, and knowledge in the performance of complex, confidential, and sometimes difficult duties.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       | X                       |                        |                           |
| 11-20 LBS                         | X     |                         |                        |                           |
| 21-40 LBS                         | X     |                         |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            | X     |                         |                        |                           |
| CLIMBING                          | X     |                         |                        |                           |
| WALKING                           |       | X                       |                        |                           |
| STANDING                          |       |                         | X                      |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.

## **JOB DESCRIPTION**

|                          |                         |                       |                                     |
|--------------------------|-------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Human Resources Manager | <b>Position Code:</b> | 19372F                              |
| <b>Exemption Status:</b> | Exempt                  | <b>Department:</b>    | Executive Office                    |
| <b>Reports To:</b>       | Facility Administrator  | <b>Division:</b>      | Human Resources                     |
| <b>Review Date:</b>      | November 2004           | <b>Supervises:</b>    | HR Staff                            |
| <b>Edited:</b>           | April 2007              | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### **Summary**

This position functions within the most complex facility's within the organization. It functions as a manager of a staff and the human resource functions. It manages the administration and implementation of human resources policies, programs and practices. In addition, this position interprets organizational policies and works toward implementing them within the assigned facility.

### **Primary Duties and Responsibilities**

- Serves as advisor to the Warden and Senior Management Staff on Human Resources issues.
- Develops and administers an effective recruitment program.
- Prepares, recommends, and maintains records and procedures for controlling personnel transactions and reporting personnel data.
- Directs the maintenance of personnel records.
- Serves as EEO specialist and maintains affirmative action plan.
- Proposes, publishes, and administers personnel policies.
- Administers classification programs, which include classifying and reclassifying positions, and writing job descriptions.
- Directs the application process, assuring conformity to GEO, BOP, EEO policy.
- Oversees the processing of all new employees and change-of-status forms.
- Provides public information such as verifying employment.
- Conducts orientation programs and in-service training on personnel/EEO policies and procedures.
- Manages an assigned human resource staff and performs the duties typically associated with a management level including discipline, promotion, rewards, and performance.
- Coordinates grievance/disciplinary hearings and activities.
- Coordinates benefit program.
- Monitors unemployment claims and assists with appeals.
- Monitors performance appraisal program
- Monitors workers' compensation claims and coordination between employee and insurance carrier.

### **Minimum Requirements**

- Eight (8) years of relevant Human Resources work experience; or

- A bachelor's degree in personnel management, public administration, psychology, or education; and three (3) years general experience in Human Resources.
- SHRM Certified Senior Professional (SPHR) preferred.
- General knowledge of the principles and practices of personnel administration; knowledge of sound techniques in all aspects of personnel management; knowledge of the organizations and operations of administrative programs; ability to develop long-term plans and programs and to evaluate work accomplishments; ability to apply and adapt practices and techniques to the special requirements of senior management; ability to establish and maintain effective relationships with other management staff, employees, and the general public; ability to present facts and recommendations effectively in oral and written form.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       | X                       |                        |                           |
| 11-20 LBS                         | X     |                         |                        |                           |
| 21-40 LBS                         | X     |                         |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       | X                       |                        |                           |
| REACHING ABOVE SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            |       | X                       |                        |                           |
| CLIMBING                          | X     |                         |                        |                           |
| WALKING                           |       | X                       |                        |                           |
| STANDING                          |       | X                       |                        |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.





## JOB DESCRIPTION

|                          |                            |                       |                                     |
|--------------------------|----------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Human Resources Specialist | <b>Position Code:</b> | 19375E                              |
| <b>Exemption Status:</b> | Non-Exempt                 | <b>Department:</b>    | Executive Office                    |
| <b>Reports To:</b>       | HR Manager                 | <b>Division:</b>      | Human Resources                     |
| <b>Review Date:</b>      | May 2006                   | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007                 | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Under limited supervision, provides para-professional administrative support in functional areas of the Human Resources which include recruitment and employment, personnel records, employee relations, regulatory reporting requirements, benefits administration and other areas as needed. May lead and direct the work of others. A wide degree of creativity and latitude is expected in order to perform the essential functions of this position.

### Primary Duties and Responsibilities

- Facilitates the recruiting efforts of the facility. This includes maintaining job posting files and related documents, applicant files, scheduling interviews, pre-screening resumes prior to sending to corporate hiring managers for consideration, conducting interviews, involvement with the selection process and the administrative processing of job offers. Verifies charges to services authorized for the recruiting and staffing function.
- Serves as liaison and point of contact for facilities regarding background checks.
- Provides necessary referral support for the Employee Assistance Program (EAP).
- Reviews facility personnel/payroll policies and procedures to ensure that they are applicable, effective, and complies with contract agency, local, state and federal laws and corporate policies, procedures, and directives.
- Facilitates new employee orientation to foster positive attitude and understanding of the employee handbook.
- Resolves employee personnel inquiries and submits necessary inputs, changes, additions and deletions into the computer system for correction. Refers unusual or unresolved problems to local management and/or corporate for resolution.
- Maintains records of insurance coverage, retirement plans, and personnel transactions such as hires, promotions, transfers, performance reviews, terminations, and other related personnel and payroll issues.
- May attend hearings as the human resources department representative.
- May compile information to file worker's compensation claims for employees and for the insurance carrier.
- May lead and direct the work flow of others. Has significant input into job performance evaluations of these positions, including development, retention and termination.
- Prepares routine and special reports by conducting necessary analysis to trends and identifying problem areas where the margin for error is small and level of importance is high.
- Performs other duties as assigned.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.

**Minimum Requirements**

- High school diploma or equivalent and a minimum of three (3) years of related work experience in Human Resources, or an equivalent combination of related work experience and education required.
- Good working knowledge and familiarity with Human Resources concepts, practices, procedures and basic employment laws required.
- Experience working with an in-house HR Information System preferred.
- Must exhibit leadership qualities to gain the respect of all employees.
- Excellent organization, communication (both written and verbal), and interpersonal skills required. Must be able to handle sensitive and confidential information. Must have proven history of ability to multi-task and work in a fast paced environment.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       | X                       |                        |                           |
| 11-20 LBS                         | X     |                         |                        |                           |
| 21-40 LBS                         | X     |                         |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       | X                       |                        |                           |
| REACHING ABOVE SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            |       | X                       |                        |                           |
| CLIMBING                          | X     |                         |                        |                           |
| WALKING                           |       | X                       |                        |                           |
| STANDING                          |       | X                       |                        |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                   |                       |                                     |
|--------------------------|-------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | HR/Training Clerk | <b>Position Code:</b> | 19375D                              |
| <b>GEO Title:</b>        | HR Assistant      | <b>Department:</b>    | Executive Office                    |
| <b>Exemption Status:</b> | Non-Exempt        | <b>Division:</b>      | Human Resources                     |
| <b>Reports To:</b>       | HR Manager        | <b>Supervises:</b>    | None                                |
| <b>Review Date:</b>      | July 2007         | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Under direct supervision, provides general administrative clerical support within a facility's human resources area. Support activities may include processing employee actions and assisting in the areas of personnel filing and maintenance; recruitment and employment; compensation and benefit administration; and training. This position may also provide first-level assistance to the employees at a facility to routine and general human resources questions and inquiries. The work involved in this position is typically regarded as confidential in nature.

### Primary Duties and Responsibilities

- Provides general employment information and appropriate forms to applicants or employees, ensuring that when forms are submitted, they are completed thoroughly and accurately. Receives and responds to varied general questions from applicants, employees or managers, referring more difficult ones to a higher level Human Resource employee.
- Sends, retrieves, and reviews results from background screening contractor. Determines whether or not applicant or employee meets eligibility requirements for employment. Discusses eligibility issues with applicant or employee.
- Reviews forms and enters information in the human resource information system accurately and thoroughly.
- Completes routine assignments independently. Detailed guidance is available for situations that deviate from established guidelines.
- May verify employment dates and places supplied on job applications.
- May develop general reports and information on human resource activities as requested.
- Prepares and processes new hire forms and personnel actions.
- Assists in the completion and maintenance of personnel files.
- Responds to incoming phone calls and takes messages in the absence of management personnel.
- Handles sensitive and confidential information with discretion and diplomacy.
- Performs other duties as assigned.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Minimum Requirements**

- High school diploma or equivalent certification required.
- Two (2) years of clerical experience or an equivalent combination of clerical, payroll, and human resources experience required.
- Working knowledge of human resource activities highly desirable.
- Working knowledge of business English, good grammar and spelling skills, and ability to develop correspondence, reports and operational directives required. Must have a proven history of exercising discretion and retaining confidentiality.
- Although this position relies on instructions and pre-established guidelines to perform its functions, this position requires the ability to make minor decisions in accordance with established rules and regulations as it pertains to the sensitive nature of the information this position works with on a daily basis.
- Ability to work with computers and the necessary software applications used by the department.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                  | NEVER | OCCASIONALLY<br>(0-30%) | FRQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|----------------------------------|-------|-------------------------|-----------------------|---------------------------|
| LIFTING OR CARRYING              |       |                         |                       |                           |
| 1-10 LBS                         |       |                         | X                     |                           |
| 11-20 LBS                        |       | X                       |                       |                           |
| 21-40 LBS                        | X     |                         |                       |                           |
| 41-60 LBS                        | X     |                         |                       |                           |
| 61 OR MORE LBS                   | X     |                         |                       |                           |
| PUSHING OR PULLING:              |       |                         |                       |                           |
| 1-40 LBS                         |       | X                       |                       |                           |
| 41-60 LBS                        | X     |                         |                       |                           |
| 61 OR MORE LBS                   | X     |                         |                       |                           |
| BENDING OR STOOPING              |       |                         | X                     |                           |
| REACHING ABOVE SHOULDER LEVEL    |       |                         | X                     |                           |
| DRIVING AUTOMATIC EQUIP VEHICLES | X     |                         |                       |                           |
| WORKING WITH MACHINERY           | X     |                         |                       |                           |
| CLIMBING                         | X     |                         |                       |                           |
| WALKING                          |       |                         | X                     |                           |
| STANDING                         |       |                         | X                     |                           |
| SITTING                          |       | X                       |                       |                           |
| WORKING IN EXTREME TEMPERATURES  | X     |                         |                       |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## **JOB DESCRIPTION**

|                          |                        |                       |                                     |
|--------------------------|------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Training Administrator | <b>Position Code:</b> | 19372C                              |
| <b>Exemption Status:</b> | Exempt                 | <b>Department:</b>    | Executive Office                    |
| <b>Reports To:</b>       | Facility Administrator | <b>Division:</b>      | Training                            |
| <b>Review Date:</b>      | July 2007              | <b>Supervises:</b>    | Training Clerk                      |
|                          |                        | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### **Summary**

Responsible for the planning, organizing, implementing, coordinating, and evaluating internal and external training programs for correctional and administrative staff designed to achieve specific contract and organizational learning objectives through classroom, practical application, and supervised on-the-job training programs. Some curriculum development may be required to meet the needs of the client.

### **Primary Duties and Responsibilities**

- Identifies facility training needs and develops an annual training plan. Designs, develops, and/or acquires training programs to be implemented within the facility which complies with specific contract and/or organizational training programs and have proven positive results.
- Supports immediate and long-range facility and organizational goals and objectives by investigating and evaluating existing training programs and developing or acquiring new programs and ensuring their successful implementation. Recommends new training programs and provides quantitative support for them.
- Investigates available training methods and procedures to determine the most effective manner in which to conduct programs.
- Works directly with management in the development of new employee orientation, pre-service, on-the job, in-service specialized, contractor and volunteer training. Seeks to update and improve training materials and delivery.
- Administers programs by coordinating and instructing (or obtaining the instruction) for all training courses for correctional and non-correctional personnel including contractors and volunteers. Constantly interacts with employees in the direct application of training materials.
- Provides or facilitates unit orientation classes for volunteers, contractors, or other personnel who are not employees of the facility.
- Manages the work flow and identifies and trains part-time/resource trainers to provide supplemental or support instruction.
- Documents employee training hours, reviews training records of security and non-security staff inclusive of contractors, volunteers, administrative staff, support staff and specialist employees. Verifies that all certifications are current. Advises employees of recertification deadlines, working with employees to ensure certification remains current to client agency requirements.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- May make recommendations to management when new employees are not appearing to meet the standard requirements of the facility.
- May maintain, or oversee the maintenance of, training records and monitors the progress and performance of those involved in the training programs. Ensures that all employees, volunteers and contractors attend training sessions based on contractual and/or organizational policies.
- May manage the work of other employees. This may include selection, hiring, evaluating job performance, employee training/development, promoting and any disciplinary action, including termination.
- May supervise and evaluate the performance of trainees, part time/resource trainers and Field Training Officers.
- Performs other duties as assigned.

#### **Minimum Requirements**

- High school diploma or equivalent certification required. Bachelor's degree in training, organizational development, communication, related field highly desired.
- Five (5) years progressive work experience in the field of corrections or law enforcement required including a minimum of one (1) year of correctional facility experience to provide effective training implementation and administration. (Five (5) years of comparable professional training experience may be substituted for corrections or law enforcement requirement at management's discretion.)
- Certification as training instructor from a national or state recognized organization such as the National Institute of Corrections within 180 days of appointment to the position.
- Must meet or exceed all standards and qualifications required by contracting agency for Training Officers.
- Ability to act in a supervisory capacity and maintain close contact with all aspects of the training program and personnel. Must be able to motivate employees to strive for professionalism in the work place.
- Must possess above average written and verbal communication skills. Must be able to develop written training lesson plans and proposals and verbally present them to diverse audience.
- Must be current with all organizational and contractual policies, regulations, updates and alterations that require incorporation into training courses.
- Must be able to use computer and the software application packages used by the facility.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         | X                      |                           |
| 11-20 LBS                           |       | X                       |                        |                           |
| 21-40 LBS                           |       | X                       |                        |                           |
| 41-60 LBS                           |       | X                       |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       |                         | X                      |                           |
| 41-60 LBS                           |       | X                       |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| BENDING OR STOOPING                 |       | X                       |                        |                           |
| REACHING ABOVE<br>SHOULDER LEVEL    |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY              | X     |                         |                        |                           |
| CLIMBING                            |       | X                       |                        |                           |
| WALKING                             |       |                         | X                      |                           |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                          |                       |                                     |
|--------------------------|--------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | ACA/QCP Administrator    | <b>Position Code:</b> | 19372E                              |
| <b>GEO Title:</b>        | Compliance Administrator | <b>Department:</b>    | Executive Office                    |
| <b>Exemption Status:</b> | Exempt                   | <b>Division:</b>      | Administrative                      |
| <b>Reports To:</b>       | Facility Administrator   | <b>Supervises:</b>    | None                                |
| <b>Review Date:</b>      | July 2007                | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

This position serves as the facility's subject matter expert on all compliance and accreditation issues. Develops, maintains, and revises all assessment instruments to ensure that the facility is maintaining its compliance to organizational, contracting client, and/or other outside party's rules, regulations, and guidelines. Develops reports for management regarding the effectiveness of the facility's compliance and accreditation areas. Recommends process improvements as necessary. Solely accountable for ensuring that all rules, regulations, and guidelines are communicated to all impacted areas throughout the facility. Maybe assigned to projects that may impact the region or organization. This position also serves as the facility's liaison regarding the interpretation of all compliance and accreditation policies and guidelines. Finally, this position acts on behalf of the organization when compliance and accreditation audits occur.

### Primary Duties and Responsibilities

- Reviews and assesses all functional areas within the facility to ensure compliance with organization, contracting client, or outside party. Documents reviews through formalized reports with assessment of the areas and recommendations for improvement.
- Develops effective instruments to determine whether departments are in compliance.
- Meets with department managers to determine whether the area is in compliance with the organization, contracting client, and/or outside party. When noncompliant, partners with department managers to develop strategies to gain compliance.
- Serves as the facility's subject matter expert in the area of interpreting the compliance and accreditation criteria based on organization, contracting client, or outside party requirements.
- Ensures that review and revision the facility's policies and procedures are in compliance with organizational, contracting clients, and/or outside party's guidelines.
- Performs facility level operational reviews and audits of all functional areas as required by a published schedule, accurately reporting any findings of noncompliance, and recommending appropriate corrective actions.
- Collects all information not obtained at a department-level regarding the facility and/or organization to provide information to the compliance and/or accreditation party.
- Serves as the facility's liaison to the organization, contracting client, and/or other outside party to ensure that all inquiries are responded to in a timely manner. Ensures effective working relationships with a variety of employees, contracting agents, and the general public.
- Presents information on compliance and accreditation issues to the facility.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.





- Ensures the effective implementation of the organization’s Quality Control Program (QCP).
- Analyzes departmental operations and develops action plans to improve service delivery systems.
- Maintains all database and paper documentation on the facility’s compliance and accreditation programs.
- Performs other duties as assigned.

**Minimum Requirements**

- Bachelor’s degree in business administration or related field along with three (3) year experience in a corrections, law enforcement or related capacity. Experience needs to demonstrate an understanding for the facility’s operations while being able to compare them to organizational, contracting client, and other outside party’s compliance and accreditation policies and guidelines. (A high school diploma or GED with five (5) years of progressive experience in corrections, law enforcement or related fields may be substituted based on management’s discretion.)
- Experience in compliance, accreditation, and quality management highly desirable.
- Above average verbal and written communication. Must be able to make presentations to employees at all levels of the facility. Must be able to write cohesive and comprehensive documentation.
- May be required to travel up to 60% of the time.
- Ability to work with computers and the necessary software typically used by the department.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       | X                       |                        |                           |
| 11-20 LBS                         |       | X                       |                        |                           |
| 21-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       | X                       |                        |                           |
| REACHING ABOVE SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES |       |                         | X                      |                           |
| WORKING WITH MACHINERY            | X     |                         |                        |                           |
| CLIMBING                          |       | X                       |                        |                           |
| WALKING                           |       | X                       |                        |                           |
| STANDING                          |       | X                       |                        |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                        |                       |                                     |
|--------------------------|------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Grievance Coordinator  | <b>Position Code:</b> | 19375F                              |
| <b>Exemption Status:</b> | Non-Exempt             | <b>Department:</b>    | Executive Office                    |
| <b>Reports To:</b>       | Facility Administrator | <b>Division:</b>      | Grievance                           |
| <b>Review Date:</b>      | June 2004              | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007             | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Responsible for the receipt, investigation, and facility responses to grievances that are filed by detainees of the facility. Makes recommendations for corrective action when appropriate.

### Primary Duties and Responsibilities

- Upon request, assists inmates/detainees in filing grievances through informal communication procedures.
- Maintains accurate records of prisoner grievances and any corresponding action pursuant to the grievance.
- Investigates and recommends response action to management.
- Ensures full compliance with client agency procedures pertaining to inmate/detainee grievances.
- Recommends appropriate corrective action when warranted to management.
- Performs other administrative and investigative duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Minimum of two (2) years as a Correctional Officer required. College coursework and advanced training in behavioral sciences, correctional services or related field preferred.
- Must possess a working knowledge of correctional program objectives, applicable court orders and laws as well as have a general understanding of the requirements for managing a secure correctional facility.
- Demonstration of the abilities needed to write communications, documents, policies, courtroom defenses, contract negotiations, and other required written correspondence is required.
- Must be mature, flexible, intellectually alert and able to command the respect and confidence of inmates/staff, philosophically committed to the objectives of the facility, and possess a high tolerance to mental stress.
- Ability to work with computers and the necessary software applications used by the department.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       |                         | X                      |                           |
| 11-20 LBS                            |       | X                       |                        |                           |
| 21-40 LBS                            | X     |                         |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       |                         | X                      |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| BENDING OR STOOPING                  |       | X                       |                        |                           |
| REACHING ABOVE<br>SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY               | X     |                         |                        |                           |
| CLIMBING                             | X     |                         |                        |                           |
| WALKING                              |       |                         | X                      |                           |
| STANDING                             |       |                         | X                      |                           |
| SITTING                              |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                                     |                       |                                     |
|--------------------------|-------------------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Fire and Safety Manager             | <b>Position Code:</b> | 19372D                              |
| <b>Exemption Status:</b> | Exempt                              | <b>Department:</b>    | Executive Office                    |
| <b>Reports To:</b>       | Facility Administrator or<br>Warden | <b>Division:</b>      | Administration                      |
| <b>Review Date:</b>      | June 2008                           | <b>Supervises:</b>    | None                                |
|                          |                                     | <b>Facility:</b>      | Blackwater Correctional<br>Facility |

### Summary

Responsible for effective facility safety and loss prevention programs. Ensures compliance with all current safety regulations and provides consulting and guidance to facility management.

### Primary Duties and Responsibilities

- Monitors and enforces both corporate and facility-level safety policies. Develops local safety procedures for the benefit of employees, inmates/detainees/patients/residents, outside contractors and visitors.
- Conducts regularly-scheduled safety inspections within and throughout the facility including the physical plant, equipment and company vehicles. Makes recommendations to address unsafe conditions or unsafe practices and, with approval, initiates corrective action. Re-inspects as required to observe ongoing compliance.
- Conducts initial as well as ongoing safety training for all levels of staff as well as inmates, detainees, patients, and residents.
- Conducts training and mentoring for less-experienced Fire and Safety personnel based in other GEO facilities and participates in compliance audits of other facilities.
- Controls the introduction and use of hazardous chemicals in all departments including food service, maintenance, housing units, laundry, vocational programs, transportation, and recreation. Is responsible for facility-wide Monitors Material Safety Data Sheets (MSDS) compliance.
- Evaluates the need for personal protective equipment and monitors usage and effectiveness.
- Establishes and controls the facility's sanitation and hygiene standards (waste products, surface contaminants, biological hazards), air quality, noise-level, and illumination compliance.
- Monitors and ensures that facility fire protection system and safety equipment are fully functional. Conducts or arranges for all scheduled testing as required by the organization's insurers, National Fire Protection Association (NFPA) or client regulations.
- Works with the facility's senior management team to develop a written Emergency Plan and conduct at least one simulation per year. Serves as the operational liaison with community emergency responders. Adopts all relevant Federal Emergency Management Agency (FEMA) Incident Command guidelines.
- Conducts scheduled fire drills across all shifts as determined by facility or insurance policies.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Responsible for the safety and industrial hygiene aspects of audit compliance including correction of any deficiencies.
- Responsible for the facility's safety budget.
- Conducts monthly safety committee meetings as established by the Facility Administrator.
- Conducts investigations of accidents or near accidents including determining cause, assessing property damage, and preparing reports with recommended corrective actions.
- Ensures the accuracy of the accident recording system or Occupational Safety and Health Administration (OSHA) log. Analyzes accident trends and recommends remedies.
- Reviews all on-site construction and contracted repairs activities to ensure they are in compliance with all safety policies and regulations.
- Is on-call 24/7 for facility emergencies.
- Performs other duties as assigned.

#### **Minimum Requirements**

- Bachelor's degree supplemented by training or education in the principles of occupational/industrial health and safety and two (2) years of experience in a correctional safety role or (5) years of work experience in the military or other industry involving fire safety, occupational health or loss prevention. (A combination of education and work experience may be taken into consideration based on management's discretion.)
- Certification in fire and safety procedures within two (2) years of entering position.
- Extensive knowledge of appropriate local, state and federal health and safety laws and regulations including OSHA and NFPA.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, site plans and procedure manuals.
- Ability to work independently and as a part of a team.
- Ability to write reports and correspondence and to speak effectively before groups of employees.
- Ability to work with computers and the necessary software typically used by the department.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       |                         | X                      |                           |
| 11-20 LBS                            |       |                         | X                      |                           |
| 21-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                            |       | X                       |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       | X                       |                        |                           |
| 41-60 LBS                            |       | X                       |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| BENDING OR STOOPING                  |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER<br>LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY               |       | X                       |                        |                           |
| CLIMBING                             |       | X                       |                        |                           |
| WALKING                              |       |                         | X                      |                           |
| STANDING                             |       |                         | X                      |                           |
| SITTING                              |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES   |       | X                       |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                   |                       |                                     |
|--------------------------|-------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Lead Investigator | <b>Position Code:</b> | 19377F                              |
| <b>Exemption Status:</b> | Non-Exempt        | <b>Department:</b>    | Executive Office                    |
| <b>Reports To:</b>       | Varies            | <b>Division:</b>      | Investigations                      |
| <b>Review Date:</b>      | June 2004         | <b>Supervises:</b>    | Investigator                        |
| <b>Edited:</b>           | April 2007        | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Leads, coordinates, and conducts investigations and intelligence gathering efforts pertaining particularly to gangs and security threat groups. Provides intelligence information to the contracting agency and facility management as required.

### Primary Duties and Responsibilities

- Leads and coordinates the collection of intelligence and information regarding activities of suspected security threat groups at the facility. Provides significant input into the facility response to identify the security threat of group activities.
- Identifies and tracks suspected and actual gang or security threat group activities at the facility. Records and furnishes information as required by the contracting agency regarding special threat group activities
- Monitors the recording of incoming telephone calls in accord with contracting agency policies and procedures.
- Assists management in the development and implementation of policies, procedures and regulations for custody, security and/or treatment of detainees as they pertain to investigations, gang activities and telephone call monitoring.
- May coordinates and assists in the work of other employees, which would include the selection, hiring, evaluating job performance and employee training/development.
- Develops and delivers training to staff pertaining to investigations, gang activities and telephone call monitoring.
- May conduct special investigations as assigned by management or the contracting agency.
- May perform as liaison with contracting agency, state or local law enforcement agencies to facilitate their investigations.
- May participate in contracting agency gang identification and tracking programs.
- Prepares various records and reports as required.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Five (5) years experience working in the security function in a correctional setting required. One (1) year in a position requiring supervisory responsibilities preferred. Work experience in gang activities and investigations in a correctional facility is preferred.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- College coursework and advanced training in behavioral sciences, correctional services or related field preferred.
- Must possess a working knowledge of correctional program objectives, applicable court orders and laws and have a general understanding of the requirements for managing a secure correctional facility.
- Demonstration of the abilities needed to define problems, collect data, establish facts and draw valid conclusions is required. Must have the ability to make and implement decisions without assistance.
- Must be mature, flexible, intellectually alert, able to command the respect and confidence of inmates and staff, and philosophically committed to the objectives of the facility.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         | X                      |                           |
| 11-20 LBS                           |       | X                       |                        |                           |
| 21-40 LBS                           | X     |                         |                        |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       |                         | X                      |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| BENDING OR STOOPING                 |       | X                       |                        |                           |
| REACHING ABOVE<br>SHOULDER LEVEL    |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY              | X     |                         |                        |                           |
| CLIMBING                            | X     |                         |                        |                           |
| WALKING                             |       |                         | X                      |                           |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                        |                       |                                     |
|--------------------------|------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Investigator           | <b>Position Code:</b> | 19377E                              |
| <b>Exemption Status:</b> | Non-Exempt             | <b>Department:</b>    | Executive Office                    |
| <b>Reports To:</b>       | Facility Administrator | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | December 2005          | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007             | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Responsible for conducting investigations as directed by the Facility Administrator. Responds to and processes crime scenes. Prepares Investigative Reports.

### Primary Duties and Responsibilities

- Conducts investigative reports by determining appropriate information, interviewing, researching, and other necessary duties to fully understand the nature of the event.
- Writes reports that explain findings.
- May recommend appropriate action if necessary.
- May supervise and guide non-shift Correctional Officers.
- Acts as liaison between security and other departments.
- Submits daily shift activity reports to ranking authority.
- Reviews reports written by officers during shift and assures the reports are submitted.
- Performs those duties associated with Grievance Coordinator's post order.
- Relays information from supervisors to correctional officers.
- Assures that officers receive on-the-job training and safety training as required.
- Assures that SSI assignments, job descriptions, etc., are appropriate.
- Assures that pre-hearing documentation is correct.
- Assures that daily safety inspections for security areas are documented.
- Counsels officers/inmates as needed.
- Assists in the preparation of employee evaluations.
- Performs other duties as assigned.

### Minimum Requirements

- High School diploma or GED certificate.
- Four (4) years experience in correctional setting; two (2) of which were a supervisory position.
- Nine months as a Correctional Officer, or; Six months as a Correctional Officer and 24 hours of college courses in Criminal Justice related fields.
- Must have completed an approved training program resulting in a certificate of satisfactory completion.
- Must be a commissioned Corrections Officer.
- Ability to obtain certification for training such as CPR, First Aid and firearms.
- Working knowledge of any and all applicable court orders.
- Working knowledge of GEO policies and procedures and applicable state and federal laws.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.

- Ability to communicate verbally and in writing in a clear and concise manner.
- Ability to give instructions and have them carried out.
- Ability to coordinate staffing requirement for security supervisors and officers.
- Ability to write communications, documents, policies, court room defenses, contract negotiations, and other required written correspondence.
- Ability to maintain high tolerance to mental stress.
- Ability to understand and carry out moderately complex oral and written instructions.
- Ability to work outdoors in varying climatic conditions.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       | X                       |                        |                           |
| 11-20 LBS                         | X     |                         |                        |                           |
| 21-40 LBS                         | X     |                         |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       | X                       |                        |                           |
| REACHING ABOVE SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            |       | X                       |                        |                           |
| CLIMBING                          | X     |                         |                        |                           |
| WALKING                           |       | X                       |                        |                           |
| STANDING                          |       | X                       |                        |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                      |                       |                                     |
|--------------------------|----------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Food Service Manager | <b>Position Code:</b> | 193721                              |
| <b>Exemption Status:</b> | Exempt               | <b>Department:</b>    | Food Service                        |
| <b>Reports To:</b>       | Business Manager     | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | August 2004          | <b>Supervises:</b>    | Food Service Staff                  |
| <b>Edited:</b>           | April 2007           | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Manages and governs all dietary services for the facility operation, including operational planning and management of kitchen, service line and dining area staff. Manages food service budget in compliance with facility, corporate and client agency directives.

### Primary Duties and Responsibilities

- Manages the daily operation of the facility food service operations. A wide degree of creativity and latitude is expected.
- Reviews menus and supervises the handling, preparation, and storage of food, maintenance of equipment, records and sanitation.
- Develops and maintains food services policies and procedures in accordance with professional standards and the guidelines established for the facility by the company.
- Manages the work of other employees by assigning and inspecting the work performed. Supervision includes selection, hiring, evaluating job performance, employee training/development, promoting and any disciplinary action, including termination.
- Directs work, provides training and performs inspections of work performed by detainee food service staff.
- Monitors and maintains company quality assurance and controls in the food production areas.
- Manages food service budget including all food and equipment inventory. Produces various reports on operational efficiencies, staff usage, as requested.
- Performs other duties as assigned.

### Minimum Requirements

- Bachelor's degree in business administration or related area and a minimum of five (5) years prior experience managing a food service operation, or an equivalent combination of work experience and education required.
- Experience in institutional cooking in a correctional setting preferred.
- Requires extensive knowledge of the practices and materials used in food service procedures. Must have successful work history of coordinating the demands of a food service operation, displaying a thorough knowledge of administrative techniques and personnel policies and procedures.
- Proficiency with computer systems preferred.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Demonstrates effective personnel interactions, communication skills, and problem solving techniques.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         | X                      |                           |
| 11-20 LBS                           |       | X                       |                        |                           |
| 21-40 LBS                           |       | X                       |                        |                           |
| 41-60 LBS                           |       | X                       |                        |                           |
| 61 OR MORE LBS                      |       | X                       |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                           |       | X                       |                        |                           |
| 61 OR MORE LBS                      |       | X                       |                        |                           |
| BENDING OR STOOPING                 |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL    |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY              |       | X                       |                        |                           |
| CLIMBING                            |       | X                       |                        |                           |
| WALKING                             |       |                         | X                      |                           |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             |       | X                       |                        |                           |
| WORKING IN EXTREME<br>TEMPERATURES  |       | X                       |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                                    |                       |                                     |
|--------------------------|------------------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Food Service Production Supervisor | <b>Position Code:</b> | 19372J                              |
| <b>Exemption Status:</b> | Non-Exempt                         | <b>Department:</b>    | Food Service                        |
| <b>Reports To:</b>       | Food Services Manager              | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | August 2004                        | <b>Supervises:</b>    | Food Service Staff                  |
| <b>Edited:</b>           | April 2007                         | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Responsible for assisting in the overall production of high quality and palatable meals for the facility operation. Assists in the daily supervision of kitchen, service line and dining area staff. Oversees that the food service operation maintains the highest level of sanitary conditions as required.

### Primary Duties and Responsibilities

- Purchases all food and non-food supplies required by the facility according to established menus and maintenance and replacement schedules.
- Supervises the production of food served by the facility. Maintains control over large quantities of food used and the quality of the finished product. Assures that the serving line operates efficiently and temperatures of food line items meet established regulatory controls. Determines what foods will be discarded and what will be saved for leftovers.
- Assists in the review of daily menus.
- Supervises the handling, preparation and storage of food, maintenance of equipment, records, cleanliness and sanitation.
- Supervises the work of other employees by assigning and inspecting the work performed.
- Directs work, provides training and performs inspections of work performed by detainee food service staff.
- Assures that detainee and staff servers are observed for maintenance of established rules of sanitation, safety and portion control.
- Functions as the Food Service Manager in his/her absence.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Minimum of three (3) years prior experience managing a food service operation in a commercial, military, or institutional facility and an equivalent of one (1) year relevant undergraduate school credits and/or technical training courses, or an equivalent combination of work experience and education required.
- Minimum of one (1) year work experience in a warehousing operation strongly preferred.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Demonstrates effective personnel interactions, communication skills, and problem solving techniques.
- Proficiency with computer systems preferred.
- Requires extensive knowledge of the practices and materials used in food service procedures, in addition to knowledge of warehousing and issuing stock.
- Knowledge of the standards of sanitation and cleanliness employed in the handling of food in a quantity food production program is required.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         |                        | X                         |
| 11-20 LBS                           |       |                         | X                      |                           |
| 21-40 LBS                           |       | X                       |                        |                           |
| 41-60 LBS                           |       | X                       |                        |                           |
| 61 OR MORE LBS                      |       | X                       |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       |                         | X                      |                           |
| 41-60 LBS                           |       | X                       |                        |                           |
| 61 OR MORE LBS                      |       | X                       |                        |                           |
| BENDING OR STOOPING                 |       |                         |                        | X                         |
| REACHING ABOVE<br>SHOULDER LEVEL    |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY              |       | X                       |                        |                           |
| CLIMBING                            |       |                         | X                      |                           |
| WALKING                             |       | X                       |                        |                           |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             |       | X                       |                        |                           |
| WORKING IN EXTREME<br>TEMPERATURES  |       | X                       |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.

## **JOB DESCRIPTION**

|                          |                      |                    |                                     |
|--------------------------|----------------------|--------------------|-------------------------------------|
| <b>Job Title:</b>        | Cook Supervisor      | <b>Job Code:</b>   | 19373A                              |
| <b>Exemption Status:</b> | Non-Exempt           | <b>Department:</b> | Food Service                        |
| <b>Reports To:</b>       | Food Service Manager | <b>Division:</b>   |                                     |
| <b>Review Date:</b>      | August 2004          | <b>Supervises:</b> | Food Service Staff                  |
| <b>Edited:</b>           | April 2007           | <b>Facility:</b>   | Blackwater<br>Correctional Facility |

### **Summary**

Works well as a team member under the direction of the Food Services Manager. Responsible for preparation scheduling, and quality assurance of all foods and supplies. Monitors and maintains accurate production records. Individual must develop and practice leadership skills and the ability to supervise without intimidation. Responsible for inmate training programs, safety compliance, and monitoring equipment maintenance.

### **Primary Duties and Responsibilities**

- Prepares the production/service documents for each meal. Copies next week's sheets as well as production/service record, service plan, tray assessment sheet, pre-preparation sheet, restricted diet invoice, daily sanitation record, and meal delivery records.
- Recipes are extended to the facility population requirements.
- Fills out the pre-preparation and inventory pull sheets before each meal.
- Carries out the orientation and training program for inmate workers.
- Adheres to the sanitation and safety program.
- Demonstrates good communication and human relation skills under the direction of the Food Service Manager.
- Assists the manager in maintaining a high level of good client relations.
- Performs other duties as assigned.

### **Minimum Requirements**

- High School Diploma or equivalent. College credits or technical training courses are preferred by not mandatory. Must be able to demonstrate the use and understanding of the facility's recipes, policies, and procedures. Must be able to communicate to all personnel the minimum production/service requirements of the job.
- One-year prior experience in successfully managing and/or quantity food production experience in commercial, military, or institutional setting will be helpful. Prior correctional food service training will be helpful but not mandatory.
- Ability to work with computers and the necessary software typically used by the department.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       |                         | X                      |                           |
| 11-20 LBS                         |       |                         | X                      |                           |
| 21-40 LBS                         |       |                         | X                      |                           |
| 41-60 LBS                         |       |                         | X                      |                           |
| 61 OR MORE LBS                    |       | X                       |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       |                         | X                      |                           |
| 41-60 LBS                         |       |                         | X                      |                           |
| 61 OR MORE LBS                    |       | X                       |                        |                           |
| BENDING OR STOOPING               |       | X                       |                        |                           |
| REACHING ABOVE SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            | X     |                         |                        |                           |
| CLIMBING                          |       | X                       |                        |                           |
| WALKING                           |       | X                       |                        |                           |
| STANDING                          |       | X                       |                        |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.





## JOB DESCRIPTION

|                          |                      |                       |                                     |
|--------------------------|----------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Food Service Clerk   | <b>Position Code:</b> | 19375R                              |
| <b>Exemption Status:</b> | Non-Exempt           | <b>Department:</b>    | Food Service                        |
| <b>Reports To:</b>       | Food Service Manager | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | August 2004          | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007           | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Under direct supervision, performs daily office clerical tasks such as filing, recording, maintaining records, copying, posting, and other similar duties. Performs clerical work requiring application of varied work methods and procedures.

### Primary Duties and Responsibilities

- Answers phones for the office area, routing calls, taking and delivering messages as needed.
- Maintains moderately complex indexes and files
- Types correspondence, reports and other materials as required.
- May operate an adding machine, calculator, copy machine, and other office machines which require simple operation.
- Administrative responsibilities also include keeping calendars, coordinating records, operating a personal computer with printer, assisting in keeping minutes of staff meetings.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Minimum one (1) year of clerical experience or an equivalent combination of clerical/secretarial and specific function experience required.
- Working knowledge of business English, good grammar and spelling skills, and ability to develop correspondence, reports and operational directives required. Must have a proven history of exercising discretion and retaining confidentiality.
- Solid organizational and communication skills. Ability to understand and carry out moderately complex oral and written instructions; to make minor decisions in accordance with rules and regulations as they apply to work problems; to maintain company records; and to meet and deal effectively with the public and detainees required.
- Ability to work with computers and the necessary software typically used by the department.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       |                         | X                      |                           |
| 11-20 LBS                            |       | X                       |                        |                           |
| 21-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       |                         | X                      |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| BENDING OR STOOPING                  |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY               |       |                         | X                      |                           |
| CLIMBING                             |       | X                       |                        |                           |
| WALKING                              |       | X                       |                        |                           |
| STANDING                             |       | X                       |                        |                           |
| SITTING                              |       |                         |                        | X                         |
| WORKING IN EXTREME:<br>TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                               |                       |                                     |
|--------------------------|-------------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Health Services Administrator | <b>Position Code:</b> | 19372K                              |
| <b>Exemption Status:</b> | Exempt                        | <b>Department:</b>    | Health Services                     |
| <b>Reports To:</b>       | Facility Administrator        | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | June 2009                     | <b>Supervises:</b>    | Health Services Staff               |
|                          |                               | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

This position manages and evaluates all facility health service activities based on company, contractual, and healthcare policies and procedures, goals, and objectives. Implements all contractually required healthcare services. Manages department budget and seeks to improve the operational efficiencies of the facility's health service program. In addition, this position functions as a liaison between facility staff, contracting agency, and compliance agencies on healthcare-related matters.

### Primary Duties and Responsibilities

- Manages the overall operations of a facility's healthcare operations.
- Works in unison with facility, regional, and corporate management to ensure the healthcare needs of the facility are consistently being met and are in compliance with company's contractual and healthcare policies and procedures, goals, and objectives.
- Maintains effective working relationships with correctional and nursing staff, contracted providers, and outside provider agencies.
- Ensures compliance with the policies and procedures of the company. Utilizes established policies and procedures in making decisions, but also uses sound independent judgment performing the duties of the position.
- Directs the work of other employees and contract providers. This includes the selection, hiring, evaluating performance, employee training, promoting, and disciplinary action including termination.
- Ensures adequate staffing to meet the healthcare needs of the detainees/inmates.
- In the event a staffing shortage, assumes any role needed and accepts 24/7 on-call status.
- Ensures appropriate licensure and insurance coverage of all healthcare personnel.
- Monitors and takes appropriate action as needed on operational issues including overtime, issuing appropriate forms, auditing medical files, requesting records, ensuring detainees or inmates with serious health problems receive necessary intervention and treatment, ensuring compliance with all applicable pharmacy laws and physical safety requirements.
- Ensures proper accreditation of the medical program is attained.
- Completes and submits regular operational reports.
- Responds to all inquiries and requests for information.
- Identifies financial responsibilities for all incurred expenses.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Evaluates and recommends methods of improving operational efficiency and cost effectiveness.
- Obtains outside bids for ancillary healthcare services.
- Maintains and fosters effective external relationships with outside hospitals or agencies.
- Attends outside educational seminars as needed.
- Performs other duties as assigned.

### **Minimum Requirements**

- Bachelor's or Associate's degree in Nursing or certification as a Registered Nurse or Licensed Practical Nurse from an approved accredited school. Current and unrestricted license to practice as Registered Nurse or Licensed Practical Nurse in the state the facility is located. (Contract and state licensing requirements shall serve as the educational requirements for the appropriate type of license and experience.)
- Five (5) years of related work experience in a correctional or detention setting with three (3) of these years in an administrative or supervisory capacity. Outpatient or emergency services experience preferred.
- Experience in healthcare planning, budgeting and meeting contractual obligations preferred.
- Ability to treat staff and detainees or inmates in a consistent manner following company policies and procedures.
- Above average verbal and written skills. Must be able to disseminate verbal instructions or training clearly and in a manner that is understood by the intended audience. Must be able to write memorandums and reports in a clear, concise, and accurate manner.
- Must possess a working knowledge of program objectives, policies, correctional laws, applicable court orders, procedures and requirements for managing a secure correctional facility.
- Ability to work with computers and the necessary software typically used by the department.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       |                         | X                      |                           |
| 11-20 LBS                            |       | X                       |                        |                           |
| 21-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                            |       | X                       |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       | X                       |                        |                           |
| 41-60 LBS                            |       | X                       |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| BENDING OR STOOPING                  |       | X                       |                        |                           |
| REACHING ABOVE<br>SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC<br>EQUIP. VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY               |       | X                       |                        |                           |
| CLIMBING                             |       | X                       |                        |                           |
| WALKING                              |       |                         | X                      |                           |
| STANDING                             |       |                         | X                      |                           |
| SITTING                              |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                       |                       |                                     |
|--------------------------|-----------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Director of Nursing   | <b>Position Code:</b> | 19372L                              |
| <b>Exemption Status:</b> | Exempt                | <b>Department:</b>    | Nursing                             |
| <b>Reports To:</b>       | Chief Nursing Officer | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | January 2006          | <b>Supervises:</b>    |                                     |
| <b>Edited:</b>           | May, 2007             | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

The Director of Nursing Education oversees, reviews, and implements training to assure that the nursing staffs are trained to function in a competent, proficient manner in order to meet the needs of adults and seniors with serious and persistent mental illness, substance use disorders and medical problems. Leads the effort to actively seek continuous improvement in Nursing as a means of providing accountable service outcomes to persons served by assisting to develop and implement a systematic approach to Performance Improvement for Nursing.

### Primary Duties and Responsibilities

- Plans and presents recertification classes and continuing education programs to enhance and maintain the knowledge of hospital employees.
- Develops or revises continuing education offerings related to psychiatric care based on requests or identified needs for all staff members.
- Communicates scheduled classes in a timely manner and offers flexibility in scheduling. Maintains complete and accurate records, and documents all trainings on standard hospital approved forms and submits to the Human Resources Department
- Assists in monitoring the progress of hospital staff in meeting educational goals.
- Assists with the presentation of in-service and/or continuing education.
- Coordinates the implementation of Performance Improvement Plan for the nursing department. Facilitates interdepartmental and interdisciplinary cooperation and collaboration related to Performance Improvement.
- Assists the Head Nurse as requested with orientation programs to assure a uniform and smooth transition of staff.
- Develops competencies relating to work task expectations in accordance with specific nursing staff positions.
- Is sensitive to cultural diversity issues, treats person served as an individual, and considers the culture of the person served when providing care and treatment.
- Provides individualized care and treatment that is consistent with/sensitive to the age and life span developmental needs of each person served. Is knowledgeable about care and treatment needs of persons served of different ages.
- Other related duties may be assigned.

### Minimum Requirements

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Master’s degree from an accredited college, university or vocational school in related field. Certification in mental health nursing is preferable. A minimum of three (3) to five (5) years experience in psychiatric mental health nursing is required with an additional two to three years educator experience
- Must hold a current State of Florida License as a Registered Nurse.
- Excellent communication and organizational skills required.
- JCAHO knowledge and experience preferred.
- Experience in Performance Improvement preferred.
- Ability to report for work on time
- Ability to follow direction from a supervisor
- Ability to interact effectively with co-workers
- Ability to understand and follow posted work rules and procedures
- Ability to accept constructive criticism
- Ability to work and function in a stressful environment.
- Ability to work effectively as member of a team.
- Ability to read and communicate in English
- High degree of empathetic listening, tact and kindness toward others
- The ability to communicate well verbally

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       | X                       |                        |                           |
| 11-20 LBS                         |       | X                       |                        |                           |
| 21-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       | X                       |                        |                           |
| REACHING ABOVE SHOULDER LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            |       |                         |                        | X                         |
| CLIMBING                          |       | X                       |                        |                           |
| WALKING                           |       | X                       |                        |                           |
| STANDING                          |       |                         | X                      |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                                  |                       |                                     |
|--------------------------|----------------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Medical Records Clerk            | <b>Position Code:</b> | 19375T                              |
| <b>Exemption Status:</b> | Non-Exempt                       | <b>Department:</b>    | Health Care                         |
| <b>Reports To:</b>       | Health Services<br>Administrator | <b>Division:</b>      | Administrative                      |
| <b>Review Date:</b>      | June 2004                        | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | May, 2007                        | <b>Facility:</b>      | Blackwater Correctional<br>Facility |

### Summary

Maintains the proper handling, organization and preservation of all detainee/inmate medical records. Provides clerical functions as directed.

### Primary Duties and Responsibilities

- Files all medical records in alphabetical order adhering to color-coded system.
- Files and attaches medical information in each medical record according to dates of incarceration or date of service.
- Obtains physician signatures on all diagnostic studies before filing.
- Maintains both active and inactive files.
- Provides records as requested by health providers and administrative staff.
- Schedules appointments with outside consulting health professionals as assigned.
- Prepares monthly statistics and reports as assigned.
- Performs secretarial duties, i.e. answers telephones, types, files, as required.
- Performs other related marginal duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Training in an accredited medical records program or a minimum of one (1) year of experience in an established medical records system preferred.
- Working knowledge of business English, math, good grammar and spelling skills, and ability to develop correspondence, reports and operational directives required. Must have a proven history of exercising discretion and retaining confidentiality.
- Solid organizational and communication skills. Ability to understand and carry out moderately complex oral and written instructions; to make minor decisions in accordance with rules and regulations as they apply to work problems; to maintain company records; and to meet and deal effectively with the public and detainees required.
- Ability to work with computers and the necessary software typically used by the department.





**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         | x                      |                           |
| 11-20 LBS                           |       | x                       |                        |                           |
| 21-40 LBS                           |       | x                       |                        |                           |
| 41-60 LBS                           |       | x                       |                        |                           |
| 61 OR MORE LBS                      | x     |                         |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       | x                       |                        |                           |
| 41-60 LBS                           |       | x                       |                        |                           |
| 61 OR MORE LBS                      | x     |                         |                        |                           |
| BENDING OR STOOPING                 |       | x                       |                        |                           |
| REACHING ABOVE<br>SHOULDER LEVEL    |       | x                       |                        |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES |       | x                       |                        |                           |
| WORKING WITH MACHINERY              |       | x                       |                        |                           |
| CLIMBING                            |       | x                       |                        |                           |
| WALKING                             |       |                         | x                      |                           |
| STANDING                            |       |                         | x                      |                           |
| SITTING                             |       |                         | x                      |                           |
| WORKING IN EXTRFME<br>TEMPERATURES  | x     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                               |                       |                                     |
|--------------------------|-------------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Physician                     | <b>Position Code:</b> | 19376G                              |
| <b>Exemption Status:</b> | Exempt                        | <b>Department:</b>    | Health Services                     |
| <b>Reports To:</b>       | Health Services Administrator | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | June 2004                     | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007                    | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Examines and treats facility detainees/inmates to ensure proper injury care, disease prevention, diagnosis, treatment and recovery. Manages and evaluates the medical program activities based on the company goals, objectives, and philosophy according to industry standards and contractual obligations. Functions as liaison between correctional officials, public agencies, and the company. Implements all contractually required services.

### Primary Duties and Responsibilities

- Exercises final medical judgment in all issues of health care.
- Performs routine medical examinations on detainees/inmates referred by the nursing/professional staff under established guidelines. Provides medical treatment and orders studies, tests and ancillary services required consistent with the provision of basic health care services.
- Documents all services provided in the detainee/inmate medical record.
- Reviews regularly those cases requiring ongoing medical/pharmaceutical attention.
- Instructs patients in required health hygiene techniques.
- Initiates and maintains compliance with company policy and reviews all other policies and procedures annually to assure their compliance with the American Correctional Association and/or National Commission Standards for Correctional Health Care.
- Supervises the Medical Unit in facilitating health care in the detention facility.
- May direct the work of staff employees. Provides input into performance evaluation.
- Supervises the development of and application of policies, procedures, and protocols in the care of detainees/inmates.
- Meets with management as needed for program evaluation and planning.
- Provides 24-hour on-call coverage to advise nursing staff in the care of detainees/inmates.
- Performs regular chart review for quality assurance purposes and countersigns telephone orders.
- Designates the level of care to be performed and the necessary equipment needed. Identifies continuing care facilities and specialty physicians. Initiates dental and psychiatric referrals.
- Performs other as assigned.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Minimum Requirements**

- Medical degree in medicine from an accredited school and licensed to practice as a medical or osteopathic physician in the state in which the facility is located required.
- Two (2) years of direct work experience preferred.
- Completion of a U.S.-based residency program required.
- Current DEA and D.P.S. Certificate of Registration required.
- Must be able to submit a copy of professional license and certificate of professional liability insurance coverage at the time of hire. A copy of professional license must remain on file at all times at the facility where services are rendered.
- Assumes sole responsibility for professional liability insurance.
- Must be mature, flexible, intellectually alert, able to command the respect and confidence of inmates and staff, and philosophically committed to the objectives of the facility.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                  | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING              |       |                         |                        |                           |
| 1-10 LBS                         |       |                         | X                      |                           |
| 11-20 LBS                        |       | X                       |                        |                           |
| 21-40 LBS                        |       | X                       |                        |                           |
| 41-60 LBS                        | X     |                         |                        |                           |
| 61 OR MORE LBS                   | X     |                         |                        |                           |
| PUSHING OR PULLING:              |       |                         |                        |                           |
| 1-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                        | X     |                         |                        |                           |
| 61 OR MORE LBS                   | X     |                         |                        |                           |
| BENDING OR STOOPING              |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER LEVEL    |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY           |       | X                       |                        |                           |
| CLIMBING                         |       | X                       |                        |                           |
| WALKING                          |       |                         | X                      |                           |
| STANDING                         |       |                         | X                      |                           |
| SITTING                          |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                              |                       |                                     |
|--------------------------|------------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | ARNP                         | <b>Position Code:</b> | 19376H                              |
| <b>Exemption Status:</b> | Exempt                       | <b>Department:</b>    | Health Services                     |
| <b>Reports To:</b>       | Health Service Administrator | <b>Division:</b>      | Nursing                             |
| <b>Review Date:</b>      | June 2004                    | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007                   | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Examines and treats facility detainees/inmates to ensure proper injury care, disease prevention, diagnosis, treatment and recovery. Participates in the medical program activities based on company goals, objectives, and philosophy according to industry standards, contractual obligations and job requirements.

### Primary Duties and Responsibilities

- Performs routine medical examinations on detainees/inmates under established guidelines.
- Provides medical treatment and services consistent with the provision of basic health care services in conjunction with a physician.
- Documents all provided services in the detainee/inmate medical record.
- Reviews regularly those cases requiring ongoing medical/pharmaceutical attention.
- Instructs patients in required health hygiene techniques.
- Maintains compliance with company policies and procedures.
- Participates in the development of and application of policies, procedures and protocols in the care of detainees/inmates.
- May direct the work of staff employees. Provides input into performance evaluation.
- Performs regular chart review for quality assurance purposes as required.
- Assists in designating the level of care to be performed and the necessary equipment needed.
- Performs other duties as assigned.

### Minimum Requirements

- Graduate from an accredited school of nursing required. Must have a current, unrestricted license to practice as Registered Nurse in the state the facility is located. Maintains a current copy of license on file at the facility at all times.
- Certified to practice as a Nurse Practitioner in the state in which the facility is located.
- Two (2) years of direct work experience preferred.
- Must be able to submit a copy of professional license and certificate of professional liability insurance coverage at the time of hire. A copy of professional license must remain on file at all times at the facility where services are rendered.
- Assumes sole responsibility for professional liability insurance.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Must be mature, flexible, intellectually alert, able to command the respect and confidence of inmates and staff, and philosophically committed to the objectives of the facility.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         | X                      |                           |
| 11-20 LBS                           |       | X                       |                        |                           |
| 21-40 LBS                           |       | X                       |                        |                           |
| 41-60 LBS                           |       | X                       |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       |                         | X                      |                           |
| 41-60 LBS                           |       | X                       |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| BENDING OR STOOPING                 |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL    |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY              | X     |                         |                        |                           |
| CLIMBING                            |       | X                       |                        |                           |
| WALKING                             |       |                         | X                      |                           |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                               |                       |                                     |
|--------------------------|-------------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Psychologist                  | <b>Position Code:</b> | 19376E                              |
| <b>Exemption Status:</b> | Exempt                        | <b>Department:</b>    | Health Services                     |
| <b>Reports To:</b>       | Health Services Administrator | <b>Division:</b>      | Psychology                          |
| <b>Review Date:</b>      | February, 2010                | <b>Supervises:</b>    | None                                |
|                          |                               | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Evaluates detainees/inmates for mental, emotional and behavioral disorders. Diagnoses disorders and determines the appropriate course of treatment. Responsible for directing and coordinating mental health functions as well as supervising and training staff members.

### Primary Duties and Responsibilities

- Performs psychological evaluation on detainee/inmate population for mental, emotional and behavioral disorders. Diagnoses disorders, including nature and extent. Determines the appropriate course of treatment.
- Evaluates detainees/inmates mental status as to the need for transfer.
- Provides psychotherapy counseling to treat illness or distress.
- Possesses a complete awareness of psychotropic medications, but cannot prescribe.
- Instructs staff and officers in suicide identification and subsequent prevention techniques.
- Provides in-service education for medical and correctional staff as required. Performs and trains staff on crisis intervention techniques.
- Performs administrative duties in keeping accurate records of detainee/inmate contact, documenting all services provided, filling out required reports and analyses as required.
- Consults with the Physician or Psychiatrist as needed for the proper health care needs of the detainee/inmate.
- Participates in review of the quality of care provided.
- Performs other duties as assigned.

### Minimum Requirements

- A Ph.D. or Psy.D. in clinical psychology from an accredited university and current license as a Psychologist in the State of Florida.
- Must hold a current license or certification (where applicable) to practice in the state in which the facility is located is required. Maintains a current copy of license on file at the facility at all times.
- Two (2) years of experience in a professional mental health capacity to demonstrate knowledge in the following areas:
  - Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.

- Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Different philosophical systems and religions including basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.
- Administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Ability to use computers and the necessary software used by the department.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                  | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING              |       |                         |                        |                           |
| 1-10 LBS                         |       |                         | X                      |                           |
| 11-20 LBS                        |       | X                       |                        |                           |
| 21-40 LBS                        |       | X                       |                        |                           |
| 41-60 LBS                        | X     |                         |                        |                           |
| 61 OR MORE LBS                   | X     |                         |                        |                           |
| PUSHING OR PULLING:              |       |                         |                        |                           |
| 1-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                        | X     |                         |                        |                           |
| 61 OR MORE LBS                   | X     |                         |                        |                           |
| BENDING OR STOOPING              |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER LEVEL    |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY           |       | X                       |                        |                           |
| CLIMBING                         |       | X                       |                        |                           |
| WALKING                          |       |                         | X                      |                           |
| STANDING                         |       |                         | X                      |                           |
| SITTING                          |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.

## JOB DESCRIPTION

|                          |                          |                       |                                  |
|--------------------------|--------------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | Psychological Specialist | <b>Position Code:</b> | 19376B                           |
| <b>Exemption Status:</b> | Exempt                   | <b>Department:</b>    | Health Services                  |
| <b>Reports To:</b>       | Psychologist             | <b>Division:</b>      | Psychology                       |
| <b>Review Date:</b>      | April, 2009              | <b>Supervises:</b>    | None                             |
|                          |                          | <b>Facility:</b>      | Blackwater Correctional Facility |

### Summary

Responsible for provision of full-range of mental health outpatient services from initial assessment, treatment planning, supportive counseling and case management as well as aftercare planning, group psychotherapy, and crisis evaluation and support.

### Primary Duties and Responsibilities

- Conducts mental health interviews, screenings, and evaluations and determines appropriate mental health services and treatment plans to address an inmate's specific mental health needs in accordance with the mission of the outpatient mental health program and policies.
- Provides a full-range of supportive mental health services including brief individual counseling, group counseling (process or psychoeducational), and specialty group counseling (e.g., anger management, end of sentence, life term, etc.), and inmate consultations.
- Provides case management services on 30 to 90 day basis to ensure continuity of ongoing service delivery.
- Prepares all related mental health documentation in accordance with applicable organizational and state standards in a clear, thorough, and timely manner.
- Consults with Security, Medical, Classification and other departments as needed in inmate related mental health concerns.
- Responds to psychological emergencies and provides crisis intervention as required up to and including involuntary hospitalization.
- Conducts post-release planning and communicate with community based mental health facilities for referral and continuity of case.
- Performs other duties as assigned.

### Minimum Requirements

- Master's degreed as a mental health clinician who has full licensure, provisional licensure, or registered intern status as a mental health provider under Chapter 491 (Florida Statutes).
- One (1) year experience providing mental health services in an institutional setting is preferred.
- Ability to work in crisis situations in a professional and mature manner.
- Strong counseling and motivational skills.
- Must be able to work individual and in a team environment.
- Above average verbal and writing skills.
- Must be able to develop clear and concise reports in a timely manner.
- Ability to work with computers and the necessary software typically used by the department.





**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       | X                       |                        |                           |
| 11-20 LBS                            |       | X                       |                        |                           |
| 21-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       | X                       |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| BENDING OR STOOPING                  |       | X                       |                        |                           |
| REACHING ABOVE<br>SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY               | X     |                         |                        |                           |
| CLIMBING                             |       |                         |                        |                           |
| WALKING                              |       |                         | X                      |                           |
| STANDING                             |       | X                       |                        |                           |
| SITTING                              |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                  |                       |                                     |
|--------------------------|------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Registered Nurse | <b>Position Code:</b> | 19376C (12 Hours)                   |
| <b>Exemption Status:</b> | Non-Exempt       | <b>Department:</b>    | Health Services                     |
| <b>Reports To:</b>       | Nursing Director | <b>Division:</b>      | Nurse                               |
| <b>Review Date:</b>      | June 2004        | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007       | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Initiates and provides comprehensive nursing care in a correctional setting while observing and maintaining the requirements of operational security.

### Primary Duties and Responsibilities

- Performs a complete physical assessment and medical history as required on each detainee/inmate entering the correctional system. Medical problems are referred to the physician for extended evaluation.
- Assists physician with sick call by screening patients and minor surgical procedures. Treats detainees/inmates with problems within professional capabilities and refers other medical problems to the appropriate physician.
- Ensures the implementation of physician's orders. Ensures that prescribed medications are administered as ordered using the formulary. Applies knowledge of drugs and therapeutics in dispensing medication.
- Makes observation rounds on patients, and records in progress notes. Evaluates symptoms, reactions, and progress of patients on periodic basis, charts, and reports problems to management.
- Maintains security while dispensing medications and is continually cognizant of the potential hazard of drug hoarding and trafficking among detainees/inmates. Maintains non-involvement in the security aspects of care.
- Destroys and properly disposes of all needles/syringes.
- Prepares regularly scheduled reports and special reports as necessary.
- Maintains compliance with industry and company policies for accreditation.
- Documents all detainee/inmate contacts. Maintains confidentiality of medical records.
- Coordinates Chronic Disease Clinic scheduling.
- Supervises the work flow of the LPN (Licensed Practical Nurse) staff. Provides input into performance evaluation.
- Performs other duties as assigned.

### Minimum Requirements

- Associate's or Bachelor's degree from a NLN (National League of Nurses) approved program; graduate of an accredited school of nursing required. Must have a current,

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unrestricted license to practice as Registered Nurse in the state the facility is located. Maintains a current copy of license on file at the facility at all times.

- Two (2) years of direct work experience preferred.
- Must possess competence in the performance of the following services: crisis intervention, medical emergencies, physical assessment, medical nursing care, and psychiatric nursing care.
- Must have the ability to work without direct, immediate supervision in performing nursing diagnosis, and be able provide appropriate follow through treatment.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         | X                      |                           |
| 11-20 LBS                           |       |                         | X                      |                           |
| 21-40 LBS                           |       |                         | X                      |                           |
| 41-60 LBS                           |       | X                       |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       |                         | X                      |                           |
| 41-60 LBS                           |       | X                       |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| BENDING OR STOOPING                 |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL    |       |                         | X                      |                           |
| DRIVING AUTOMATIC<br>EQUIP VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY              |       | X                       |                        |                           |
| CLIMBING                            |       | X                       |                        |                           |
| WALKING                             |       |                         | X                      |                           |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |  |                       |                                       |
|--------------------------|--|-----------------------|---------------------------------------|
| <b>Job Title:</b>        | Licensed Practical Nurse<br>Licensed Practical Nurse/CID | <b>Position Code:</b> | 19374A (12 Hours)<br>19374B (8 Hours) |
| <b>Exemption Status:</b> | Non-Exempt   | <b>Department:</b>    | Health Services                       |
| <b>Reports To:</b>       | Registered Nurse   | <b>Division:</b>      |                                       |
| <b>Review Date:</b>      | June 2004  | <b>Supervises:</b>    | None                                  |
| <b>Edited:</b>           | April 2007   | <b>Facility:</b>      | Blackwater<br>Correctional Facility   |

### Summary

Works under the direct supervision of a Registered Nurse (RN) in participating in the implementation and evaluation of the detainees/inmates health care needs. Provides comprehensive nursing care while observing and maintaining the requirements of security.

### Primary Duties and Responsibilities

- Under an RN's direction, develops nursing care plans on detainees/inmates.
- Performs a complete physical assessment and medical history as required on each detainee/inmate entering the correctional system. Medical problems are referred to the physician for extended evaluation.
- Assists physician with sick call by screening patients and performing minor surgical procedures. Treats detainees/inmates with problems within professional capabilities and refers other medical problems to the appropriate physician.
- Ensures the implementation of physician's orders. Ensures that prescribed medications are administered as ordered using the formulary. Applies knowledge of drugs and therapeutics in dispensing medication.
- Makes observation rounds on patients, and records in progress notes. Evaluates symptoms, reactions, and progress of patients on periodic basis, charts, and reports problems to management.
- Maintains security while dispensing medications and is continually cognizant of the potential hazard of drug hoarding and trafficking among detainees/inmates. Maintains non-involvement in the security aspects of care.
- Destroys and properly disposes of all needles/syringes.
- Prepares regularly scheduled reports and special reports as necessary.
- Documents all detainee/inmate contacts. Maintains confidentiality of medical records.
- Maintains compliance with industry and company policies for accreditation.
- Performs other duties as assigned.

### Minimum Requirements

- Graduate of an accredited school of nursing required. Must have a current, unrestricted license to practice as a Licensed Practical Nurse (LPN) in the state the facility is located. Maintains a current copy of license on file at the facility at all times.
- Two (2) years of direct work experience preferred.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Must possess competence in the performance of the following services: crisis intervention, medical emergencies, physical assessment, medical nursing care, and psychiatric nursing care.
- Must have the ability to work without direct, immediate supervision in performing nursing diagnosis, and be able provide appropriate follow through treatment.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         | X                      |                           |
| 11-20 LBS                           |       |                         | X                      |                           |
| 21-40 LBS                           |       |                         | X                      |                           |
| 41-60 LBS                           |       | X                       |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       |                         | X                      |                           |
| 41-60 LBS                           |       | X                       |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| BENDING OR STOOPING                 |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL    |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY              |       | X                       |                        |                           |
| CLIMBING                            |       | X                       |                        |                           |
| WALKING                             |       |                         | X                      |                           |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                               |                       |                                     |
|--------------------------|-------------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Dentist                       | <b>Position Code:</b> | 19376J                              |
| <b>Exemption Status:</b> | Exempt                        | <b>Department:</b>    | Health Services                     |
| <b>Reports To:</b>       | Health Services Administrator | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | June 2004                     | <b>Supervises:</b>    | Dental Assistant                    |
| <b>Edited:</b>           | April 2007                    | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Provides and supervises the complete dental care of facility detainees/inmates. Evaluates and seeks improvement in the facility dental health program, dental services provided, patient care required/administered, dental operative conditions and equipment in use. Functions as a consultant to the facility staff physician.

### Primary Duties and Responsibilities

- Initiates and maintains compliance with company policies for accreditation.
- Performs routine cleaning, drilling, filling, and extraction of teeth in accordance with National Commission for Correctional Health Care Standards for dental care.
- Completes an initial dental screening on all new commitments within seven (7) days.
- Evaluates those patients needing or applying for dental care and makes whatever recommendations deemed clinically appropriate. Takes impressions for dental plates. Sends prostheses to outside dental labs.
- Documents all services rendered in the patient dental health record.
- Monitors need for dental supplies and equipment.
- Provides in-service training for health staff members on appropriate issues, such as dental hygiene, dental care, dental emergencies, and techniques.
- May direct the work of staff employees. Provides input into performance evaluation.
- Performs other duties as assigned.

### Minimum Requirements

- Degree in dentistry from an accredited dental school required. Licensed to practice as a registered dentist in the state in which the facility is located is required.
- Current DPS and DEA Certificate of Registration required.
- Two (2) years of direct work experience preferred.
- Must be able to submit a copy of professional license and certificate of professional liability insurance coverage at the time of hire. A copy of professional license must remain on file at all times at the facility where services are rendered.
- Assumes sole responsibility for professional liability insurance.
- Must be mature, flexible, intellectually alert, able to command the respect and confidence of inmates and staff, and philosophically committed to the objectives of the facility.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         |                        | X                         |
| 11-20 LBS                           |       |                         |                        | X                         |
| 21-40 LBS                           |       |                         | X                      |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       |                         | X                      |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| BENDING OR STOOPING                 |       |                         |                        | X                         |
| REACHING ABOVE<br>SHOULDER LEVEL    | X     |                         |                        |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES |       |                         |                        | X                         |
| WORKING WITH MACHINERY              | X     |                         |                        |                           |
| CLIMBING                            |       |                         | X                      |                           |
| WALKING                             |       |                         |                        | X                         |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             |       | X                       |                        |                           |
| WORKING IN EXTREME<br>TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                               |                       |                                     |
|--------------------------|-------------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Dental Technician             | <b>Position Code:</b> | 19374E                              |
| <b>Exemption Status:</b> | Non-Exempt                    | <b>Department:</b>    | Health Services                     |
| <b>Reports To:</b>       | Health Services Administrator | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | June 2004                     | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007                    | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Under the direct supervision of a Dentist, provides assistance during examination and oral surgery treatment of detainees/inmates.

### Primary Duties and Responsibilities

- Sterilizes instruments in the dental office. Lays out needed tools and instruments for scheduled procedures.
- Provides chair-side assistance by keeping operating field clear, passing instruments, and suctioning.
- Mixes restorative materials as required.
- Assists in taking intra-oral and extra-oral x-rays as requested.
- Develops and mounts x-ray films.
- Maintains cleanliness and sanitation of dental clinic according to OSHA standards.
- Performs dental screenings and schedules appointments as necessary.
- Maintains dental charts and records dental findings.
- Schedules patients for dental appointments.
- Prepares patient's schedule for escort officer.
- Maintains compliance with company policies for accreditation.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Graduate from an accredited dental assistant program and current license or certification (where applicable) to practice in the state in which the facility is located is required. Maintains a current copy of license on file at the facility at all times.
- A minimum of one (1) year experience as a Dental Assistant preferred.





**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         |                        | X                         |
| 11-20 LBS                           |       |                         |                        | X                         |
| 21-40 LBS                           |       |                         | X                      |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       |                         | X                      |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| BENDING OR STOOPING                 |       |                         |                        | X                         |
| REACHING ABOVE<br>SHOULDER LEVEL    | X     |                         |                        |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES |       |                         |                        | X                         |
| WORKING WITH MACHINERY              | X     |                         |                        |                           |
| CLIMBING                            |       |                         | X                      |                           |
| WALKING                             |       |                         |                        | X                         |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             |       | X                       |                        |                           |
| WORKING IN EXTREME<br>TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                               |                       |                                  |
|--------------------------|-------------------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | Data Entry Clerk              | <b>Position Code:</b> | 19375S                           |
| <b>Exemption Status:</b> | Non-Exempt                    | <b>Department:</b>    | Health Services                  |
| <b>Reports To:</b>       | Health Services Administrator | <b>Division:</b>      |                                  |
| <b>Review Date:</b>      | January, 2005                 | <b>Supervises:</b>    | None                             |
| <b>Edited:</b>           | May, 2007                     | <b>Facility:</b>      | Blackwater Correctional Facility |

### Summary

This position performs data entry for the facility. It ensures that all necessary forms are completed and then enters data into the computer system. It requires familiarity with policies, procedures and practices. The sensitive nature of the position requires the incumbent to exercise discretion and retain confidentiality of information obtained by discussions or recorded data.

### Primary Duties and Responsibilities

- Adheres to GEO policies, procedures, and specific facility regulations including posted special orders and instructions.
- Performs data entry and maintenance of prison data system.
- Records all inmate assignments, housing moves and work assignments.
- Enters information into the state system in an accurate and timely manner (housing and work assignments, gain time ratings, classification information, etc.)
- Develops and submits required reports relative to the prison data system, as well as other reports as required.
- Audits the PDS system with the state database.
- Prepares prisoner central files for the release of prisoners.
- Performs other duties as assigned.

### Minimum Requirements

- High School diploma or GED certificate.
- Two (2) years of clerical experience with emphasis on secretarial duties.
- Experience in word processing and good knowledge of various software programs.
- General clerical aptitude.
- Must be able to type 50 wpm with accuracy.
- Working knowledge of business English, good grammatical and spelling skills, and ability to develop correspondence, reports and operational directives.
- Excellent organizational and communication skills.
- Ability to understand and carry out moderately complex oral and written instructions; to make minor decisions in accordance with rules and regulations as they apply to work problems; to maintain company records; and to meet and deal effectively with the public and inmates.
- Must be able to deal with people in a variety of changing and complex situations.
- Ability to work with computers and the necessary software typically used by the department.

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**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       | x                       |                        |                           |
| 11-20 LBS                            | x     |                         |                        |                           |
| 21-40 LBS                            | x     |                         |                        |                           |
| 41-60 LBS                            | x     |                         |                        |                           |
| 61 OR MORE LBS                       | x     |                         |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       | x                       |                        |                           |
| 41-60 LBS                            | x     |                         |                        |                           |
| 61 OR MORE LBS                       | x     |                         |                        |                           |
| BENDING OR STOOPING                  |       | x                       |                        |                           |
| REACHING ABOVE                       |       | x                       |                        |                           |
| SHOULDER LEVEL                       |       | x                       |                        |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES | x     |                         |                        |                           |
| WORKING WITH MACHINERY               |       | x                       |                        |                           |
| CLIMBING                             | x     |                         |                        |                           |
| WALKING                              |       | x                       |                        |                           |
| STANDING                             |       | x                       |                        |                           |
| SITTING                              |       |                         | x                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES   | x     |                         |                        |                           |

**NOTE:** Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                                      |                       |                                     |
|--------------------------|--------------------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Registered Nurse<br>Chronic Care-CID | <b>Position Code:</b> | 19376D                              |
| <b>Exemption Status:</b> | Non-Exempt                           | <b>Department:</b>    | Health Services                     |
| <b>Reports To:</b>       | Nursing Director                     | <b>Division:</b>      | Nurse                               |
| <b>Review Date:</b>      | June 2004                            | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007                           | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Initiates and provides comprehensive nursing care in a correctional setting while observing and maintaining the requirements of operational security.

### Primary Duties and Responsibilities

- Performs a complete physical assessment and medical history as required on each detainee/inmate entering the correctional system. Medical problems are referred to the physician for extended evaluation.
- Assists physician with sick call by screening patients and minor surgical procedures. Treats detainees/inmates with problems within professional capabilities and refers other medical problems to the appropriate physician.
- Ensures the implementation of physician's orders. Ensures that prescribed medications are administered as ordered using the formulary. Applies knowledge of drugs and therapeutics in dispensing medication.
- Makes observation rounds on patients, and records in progress notes. Evaluates symptoms, reactions, and progress of patients on periodic basis, charts, and reports problems to management.
- Maintains security while dispensing medications and is continually cognizant of the potential hazard of drug hoarding and trafficking among detainees/inmates. Maintains non-involvement in the security aspects of care.
- Destroys and properly disposes of all needles/syringes.
- Prepares regularly scheduled reports and special reports as necessary.
- Maintains compliance with industry and company policies for accreditation.
- Documents all detainee/inmate contacts. Maintains confidentiality of medical records.
- Coordinates Chronic Disease Clinic scheduling.
- Supervises the work flow of the LPN (Licensed Practical Nurse) staff. Provides input into performance evaluation.
- Performs other duties as assigned.

### Minimum Requirements

- Associate's or Bachelor's degree from a NLN (National League of Nurses) approved program; graduate of an accredited school of nursing required. Must have a current,

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unrestricted license to practice as Registered Nurse in the state the facility is located. Maintains a current copy of license on file at the facility at all times.

- Two (2) years of direct work experience preferred.
- Must possess competence in the performance of the following services: crisis intervention, medical emergencies, physical assessment, medical nursing care, and psychiatric nursing care.
- Must have the ability to work without direct, immediate supervision in performing nursing diagnosis, and be able provide appropriate follow through treatment.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                  | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING:             |       |                         |                        |                           |
| 1-10 LBS                         |       |                         | X                      |                           |
| 11-20 LBS                        |       |                         | X                      |                           |
| 21-40 LBS                        |       |                         | X                      |                           |
| 41-60 LBS                        |       | X                       |                        |                           |
| 61 OR MORE LBS                   | X     |                         |                        |                           |
| PUSHING OR PULLING:              |       |                         |                        |                           |
| 1-40 LBS                         |       |                         | X                      |                           |
| 41-60 LBS                        |       | X                       |                        |                           |
| 61 OR MORE LBS                   | X     |                         |                        |                           |
| BENDING OR STOOPING              |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER LEVEL    |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY           |       | X                       |                        |                           |
| CLIMBING                         |       | X                       |                        |                           |
| WALKING                          |       |                         | X                      |                           |
| STANDING                         |       |                         | X                      |                           |
| SITTING                          |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                  |                       |                                     |
|--------------------------|------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Dental Hygienist | <b>Position Code:</b> | 19374C                              |
| <b>Exemption Status:</b> | Non-Exempt       | <b>Department:</b>    | Health Services                     |
| <b>Reports To:</b>       | Dentist          | <b>Division:</b>      | Dental                              |
| <b>Review Date:</b>      | May, 2010        | <b>Supervises:</b>    | None                                |
|                          |                  | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

This position performs dental measures designed to preserve teeth and prevent the spread of oral disease.

### Primary Duties and Responsibilities

- Cleans calcareous deposits, accretions, and stains from teeth and beneath margins of gums.
- Feels lymph nodes under patient's chin to detect swelling or tenderness that could indicate presence of oral cancer.
- Feels and visually examines gums for sores and signs of disease.
- Examines gums to locate periodontal recessed gums and signs of gum disease.
- Applies fluorides and other cavity preventing agents to arrest dental decay.
- Charts conditions of decay and disease for diagnosis and treatment by dentist.
- Exposes and develops x-ray film.
- Makes impressions for study casts.
- Removes sutures and dressings.
- Administers local anesthetic agents.
- Places and removes rubber dams, matrices, and temporary restorations.
- Places, carves, and finishes amalgam restorations.
- Removes excess cement from coronal surfaces of teeth.
- Provides clinical services and health education to improve and maintain oral health.
- Performs other duties as assigned.

### Minimum Requirements

- An Associate's degree in dental hygiene from an accredited postsecondary institution or a two-year certificate program
- Appropriate state licensure is also required.
- Knowledge of the information and techniques needed to diagnose and treat injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar and the ability to use them effectively.
- Knowledge of principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.

systems, and customer satisfaction evaluation techniques and the ability to apply them to customers.

- Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, stenography and transcription, forms design principles, and other office procedures and terminology and the ability to apply them.
- Knowledge of human behavior and performance, mental processes, psychological research methods, and the assessment and treatment of behavioral and affective disorders.
- Knowledge of information and techniques needed to rehabilitate physical and mental ailments and to provide career guidance including alternative treatments, rehabilitation equipment and its proper use, and methods to evaluate treatment effects.
- Knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance.
- Knowledge of numbers, their operations, and interrelationships including arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Knowledge of principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Knowledge of media production, communication, and dissemination techniques and methods including alternative ways to inform and entertain via written, oral, and visual media
- Knowledge of weaponry, public safety, and security operations, rules, regulations, precautions, prevention, and the protection of people, data, and property.
- Ability to work with computers and the necessary software typically used by the department.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       | X                       |                        |                           |
| 11-20 LBS                         |       | X                       |                        |                           |
| 21-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPIG                |       | X                       |                        |                           |
| REACHING ABOVE SHOULDER LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            |       |                         |                        | X                         |
| CLIMBING                          |       | X                       |                        |                           |
| WALKING                           |       | X                       |                        |                           |
| STANDING                          |       |                         | X                      |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.

## JOB DESCRIPTION

|                          |                               |                       |                                     |
|--------------------------|-------------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Lab Tech                      | <b>Position Code:</b> | 19374B (Part-Time)                  |
| <b>Exemption Status:</b> | Non-Exempt                    | <b>Department:</b>    | Health Services                     |
| <b>Reports To:</b>       | May, 2010                     | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | Health Services Administrator | <b>Supervises:</b>    | None                                |
|                          |                               | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

This position procures blood specimens through venipuncture or skin puncture technique, prepares specimens for testing, and processes of specimens.

### Primary Duties and Responsibilities

- Procures blood sample by venipuncture, fingerstick, or heelstick utilizing prescribed safety and infection control procedures to protect patient and Phlebotomist.
- Assesses patient condition and medication schedule to ensure a quality specimen is drawn that yields accurate test results representative of the patient's condition. Determines specimen collection times based on information given by care givers.
- Adds specimens into the laboratory information system (LIS) by accurately recording pertinent data to be used by the physician in the interpretation of the test results.
- Evaluates physician orders and places orders in LIS when necessary.
- Processes specimens for testing on a timely basis and sends out to reference labs, ensuring proper handling of specimens to maintain quality when it arrives at the testing site.
- Transports specimens from patient care areas.
- Gives patient instructions to ensure the accurate collection or preparation of the specimen by the patient. Acts as a resource to patient care areas with respect to test ordering or specimen collection questions.
- Organizes and maintains specimen storage as outlined in the facility and organization policy that assists in quick retrieval of specimens.
- Maintains centrifuges, refrigerators, barcode printers and line printers, ensuring equipment functions properly, within limits, and with minimal downtime.
- Accurately cancels and consolidates duplicated test orders to avoid duplication of testing or services so as to minimize patient draws
- May reconcile various reports or activities performed in the department.
- Completes required continuous training and education, including department specific requirements.
- Complies with established personal protective equipment requirements necessary for protection against exposure to blood and other potentially infectious body fluids, chemical disinfectants, radiation, asbestos, and other hazardous substances.
- Performs other duties as assigned.





### Minimum Requirements

- High school diploma or equivalency required.
- Must possess reading, writing and mathematical skills and ability to understand written instruction and receive and transmit information.
- Successful completion of a phlebotomy training program (i.e., phlebotomy school or medical assistant program). Certification by the American Society of Clinical Pathologists, ASCP or NCA (National Certification Agency for laboratory personnel), is preferred.
- Interpersonal communication skills are necessary in order to maintain effective working relationships with coworkers/nursing staff and to acquire information and the cooperation of patients.
- Ability to work with computers and the necessary software typically used by the department.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       |                         | X                      |                           |
| 11-20 LBS                         |       |                         | X                      |                           |
| 21-40 LBS                         |       |                         | X                      |                           |
| 41-60 LBS                         |       | X                       |                        |                           |
| 61 OR MORE LBS                    |       | X                       |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       |                         | X                      |                           |
| 41-60 LBS                         |       | X                       |                        |                           |
| 61 OR MORE LBS                    |       | X                       |                        |                           |
| BENDING OR STOOPING               |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            | X     |                         |                        |                           |
| CLIMBING                          |       | X                       |                        |                           |
| WALKING                           |       |                         | X                      |                           |
| STANDING                          |       |                         | X                      |                           |
| SITTING                           |       | X                       | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                        |                       |                                     |
|--------------------------|------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Maintenance Manager    | <b>Position Code:</b> | 19372M                              |
| <b>Exemption Status:</b> | Exempt                 | <b>Department:</b>    | Administration                      |
| <b>Reports To:</b>       | Facility Administrator | <b>Division:</b>      | Maintenance                         |
| <b>Review Date:</b>      | June 2004              | <b>Supervises:</b>    | Maintenance Staff                   |
| <b>Edited:</b>           | April 2007             | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Supervises staff of facility maintenance workers who perform maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, janitorial, general grounds, heating/ventilation and air conditioning or electrical servicing.

### Primary Duties and Responsibilities

- Makes inspections to determine the need for repair and to estimate repair costs.
- Prepares cost estimates of jobs according to labor and materials requirements. Requisitions materials as needed.
- Coordinates with other crafts when assistance is required.
- Supervises preparation of repair orders, equipment records, requisitions, etc.
- Manages the work of other employees by assigning and inspecting the work performed. Supervision includes selection, hiring, evaluating job performance, employee training/development, promoting and any disciplinary action, including termination.
- Establishes and implements regular safety inspections of the facility.
- Inspects and schedules preventive maintenance for all safety equipment and systems.
- May perform in the role of facility maintenance worker, but only as a minor function. Time in performing maintenance work should not exceed more than ten (10) hours per week.
- May supervise inmates/detainees receiving training in maintenance skills.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Bachelor's degree in related field and a minimum of five (5) years in construction, plumbing, electricity, HVAC, mechanical, carpentry or related work required, or an equivalent combination of work experience and education.
- Must be able to communicate verbally and in writing. Must be able to prepare statistical and informational reports.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       |                         | X                      |                           |
| 11-20 LBS                            |       |                         | X                      |                           |
| 21-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                            |       | X                       |                        |                           |
| 61 OR MORE LBS                       |       | X                       |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       |                         | X                      |                           |
| 41-60 LBS                            |       | X                       |                        |                           |
| 61 OR MORE LBS                       |       | X                       |                        |                           |
| BENDING OR STOOPING                  |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES |       |                         | X                      |                           |
| WORKING WITH MACHINERY               |       | X                       |                        |                           |
| CLIMBING                             |       | X                       |                        |                           |
| WALKING                              |       | X                       |                        |                           |
| STANDING                             |       | X                       |                        |                           |
| SITTING                              |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES   |       | X                       |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                              |                       |                                  |
|--------------------------|------------------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | Maintenance Technician       | <b>Position Code:</b> | 19379F                           |
| <b>Exemption Status:</b> | Non-Exempt                   | <b>Department:</b>    | Administration                   |
| <b>Reports To:</b>       | Facility Maintenance Manager | <b>Division:</b>      | Maintenance                      |
| <b>Review Date:</b>      | June 2005                    | <b>Supervises:</b>    | None                             |
| <b>Edited:</b>           | April 2007                   | <b>Facility:</b>      | Blackwater Correctional Facility |

### Summary

Under general supervision, performs general maintenance work with moderate latitude for exercising individual knowledge and technical skill.

### Primary Duties and Responsibilities

- Surveys assigned jobs and ensures that sufficient and proper materials and tools are on hand to complete work.
- Directs work, provides technical assistance and performs inspections of work performed by detainee maintenance staff.
- Performs preventive, corrective, and emergency maintenance.
- Operates equipment and machinery related to assigned area.
- May perform carpentry work in repairing or replacing doors, windows, walls, flooring, roofing and any other work pertaining to wood structures.
- May perform plumbing, heating and air conditioning work in repairing furnaces, duct work, air conditioners, piping, instrument controls, wash basins, toilet facilities, or any other related work requiring these skills.
- May perform electrical work in repairing and replacing fluorescent fixtures, control switches, disconnecting wiring or any other related work requiring these skills.
- May perform minor construction such as building storage bins, stockroom shelves, counters, and workbenches using precision hand tools and power tools.
- May perform mechanical work involving repair and maintenance of facility machinery, motors and vehicles.
- Maintains records of repairs.
- Assists in maintaining the security of assigned detainees.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Minimum of five (5) years full-time, wage earning experience in general maintenance, construction or related area. Completion of equivalent technical or trade school course may be substituted for two years of the required vocational experience.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Knowledge of maintenance techniques and procedures, including the ability to interpret electrical prints, diagrams, schematics and to make arithmetic calculations required.
- Ability to communicate ideas and instructions clearly and concisely required.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       |                         | X                      |                           |
| 11-20 LBS                            |       |                         | X                      |                           |
| 21-40 LBS                            |       |                         | X                      |                           |
| 41-60 LBS                            |       |                         | X                      |                           |
| 61 OR MORE LBS                       |       |                         | X                      |                           |
| PUSHING OR PULLING:                  |       |                         | X                      |                           |
| 1-40 LBS                             |       |                         | X                      |                           |
| 41-60 LBS                            |       |                         | X                      |                           |
| 61 OR MORE LBS                       |       |                         | X                      |                           |
| BENDING OR STOOPING                  |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY               |       |                         | X                      |                           |
| CLIMBING                             |       |                         | X                      |                           |
| WALKING                              |       |                         | X                      |                           |
| STANDING                             |       |                         | X                      |                           |
| SITTING                              |       | X                       |                        |                           |
| WORKING IN EXTREME<br>TEMPERATURES   |       |                         | X                      |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                              |                       |                                  |
|--------------------------|------------------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | Plumbing Technician          | <b>Position Code:</b> | 19379G                           |
| <b>Exemption Status:</b> | Non-Exempt                   | <b>Department:</b>    | Administration                   |
| <b>Reports To:</b>       | Facility Maintenance Manager | <b>Division:</b>      | Maintenance                      |
| <b>Review Date:</b>      | June 2004                    | <b>Supervises:</b>    | None                             |
| <b>Edited:</b>           | April 2007                   | <b>Facility:</b>      | Blackwater Correctional Facility |

### Summary

Under general supervision, performs plumbing related work with moderate latitude for exercising individual knowledge and technical skill.

### Primary Duties and Responsibilities

- Surveys assigned jobs and ensures that sufficient and proper materials and tools are on hand to complete each work.
- Directs work, provides technical assistance and performs inspections of work performed by detainee maintenance staff.
- Performs preventive, corrective, and emergency maintenance.
- Operates equipment and machinery related to assigned area.
- Performs plumbing, piping, boiler repairs, installation of washbasins and toilet facilities, and any other work pertaining to facility plumbing/boiler systems.
- May occasionally perform minor construction such as building storage bins, stockroom shelves, counters, and workbenches using precision hand tools and power tools.
- May occasionally perform mechanical work involving repair and maintenance of facility machinery, motors and vehicles.
- Maintains records of repairs.
- Assists in maintaining the security of assigned detainees.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Minimum of five (5) years full-time, wage earning experience in plumbing or pipefitting work required.
- Must possess or be able to obtain Level II Distribution and Collection certification within one-year of employment.
- Plumbing license preferred.
- Knowledge of maintenance techniques and procedures, including the ability to interpret plumbing blueprints and schematics and to make arithmetic calculations required.
- Ability to communicate ideas and instructions clearly and concisely required.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       |                         | X                      |                           |
| 11-20 LBS                            |       |                         | X                      |                           |
| 21-40 LBS                            |       |                         | X                      |                           |
| 41-60 LBS                            |       |                         | X                      |                           |
| 61 OR MORE LBS                       |       |                         | X                      |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       |                         | X                      |                           |
| 41-60 LBS                            |       |                         | X                      |                           |
| 61 OR MORE LBS                       |       |                         | X                      |                           |
| BENDING OR STOOPING                  |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY               |       |                         | X                      |                           |
| CLIMBING                             |       |                         | X                      |                           |
| WALKING                              |       |                         | X                      |                           |
| STANDING                             |       |                         | X                      |                           |
| SITTING                              |       | X                       |                        |                           |
| WORKING IN EXTREME<br>TEMPERATURES   |       |                         | X                      |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                              |                       |                                  |
|--------------------------|------------------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | HVAC Technician              | <b>Position Code:</b> | 19379H                           |
| <b>Exemption Status:</b> | Non-Exempt                   | <b>Department:</b>    | Administration                   |
| <b>Reports To:</b>       | Facility Maintenance Manager | <b>Division:</b>      | Maintenance                      |
| <b>Review Date:</b>      | June 2004                    | <b>Supervises:</b>    | None                             |
| <b>Edited:</b>           | April 2007                   | <b>Facility:</b>      | Blackwater Correctional Facility |

### Summary

Under moderate supervision, performs maintenance and service repairs on heating, ventilating, air conditioning systems, pumping, security and sensor equipment. Installs new units or replacement parts for existing units according to specifications and established safety guidelines.

### Primary Duties and Responsibilities

- Overhauls and services air conditioning, heating, and ventilating equipment. Removes and installs motors, thermostats, and humidistat.
- Repairs and replaces worn and broken parts on condensers, compressors, and water and vacuum pumps.
- Repairs and adjusts valves, piping connections, fittings, and couplings; adjusts electrical parts and equipment; adjusts expansion valves and adds gas to refrigeration units; and tests refrigeration equipment for refrigerant leaks.
- Maintains records and prepares reports on repairs and service to equipment.
- Directs work, provides technical assistance and performs inspections of work performed by detainee maintenance staff.
- Assists in maintaining the security of assigned detainees.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Minimum of five (5) years full-time, wage earning experience in the operation, repair, and maintenance of HVAC or refrigeration systems and equipment. Thirty semester hours from an accredited college or university may be substituted for each year of experience on a year-for-year basis for a maximum substitution of two years.
- Current Environmental Protection Agency (EPA) approved Type I and Type II Refrigerant Recovery Certification preferred.
- Ability to communicate ideas and instructions clearly and concisely.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.





**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       |                         | X                      |                           |
| 11-20 LBS                         |       |                         | X                      |                           |
| 21-40 LBS                         |       |                         | X                      |                           |
| 41-60 LBS                         |       |                         | X                      |                           |
| 61 OR MORE LBS                    |       |                         | X                      |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       |                         | X                      |                           |
| 41-60 LBS                         |       |                         | X                      |                           |
| 61 OR MORE LBS                    |       |                         | X                      |                           |
| BENDING OR STOOPING               |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY            |       |                         | X                      |                           |
| CLIMBING                          |       |                         | X                      |                           |
| WALKING                           |       |                         | X                      |                           |
| STANDING                          |       |                         | X                      |                           |
| SITTING                           |       | X                       |                        |                           |
| WORKING IN EXTREME TEMPERATURES   |       |                         | X                      |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                                 |                       |                                     |
|--------------------------|---------------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Tool Room Clerk                 | <b>Position Code:</b> | 19379J                              |
| <b>Exemption Status:</b> | Non-Exempt                      | <b>Department:</b>    | Administration                      |
| <b>Reports To:</b>       | Facility Maintenance<br>Manager | <b>Division:</b>      | Maintenance                         |
| <b>Review Date:</b>      | June 2004                       | <b>Supervise:</b>     | None                                |
| <b>Edited:</b>           | April 2007                      | <b>Facility:</b>      | Blackwater Correctional<br>Facility |

### Summary

Under direct supervision, issues, receives, and stores hand tools and other facility equipment. Keeps an inventory of all tools, and orders new equipment when needed.

### Primary Duties and Responsibilities

- Issues tools to proper maintenance and facility personnel. Ensures issued tools are in good working condition, defective tools are surveyed and disposed of in accordance with established procedures, and employees responsible for tools conduct tool inventories as prescribed by policy.
- Receives and gathers and tracks all incoming tools while maintaining orderly inventory and storage of facility tools/equipment.
- Maintains file of lost tool reports and monitors for accuracy, frequency of losses from a particular shop, and search efforts. Facilitates ordering new equipment and tools as needed.
- Performs duties which require through knowledge of tool control policies and procedures and tactful cooperation with all concerned departments.
- Ensures dangerous hazardous materials and equipment are under constant visual supervision.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or GED certificate.
- Demonstrated experience in tool room, office procedures, and related duties.
- Ability to interact in a professional manner in both individual and group settings.
- Ability to work with a team of inmates and have the ability to implement team strategy approaches to work assignments.
- Good oral and written communication skills.
- Ability to understand and carry out moderately complex oral and written instructions; to make minor decisions in accordance with rules and regulations as they apply to work problems; to maintain company records; and to meet and deal effectively with the public and inmates.
- Ability to work with computers and the necessary software typically used by the department.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                  | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING              |       |                         |                        |                           |
| 1-10 LBS                         |       |                         |                        | X                         |
| 11-20 LBS                        |       |                         | X                      |                           |
| 21-40 LBS                        |       | X                       |                        |                           |
| 41-60 LBS                        | X     |                         |                        |                           |
| 61 OR MORE LBS                   | X     |                         |                        |                           |
| PUSHING OR PULLING:              |       |                         |                        |                           |
| 1-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                        | X     |                         |                        |                           |
| 61 OR MORE LBS                   | X     |                         |                        |                           |
| BENDING OR STOOPING              |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER LEVEL    |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY           |       |                         | X                      |                           |
| CLIMBING                         |       | X                       |                        |                           |
| WALKING                          |       |                         |                        | X                         |
| STANDING                         |       |                         |                        | X                         |
| SITTING                          |       | X                       |                        |                           |
| WORKING IN EXTREME TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                                 |                    |                                     |
|--------------------------|---------------------------------|--------------------|-------------------------------------|
| <b>Job Title:</b>        | Maintenance Clerk               | <b>Job Code:</b>   | 19375U                              |
| <b>Exemption Status:</b> | Non-Exempt                      | <b>Department:</b> | Maintenance                         |
| <b>Reports To:</b>       | Facility Maintenance<br>Manager | <b>Division:</b>   |                                     |
| <b>Review Date:</b>      | February 2008                   | <b>Supervises:</b> | None                                |
|                          |                                 | <b>Facility:</b>   | Blackwater Correctional<br>Facility |

### Summary

Under direct supervision, performs daily office clerical tasks such as filing, recording, maintaining records, copying, posting, and other similar duties. Clerks may be used in various departments and perform similar duties related to the specific function being supported. May be required to perform the duties of a Corrections Officer by overseeing and maintaining the custody, care, and control of inmates or detainees.

### Primary Duties and Responsibilities

- Answers phones and takes messages.
- Maintains moderately complex indexes and files.
- Types correspondence, reports, and other materials as required.
- May operate a computer adding machine, calculator, telex terminal, copy machine, or any other office machine requiring no previous training.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or GED certificate.
- Demonstrated experience in office procedures and related clerical duties.
- Ability to interact in a professional manner in both individual and group settings.
- Ability to work with a team of inmates and have the ability to implement team strategy approaches to work assignments.
- Good oral and written communication skills.
- Ability to understand and carry out moderately complex oral and written instructions; to make minor decisions in accordance with rules and regulations as they apply to work problems; to maintain company records; and to meet and deal effectively with the public and inmates.
- Ability to work with computers and the necessary software typically used by the department.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

| NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------|-------------------------|------------------------|---------------------------|
|       |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



|                                      |   |   |   |   |
|--------------------------------------|---|---|---|---|
| LIFTING OR CARRYING                  |   |   |   |   |
| 1-10 LBS                             |   | X |   |   |
| 11-20 LBS                            |   | X |   |   |
| 21-40 LBS                            | X |   |   |   |
| 41-60 LBS                            | X |   |   |   |
| 61 OR MORE LBS                       | X |   |   |   |
| PUSHING OR PULLING:                  |   |   |   |   |
| 1-40 LBS                             | X |   |   |   |
| 41-60 LBS                            | X |   |   |   |
| 61 OR MORE LBS                       | X |   |   |   |
| BENDING OR STOOPING                  |   |   | X |   |
| REACHING ABOVE<br>SHOULDER LEVEL     |   |   | X |   |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES | X |   |   |   |
| WORKING WITH MACHINERY               | X |   |   |   |
| CLIMBING                             | X |   |   |   |
| WALKING                              |   | X |   |   |
| STANDING                             |   | X |   |   |
| SITTING                              |   |   |   | X |
| WORKING IN EXTREME<br>TEMPERATURES   | X |   |   |   |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                     |                       |                                     |
|--------------------------|---------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Academic Instructor | <b>Position Code:</b> | 19376K                              |
| <b>Exemption Status:</b> | Exempt              | <b>Department:</b>    | Programs                            |
| <b>Reports To:</b>       | Education Director  | <b>Division:</b>      | Education                           |
| <b>Review Date:</b>      | November 2004       | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007          | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Maintains a classroom environment that facilitates the teaching of Adult Basic Education, English Language Development, and basic subjects required to pass the GED or equivalent examination. Teaches one or more subjects including, but not limited to reading, mathematics, and language arts.

### Primary Duties and Responsibilities

- Provides classroom instruction in the areas of basic education subjects including career planning, social adjustment, and general life/skills knowledge.
- May instruct conversational English, and ideas and customs in English to students with limited English proficiency.
- Maintains records including testing, daily inmate/detainee work, attendance and general record keeping.
- Evaluates and maintains inmate/detainee academic progress.
- Provides individual tutoring.
- Performs other duties as assigned.

### Minimum Requirements

- Bachelor's degree from an accredited college or university required.
- Two (2) years of relevant teaching experience preferred.
- Valid teaching certificate from the state Department of Education or comparable authority required.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         | X                      |                           |
| 11-20 LBS                           |       | X                       |                        |                           |
| 21-40 LBS                           | X     |                         |                        |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| BENDING OR STOOPING                 |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL    |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY              | X     |                         |                        |                           |
| CLIMBING                            | X     |                         |                        |                           |
| WALKING                             |       |                         | X                      |                           |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             |       | X                       |                        |                           |
| WORKING IN EXTREME<br>TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## **JOB DESCRIPTION**

|                          |                    |                       |                                     |
|--------------------------|--------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Academic Counselor | <b>Position Code:</b> | 19376M                              |
| <b>Exemption Status:</b> | Exempt             | <b>Department:</b>    | Programs                            |
| <b>Reports To:</b>       | Education Director | <b>Division:</b>      | Education                           |
| <b>Review Date:</b>      | January 2005       | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007         | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### **Summary**

Within the context of the academic and vocational program, assists in developing, organizing and conducting programs that address the personal growth needs of the inmate. Will be responsible for student placement and resolve conditions and problems relating to anti-social behavior and substance abuse. Conducts or assists in conducting individual and/or group counseling sessions and individual and/or group instructional programs.

### **Primary Duties and Responsibilities**

- Participates in orientation of inmates regarding the institution programs.
- Facilitates and co-facilitates didactic educational presentations, group counseling, and individual counseling sessions.
- Selects and recommends new instructional materials and programs for use in the institution programs.
- Maintains knowledge of new developments in the field of counseling.
- Maintains a collegiate relationship with other professionals, programs, and associations.
- Administers and supervises the administration of standardized achievement tests, vocational assessments and interest inventories.
- Assists the Assistant Warden for Programs and Education Director with program review and evaluation.
- Performs other duties as assigned.

### **Minimum Requirements**

- Bachelor's degree in related field from an accredited college or university.
- Two (2) years experience as an academic instructor, school guidance counselor or a school psychologist or an equivalent combination of education and experience required.
- Valid teaching certificate, either elementary or secondary.
- Excellent oral and written communication skills.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.





**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       |                         | X                      |                           |
| 11-20 LBS                         |       |                         | X                      |                           |
| 21-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                         |       | X                       |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       |                         | X                      |                           |
| 41-60 LBS                         |       | X                       |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY            | X     |                         |                        |                           |
| CLIMBING                          |       | X                       |                        |                           |
| WALKING                           |       |                         | X                      |                           |
| STANDING                          |       |                         | X                      |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |  |                       |                                     |
|--------------------------|--|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Programs Clerk                           | <b>Position Code:</b> | 19375Y                              |
| <b>Exemption Status:</b> | Non-Exempt                               | <b>Department:</b>    | Programs                            |
| <b>Reports To:</b>       | Asst Facility Administrator,<br>Programs | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | June 2004                                | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007                               | <b>Facility:</b>      | Blackwater Correctional<br>Facility |

### Summary

Under direct supervision, performs daily office clerical tasks such as filing, recording, maintaining records, copying, posting, and other similar duties. Clerks may be used in various departments and perform similar duties related to the specific function being supported.

### Primary Duties and Responsibilities

- Answers phones and takes messages.
- Maintains moderately complex indexes and files
- Types correspondence, reports and other materials as required.
- May operate an adding machine, calculator, telex terminal, copy machine, or any other office machine requiring no previous training.
- In performance of other duties, communicates with a computer through a terminal for information retrieval and data entry.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Minimum one (1) year of clerical experience or an equivalent combination of clerical/secretarial and specific function experience required.
- Working knowledge of business English, good grammar and spelling skills, and ability to develop correspondence, reports and operational directives required. Must have a proven history of exercising discretion and retaining confidentiality.
- Solid organizational and communication skills. Ability to understand and carry out moderately complex oral and written instructions; to make minor decisions in accordance with rules and regulations as they apply to work problems; to maintain company records; and to meet and deal effectively with the public and detainees required.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                       | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|---------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                   |       |                         |                        |                           |
| 1-10 LBS                              |       | X                       |                        |                           |
| 11-20 LBS                             |       | X                       |                        |                           |
| 21-40 LBS                             | X     |                         |                        |                           |
| 41-60 LBS                             | X     |                         |                        |                           |
| 61 OR MORE LBS                        | X     |                         |                        |                           |
| PUSHING OR PULLING:                   |       |                         |                        |                           |
| 1-40 LBS                              | X     |                         |                        |                           |
| 41-60 LBS                             | X     |                         |                        |                           |
| 61 OR MORE LBS                        | X     |                         |                        |                           |
| BENDING OR STOOPING                   |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL      |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES. | X     |                         |                        |                           |
| WORKING WITH MACHINERY                | X     |                         |                        |                           |
| CLIMBING                              | X     |                         |                        |                           |
| WALKING                               |       | X                       |                        |                           |
| STANDING                              |       | X                       |                        |                           |
| SITTING                               |       |                         |                        | X                         |
| WORKING IN EXTREME<br>TEMPERATURES    | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |  |                       |                                     |
|--------------------------|--|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Chaplain/Volunteer Coordinator           | <b>Position Code:</b> | 19376P                              |
| <b>Exemption Status:</b> | Exempt                                   | <b>Department:</b>    | Programs                            |
| <b>Reports To:</b>       | Asst Facility Administrator,<br>Programs | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | June 2004                                | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007                               | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Facilitates, schedules, and coordinates all religious and volunteer programs for the institution.

### Primary Duties and Responsibilities

- Provides spiritual guidance and clinical pastoral education regarding personal, family and spiritual problems.
- Visits living areas and those hospitalized on a regular basis.
- Plans, directs and coordinates all aspects of religious program and volunteer services, including selection, approval and training of both lay and clergy volunteers.
- Conducts worship services, sacramental observations and religious educational programs for detainees assigned to the facility.
- Provides and updates programs for presentation to newly-arrived detainees that orient them to the Chaplain's office and current religious programs.
- Ensures that all religious programs are in compliance with company and contracting agency policies and industry standards.
- Maintains close relationship with community religious resources and approves any donations of equipment or materials for use in religious programs.
- Counsels detainees/inmates, family members and staff.
- Maintains attendance and confidential records.
- Assures equal status and protection for all religions.

### Minimum Requirements

- Minimum of five (5) years experience in providing clinical pastoral education.
- Meets the certification standards of the American Correctional Chaplains Association.
- Properly credentialed to conduct religious services according to the teaching of his/her particular religion or denomination.
- Must have current ecclesiastical endorsement by appropriate religious certifying body.
- Clinical Pastoral Education or equivalent specialized training required.
- Must possess good presentation, communication and organizational skills.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         | X                      |                           |
| 11-20 LBS                           |       | X                       |                        |                           |
| 21-40 LBS                           | X     |                         |                        |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| PUSHING OR PULLING                  |       |                         |                        |                           |
| 1-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| BENDING OR STOOPING                 |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL    |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY              | X     |                         |                        |                           |
| CLIMBING                            | X     |                         |                        |                           |
| WALKING                             |       |                         | X                      |                           |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             |       | X                       |                        |                           |
| WORKING IN EXTREME<br>TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                                |                       |                                     |
|--------------------------|--------------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Assistant Chaplain             | <b>Position Code:</b> | 19375W                              |
| <b>Exemption Status:</b> | Non-Exempt                     | <b>Department:</b>    | Programs                            |
| <b>Reports To:</b>       | Chaplain/Volunteer Coordinator | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | August, 2008                   | <b>Supervises:</b>    | None                                |
|                          |                                | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

This position assists the Chaplain in providing religious and spiritual opportunities for the inmates of the facility. In addition, the position schedules and coordinates all religious and spiritual services, counseling, and outside volunteer opportunities for the inmates of the facility.

### Primary Duties and Responsibilities

- Provides religious counseling and spiritual guidance within the facility at the direction of the psychology team.
- Assists in planning and coordinating all aspects of the religious program including approval and training of volunteers from faiths represented by the inmate population.
- Assists in making all serious illness, injury, and death notifications to family and inmates when an inmate becomes seriously ill, injured, or expires.
- Assists conducting a religious education programs at the facility. In addition, actively promotes the benefits of the religious education programs and recruits inmates into them.
- Assists inmates in contacting individual with appropriate faith credentials when a religious representative is not readily available at the facility.
- Assist in developing and maintaining communication with community groups and approves equipment and other material donations of equipment for the religious program.
- Helps to assure equal status and protection for all inmate religions.
- Performs other duties as assigned.

### Minimum Requirements

- Bachelor's degree in pastoral counseling, biblical studies, theology, or related degree. Previous pastoral education or equivalent specialized training and endorsement by the appropriate religious certifying body.
- Excellent organizational and communication skills. Ability to understand and carry out moderately complex oral and written instructions; to make minor decisions in accordance with rules and regulations as they apply to work problems; to maintain company records; and to meet and deal effectively with the public and inmates
- Must be able to deal with people in a variety of changing and complex situations.
- General clerical aptitude. Working knowledge of business English, good grammatical and spelling skills, and ability to develop correspondence, reports and operational directives.
- Ability to work with computers and the necessary software typically used by the department.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       | X                       |                        |                           |
| 11-20 LBS                         |       | X                       |                        |                           |
| 21-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       | X                       |                        |                           |
| REACHING ABOVE SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            | X     |                         |                        |                           |
| CLIMBING                          |       | X                       |                        |                           |
| WALKING                           |       | X                       |                        |                           |
| STANDING                          |       | X                       |                        |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                          |                       |                                     |
|--------------------------|--------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Classification Counselor | <b>Position Code:</b> | 19376N                              |
| <b>Exemption Status:</b> | Non-Exempt               | <b>Department:</b>    | Programs                            |
| <b>Reports To:</b>       | Counselor Supervisor     | <b>Division:</b>      | Counseling                          |
| <b>Review Date:</b>      | November 2004            | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007               | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Provides counseling services, assists the inmates/detainees in adjusting to facility life and obtaining needed services or changes in assignment. Develops and implements programs within the facility to meet the individual needs of inmates/detainees, to include individual and group counseling.

### Primary Duties and Responsibilities

- Interviews newly admitted inmates/detainees. Develops detailed knowledge of those assigned to specific caseload.
- Resolves daily inmate/detainee problems, complaints and concerns with general counseling techniques.
- Conducts regularly scheduled meetings with inmates to provide assistance with rehabilitation program, work assignment, housing-related challenges.
- Makes daily assigned unit visits to ensure informal contact with inmates/detainees and interaction with Correction Officers.
- Inspects units for cleanliness and adherence to security practices.
- May log and distribute legal and certified mail and coordinate inmate telephone sign-up list.
- May serve as an active participant on the classification teaming committee meetings to determine assigned housing, in addition to appropriate work and rehabilitation programs. May serve on the discipline committee.
- Resolves day-to-day problems with counseling. Refers inmates/detainees with serious problems to professional counseling staff.
- May provide assistance to the inmates/detainees in obtaining needed services. Serves as a representative for the inmate/detainee at classification committee meetings.
- Maintains appropriate documentation of inmate/detainee daily contacts as detailed in the agency program procedures.
- Monitors inmate/detainee work details to ensure appropriate assignments and quotas are filled to provide facility needs.
- Coordinates approval/denial of inmate/detainee visiting and telephone lists.
- Assists the Corrections Officer with the security inspection of the living unit to ensure sanitary and security policies of the facility are adhered to.
- Assists with unit management activities as needed.
- Performs other duties as assigned.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.





**Minimum Requirements**

- High school diploma or equivalent certification required.
- Three (3) years experience working in a correctional setting required.
- Must have good verbal and written communication skills.
- Must possess the ability to work with a team of professionals and have the ability to implement team strategy approaches to work assignments.
- Must be flexible, cooperative and empathetic to the needs of staff and inmates/detainees.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       |                         | X                      |                           |
| 11-20 LBS                         |       |                         | X                      |                           |
| 21-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                         |       | X                       |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         |       | X                       |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            | X     |                         |                        |                           |
| CLIMBING                          |       | X                       |                        |                           |
| WALKING                           |       |                         | X                      |                           |
| STANDING                          |       |                         | X                      |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## **JOB DESCRIPTION**

|                          |                    |                       |                                     |
|--------------------------|--------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Librarian          | <b>Position Code:</b> | 19376Q                              |
| <b>Exemption Status:</b> | Non-Exempt         | <b>Department:</b>    | Programs                            |
| <b>Reports To:</b>       | Education Director | <b>Division:</b>      | Library                             |
| <b>Review Date:</b>      | June 2004          | <b>Supervises:</b>    | Library Assistant                   |
| <b>Edited:</b>           | April 2007         | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### **Summary**

Performs overall daily maintenance of the library to include, ordering, cataloging, classifying, circulation, and maintaining all library periodicals, books, and materials. Provides information and assistance on use of the card catalog. Maintains acquisition of selected books.

### **Primary Duties and Responsibilities**

- Maintains, organizes and supervises the circulation of library materials.
- Supervises and trains detainee library aides.
- Recommends library procedures and regulations for the Center.
- Selects library books, periodicals and materials for purchase. Develops and maintains a balanced collection appropriate to the needs of the assigned detainee population.
- Conducts library inventories. Prepares, maintains and reports appropriate records pertaining to circulation, inventory, newspapers and magazines.
- May conduct library orientation for classes in coordination with instructors.
- Assists in preparation of library budget.
- Prepares and submits special reports as required.
- Performs other duties as assigned.

### **Minimum Requirements**

- Bachelor's degree in library sciences or related field or provisional/professional Librarian Certification required.
- One (1) year work experience and/or training preferred in the operation and maintenance of a small institutional library required. Must have overall knowledge of library operations, procedures, and structures as evidenced in work experience.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       |                         | X                      |                           |
| 11-20 LBS                            |       |                         | X                      |                           |
| 21-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       | X                       |                        |                           |
| 41-60 LBS                            |       | X                       |                        |                           |
| 61 OR MORE LBS                       |       | X                       |                        |                           |
| BENDING OR STOOPING                  |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER<br>LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY               | X     |                         |                        |                           |
| CLIMBING                             |       | X                       |                        |                           |
| WALKING                              |       |                         | X                      |                           |
| STANDING                             |       |                         | X                      |                           |
| SITTING                              |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                    |                       |                                     |
|--------------------------|--------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Library Technician | <b>Position Code:</b> | 19375X                              |
| <b>Exemption Status:</b> | Non-Exempt         | <b>Department:</b>    | Programs                            |
| <b>Reports To:</b>       | Librarian          | <b>Division:</b>      | Library                             |
| <b>Review Date:</b>      | June 2004          | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007         | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Under direct supervision, assists in performing overall daily maintenance of the library to include ordering, cataloging, classifying, circulation, and maintaining all library periodicals, books, and materials. Provides information and assistance on use of the card catalog.

### Primary Duties and Responsibilities

- Maintains and organizes the circulation of library materials.
- Assists in the directing and training of detainee library aides.
- Assists in the selection of library books, periodicals and materials for purchase.
- Conducts library inventories. Prepares, maintains and reports appropriate records pertaining to circulation, inventory, newspapers and magazines.
- May assist in conducting library orientation for classes in coordination with instructors.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Bachelor's degree in library sciences or related field or provisional/professional Librarian Certification preferred.
- Experience and/or training preferred in assisting in the operation of a small institutional library preferred.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         | X                      |                           |
| 11-20 LBS                           |       |                         | X                      |                           |
| 21-40 LBS                           |       | X                       |                        |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                           |       | X                       |                        |                           |
| 61 OR MORE LBS                      |       |                         | X                      |                           |
| BENDING OR STOOPING                 |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL    | X     |                         |                        |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY              |       | X                       |                        |                           |
| CLIMBING                            |       | X                       |                        |                           |
| WALKING                             |       |                         | X                      |                           |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                       |                       |                                     |
|--------------------------|-----------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Vocational Instructor | <b>Position Code:</b> | 19376L                              |
| <b>Exemption Status:</b> | Exempt                | <b>Department:</b>    | Programs                            |
| <b>Reports To:</b>       | Education Director    | <b>Division:</b>      | Education                           |
| <b>Review Date:</b>      | November 2004         | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007            | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

This is an academic programs position. The focus is to create a vocational technical and academic environment that provides inmates/detainees the opportunity to maximize their learning potential and achieve or enhance an ability to perform vocational tasks.

### Primary Duties and Responsibilities

- Provides instruction to inmates/detainees for various labor and/or technical skills through classroom instruction, demonstration and practical exercises.
- Maintains records including testing, daily offender work, attendance and general record keeping.
- Assesses educational needs of inmates, develops lessons plans to address those needs to include individualized assignments and training.
- Administers, scores, and interprets examinations and proficiency indicators.
- Counsels students concerning their performance, behavior and personal problems.
- Performs other duties as assigned.

### Minimum Requirements

- Bachelor's degree or high school diploma/equivalency and five (5) years relevant wage-earning work experience required.
- Two (2) years teaching experience required.
- Valid teaching certification from the state Department of Education or comparable authority required.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         | X                      |                           |
| 11-20 LBS                           |       | X                       |                        |                           |
| 21-40 LBS                           | X     |                         |                        |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| BENDING OR STOOPING                 |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL    |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY              | X     |                         |                        |                           |
| CLIMBING                            | X     |                         |                        |                           |
| WALKING                             |       |                         | X                      |                           |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             |       | X                       |                        |                           |
| WORKING IN EXTREME<br>TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |   |                       |                                     |
|--------------------------|---|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Recreation Specialist                     | <b>Position Code:</b> | 19376U                              |
| <b>Exemption Status:</b> | Non-Exempt                                | <b>Department:</b>    | Programs                            |
| <b>Reports To:</b>       | Asst. Facility Administrator,<br>Programs | <b>Division:</b>      | Recreation                          |
| <b>Review Date:</b>      | June 2004                                 | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007                                | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Responsible for the implementation and operation of a viable recreation program for all detainees. Oversees the recreation facilities and equipment.

### Primary Duties and Responsibilities

- Plans and organizes recreation activities.
- Coaches all athletic teams.
- Organizes and conducts all competitions and tournaments.
- Explains and demonstrates to detainees the proper technique and use of all recreational equipment, including the enforcement of safety rules and regulations.
- Inspects recreation area for cleanliness and safety.
- Conducts weekly safety training sessions with recreation orderlies and clerks.
- Checks all detainees in and out of the gym.
- Maintains recreation department records.
- Orders, maintains, and schedules the repair of all recreation department equipment.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma required. Additional education in Physical Education, recreational therapy or related field highly desirable.
- Prior experience working with a prisoner population or in a physical education program is highly desirable.





**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         | X                      |                           |
| 11-20 LBS                           |       |                         | X                      |                           |
| 21-40 LBS                           |       |                         | X                      |                           |
| 41-60 LBS                           |       | X                       |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| BENDING OR STOOPING                 |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER<br>LEVEL    |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY              | X     |                         |                        |                           |
| CLIMBING                            | X     |                         |                        |                           |
| WALKING                             |       |                         | X                      |                           |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             |       | X                       |                        |                           |
| WORKING IN EXTREME<br>TEMPERATURES  |       | X                       |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                                   |                       |                                     |
|--------------------------|-----------------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Life Skills Transition Specialist | <b>Position Code:</b> | 19376R                              |
| <b>GEO Group Title:</b>  | Life Skills Instructor            |                       |                                     |
| <b>Exemption Status:</b> | Non-Exempt                        | <b>Department:</b>    | Programs                            |
| <b>Reports To:</b>       | Education Director                | <b>Division:</b>      | Education                           |
| <b>Review Date:</b>      | November 2004                     | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | September 2007                    | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Provides inmates and detainees with the tools and knowledge to prepare for reentry into the community. Provides individual and group counseling in self-esteem, problem solving, relationships, and other related issues. Assists the inmate and detainee to secure direct communication with substance abuse, educational, employment and/or other free world community social resources that can assist in successful reintegration into society.

### Primary Duties and Responsibilities

- Provides general classroom guidance in the areas of career planning, social adjustment, personal management, and general life/skills knowledge.
- Communicates with inmates and detainees regarding the reality of their pre-release activities and plans, defining terminology and identifying community resources.
- Conducts a periodic review of curriculum and resources available to enhance inmates and detainees participation in pre-release/life skills programs and activities.
- May maintain class rosters, attendance records, and provides certificates for pre-release life skills program.
- May report inmates and detainees for failing to attend assigned classes as an offense.
- Assesses inmates and detainees needs and makes referrals to appropriate staff.
- May participate in formulation and development of release plan.
- May secure supplementary information, such as employment, medical records or school records.
- Aids inmates and detainees in planning and developing an individual post-release plan and encourages them to assume the responsibility for post-release behaviors and activities.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- Bachelor's degree in a related area preferred.
- Relevant teaching and/or counseling experience in a correctional setting preferred.
- Appropriate valid teaching certification if required by the client agency.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       | X                       |                        |                           |
| 11-20 LBS                            | X     |                         |                        |                           |
| 21-40 LBS                            | X     |                         |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       | X                       |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| BENDING OR STOOPING                  |       | X                       |                        |                           |
| REACHING ABOVE SHOULDER<br>LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY               |       | X                       |                        |                           |
| CLIMBING                             | X     |                         |                        |                           |
| WALKING                              |       | X                       |                        |                           |
| STANDING                             |       | X                       |                        |                           |
| SITTING                              |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |   |                       |                                     |
|--------------------------|---|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Substance Abuse Counselor                 | <b>Position Code:</b> | 19376T                              |
| <b>Exemption Status:</b> | Non-Exempt                                | <b>Department:</b>    | Programs                            |
| <b>Reports To:</b>       | Asst. Facility Administrator,<br>Programs | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | November 2006                             | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007                                | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Assists in developing, organizing, and conducting programs to provide education for conditions and problems relating to drug and alcohol abuse. Conducts or assists in conducting individual and/or group counseling sessions and programs.

### Primary Duties and Responsibilities

- Provides relevant Substance Abuse information for class curriculum.
- Facilitates and co-facilitates didactic educational presentations, group counseling, and individual counseling sessions.
- Selects and recommends new instructional materials and programs for use in the substance abuse program.
- Maintains knowledge of new developments in the field of substance abuse.
- Maintains a collegian relationship with other substance abuse professionals, programs, and associations.
- Completes required testing, assessment, and psychosocial history on incoming residents as required.
- Participates in related training for substance abuse.
- Performs other duties as assigned.

### Minimum Requirements

- Graduated from an accredited college or university with a minimum B.A. degree, preferably in human services or C.A.A.P. (Certified Associate Addiction Professional Licensure).
- Preference given to experience within a correctional setting.
- Working knowledge of the Twelve Step Program of Alcoholics Anonymous and Narcotics Anonymous.
- Ability to interact in a professional manner in both individual and group counseling settings.
- Excellent oral and written communication skills.
- Ability to work with a team of professionals and have the ability to implement team strategy approaches to work assignments.
- Ability to work with computers and the necessary software typically used by the department.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       |                         | X                      |                           |
| 11-20 LBS                         |       |                         | X                      |                           |
| 21-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            | X     |                         |                        |                           |
| CLIMBING                          | X     |                         |                        |                           |
| WALKING                           |       |                         | X                      |                           |
| STANDING                          |       |                         | X                      |                           |
| SITTING                           |       |                         |                        | X                         |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |  |                       |                                     |
|--------------------------|--|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Classification Supervisor                | <b>Position Code:</b> | 193760                              |
| <b>Exemption Status:</b> | Exempt                                   | <b>Department:</b>    | Programs                            |
| <b>Reports To:</b>       | Asst Facility Administrator,<br>Programs | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | February 2008                            | <b>Supervises:</b>    | Case Manager                        |
|                          |  | <b>Facility:</b>      | Blackwater Correctional<br>Facility |

### Summary

This position is responsible for supervising the staff and operations of the Classification Unit.

### Primary Duties and Responsibilities

- Supervises and schedules work of Case Managers and oversees the implementation of the inmate's individual activity plan by the Case Managers.
- Assists and mentors Case Managers to perform their jobs efficiently.
- Coordinates the scheduling of inmates for appearance before the Classification Committee, forwards of all unit records to receiving unit upon inmate transfer; and computerizes Classification Committee History Form to reflect changes in the inmate's classification, work, housing, and program assignment status.
- Serves as a voting member of the Classification Committee.
- Develops and maintains a process for efficient communication of inmates' work and housing restrictions to appropriate unit departments.
- Performs other duties as assigned.

### Minimum Requirements

- Bachelor's degree from an accredited college or university required. Major coursework in Criminal Justice, Psychology, or Social Rehabilitation preferred.
- Two (2) years experience in correctional custody/law enforcement, offender case management, or operational unit classification experience.
- Experience in the supervision of employees preferred.
- Above average organizational skills.
- Training in Cultural Diversity/Sensitivity preferred.
- Ability to effectively present information in written or verbal modes.
- Ability to work with computers and the necessary software typically used by the department.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       | X                       |                        |                           |
| 11-20 LBS                         |       | X                       |                        |                           |
| 21-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       | X                       |                        |                           |
| REACHING ABOVE SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            | X     |                         |                        |                           |
| CLIMBING                          |       | X                       |                        |                           |
| WALKING                           |       | X                       |                        |                           |
| STANDING                          |       | X                       |                        |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |   |                       |                                     |
|--------------------------|---|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Release Specialist                        | <b>Position Code:</b> | 19376S                              |
| <b>Exemption Status:</b> | Non-Exempt                                | <b>Department:</b>    | Programs                            |
| <b>Reports To:</b>       | Asst. Facility Administrator,<br>Programs | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | August, 2009                              | <b>Supervises:</b>    | None                                |
|                          |   | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

This position is responsible to ensure the release of inmates from the facility in a timely and secure manner.

### Primary Duties and Responsibilities

- Upon notification from the Florida Department of Corrections (FDC), identifies inmates scheduled of release. Ensure accuracy of release date through review of inmate file for detainers, warrants and other judicial holds.
- Review inmate file for sex offender restrictions and civil commitment orders.
- Ensures that the inmate participates in the pre-release orientation program within the required time frame.
- Process and reviews all necessary documents for the release of the inmate to a parole or pre-release centers. Ensures documentation is provided to the appropriate review official for inmates eligible for release discharge gratuities.
- Communicates with the DC Classification Supervisor to insure all documents and information are in compliance with policy, procedure, and state law.
- Informs law enforcement agencies and others appropriate agencies, regarding a release of the inmate; when necessary.
- Notifies necessary departments (Medical, Inmate Trust Fund, Security) of pending release of inmates.
- Prior to the release from the facility, ensures that eligible inmates have completed the Transition Assistance Program.
- Prior to the release from the facility, collects all articles issued to the inmate during his/her time served.
- Supplies to the transportation officer from the FDC, or to the inmate, all inmate's personal items.
- After the release of the inmate is completed, update all rosters and inmates database.
- Performs other duties as assigned.

### Minimum Requirements

- High School diploma or GED equivalent required.
- Prior experience in a correctional setting is preferred.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.





- Must be able to physically handle confrontational situations.
- Must be able to with stand high levels of mental stress.
- Must be able to maintain security, orderliness, and discipline of offenders.
- Must have satisfactory writing and communication skills.
- Ability to work with computers and the necessary software typically used by the department.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         | X                      |                           |
| 11-20 LBS                           |       |                         | X                      |                           |
| 21-40 LBS                           |       | X                       |                        |                           |
| 41-60 LBS                           |       | X                       |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                           |       | X                       |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| BENDING OR STOOPING                 |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER<br>LEVEL    |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY              | X     |                         |                        |                           |
| CLIMBING                            |       |                         | X                      |                           |
| WALKING                             |       |                         | X                      |                           |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                          |                       |                                     |
|--------------------------|--------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Classification Counselor | <b>Position Code:</b> | 19376N                              |
| <b>Exemption Status:</b> | Non-Exempt               | <b>Department:</b>    | Programs                            |
| <b>Reports To:</b>       | Counselor Supervisor     | <b>Division:</b>      | Counseling                          |
| <b>Review Date:</b>      | November 2004            | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007               | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Provides counseling services, assists the inmates/detainees in adjusting to facility life and obtaining needed services or changes in assignment. Develops and implements programs within the facility to meet the individual needs of inmates/detainees, to include individual and group counseling.

### Primary Duties and Responsibilities

- Interviews newly admitted inmates/detainees. Develops detailed knowledge of those assigned to specific caseload.
- Resolves daily inmate/detainee problems, complaints and concerns with general counseling techniques.
- Conducts regularly scheduled meetings with inmates to provide assistance with rehabilitation program, work assignment, housing-related challenges.
- Makes daily assigned unit visits to ensure informal contact with inmates/detainees and interaction with Correction Officers.
- Inspects units for cleanliness and adherence to security practices.
- May log and distribute legal and certified mail and coordinate inmate telephone sign-up list.
- May serve as an active participant on the classification teaming committee meetings to determine assigned housing, in addition to appropriate work and rehabilitation programs. May serve on the discipline committee.
- Resolves day-to-day problems with counseling. Refers inmates/detainees with serious problems to professional counseling staff.
- May provide assistance to the inmates/detainees in obtaining needed services. Serves as a representative for the inmate/detainee at classification committee meetings.
- Maintains appropriate documentation of inmate/detainee daily contacts as detailed in the agency program procedures.
- Monitors inmate/detainee work details to ensure appropriate assignments and quotas are filled to provide facility needs.
- Coordinates approval/denial of inmate/detainee visiting and telephone lists.
- Assists the Corrections Officer with the security inspection of the living unit to ensure sanitary and security policies of the facility are adhered to.
- Assists with unit management activities as needed.
- Performs other duties as assigned.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Minimum Requirements**

- High school diploma or equivalent certification required.
- Three (3) years experience working in a correctional setting required.
- Must have good verbal and written communication skills.
- Must possess the ability to work with a team of professionals and have the ability to implement team strategy approaches to work assignments.
- Must be flexible, cooperative and empathetic to the needs of staff and inmates/detainees.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       |                         | X                      |                           |
| 11-20 LBS                         |       |                         | X                      |                           |
| 21-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                         |       | X                       |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         |       | X                       |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            | X     |                         |                        |                           |
| CLIMBING                          |       | X                       |                        |                           |
| WALKING                           |       |                         | X                      |                           |
| STANDING                          |       |                         | X                      |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.

## **JOB DESCRIPTION**

|                          |   |                       |                                     |
|--------------------------|---|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Inmate Records Supervisor                 | <b>Position Code:</b> | 19373B                              |
| <b>Exemption Status:</b> | Non-Exempt                                | <b>Department:</b>    | Programs                            |
| <b>Reports To:</b>       | Asst. Facility Administrator,<br>Programs | <b>Division:</b>      | Records Management                  |
| <b>Review Date:</b>      | August 2005                               | <b>Supervises:</b>    | Records Staff                       |
| <b>Edited:</b>           | May 2007                                  | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### **Summary**

Oversees and monitors staff performance in inmate records, receiving and discharge functions.

### **Primary Duties and Responsibilities**

- Ensures the legality and duration of confinements to the custody of the Attorney General.
- Maintains liaison with the U.S. Marshals, the courts, committing agencies, local law enforcement agencies, Federal Bureau of Investigations, U.S. Postal Service, U.S. Parole Commission and many other local, state and federal law enforcement agencies.
- Serves as the institution specialist on law and procedures affecting writs of habeas corpus, removal or extradition to other predictions and must remain abreast of legislation, case law and policy in these areas.
- Analyzes the overall operation of the employees in the department, establishes goals and objectively evaluates their effectiveness and reviews their progress; reviews training and needs for personnel development.
- Insures that institution security procedures relating to processing of inmates, property, and money are observed at all times. Close coordination with the Chief of Security, Business Manager, Unit Manager, and Case Management Coordinator is essential to the efficient operation of these areas as well as the Records Office.
- Performs internal audits throughout the institution in accordance with those areas affected by the laws and policies relating to the Records Office.
- Performs other duties as assigned.

### **Minimum Requirements**

- High school diploma or equivalent. Bachelor's degree highly preferred.
- Five (5) years of supervisory/management experience in a field directly related to the specific duties of the position.
- Knowledge of program objectives, policies, procedures and duties specific to the position.
- Requires expertise in the areas of sentence composition, complex legal situations, insuring the safety and security of inmates and their legal confinement, mail management, records security and maintenance, court process and other data management.
- Working knowledge of the U.S. Criminal Code, Federal Prison Policies, the Code of Federal Regulations, and relevant courts decisions.
- Must be mature, flexible, intellectually alert, able to command the respect and confidence of inmates and staff, and philosophically committed to the objectives of the institution.

**NOTE:** Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Skilled in interpreting policies and procedures and appropriate application to work situations.
- Ability to work with computers and the necessary software typically used by the department.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       | X                       |                        |                           |
| 11-20 LBS                         |       | X                       |                        |                           |
| 21-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       | X                       |                        |                           |
| REACHING ABOVE SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            | X     |                         |                        |                           |
| CLIMBING                          |       | X                       |                        |                           |
| WALKING                           |       | X                       |                        |                           |
| STANDING                          |       | X                       |                        |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                      |                       |                                     |
|--------------------------|----------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Inmate Records Clerk | <b>Position Code:</b> | 19375Z                              |
| <b>Exemption Status:</b> | Non-Exempt           | <b>Department:</b>    | Programs                            |
| <b>Reports To:</b>       | Records Supervisor   | <b>Division:</b>      | Records                             |
| <b>Review Date:</b>      | June 2004            | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007           | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

This position provides clerical support related to maintaining accurate records for the facility. Due to the sensitivity of this position, the incumbent needs to exercise discretion and confidentiality related to the work performed.

### Primary Duties and Responsibilities

- Performs data entry and maintenance of computer files.
- Collects and reviews all pertinent documents associated with the legal transfer of detainees.
- Maintains the detainee record for each new detainee that arrives at the facility. Updates files as required.
- Develops and submits required reports relative to the facility detainee file system, as well as other reports as required.
- Audits the detainee file pursuant to facility policy.
- Prepares detainee files for the release of detainees.
- Assists in the detainee release process as required.
- Assists in maintaining facility security, especially in area of responsibility, and promptly reports any violations or security hazards to appropriate supervisory staff.
- Adheres to company policies, procedures, and specific facility regulations including posted special orders and instructions. Maintains strict control of all equipment and supplies used in performance of duty especially those items that could be used for illicit purposes.
- Performs other duties as assigned.

### Minimum Requirements

- High School diploma or GED equivalent required.
- Demonstrated clerical experience
- Experience in word processing and good knowledge of various software programs.
- Must be able to type 30 wpm with accuracy.
- Working knowledge of business English, good grammar and spelling skills, and ability to develop correspondence, reports and operational directives. Excellent organizational and communication skills.
- Ability to understand and carry out moderately complex oral and written instructions; to make minor decisions in accordance with rules and regulations as they apply to work

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



problems; to maintain facility records; and to meet and deal effectively with the public and detainees.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       | X                       |                        |                           |
| 11-20 LBS                           | X     |                         |                        |                           |
| 21-40 LBS                           | X     |                         |                        |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| BENDING OR STOOPING                 |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER<br>LEVEL    |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY              |       |                         | X                      |                           |
| CLIMBING                            | X     |                         |                        |                           |
| WALKING                             |       | X                       |                        |                           |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                                 |                       |                                     |
|--------------------------|---------------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Assistant Warden, Security      | <b>Position Code:</b> | 19372N                              |
| <b>GEO Title:</b>        | Asst. Facility Admin., Security | <b>Department:</b>    | Security                            |
| <b>Exemption Status:</b> | Exempt                          | <b>Division:</b>      |                                     |
| <b>Reports To:</b>       | Facility Administrator          | <b>Supervises:</b>    | Security Staff                      |
| <b>Review Date:</b>      | June 2004                       | <b>Facility:</b>      | Blackwater<br>Correctional Facility |
| <b>Edited:</b>           | April 2007                      |                       |                                     |

### Summary

Responsible for the direction, management, implementation, and ongoing development of security and control operational procedures and policies for the facility. Assists management in the overall administration of the facility. Seeks to meet the needs of the company and contract agency by making improvement efficiencies without compromise to the safety and security of both the client population and staff employees.

### Primary Duties and Responsibilities

- Directs security department functions, activities and supervision of security personnel.
- Directly responsible for the performance control activities of the operations and safety sections.
- Ensures that adequate procedures, post orders, staff training methods, equipment and space are established in all operations of the security department to ensure safety and security of staff, visitors, inmates and facility.
- Prepares departmental progress reports and other miscellaneous reports as requested by management.
- Reviews activities of the operations departments to determine progress toward stated goals and objectives.
- Monitors staff operational effectiveness and conducts regular physical inspections of the facility to ensure compliance with policies and procedures.
- Directs the work of other employees. This includes the selection, hiring, evaluating job performance, employee training/development, promoting and any disciplinary action, including termination.
- Assists management in the establishment of long-range plans and corresponding schedules to achieve facility goals and objectives.
- Assists management in ensuring that facility staff is able to respond appropriately to any emergencies.
- Assists in efforts to assure continuing, coordinated community planning for needs of inmates.
- Responds on a 24-hour, 7-day basis to significant unusual occurrences.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.





- Available to act as top facility administrator when required.
- Performs other duties and responsibilities as needed to ensure the effective and successful operation of the facility.

**Minimum Requirements**

- Bachelor's degree in the behavioral sciences or related field supplemented by courses in business administration preferred and a minimum of ten (10) years of work experience in a correctional/detention facility at the level of mid-management, or an equivalent combination of work experience and education required.
- Must possess a working knowledge of program objectives, policies, correctional laws, applicable court orders, procedures and requirements for managing a secure correctional facility as demonstrated by having a combination of relevant work, education and research experience. Exceptions may be made concerning supervisory experience if the candidate clearly demonstrates the ability to supervise the proper administration of a correctional/detention facility of a substantial number of inmates.
- Must be mature, flexible, intellectually alert, able to command the respect and confidence of inmates and staff, and philosophically committed to the objectives of the facility.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|---|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                     |       |                         |                        |                           |
| 1-10 LBS                                |       | X                       |                        |                           |
| 11-20 LBS                               |       | X                       |                        |                           |
| 21-40 LBS                               |       | X                       |                        |                           |
| 41-60 LBS                               |       | X                       |                        |                           |
| 61 OR MORE LBS                          |       | X                       |                        |                           |
| PUSHING OR PULLING                      |       |                         |                        |                           |
| 1-40 LBS                                |       | X                       |                        |                           |
| 41-60 LBS                               |       | X                       |                        |                           |
| 61 OR MORE LBS                          |       | X                       |                        |                           |
| BENDING OR STOOPING                     |       | X                       |                        |                           |
| REACHING ABOVE<br>SHOULDER LEVEL        |       | X                       |                        |                           |
| DRIVING AUTOMATIC<br>EQUIPMENT VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY                  |       | X                       |                        |                           |
| CLIMBING                                |       | X                       |                        |                           |
| WALKING                                 |       |                         | X                      |                           |
| STANDING                                |       | X                       |                        |                           |
| SITTING                                 |       |                         | X                      |                           |
| WORKING IN EXTREME<br>TEMPERATURES      |       | X                       |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.

## JOB DESCRIPTION

|                          |   |                    |                                     |
|--------------------------|---|--------------------|-------------------------------------|
| <b>Job Title:</b>        | Chief of Security   | <b>Job Code:</b>   | 19377K                              |
| <b>Exemption Status:</b> | Exempt  | <b>Department:</b> | Security                            |
| <b>Reports To:</b>       | Facility Administrator or<br>Assistant Facility Administrator | <b>Division:</b>   |                                     |
| <b>Review Date:</b>      | May 2009  | <b>Supervises:</b> | Security Staff                      |
|                          |   | <b>Facility:</b>   | Blackwater<br>Correctional Facility |

### Summary

Responsible for the daily direction and supervision of security operations and any related functions. Meets the needs of the company and contract agency by making improvements in security operations without compromise to the safety and security of the client population or staff.

### Primary Duties and Responsibilities

- Oversees the daily functioning of all security unit operations.
- Responsible for ensuring compliance with all regulations, rules, policies, and procedures for effective and efficient security operations.
- Exercises overall supervision of staff. Participates in the processes including selecting, hiring, evaluating job performance, employee training and development, promoting, and any disciplinary action up to termination.
- Ensures that security personnel receive on-the-job security and safety training.
- Develops policies relating to security operations. Makes revisions to current policies as required. Seeks approval through proper management channels.
- Plans and responds to emergency situations, directs searches for escaped offenders.
- Participates in the formulation of escape and riot control plans. Directs the training of staff in the execution of plans, use of weapons, and control procedures.
- Serves as committee member on training, budget and policy review boards.
- May assist management in the establishment of long-range plans and corresponding schedules to achieve facility goals and objectives.
- May assist in efforts to ensure continuing and coordinated community planning.
- Meets periodically with shifts to discuss operational issues.
- Responds on a 24-hour, 7-day basis to significant or unusual occurrences.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent. Bachelor's degree in the behavioral sciences or related field supplemented by courses in business administration preferred.
- Five (5) years of progressive work experience in a correctional environment. Two (2) years must consist of management experience directly related to the supervision, custody, classification, and treatment of adult inmates at a correctional facility.

- Ability to plan, assign, and supervise the work of others.
- Ability to treat staff and inmates in a consistent manner following proper policies and procedures that apply to the organization and facility.
- Above average verbal and written skills. Must be able to disseminate verbal instructions or training clearly and in a manner that is understood by the intended audience. Must be able to write memorandums and reports in a clear, concise, and accurate manner.
- Must possess a working knowledge of program objectives, policies, correctional laws, applicable court orders, procedures and requirements for managing a secure correctional facility as demonstrated by having a combination of relevant work, education and research experience.
- Must be mature, flexible, intellectually alert, able to command the respect and confidence of inmates and staff, and philosophically committed to the objectives of the facility.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       |                         | X                      |                           |
| 11-20 LBS                            |       | X                       |                        |                           |
| 21-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                            |       | X                       |                        |                           |
| 61 OR MORE LBS                       |       | X                       |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       | X                       |                        |                           |
| 41-60 LBS                            |       | X                       |                        |                           |
| 61 OR MORE LBS                       |       | X                       |                        |                           |
| BENDING OR STOOPING                  |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY               |       | X                       |                        |                           |
| CLIMBING                             |       | X                       |                        |                           |
| WALKING                              |       |                         | X                      |                           |
| STANDING                             |       |                         | X                      |                           |
| SITTING                              |       | X                       |                        |                           |
| WORKING IN EXTREME<br>TEMPERATURES   |       | X                       |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                        |                       |                                     |
|--------------------------|------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Administrative Captain | <b>Position Code:</b> | 19377J                              |
| <b>Exemption Status:</b> | Exempt                 | <b>Department:</b>    | Security                            |
| <b>Reports To:</b>       | Chief of Security      | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | June 2005              | <b>Supervises:</b>    | Varies                              |
| <b>Edited:</b>           | April 2007             | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Performs advanced responsible correctional duties in supervising correctional personnel in charge of inmates. Under general supervision, is responsible for directing the activities of a number of correctional and special officers engaged in maintaining order and discipline. Agency regulations and instructions from a supervisor dictate the manner of work, but the nature and variety of responsibilities require continuous exercise of independent judgment and resourcefulness. Performs duties of positions in other areas for the purpose of cross-training.

### Primary Duties and Responsibilities

- Assists in the development and implementation of policies, procedures and regulations for custody, security and/or treatment of detainees/inmates.
- Responds to major unusual occurrences. Facilitates prompt and appropriate assistance to detainees/inmates in the event of injury, illness or emotional trauma.
- Promotes an atmosphere conducive to personality and character development of detainees/inmates and staff through the encouragement of favorable behavior patterns, arrangement of physical facilities, and influencing relationships among detainees/inmates.
- Directs the work of other employees. This includes the selection, hiring, evaluating job performance, employee training/development, promoting and any disciplinary action, including termination.
- Makes assignments, reviews post orders and assures that all procedures including emergency procedures are in place and staff is trained in proper implementation.
- Reviews disciplinary matters concerning both staff and detainees.
- Reviews staff effectiveness and conducts frequent physical inspections of the facility to ensure compliance with policies and procedures.
- Gives primary guidance on situational problems; making referrals for more complex problems.
- Prepares records and reports as assigned by management. Maintains daily logs as required.
- Responsible for attaining facility goals/objectives and ensuring compliance with all rules, regulations, policies and/or procedures for security operations.
- Directs work, provides training and performs inspections of work performed by detainee/inmate staff. May provide detainee supervision and security in other areas as needed.
- Performs other duties as assigned.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



### Minimum Requirements

- High school diploma or equivalent certification required.
- College coursework and advanced training in behavioral sciences, correctional services or related field preferred.
- Three (3) years of experience working in a correctional setting, one of which was in a position requiring supervisory capabilities.
- Must be mature, flexible, intellectually alert, able to command the respect and confidence of detainees/inmates and staff, philosophically committed to the objectives of the facility, and possess a high tolerance to mental stress.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       |                         | X                      |                           |
| 11-20 LBS                            |       | X                       |                        |                           |
| 21-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       | X                       |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| BENDING OR STOOPING                  |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY               | X     |                         |                        |                           |
| CLIMBING                             | X     |                         |                        |                           |
| WALKING                              |       |                         | X                      |                           |
| STANDING                             |       |                         | X                      |                           |
| SITTING                              |       | X                       |                        |                           |
| WORKING IN EXTREME<br>TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.

## JOB DESCRIPTION

|                          |                          |                       |                                  |
|--------------------------|--------------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | Shift Supervisor Captain | <b>Position Code:</b> | 19377H                           |
| <b>Exemption Status:</b> | Exempt                   | <b>Department:</b>    | Security                         |
| <b>Reports To:</b>       | Chief of Security        | <b>Division:</b>      |                                  |
| <b>Review Date:</b>      | January 2005             | <b>Supervises:</b>    | Security Staff                   |
| <b>Edited:</b>           | May 2007                 | <b>Facility:</b>      | Blackwater Correctional Facility |

### Summary

Acts as shift commander by directing all security operations on one shift. Supervises security and control activities and staff during assigned shift, providing for maximum facility coordination, inmate supervision and safety, and preparation of records and reports.

### Primary Duties and Responsibilities

- Responsible directly to the Chief of Security (Night Major on night shift).
- Directs security activities and supervises custodial staff.
- Assists in the development and implementation of policies, procedures and regulations for custody, security and/or treatment of inmates.
- Conducts inspection tours to ensure compliance with all security, safety, sanitation, contraband, fire and/or other facility regulations, policies and procedures.
- Reviews disciplinary matters concerning both staff and inmates.
- Reviews staff effectiveness and conducts frequent physical inspections of the facility to ensure compliance with policies and procedures.
- Responds to major unusual occurrences.
- Direct line supervision over correctional officers, makes assignments, reviews post orders and assures that all procedures including emergency procedures are in place and staff is trained in implementation of same.
- Promotes an atmosphere conducive to personality and character development through the encouragement of favorable behavior patterns, arrangement of physical facilities, and influencing relationships among inmates.
- Facilitates prompt and appropriate assistance to inmates in the event of injury, illness or emotional trauma.
- Gives primary guidance on situational problems; makes referrals for more complex problems.
- Supports, clarifies, and helps inmates relate to all programs of the facility.
- Prepares records and reports as assigned.
- Enforces facility goals.
- Monitors daily logs.
- Performs other duties as assigned.

### Minimum Requirements

- Must meet same basic qualifications as a Corrections Officer.
- Minimum high school graduate or equivalent; related college courses highly desirable.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.

- Minimum of three (3) years of experience working in a correctional setting, one of which was in a position requiring supervisory capabilities.
- Must be representative of worthwhile qualities with which an inmate can identify. Must be emotionally stable, understanding and philosophically attuned to the facility objectives. Must be flexible, cooperative, and empathetic to the total needs of the inmates.
- Working knowledge of laws relating to corrections.
- Working knowledge of all applicable court orders.
- Ability to communicate and interact with a variety of personalities.
- Ability to interpret complex written/oral communication, documents, and instructions.
- Ability to make and implement decisions without assistance.
- Ability to give instructions and have them carried out.
- Ability to coordinate staffing requirement for security supervisors and officers.
- Ability to write communication documents, policies, courtroom defenses, contract negotiations, and other required written correspondence.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                  | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING              |       |                         |                        |                           |
| 1-10 LBS                         |       | X                       |                        |                           |
| 11-20 LBS                        | X     |                         |                        |                           |
| 21-40 LBS                        | X     |                         |                        |                           |
| 41-60 LBS                        | X     |                         |                        |                           |
| 61 OR MORE LBS                   | X     |                         |                        |                           |
| PUSHING OR PULLING:              |       |                         |                        |                           |
| 1-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                        | X     |                         |                        |                           |
| 61 OR MORE LBS                   | X     |                         |                        |                           |
| BENDING OR STOOPING              |       | X                       |                        |                           |
| REACHING ABOVE SHOULDER LEVEL    |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY           |       | X                       |                        |                           |
| CLIMBING                         | X     |                         |                        |                           |
| WALKING                          |       | X                       |                        |                           |
| STANDING                         |       | X                       |                        |                           |
| SITTING                          |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |  |                    |                                     |
|--------------------------|--|--------------------|-------------------------------------|
| <b>Job Title:</b>        | Assist. Shift Supervisor<br>Lieutenant | <b>Job Code:</b>   | 19377C                              |
| <b>Exemption Status:</b> | Exempt                                 | <b>Department:</b> | Security                            |
| <b>Reports To:</b>       | Shift Supervisor Captain               | <b>Division:</b>   |                                     |
| <b>Review Date:</b>      | June 2004                              | <b>Supervises:</b> | Corrections Officers                |
| <b>Edited:</b>           | April 2007                             | <b>Facility:</b>   | Blackwater<br>Correctional Facility |

### Summary

Supervises security/control activities and staff in an assigned area, which provides for maximum facility coordination in prisoner supervision and safety, in addition to the preparation of required records and reports.

### Primary Duties and Responsibilities

- Assists in the development and implementation of policies, procedures and regulations for custody, security and/or treatment of detainees/inmates.
- Responds to major unusual occurrences. Facilitates prompt and appropriate assistance to detainees/inmates in the event of injury, illness or emotional trauma.
- Promotes an atmosphere conducive to personality and character development of detainees/inmates and staff through the encouragement of favorable behavior patterns, arrangement of physical facilities, and influencing relationships among detainees/inmates.
- Directs the work of other employees. This includes the selection, hiring, evaluating job performance, employee training/development, promoting and any disciplinary action, including termination.
- Makes assignments, reviews post orders and assures that all procedures including emergency procedures are in place and staff is trained in proper implementation.
- Reviews disciplinary matters concerning both staff and detainees.
- Reviews staff effectiveness and conducts frequent physical inspections of the facility to ensure compliance with policies and procedures.
- Gives primary guidance on situational problems; making referrals for more complex problems.
- Prepares records and reports as assigned by management. Maintains daily logs as required.
- Responsible for attaining facility goals/objectives and ensuring compliance with all rules, regulations, policies and/or procedures for security operations.
- Directs work, provides training and performs inspections of work performed by detainee/inmate staff. May provide detainee supervision and security in other areas as needed.
- Performs other duties as assigned.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.





**Minimum Requirements**

- High school diploma or equivalent certification required.
- College coursework and advanced training in behavioral sciences, correctional services or related field preferred.
- Three (3) years of experience working in a correctional setting, one of which was in a position requiring supervisory capabilities.
- Must be mature, flexible, intellectually alert, able to command the respect and confidence of detainees/inmates and staff, philosophically committed to the objectives of the facility, and possess a high tolerance to mental stress.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                     | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                 |       |                         |                        |                           |
| 1-10 LBS                            |       |                         | X                      |                           |
| 11-20 LBS                           |       | X                       |                        |                           |
| 21-40 LBS                           |       | X                       |                        |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| PUSHING OR PULLING:                 |       |                         |                        |                           |
| 1-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                           | X     |                         |                        |                           |
| 61 OR MORE LBS                      | X     |                         |                        |                           |
| BENDING OR STOOPING                 |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL    |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP<br>VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY              | X     |                         |                        |                           |
| CLIMBING                            | X     |                         |                        |                           |
| WALKING                             |       |                         | X                      |                           |
| STANDING                            |       |                         | X                      |                           |
| SITTING                             |       | X                       |                        |                           |
| WORKING IN EXTREME<br>TEMPERATURES  | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                        |                       |                                     |
|--------------------------|------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Segregation Lieutenant | <b>Position Code:</b> | 19377G                              |
| <b>Exemption Status:</b> | Exempt                 | <b>Department:</b>    | Security                            |
| <b>Reports To:</b>       | Chief of Security      | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | June 2004              | <b>Supervises:</b>    | Corrections Officers                |
| <b>Edited:</b>           | November 2007          | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Responsible for all security related functions in the Segregation Unit. Seeks to provide maximum facility coordination in prisoner supervision and safety.

### Primary Duties and Responsibilities

- Assists in the development and implementation of policies, procedures and regulations for custody, security and/or treatment of detainees/inmates.
- Responds to major unusual occurrences. Facilitates prompt and appropriate assistance to detainees/inmates in the event of injury, illness or emotional trauma.
- Promotes an atmosphere conducive to personality and character development of detainees/inmates and staff through the encouragement of favorable behavior patterns, arrangement of physical facilities, and influencing relationships among detainees/inmates.
- Directs the work of other employees. This includes the selection, hiring, evaluating job performance, employee training/development, promoting and any disciplinary action, including termination.
- Makes assignments, reviews post orders and assures that all procedures including emergency procedures are in place and staff is trained in proper implementation.
- Reviews disciplinary matters concerning both staff and detainees.
- Reviews staff effectiveness and conducts frequent physical inspections of the facility to ensure compliance with policies and procedures.
- Gives primary guidance on situational problems; making referrals for more complex problems.
- Prepares records and reports as assigned by management. Maintains daily logs as required.
- Responsible for attaining facility goals/objectives and ensuring compliance with all rules, regulations, policies and/or procedures for security operations.
- Directs work, provides training and performs inspections of work performed by detainee/inmate staff. May provide detainee supervision and security in other areas as needed.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma or equivalent certification required.
- College coursework and advanced training in behavioral sciences, correctional services or related field preferred.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements. In addition to what is found in this description, further detail may be found with the reporting manager as a desk copy to assist with performance evaluation.



- Three (3) years of experience working in a correctional setting, one of which was in a position requiring supervisory capabilities.
- Must be mature, flexible, intellectually alert, able to command the respect and confidence of detainees/inmates and staff, philosophically committed to the objectives of the facility, and possess a high tolerance to mental stress.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       |                         | X                      |                           |
| 11-20 LBS                            |       | X                       |                        |                           |
| 21-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       | X                       |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| BENDING OR STOOPING                  |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY               | X     |                         |                        |                           |
| CLIMBING                             | X     |                         |                        |                           |
| WALKING                              |       |                         | X                      |                           |
| STANDING                             |       |                         | X                      |                           |
| SITTING                              |       | X                       |                        |                           |
| WORKING IN EXTREME<br>TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements. In addition to what is found in this description, further detail may be found with the reporting manager as a desk copy to assist with performance evaluation.

## JOB DESCRIPTION

|                          |   |                       |                                     |
|--------------------------|---|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Disciplinary Lieutenant                   | <b>Position Code:</b> | 19377D                              |
| <b>Exemption Status:</b> | Non-Exempt                                | <b>Department:</b>    | Security                            |
| <b>Reports To:</b>       | Asst. Facility Administrator,<br>Security | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | July 2005                                 | <b>Supervises:</b>    | None                                |
| <b>Edited:</b>           | April 2007                                | <b>Facility:</b>      | Blackwater Correctional<br>Facility |

### Summary

Conducts institutional disciplinary hearings and imposes appropriate sanctions for inmate misconduct incidents following pre-established rules and guidelines. Reports recommendations to the Unit Disciplinary Committee (UDC). In addition, performs correctional duties.

### Primary Duties and Responsibilities

- Conducts disciplinary hearings on acts of misconduct referred by the UDC.
- Conducts administrative fact-finding hearings including acts which could result in criminal charges.
- Reviews disciplinary reports; makes decisions regarding witnesses; takes and records testimonies; obtains, reviews, and evaluates evidence; determines whether submitted evidence supports allegations of misconduct.
- Follows pre-established rules and guidelines to impose disciplinary sanctions.
- Composes written reports of findings.
- Assists in training institution staff in matters of inmate discipline.
- Conducts other "due process" hearings.
- Performs other duties as assigned.

### Minimum Requirements

- High School Diploma or equivalent certification required.
- Three (3) years experience in correctional administration and operations.
- Ability to analyze data and information and prepare professional reports from same.
- Specialized training and certification in the review and analysis of administrative rules, court procedures and decisions, quasi-criminal procedures and conduct of hearings from the Bureau of Prison (BOP).
- Specific knowledge and experience in the following disciplines are preferred:
  - Custody and supervision of inmates.
  - Correctional emergency procedures.
  - Use of force.
  - Inmate disciplinary procedures.
  - Investigations.
  - Incident reporting.
- Ability to work with computers and the necessary software typically used by the department.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       | X                       |                        |                           |
| 11-20 LBS                         | X     |                         |                        |                           |
| 21-40 LBS                         | X     |                         |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       | X                       |                        |                           |
| REACHING ABOVE SHOULDER LEVEL     |       | X                       |                        |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES | X     |                         |                        |                           |
| WORKING WITH MACHINERY            | X     |                         |                        |                           |
| CLIMBING                          |       | X                       |                        |                           |
| WALKING                           |       |                         | X                      |                           |
| STANDING                          |       |                         | X                      |                           |
| SITTING                           |       |                         | X                      |                           |
| WORKING IN EXTREME TEMPERATURES   | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## JOB DESCRIPTION

|                          |                                       |                       |                                     |
|--------------------------|---------------------------------------|-----------------------|-------------------------------------|
| <b>Job Title:</b>        | Housing Supervisor Sergeant           | <b>Position Code:</b> | 19377B                              |
| <b>Exemption Status:</b> | Non-Exempt                            | <b>Department:</b>    | Security                            |
| <b>Reports To:</b>       | Assist Shift Supervisor<br>Lieutenant | <b>Division:</b>      |                                     |
| <b>Review Date:</b>      | June 2004                             | <b>Supervises:</b>    | Corrections Officers                |
| <b>Edited:</b>           | April 2007                            | <b>Facility:</b>      | Blackwater<br>Correctional Facility |

### Summary

Responsible for supervising the security/control activities and the work flow of officers assigned to a specific housing area. Ensures proper security procedures are followed as prescribed by the rules, regulations, policies and procedures of the company and the contracting agency.

### Primary Duties and Responsibilities

- Oversees security unit operations of the assigned housing unit, which may be designed to either house female detainees/inmates or detainees/inmates separate from the general population in either administrative detention or disciplinary segregation status (Special Housing Unit, a.k.a SHU).
- Directs the work flow of correctional officers and staff, makes assignments, reviews post orders and ensures emergency and all other procedures are in place.
- Promotes an atmosphere conducive to personality and character development through the encouragement of favorable behavior patterns, arrangement of physical facilities, and influencing relationships among detainees/inmates. Supports, clarifies, and helps detainees/inmates to relate to all facility programs.
- Reviews disciplinary matters concerning both staff and detainees/inmates. Refers information to management for appropriate action.
- Ensures compliance with all rules, regulations, policies and procedures pertaining to the housing unit assigned. May assist in the development and implementation of updated policies, procedures and regulations for the custody, security and/or treatment of detainees/inmates. Reviews staff effectiveness and conducts frequent physical inspections of facility to ensure compliance with policies and procedures
- Ensures all officers/staff are fully trained in the specific housing unit assigned.
- Responds to major unusual occurrences as trained.
- Facilitates prompt and appropriate assistance to detainees/inmates in the event of injury, illness and emotional trauma.
- Responsible for maintaining records and preparing reports as assigned by management. Maintains daily logs as required.
- Performs other duties as assigned.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Minimum Requirements**

- High school diploma or equivalent certification required.
- College coursework and advanced training in behavioral sciences, correctional services or related field preferred.
- Three (3) years of experience working in a correctional setting, one of which was in a position requiring supervisory capabilities. Work experience with detainee/inmate populations specific to the housing unit being staffed preferred.
- Must be mature, flexible, intellectually alert, able to command the respect and confidence of detainees/inmates and staff, philosophically committed to the objectives of the facility, and possess a high tolerance to mental stress.
- Must have a proven work history with sound abilities to write communication documents, policies and other required written correspondence.

**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                   | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|-----------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING               |       |                         |                        |                           |
| 1-10 LBS                          |       |                         | X                      |                           |
| 11-20 LBS                         |       | X                       |                        |                           |
| 21-40 LBS                         |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| PUSHING OR PULLING:               |       |                         |                        |                           |
| 1-40 LBS                          |       | X                       |                        |                           |
| 41-60 LBS                         | X     |                         |                        |                           |
| 61 OR MORE LBS                    | X     |                         |                        |                           |
| BENDING OR STOOPING               |       |                         | X                      |                           |
| REACHING ABOVE SHOULDER LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP. VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY            | X     |                         |                        |                           |
| CLIMBING                          | X     |                         | X                      |                           |
| WALKING                           |       |                         |                        | X                         |
| STANDING                          |       |                         | X                      |                           |
| SITTING                           |       | X                       |                        |                           |
| WORKING IN EXTREME TEMPERATURES   |       | X                       |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## **JOB DESCRIPTION**

|                          |                           |                       |                                  |
|--------------------------|---------------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | Armory Locksmith Sergeant | <b>Position Code:</b> | 193771                           |
| <b>Exemption Status:</b> | Non-Exempt                | <b>Department:</b>    | Security                         |
| <b>Reports To:</b>       | Shift Supervisor Captain  | <b>Division:</b>      |                                  |
| <b>Review Date:</b>      | November 2004             | <b>Supervises:</b>    | None                             |
| <b>Edited:</b>           | April 2007                | <b>Facility:</b>      | Blackwater Correctional Facility |

### **Summary**

Responsible for the security, inventory, and maintenance of the facility armory including all firearms, other security equipment, chemical agents and key control.

### **Primary Duties and Responsibilities**

- Ensures the safe handling of all firearms, chemical agents and ammunition.
- Ensures compliance with all rules, regulations, policies and procedures pertaining to key control. May assist in the development and implementation of updated policies, procedures and regulations for the custody, security and/or treatment of inmates/detainees. Reviews staff effectiveness and conducts frequent physical inspections of the facility to ensure compliance with policies and procedures.
- Ensures all equipment is issued and signed for on the Arsenal equipment issue log. Responsible for maintaining records and preparing reports as assigned by management. Maintains daily logs as required.
- Performs other duties as assigned.

### **Minimum Requirements**

- High school diploma or equivalent certification required.
- Must be twenty-one (21) years of age.
- One (1) year of experience in a correctional facility with responsibility for direct supervision over inmates/detainees or an equivalent combination of work experience and education.
- Working knowledge of firearms, firearm safety, and key control procedures.
- Must have a proven work history with sound abilities to write communication documents, policies and other required written correspondence.

**NOTE:** Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.





**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                      | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|--------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                  |       |                         |                        |                           |
| 1-10 LBS                             |       |                         | X                      |                           |
| 11-20 LBS                            |       | X                       |                        |                           |
| 21-40 LBS                            |       | X                       |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| PUSHING OR PULLING:                  |       |                         |                        |                           |
| 1-40 LBS                             |       | X                       |                        |                           |
| 41-60 LBS                            | X     |                         |                        |                           |
| 61 OR MORE LBS                       | X     |                         |                        |                           |
| BENDING OR STOOPING                  |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL     |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES |       | X                       |                        |                           |
| WORKING WITH MACHINERY               | X     |                         |                        |                           |
| CLIMBING                             | X     |                         |                        |                           |
| WALKING                              |       |                         |                        | X                         |
| STANDING                             |       |                         | X                      |                           |
| SITTING                              |       | X                       |                        |                           |
| WORKING IN EXTREME<br>TEMPERATURES   |       | X                       |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



## **JOB DESCRIPTION**

|                          |                   |                       |                                  |
|--------------------------|-------------------|-----------------------|----------------------------------|
| <b>Job Title:</b>        | Security Clerk    | <b>Position Code:</b> | 19375V                           |
| <b>Exemption Status:</b> | Non-Exempt        | <b>Department:</b>    | Security                         |
| <b>Reports To:</b>       | Chief of Security | <b>Division:</b>      |                                  |
| <b>Review Date:</b>      | June 2004         | <b>Supervises:</b>    | None                             |
| <b>Edited:</b>           | April 2007        | <b>Facility:</b>      | Blackwater Correctional Facility |

### **Summary**

Under direct supervision, performs daily office clerical tasks such as filing, recording, maintaining records, copying, posting, and other similar duties. Clerks may be used in various departments and perform similar duties related to the specific function being supported.

### **Primary Duties and Responsibilities**

- Answers phones, directs calls, and takes messages.
- Maintains moderately complex indexes and files
- Types correspondence, reports and other materials as required.
- May operate an adding machine, calculator, telex terminal, copy machine, or any other office machine requiring no previous training.
- In performance of other duties, communicates with a computer through a terminal for information retrieval and data entry.
- Performs other duties as assigned.

### **Minimum Requirements**

- High school diploma or GED certificate.
- Demonstrated experience in office procedures and related clerical duties.
- Ability to interact in a professional manner in both individual and group settings.
- Ability to work with a team of inmates and have the ability to implement team strategy approaches to work assignments.
- Good oral and written communication skills.
- Ability to understand and carry out moderately complex oral and written instructions; to make minor decisions in accordance with rules and regulations as they apply to work problems; to maintain company records; and to meet and deal effectively with the public and inmates.
- Ability to work with computers and the necessary software typically used by the department.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



**Working Conditions:** Encountered on a regular basis as part of the work this job performs.

|                                       | NEVER | OCCASIONALLY<br>(0-30%) | FREQUENTLY<br>(31-60%) | CONTINUOUSLY<br>(61-100%) |
|---------------------------------------|-------|-------------------------|------------------------|---------------------------|
| LIFTING OR CARRYING                   |       |                         |                        |                           |
| 1-10 LBS                              |       | X                       |                        |                           |
| 11-20 LBS                             |       | X                       |                        |                           |
| 21-40 LBS                             | X     |                         |                        |                           |
| 41-60 LBS                             | X     |                         |                        |                           |
| 61 OR MORE LBS                        | X     |                         |                        |                           |
| PUSHING OR PULLING:                   |       |                         |                        |                           |
| 1-40 LBS                              | X     |                         |                        |                           |
| 41-60 LBS                             | X     |                         |                        |                           |
| 61 OR MORE LBS                        | X     |                         |                        |                           |
| BENDING OR STOOPING                   |       |                         | X                      |                           |
| REACHING ABOVE<br>SHOULDER LEVEL      |       |                         | X                      |                           |
| DRIVING AUTOMATIC EQUIP.<br>VEHICLES. | X     |                         |                        |                           |
| WORKING WITH MACHINERY                | X     |                         |                        |                           |
| CLIMBING                              | X     |                         |                        |                           |
| WALKING                               |       | X                       |                        |                           |
| STANDING                              |       | X                       |                        |                           |
| SITTING                               |       |                         |                        | X                         |
| WORKING IN EXTREME<br>TEMPERATURES    | X     |                         |                        |                           |

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.

AMENDMENT #3  
OPERATION AND MANAGEMENT SERVICES CONTRACT  
BETWEEN  
THE STATE OF FLORIDA  
DEPARTMENT OF MANAGEMENT SERVICES  
AND  
THE GEO GROUP, INC. (GEO)  
FOR THE  
BLACKWATER RIVER CORRECTIONAL FACILITY

This Amendment is entered into this 8<sup>th</sup> day of November, 2010, by and between the State of Florida, Department of Management Services, Bureau of Private Prison Monitoring (Bureau) and The GEO Group, Inc., 621 Northwest 53<sup>rd</sup> Street, Boca Raton, Florida 33487 (Contractor) in recognition of the following:

**WHEREAS**, the parties hereto have previously entered into Contract DMS 08/09-026, dated April 30, 2010, (the Contract) for the Contractor to operate, maintain and manage the Blackwater River Correctional Facility (the Facility); and

**WHEREAS**, Article 11.16 of the Contract expressly provides for amendments.

NOW, THEREFORE, in consideration of mutual benefits exchanged and received, the Parties agree as follows:

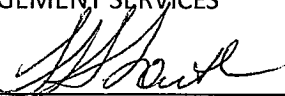
1. Section 5.52.5 was inadvertently left incomplete and shall read as follows:

If there is an urgent administrative problem, the Department shall make contact with CONTRACTOR and CONTRACTOR shall orally respond to the Contract Manager within two (2) hours. If a non urgent administrative problem occurs, the Department shall make contact with CONTRACTOR and CONTRACTOR shall orally respond to the Contract Manager within forty eight (48) hours. CONTRACTOR or designee at the facility shall respond to inquiries from the Department by providing the necessary information or records that the Department deems necessary to respond to inquiries, complaints or grievances from or about inmates within three (3) working days of receipt of the request. The On-Site Contract Monitor and the DC shall be copied on all such correspondence.

All other terms and conditions of the Contract remain the same.

IN WITNESS WHEREOF, the undersigned authorized persons have executed this Amendment on behalf of their respective party effective November 8<sup>th</sup>, 2010.

STATE OF FLORIDA, DEPARTMENT  
OF MANAGEMENT SERVICES

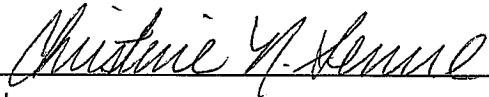


Name

11/18/10  
Date

Linda H. South, Secretary  
Printed Name

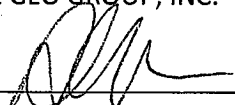
APPROVED AS TO FORM AND LEGALITY  
DEPARTMENT OF MANAGEMENT SERVICES, OFFICE OF GENERAL COUNSEL



Name

11/01/2010  
Date

THE GEO GROUP, INC.



Amber D. Martin, Vice President, Contracts Administration

11/05/10  
Date

**AMBER D. MARTIN**  
~~Vice President, Contracts Administration~~  
Printed Name **The GEO Group, Inc.**

\_\_\_\_\_  
Title

**Schedule XIV**  
**Variance from Long Range Financial Outlook**

**Agency:** Department of Management Services\_\_      **Contact:** \_Debra Forbess \_\_487-9911

Article III, Section 19(a)3, Florida Constitution, requires each agency Legislative Budget Request to be based upon and reflect the long range financial outlook adopted by the Joint Legislative Budget Commission or to explain any variance from the outlook.

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2011 contain revenue or expenditure estimates related to your agency?

Yes       No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2012-2013 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

|   | Issue (Revenue or Budget Driver) | R/B* | FY 2012-2013 Estimate/Request Amount |                            |
|---|----------------------------------|------|--------------------------------------|----------------------------|
|   |                                  |      | Long Range Financial Outlook         | Legislative Budget Request |
| a | Pensions and Benefits            |      | 737,926                              | 737,926                    |
| b |                                  |      |                                      |                            |
| c |                                  |      |                                      |                            |
| d |                                  |      |                                      |                            |
| e |                                  |      |                                      |                            |
| f |                                  |      |                                      |                            |

- 3) If your agency's Legislative Budget Request does not conform to the long range financial outlook with respect to the revenue estimates (from your Schedule I) or budget drivers, please explain the variance(s) below.

N/A

\* R/B = Revenue or Budget Driver



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**EXECUTIVE DIRECTION**

**EXHIBITS  
OR  
SCHEDULES**



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**EXECUTIVE DIRECTION**

**SCHEDULE I SERIES**



**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012 - 2013  
**Program:** 72010100 Executive Direction & Administration  
**Fund:** 2021 Administrative Trust  
**Specific Authority:** Section 20.22, Florida Statutes  
**Purpose of Fees Collected:** Assessment fees are charged to operating divisions/programs within the Department to recover costs for departmental administrative services.

Type of Fee or Program: (Check ONE Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II</b> .) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

| (1)<br><b>SECTION I - FEE COLLECTION</b>              | (2)<br><b>ACTUAL<br/>FY 2010-11</b> | (3)<br><b>ESTIMATED<br/>FY 2011-12</b> | (4)<br><b>REQUEST<br/>FY 2012-13</b> |
|---|-------------------------------------|--|--------------------------------------|
| <b>Receipts:</b><br>SEE ATTACHED LISTING              |                                     |  |                                      |
| <b>Total Fee Collection to Line (1) - Section III</b> | 6,696,182                           | 6,502,224                              | 6,723,435                            |

**SECTION II - FULL COSTS**

**Direct Costs:**

|  |           |           |           |
|--|-----------|-----------|-----------|
| Salaries and Benefits                  | 5,011,614 | 5,619,073 | 5,619,073 |
| Other Personal Services                | 31,029    | 38,329    | 38,329    |
| Expenses                               | 637,424   | 647,694   | 647,694   |
| Operating Capital Outlay               | 5,195     | 9,688     | 9,688     |
| Sp.Cat.: TR to Administrative Hearings | 8,932     |           |           |
| Sp.Cat.: Contracted Services           | 99,921    | 102,700   | 102,700   |
| Sp.Cat.: Mail Services                 | 113,424   | 113,424   | 113,424   |
| Sp.Cat.: Risk Mgmt Insurance           | 31,536    | 127,605   | 127,605   |
| Sp.Cat.: Contracted Legal Services     |           |           | 350,000   |
| Sp.Cat.: Deferred-Pay Com Contracts    | 15,379    | 15,380    |           |
| HR Statewide Contract                  | 31,367    | 29,107    | 29,107    |
| Data Processing Services - SSRC        | 197,892   | 395,348   | 383,336   |

**Indirect Costs Charged to Trust Fund:**

|   |          |         |         |
|---|----------|---------|---------|
| TR to GR-8% Svc Chrg                        | 6,060    | 2,880   | 2,400   |
| Comp Leave Liability in Beg Bal             | (84,722) |         |         |
| CF B Paid                                   |          |         |         |
| 6/30/2010 Post Closing Adj to Exp.          | 1,356    | -       |         |
| Cert Forward Reversions @ 6/30/2010         | (22,000) |         |         |
| Cert Forward Reversions @ 9/30/2011         |          |         |         |
| Tsfr for Admin. Assessment from 720103-2021 | (4,016)  | (4,016) | (4,016) |
| Reserve for Pay Package                     |          |         |         |

**Total Full Costs to Line (2) - Section III** 6,080,391      7,101,228      7,419,340

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |     |                |                  |                  |
|--------------------------------|-----|----------------|------------------|------------------|
| TOTAL SECTION I                | (A) | 6,696,182      | 6,502,224        | 6,723,435        |
| TOTAL SECTION II               | (B) | 6,080,391      | 7,101,228        | 7,419,340        |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>615,791</b> | <b>(599,004)</b> | <b>(695,905)</b> |

**EXPLANATION:**

Negative balances are offset by cash balance carried forward (See Schedule I)

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:**

Management Services

**Budget Period: 2012-13**

**Program:**

Executive Direction & Administration (72010100)

**Fund:**

Administrative Trust (2021)

| (1)   | (2)               | (3)               | (4)               |
|---|-------------------|-------------------|-------------------|
| <b><u>SECTION I - FEE COLLECTION</u></b>              | <b>ACTUAL</b>     | <b>ESTIMATED</b>  | <b>REQUEST</b>    |
|   | <b>FY 2010-11</b> | <b>FY 2011-12</b> | <b>FY 2012-13</b> |
| <b><u>Receipts:</u></b>                               |                   |                   |                   |
| Admin. Assessment - 724001-2696                       | 2,056,486         | 2,148,971         | 2,245,675         |
| Admin. Assessment - 724002-2033                       | 74,834            | 71,230            | 74,435            |
| Admin. Assessment - 726001-1000                       | 81,769            |                   |                   |
| Admin. Assessment - 726002-2699                       | 26,749            | 28,031            | 29,292            |
| Admin. Assessment - 726003-2510                       | 76,047            | 73,892            | 77,217            |
| Admin. Assessment - 726004-2510                       | 336,004           | 308,139           | 322,005           |
| Admin. Assessment - 726004-1000                       | 136,067           | 76,326            | 79,761            |
| Admin. Assessment - 726005-2510                       | 69,718            | 29,049            | 30,356            |
| Admin. Assessment - 727501-2678                       | 622,735           | 623,198           | 651,242           |
| Admin. Assessment - 727501-1000                       | 16,357            |                   |                   |
| Admin. Assessment - 727502-2570                       | 211,718           | 125,493           | 131,140           |
| Admin. Assessment - 727502-2667                       | 14,675            | 31,649            | 33,073            |
| Admin. Assessment - 727502-2668                       | 206,849           | 363,002           | 379,337           |
| Admin. Assessment - 727502-2671                       | 1,805             | 1,764             | 1,843             |
| Admin. Assessment - 727503-2309                       | 1,008,425         | 999,387           | 1,044,359         |
| Admin. Assessment - 729001-2105                       | 985,933           | 1,118,205         | 1,168,524         |
| Admin. Assessment - 729001-2344                       | 67,060            | 71,073            | 74,271            |
| Admin. Assessment - 729002-2432                       | 124,341           | 148,650           | 155,339           |
| Admin. Assessment - 729101-2792                       | 121,209           | 139,235           | 81,731            |
| Admin. Assessment - 729201-1000                       | 27,346            | 26,507            | 27,700            |
| Admin. Assessment - 729201-2558                       | 27,346            | 26,507            | 27,700            |
| Admin. Assessment - 729501-2510                       | 63,422            | 55,916            | 58,432            |
| Printing Services                                     | 18,628            |                   |                   |
| Miscellaneous Receipts                                | 285,409           |                   |                   |
| Interest Earnings                                     | 35,250            | 36,000            | 30,000            |
|   |                   |                   |                   |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b>6,696,182</b>  | <b>6,502,224</b>  | <b>6,723,435</b>  |

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012-13  
**Program:** 720101 Executive Direction/Support Services  
**Fund:** 2105 Communications Working Capital Trust

**Specific Authority:** Chapter 282, F.S.  
**Purpose of Fees Collected:** To pay costs for maintenance of the State Portal web site,  
 known as MyFlorida.com.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II</b> .) |
| <input type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

| (1)   | (2)                            | (3)                            | (4)                            |
|---|--------------------------------|--------------------------------|--------------------------------|
| <b><u>SECTION I - FEE COLLECTION</u></b>              | <b>ACTUAL</b>                  | <b>ESTIMATED</b>               | <b>REQUEST</b>                 |
|   | <b>FY 2010-11</b>              | <b>FY 2011-12</b>              | <b>FY 2012-13</b>              |
| <b><u>Receipts:</u></b>                               |                                |                                |                                |
|   | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           |
|   | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           |
| <b>Total Fee Collection to Line (1) - Section III</b> | <input type="text" value="-"/> | <input type="text" value="-"/> | <input type="text" value="-"/> |

| <b><u>SECTION II - FULL COSTS</u></b>               |                                |  |  |
|---|--------------------------------|--|--|
| <b><u>Direct Costs:</u></b>                         |                                |  |  |
| Salaries and Benefits                               | <input type="text"/>           | <input type="text" value="146,835"/>   | <input type="text" value="146,835"/>   |
| Expenses  | <input type="text"/>           | <input type="text" value="45,597"/>    | <input type="text" value="45,597"/>    |
| SC: Contracted Services                             | <input type="text"/>           | <input type="text" value="81,200"/>    | <input type="text" value="81,200"/>    |
| SC: Risk Management                                 | <input type="text"/>           | <input type="text" value="344"/>       | <input type="text" value="344"/>       |
| SC: HR Services                                     | <input type="text"/>           | <input type="text" value="734"/>       | <input type="text" value="734"/>       |
| DP Svcs-SSRC  | <input type="text"/>           | <input type="text" value="21,794"/>    | <input type="text" value="21,515"/>    |
| <b><u>Indirect Costs Charged to Trust Fund:</u></b> |                                |  |  |
| Transfer in from 72900100-2105                      | <input type="text"/>           | <input type="text" value="(296,504)"/> | <input type="text" value="(296,225)"/> |
|   | <input type="text"/>           | <input type="text"/>                   | <input type="text"/>                   |
| <b>Total Full Costs to Line (2) - Section III</b>   | <input type="text" value="-"/> | <input type="text" value="-"/>         | <input type="text" value="-"/>         |

Basis Used: Accrual

| <b><u>SECTION III - SUMMARY</u></b> |            |                                |                                |
|-------------------------------------|------------|--------------------------------|--------------------------------|
| TOTAL SECTION I                     | (A)        | <input type="text" value="-"/> | <input type="text" value="-"/> |
| TOTAL SECTION II                    | (B)        | <input type="text" value="-"/> | <input type="text" value="-"/> |
| <b>TOTAL - Surplus/Deficit</b>      | <b>(C)</b> | <input type="text" value="-"/> | <input type="text" value="-"/> |

**EXPLANATION:**

Negative balances are offset by cash balance carried forward (See Schedule I)

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |                                   |
|-----------------------------|-----------------------------------|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b> |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES               |
| <b>Budget Entity:</b>       | ADMINISTRATIVE TRUST              |
| <b>LAS/PBS Fund Number:</b> | ADMINISTRATION (72010100)         |
|                             | 2021                              |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 143,172 (A)                |                      | 143,172             |
| ADD: Other Cash (See Instructions)                  | 300 (B)                    |                      | 300                 |
| ADD: Investments                                    | 1,695,684 (C)              |                      | 1,695,684           |
| ADD: Outstanding Accounts Receivable                | 6,364 (D)                  | 0                    | 6,364               |
| ADD: <b>Due from Leased Employees in July</b>       |                            |                      | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | <b>1,845,520 (F)</b>       | <b>0</b>             | <b>1,845,520</b>    |
| LESS Allowances for Uncollectibles                  |                            |                      | 0                   |
| LESS Approved "A" Certified Forwards                | 261,086 (H)                |                      | 261,086             |
| Approved "B" Certified Forwards                     | 61,100 (H)                 |                      | 61,100              |
| Approved "FCO" Certified Forwards                   |                            |                      | 0                   |
| LESS: Other Accounts Payable (Nonoperating)         | 1120 (I)                   |                      | 1,120               |
| LESS: <u>Unearn Revenue</u>                         |                            |                      | 0                   |
| <b>Unreserved Fund Balance, 07/01/11</b>            | <b>1,522,214 (K)</b>       |                      | <b>1,522,214**</b>  |

1524902

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |                                   |
|-----------------------------|-----------------------------------|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b> |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES               |
| <b>Budget Entity:</b>       | ADMINISTRATIVE TRUST              |
| <b>LAS/PBS Fund Number:</b> | ADMINISTRATION (72010100)         |
|                             | 2105                              |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 0 (A)                      |                      | 0                   |
| ADD: Other Cash (See Instructions)                  |                            |                      | 0                   |
| ADD: Investments                                    |                            |                      | 0                   |
| ADD: Outstanding Accounts Receivable                |                            |                      | 0                   |
| ADD: _____  |                            |                      | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | 0 (F)                      |                      | 0                   |
| LESS Allowances for Uncollectibles                  |                            |                      | 0                   |
| LESS Approved "A" Certified Forwards                | 0 (H)                      |                      | 0                   |
| Approved "B" Certified Forwards                     |                            |                      | 0                   |
| Approved "FCO" Certified Forwards                   |                            |                      | 0                   |
| LESS: Other Accounts Payable (Nonoperating)         |                            |                      | 0                   |
| LESS: Other Accounts Payable                        |                            |                      | 0                   |
| <b>Unreserved Fund Balance, 07/01/11</b>            | 0 (K)                      |                      | 0**                 |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 720000 MANAGEMENT SERVICES  
**Trust Fund Title:** Administrative Trust Fund  
**LAS/PBS Fund Number:** 2021

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11 1,511,438.95 (A)

**Add/Subtract:**

Compensated Absences Liability recorded In FLAIR As A Liability/  
Not Recorded On Schedule 1C 74,558.87

Certified Forward B On Schedule 1C/Not Subtracted  
From FLAIR Fund Balance (61,100)

Accounts Payable not Certified Forward in Trial Balance,  
but not on Schedule 1C. 4

**Other Adjustment(s):**

Statewide Post Closing Adjustment @ June 30, 2011  
Increase Accounts Accounts Balance (C)

**ADJUSTED BEGINNING TRIAL BALANCE:** 1,524,902 (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC** 1,524,902 (E)

**DIFFERENCE:** (0) (F)\*

**\*SHOULD EQUAL ZERO.**



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**EXECUTIVE DIRECTION**

**EXHIBITS  
OR  
SCHEDULES**



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**EXECUTIVE DIRECTION**

**SCHEDULE I SERIES**



**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012 - 2013  
**Program:** 72010100 Executive Direction & Administration  
**Fund:** 2021 Administrative Trust  
**Specific Authority:** Section 20.22, Florida Statutes  
**Purpose of Fees Collected:** Assessment fees are charged to operating divisions/programs within the Department to recover costs for departmental administrative services.

Type of Fee or Program: (Check ONE Box and answer questions as indicated.)

|                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                 |

| (1)<br><b>SECTION I - FEE COLLECTION</b>              | (2)<br><b>ACTUAL<br/>FY 2010-11</b> | (3)<br><b>ESTIMATED<br/>FY 2011-12</b> | (4)<br><b>REQUEST<br/>FY 2012-13</b> |
|---|-------------------------------------|--|--------------------------------------|
| <b>Receipts:</b><br>SEE ATTACHED LISTING              |                                     |  |                                      |
| <b>Total Fee Collection to Line (1) - Section III</b> | 6,698,865                           | 6,502,224                              | 6,723,435                            |

**SECTION II - FULL COSTS**

**Direct Costs:**

|  |           |           |           |
|--|-----------|-----------|-----------|
| Salaries and Benefits                  | 5,011,614 | 5,619,073 | 5,619,073 |
| Other Personal Services                | 31,029    | 38,329    | 38,329    |
| Expenses                               | 637,424   | 647,694   | 647,694   |
| Operating Capital Outlay               | 5,195     | 9,688     | 9,688     |
| Sp.Cat.: TR to Administrative Hearings | 8,932     |           |           |
| Sp.Cat.: Contracted Services           | 99,921    | 102,700   | 102,700   |
| Sp.Cat.: Mail Services                 | 113,424   | 113,424   | 113,424   |
| Sp.Cat.: Risk Mgmt Insurance           | 31,536    | 127,605   | 127,605   |
| Sp.Cat.: Contracted Legal Services     |           |           | 350,000   |
| Sp.Cat.: Deferred-Pay Com Contracts    | 15,379    | 15,380    |           |
| HR Statewide Contract                  | 31,367    | 29,107    | 29,107    |
| Data Processing Services - SSRC        | 197,892   | 395,348   | 383,336   |

**Indirect Costs Charged to Trust Fund:**

|   |          |       |       |
|---|----------|-------|-------|
| TR to GR-8% Svc Chrg                        | 6,060    | 2,880 | 2,400 |
| Comp Leave Liability in Beg Bal             | (84,722) |       |       |
| CF B Paid                                   |          |       |       |
| 6/30/2010 Post Closing Adj to Exp.          | 1,356    | -     |       |
| Cert Forward Reversions @ 6/30/2010         | (22,000) |       |       |
| Cert Forward Reversions @ 9/30/2011         |          |       |       |
| Tsfr for Admin. Assessment from 720103-2021 | (4,016)  |       |       |
| Reserve for Pay Package                     |          |       |       |

**Total Full Costs to Line (2) - Section III** 6,080,391      7,101,228      7,423,356

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |     |           |           |           |
|--------------------------------|-----|-----------|-----------|-----------|
| TOTAL SECTION I                | (A) | 6,698,865 | 6,502,224 | 6,723,435 |
| TOTAL SECTION II               | (B) | 6,080,391 | 7,101,228 | 7,423,356 |
| <b>TOTAL - Surplus/Deficit</b> | (C) | 618,474   | (599,004) | (699,921) |

**EXPLANATION:**

Negative balances are offset by cash balance carried forward (See Schedule I)

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** Management Services **Budget Period: 2012-13**  
**Program:** Executive Direction & Administration (72010100)  
**Fund:** Administrative Trust (2021)

| (1)   | (2)               | (3)               | (4)               |
|---|-------------------|-------------------|-------------------|
| <b><u>SECTION I - FEE COLLECTION</u></b>              | <b>ACTUAL</b>     | <b>ESTIMATED</b>  | <b>REQUEST</b>    |
|   | <b>FY 2010-11</b> | <b>FY 2011-12</b> | <b>FY 2012-13</b> |
| <b><u>Receipts:</u></b>                               |                   |                   |                   |
| Admin. Assessment - 724001-2696                       | 2,056,486         | 2,148,971         | 2,245,675         |
| Admin. Assessment - 724002-2033                       | 74,834            | 71,230            | 74,435            |
| Admin. Assessment - 726001-1000                       | 81,769            |                   |                   |
| Admin. Assessment - 726002-2699                       | 26,749            | 28,031            | 29,292            |
| Admin. Assessment - 726003-2510                       | 76,047            | 73,892            | 77,217            |
| Admin. Assessment - 726004-2510                       | 336,004           | 308,139           | 322,005           |
| Admin. Assessment - 726004-1000                       | 136,067           | 76,326            | 79,761            |
| Admin. Assessment - 726005-2510                       | 69,718            | 29,049            | 30,356            |
| Admin. Assessment - 727501-2678                       | 622,735           | 623,198           | 651,242           |
| Admin. Assessment - 727501-1000                       | 16,357            |                   |                   |
| Admin. Assessment - 727502-2570                       | 211,718           | 125,493           | 131,140           |
| Admin. Assessment - 727502-2667                       | 14,675            | 31,649            | 33,073            |
| Admin. Assessment - 727502-2668                       | 206,849           | 363,002           | 379,337           |
| Admin. Assessment - 727502-2671                       | 1,805             | 1,764             | 1,843             |
| Admin. Assessment - 727503-2309                       | 1,008,425         | 999,387           | 1,044,359         |
| Admin. Assessment - 729001-2105                       | 985,933           | 1,118,205         | 1,168,524         |
| Admin. Assessment - 729001-2344                       | 67,060            | 71,073            | 74,271            |
| Admin. Assessment - 729002-2432                       | 124,341           | 148,650           | 155,339           |
| Admin. Assessment - 729101-2792                       | 121,209           | 139,235           | 81,731            |
| Admin. Assessment - 729201-1000                       | 27,346            | 26,507            | 27,700            |
| Admin. Assessment - 729201-2558                       | 27,346            | 26,507            | 27,700            |
| Admin. Assessment - 729501-2510                       | 63,422            | 55,916            | 58,432            |
| Printing Services                                     | 18,628            |                   |                   |
| Miscellaneous Receipts                                | 288,092           |                   |                   |
| Interest Earnings                                     | 35,250            | 36,000            | 30,000            |
|   |                   |                   |                   |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b>6,698,865</b>  | <b>6,502,224</b>  | <b>6,723,435</b>  |

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012-13  
**Program:** 720101 Executive Direction/Support Services  
**Fund:** 2105 Communications Working Capital Trust

**Specific Authority:** Chapter 282, F.S.  
**Purpose of Fees Collected:** To pay costs for maintenance of the State Portal web site,  
 known as MyFlorida.com.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II</b> .) |
| <input type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

| (1)   | (2)                            | (3)                            | (4)                            |
|---|--------------------------------|--------------------------------|--------------------------------|
| <b><u>SECTION I - FEE COLLECTION</u></b>              | <b>ACTUAL</b>                  | <b>ESTIMATED</b>               | <b>REQUEST</b>                 |
|   | <b>FY 2010-11</b>              | <b>FY 2011-12</b>              | <b>FY 2012-13</b>              |
| <b><u>Receipts:</u></b>                               |                                |                                |                                |
|   | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           |
|   | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           |
| <b>Total Fee Collection to Line (1) - Section III</b> | <input type="text" value="-"/> | <input type="text" value="-"/> | <input type="text" value="-"/> |

| <b><u>SECTION II - FULL COSTS</u></b>               |                                |                                |                                |
|---|--------------------------------|--------------------------------|--------------------------------|
| <b><u>Direct Costs:</u></b>                         |                                |                                |                                |
| Salaries and Benefits                               | <input type="text"/>           | 146,835                        | 146,835                        |
| Expenses  | <input type="text"/>           | 45,597                         | 45,597                         |
| SC: Contracted Services                             | <input type="text"/>           | 81,200                         | 81,200                         |
| SC: Risk Management                                 | <input type="text"/>           | 344                            | 344                            |
| SC: HR Services                                     | <input type="text"/>           | 734                            | 734                            |
| DP Svcs-SSRC  | <input type="text"/>           | 21,794                         | 21,515                         |
| <b><u>Indirect Costs Charged to Trust Fund:</u></b> |                                |                                |                                |
| Transfer in from 72900100-2105                      | <input type="text"/>           | (296,504)                      | (296,225)                      |
|   | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           |
| <b>Total Full Costs to Line (2) - Section III</b>   | <input type="text" value="-"/> | <input type="text" value="-"/> | <input type="text" value="-"/> |

Basis Used: Accrual

| <b><u>SECTION III - SUMMARY</u></b> |            |                                |                                |
|-------------------------------------|------------|--------------------------------|--------------------------------|
| TOTAL SECTION I                     | (A)        | <input type="text" value="-"/> | <input type="text" value="-"/> |
| TOTAL SECTION II                    | (B)        | <input type="text" value="-"/> | <input type="text" value="-"/> |
| <b>TOTAL - Surplus/Deficit</b>      | <b>(C)</b> | <input type="text" value="-"/> | <input type="text" value="-"/> |

**EXPLANATION:**

Negative balances are offset by cash balance carried forward (See Schedule I)

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |                                   |
|-----------------------------|-----------------------------------|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b> |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES               |
| <b>Budget Entity:</b>       | ADMINISTRATIVE TRUST              |
| <b>LAS/PBS Fund Number:</b> | ADMINISTRATION (72010100)         |
|                             | 2021                              |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 143,172 (A)                |                      | 143,172             |
| ADD: Other Cash (See Instructions)                  | 300 (B)                    |                      | 300                 |
| ADD: Investments                                    | 1,695,684 (C)              |                      | 1,695,684           |
| ADD: Outstanding Accounts Receivable                | 6,364 (D)                  | 0                    | 6,364               |
| ADD: <b>Due from Leased Employees in July</b>       |                            |                      | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | <b>1,845,520 (F)</b>       | <b>0</b>             | <b>1,845,520</b>    |
| LESS Allowances for Uncollectibles                  |                            |                      | 0                   |
| LESS Approved "A" Certified Forwards                | 261,086 (H)                |                      | 261,086             |
| Approved "B" Certified Forwards                     | 61,100 (H)                 |                      | 61,100              |
| Approved "FCO" Certified Forwards                   |                            |                      | 0                   |
| LESS: Other Accounts Payable (Nonoperating)         | 1120 (I)                   |                      | 1,120               |
| LESS: <u>Unearn Revenue</u>                         |                            |                      | 0                   |
| <b>Unreserved Fund Balance, 07/01/11</b>            | <b>1,522,214 (K)</b>       |                      | <b>1,522,214**</b>  |

1524902

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |                                   |
|-----------------------------|-----------------------------------|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b> |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES               |
| <b>Budget Entity:</b>       | ADMINISTRATIVE TRUST              |
| <b>LAS/PBS Fund Number:</b> | ADMINISTRATION (72010100)         |
|                             | 2105                              |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 0 (A)                      |                      | 0                   |
| ADD: Other Cash (See Instructions)                  |                            |                      | 0                   |
| ADD: Investments                                    |                            |                      | 0                   |
| ADD: Outstanding Accounts Receivable                |                            |                      | 0                   |
| ADD: _____  |                            |                      | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | 0 (F)                      |                      | 0                   |
| LESS Allowances for Uncollectibles                  |                            |                      | 0                   |
| LESS Approved "A" Certified Forwards                | 0 (H)                      |                      | 0                   |
| Approved "B" Certified Forwards                     |                            |                      | 0                   |
| Approved "FCO" Certified Forwards                   |                            |                      | 0                   |
| LESS: Other Accounts Payable (Nonoperating)         |                            |                      | 0                   |
| LESS: Other Accounts Payable                        |                            |                      | 0                   |
| <b>Unreserved Fund Balance, 07/01/11</b>            | 0 (K)                      |                      | 0**                 |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

|                             |                                   |
|-----------------------------|-----------------------------------|
| <b>Department Title:</b>    | <u>720000 MANAGEMENT SERVICES</u> |
| <b>Trust Fund Title:</b>    | <u>Administrative Trust Fund</u>  |
| <b>LAS/PBS Fund Number:</b> | <u>2021</u>                       |

**BEGINNING TRIAL BALANCE:**

|   |   |
|---|---|
| Unreserved Fund Balance Per Trial Balance, 07-01-11 | <input type="text" value="1,511,438.95"/> (A) |
|---|---|

**Add/Subtract:**

|   |  |
|---|--|
| Compensated Absences Liability recorded In FLAIR As A Liability/<br>Not Recorded On Schedule 1C | <input type="text" value="74,558.87"/> |
|---|--|

|  |                                       |
|--|---------------------------------------|
| Certified Forward B On Schedule 1C/Not Subtracted<br>From FLAIR Fund Balance | <input type="text" value="(61,100)"/> |
|--|---------------------------------------|

|   |                                |
|---|--------------------------------|
| Accounts Payable not Certified Forward in Trial Balance,<br>but not on Schedule 1C. | <input type="text" value="4"/> |
|---|--------------------------------|

**Other Adjustment(s):**

|   |                          |
|---|--------------------------|
| Statewide Post Closing Adjustment @ June 30, 2011<br>Increase Accounts Accounts Balance | <input type="text"/> (C) |
|---|--------------------------|

|  |  |
|--|--|
| <b>ADJUSTED BEGINNING TRIAL BALANCE:</b> | <input type="text" value="1,524,902"/> (D) |
|--|--|

|   |  |
|---|--|
| <b>UNRESERVED FUND BALANCE, SCHEDULE IC</b> | <input type="text" value="1,524,902"/> (E) |
|---|--|

|                    |                                       |
|--------------------|---------------------------------------|
| <b>DIFFERENCE:</b> | <input type="text" value="(0)"/> (F)* |
|--------------------|---------------------------------------|

**\*SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012-2013

Department: Management Services

Chief Internal Auditor: John W. Davis

Budget Entity: Administration

Phone Number: (850) 487-9476

| (1)<br>REPORT<br>NUMBER   | (2)<br>PERIOD<br>ENDING | (3)<br>UNIT/AREA                             | (4)<br>SUMMARY OF FINDINGS AND<br>RECOMMENDATIONS  | (5)<br>SUMMARY OF<br>CORRECTIVE ACTION TAKEN   | (6)<br>ISSUE<br>CODE |
|---|-------------------------|--|--|--|----------------------|
| <p><b>Auditor<br/>General<br/>Report No.<br/>2011-069</b></p> <p><b>Dated:<br/>12/30/2010</b></p> | <p>6/30/2011</p>        | <p>Department Human<br/>Resources Office</p> | <p><b><u>Payroll and Personnel Administrative Processes at Selected State Agencies</u></b></p> <p><b>Finding 3 – Unused Leave Compensation:</b> State Agencies had not established policies and procedures addressing unused annual and sick leave (terminal leave) payouts and did not always perform or document the performance of audits of unused leave balances prior to calculating terminal leave payouts.</p> <p><b>Recommendation:</b> Each State agency’s procedures be enhanced, as appropriate, to address the terminal leave payout process. We also recommend that State agencies take other appropriate steps, including independent verification of payout calculation, to ensure that terminal leave payouts are accurate and paid in accordance with applicable law, rules, and guidelines.</p> | <p><b>CONCUR:</b> The Department’s internal policy, <b><u>HR 09-126, Auditing Employee Leave Balances</u></b> and <b><u>HR-126-F1 – Leave Correction Request Affidavit</u></b> was created on July 16, 2009. This policy and affidavit established guidelines for conducting terminal leave audits within DMS. The examples cited by the Auditor General occurred prior to the establishment of this policy.</p> <p><b>Update/Closed 06/20/2011:</b> The Department Human Resources Office follows internal policy for all leave payouts. HR is included on all PAR transactions and two copies of all termination PARs are printed. One copy is kept in the bi-weekly payroll folder and the second copy is used by HR to pull the terminating employee’s personnel file. The employee is added to the Leave Payout Tracker with a suspense date for the leave audit and leave payout to be completed. HR provides the DMS Budget Office with</p> |                      |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  | estimated hours of leave that the terminating employee is entitled to be paid. A leave audit is conducted and an email request is sent to DMS payroll for payment.   |  |
|  |  |  | <p><b>Finding 4 – Dual Employment:</b> Dual-employment rules and guidelines were not sufficient to effectively promote compliance with State law.</p> <p><b>Recommendation:</b> That DMS and the various State agencies establish or revise dual-employment policies and procedures to ensure that approval during each fiscal year is obtained by any employee seeking employment at, or compensation from, more than one State agency.</p>   | <p><b>CONCUR:</b> Department internal policy was revised on September 30, 2010 to require dual employment approval each fiscal year. Reminders are sent to all employees the first week of June of each year requiring that all dually employed employees complete and submit to HR form HR112-F1, Dual Employment and Compensation Request.</p> <p><b>Update/Closed 06/20/2011:</b> DMS’s internal policy was revised on September 30, 2010 to require dual employment approval each fiscal year. Email messages were sent to all DMS employees on June 1, 2011, advising that employees must obtain approval for dual employment by submitting form HR 112-F1. In addition, the email advised that employees seeking employment outside of state government must also obtain approval for such employment by submitting form HR 111-F.</p> |  |
|  |  |  | <p><b>Finding 5 – Dual Employment:</b> Contrary to State law, State agencies did not always document that dual employment was properly approved for employees working for more than one applicable State employer. Additionally, to ensure compliance with State laws, rules, and other guidelines, a process is needed whereby State agencies can effectively monitor the dual-employment activities of employees who have been approved to receive compensation from more than one State employer.</p> <p><b>Recommendation:</b> State agencies take appropriate steps to ensure that dual-employment request are properly submitted and approved and that comprehensive records documenting all dual-</p> | <p><b>CONCUR:</b> The department’s human resource team reviews dual employment data from People First and reviews the DFS report of all DMS employees holding dual</p>   |  |



|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  | employment approval be maintained.   | employment within the State.<br><br><b>Update/Closed 06/20/2011:</b> On June 7, 2011, the human resource team reviewed the DFS report of all DMS employees holding dual employment within State government. The report was compared with the data contained in People First. This comparison showed there were 11 DMS employees who were employed by two state agencies. The dual employment documentation for each individual was maintained in their respective personnel file.  |  |
|  |  |  | <p><b>Finding 6 – Salary Calculations and Overtime Authorizations:</b> Some salary payment calculations were incorrect.</p> <p><b>Recommendation:</b> State agencies should take appropriate measures to ensure that salary payments are accurately calculated based on the applicable rate of pay and actual hours worked.</p>  | <p><b>CONCUR:</b> In October 2008, the department’s Human Resource Team implemented internal operating procedures whereby all salaries contained in PARs are verified by an employee in the department’s Office of Planning and Budget. A second review is performed by a Human Resources Team member. Each pay period a Human Resources Team member reviews the payroll register to verify number of hours worked compared to salary paid. PARs for new employees, termination or any position or salary changes are kept in a pay period specific file folder. These documents are then used when the payroll register is reviewed for payment accuracy each pay period.</p> <p><b>Update/Closed 06/20/2011:</b> No response required.</p> |  |
|  |  |  | <p><b>Finding 9 – Employee Out Processing:</b> State agencies did not always document the return of State-owned property items assigned to employees upon the employees’ separation from State employment.</p> <p><b>Recommendation:</b> State agencies reinforce policies requiring the use of forms designed to ensure and document the return of all State-owned property items</p> | <p><b>CONCUR:</b> The department’s internal procedures require that when an employee terminates, each division completes form <b>HR</b></p>  |  |

|   |                          |  |   |   |  |
|---|--------------------------|--|---|---|--|
|   |                          |  | <p>by separating employees. State agencies should also ensure that this documentation be maintained in the separating employee's personnel file or other identifiable location.</p>   | <p><b>103-F2, Employee Exit Checklist</b> (revised on October 26, 2010). This document is sent to Human Resources where the document is filed in the terminating employee's personnel file. To verify the supervisor has correctly completed the checklist and collected the necessary items from the employee, Human Resources compares the termination PAR to the employee file.</p> <p><b>Update/Closed 06/20/2011:</b> There have been 139 terminations from July, 2010 through June 7, 2011. An Exit Checklist was completed on each of these employees. Exit checklists were compared with termination PARs to ensure these documents are completed and properly returned for all terminated employees by a Human Resource Team member.</p> |  |
|   |                          |  |   |   |  |
| <p><b>Auditor General Report No. 2011-167</b></p> <p><b>Dated: 03/29/2011</b></p> | <p><b>06/30/2011</b></p> |  | <p><b><u>State of Florida – Compliance and Internal Controls over Financial Reporting and Federal Awards</u></b></p> <p><b>Finding FS 10-008 – Certificates Of Participation:</b> Amounts related to the issuance of FDMS, Florida Correctional Finance Corporation, Certificates of Participation, Series 2009B and 2009C (COPs), were incorrectly recorded.</p> <p><b>Recommendation:</b> That in future debt issuances of this nature, FDMS and FDOC record the appropriate accounting entries in accordance with the applicable bond documents.</p> | <p><b>CONCUR:</b> FDMS will continue to work with FDOC to ensure accounting entries are recorded according to the applicable bond documents.</p> <p><b>OIG Position:</b> <i>The OIG is scheduled to conduct a follow-up during late Fiscal Year 2011-12.</i></p>  |  |
|   |                          |  |   |   |  |

|   |                          |   |  |  |  |
|---|--------------------------|---|--|--|--|
| <p><b>Auditor General Report No. 2010-165</b></p> <p><b>Dated: 03/26/2010</b></p> | <p><b>06/30/2010</b></p> | <p><b>Bureau of Financial Management Services</b></p> | <p><b><u>State of Florida – Compliance and Internal Controls over Financial Reporting and Federal Awards</u></b></p> <p><b>Finding FS 10-012 – Pending Investment Purchases and Sales:</b> Adjustments to account balances of the Florida Retirement System Trust Fund identified by the Florida State Board of Administration and communicated to the Department of Management Services were not sent to the Florida Department of Financial Services so that the affects of the adjustments could be reflected in the State financial statements.</p> <p><b>Recommendation:</b> FDMS enhance it fiscal year-end processes to ensure that all financial records and adjustments to account balances communicated by FSBA for FRSTF investments are timely accounted for and reported to FSFS for inclusion in the State’s financial statements.</p> | <p><b>Concur:</b> The FDMS Bureau of Financial Management Services will amend its procedures to ensure that FSBA adjustment are reviewed and posted at year end.</p> <p><b>Update/Closed 09/20/2010:</b> The FDMS Bureau of Financial Management Services (Bureau) has updated its year end procedures to include the posting of data received from FSBA regarding the Division of Retirement. The Bureau has also requested that all adjustments be sent to the Chief of the Bureau and the Professional Accountant Supervisor. As of today, the Bureau has not received adjustments from FSBA.</p> |  |
|   |                          |   | <p><b>Finding FS 10-015 – Certificates of Participation:</b> The FDMS incorrectly eliminated account balances relating to the assets and liabilities associated with the Certificates of Participation, Series 1995B and 1995C that funded the construction of youthful offender correctional facilities.</p> <p><b>Recommendation:</b> That FDMS enhance its review procedures to ensure that changes affecting recorded debt issues meet the appropriate criteria as identified by the authoritative literature.</p>   | <p><b>Concur:</b> We will update the year-end procedures for dealing with changes that affect recorded debt.</p> <p><b>Update/Closed 09/20/2010:</b> The FDMS Bureau of Financial Management Services (Bureau) has updated its year end procedures to include recorded debt issues.</p>  |  |

|   |                          |   |  |  |  |
|---|--------------------------|---|--|--|--|
|   |                          |   |  |  |  |
| <p><b>Auditor General Report No. 2011-075</b></p> <p><b>Dated: 01/14/2011</b></p> | <p><b>06/30/2011</b></p> | <p><b>Bureau of Financial Management Services</b></p> | <p><b><u>Information Technology Consulting Services State Term Contract, Procurement and Expenditure Processes, and Additional Administrative Matters Operational Audit</u></b></p> <p><b>Finding 6 – Capitalization of Fixed Capital Outlay Project Expenditures:</b> The Department did not properly record qualifying fixed capital outlay expenditures in capital asset accounts and records.</p> <p><b>Recommendation:</b> That the Department review its fixed capital outlay expenditures and ensure that capital asset records have been updated in a timely manner.</p> | <p><b>Concur:</b> The Bureau of Financial Management Services will work with the Division of Real Estate Development and Management to ensure all future fixed capital outlay expenditures in the amount of \$100,000 or more are recorded in the appropriate capital asset account per DFS policy. All tangible property discovered during the audit period will be recorded by January 31, 2011 to the property records.</p> <p><b>Update/Open 07/14/2011:</b> The Division of Real Estate Development will provide a complete listing of all fixed capital outlay projects to be capitalized by June 24, 2011 to be booked by close of fiscal year August 9, 2011. The Division of Real Estate Development has agreed to provide a complete listing of all future fixed capital outlay projects in the amount of \$100,000 or more annually in June to the Bureau of Financial Management Services.</p> <p><b>OIG Position:</b> <i>We will continue to monitor the implementation of this recommendation.</i></p> |  |
|   |                          |   | <p><b>Finding 7 – FLAIR Access:</b> The Department did not restrict FLAIR access to only those modules necessary and compatible with an employee’s current position responsibilities. Additionally, the Department did not perform periodic reviews of</p>   |  |  |

|  |                          |   |   |  |  |
|--|--------------------------|---|---|--|--|
|  |                          |   | <p>FLAIR access privileges to identify and remove excess or incompatible privileges granted to employees.</p> <p><b>Recommendation:</b> We recommend that the Department enhance procedures to ensure that access to FLAIR is restricted to only those modules that are necessary to and compatible with an employee's current position responsibilities. Additionally, we recommend that the Department perform periodic reviews of FLAIR access privileges to identify and remove any excess or incompatible privileges.</p>  | <p><b>Concur:</b> The policies and procedures will be updated to include that the access control report will be reviewed quarterly to ensure that access to FLAIR is restricted to only the modules that are necessary to and compatible with the employee's current responsibilities. In addition, user access will be reviewed at the time a supervisor or other management personnel request a change to a current user's access.</p> <p><b>Update/Closed 07/14/2011:</b> On June 30, 2011, the Bureau of Financial Management Services conducted and completed their first quarterly review of FLAIR access to DMS employees. The Bureau will continue to conduct quarterly reviews of FLAIR access to ensure that access to FLAIR is restricted to the modules that an employee needs to complete their job responsibilities.</p> |  |
|  |                          |   |   |  |  |
| <p><b>Internal Audit Report No. IA 2009-897</b></p> <p><b>Dated 04/15/2011</b></p> | <p><b>06/30/2011</b></p> | <p><b>Bureau of Financial Management Services</b></p> | <p><b><u>Management of the Department's Delinquent Accounts Receivable</u></b></p> <p><b>Finding - No Single Entity Has Overall Responsibility and Authority for Management of the Department's Delinquent Accounts Receivables:</b> While both departmental and program-specific policies are needed, the absence of centralized control over the department's delinquent accounts receivable has resulted in a myriad of issues:</p> <ul style="list-style-type: none"> <li>• Delinquent accounts receivable were not always resolved timely.</li> <li>• Customers with significantly delinquent charges continued to receive department services.</li> </ul> |  |  |

|  |  |  |   |  |  |
|--|--|--|---|--|--|
|  |  |  | <ul style="list-style-type: none"> <li>• Customers' credits on account were not always timely applied to current and/or delinquent charges or refunded to the customer.</li> <li>• Unapplied receipts were not timely applied to current and/or delinquent charges or refunded to the customer.</li> <li>• FMS' administrative policies should provide programs with additional guidance regarding due diligence in the collection of delinquent accounts receivable.</li> <li>• FMS' administrative policies did not provide programs with guidance regarding the referral of customers with delinquent accounts receivable to a collections agency or the use of other available legal remedies.</li> </ul> <p><b>Recommendations:</b> We recommend that:</p> <ol style="list-style-type: none"> <li>1) The department assign on entity the overall responsibility for ensuring that programs exercise due diligence in collecting past due accounts and appropriately manage their delinquent accounts receivables.</li> <li>2) FMS revise its administrative policies to include the following: <ul style="list-style-type: none"> <li>• A requirement that programs maintain written justification for the continuation of services to customers with delinquent accounts receivable from a prior fiscal year.</li> <li>• Guidelines for managing customers' credits on account and, to the extent possible, procedures for refunding unused customer credits.</li> <li>• Policies for managing unapplied receipts to include the refund of any unused on-account moneys prior to the end of each</li> </ul> </li> </ol> | <p><b>Concur:</b> FMS will have the overall responsibility for ensuring that programs exercise due diligence in collecting past due accounts receivables.</p> <p><b>OIG Position:</b> <i>The OIG is scheduled to conduct a follow-up review in April 2012.</i></p> <p><b>Concur:</b> FMS has either recently revised /updated its administrative policy or is in the process of revising/updating its administrative policy to address each of the issues discussed in the finding.</p> <p><b>OIG Position:</b> <i>The OIG is scheduled to conduct a follow-up during in April 2012.</i></p> |  |
|--|--|--|---|--|--|

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  | <p>fiscal year.</p> <ul style="list-style-type: none"> <li>• A requirement that programs are responsible for establishing comprehensive written internal policies and procedures for managing their delinquent accounts receivable.</li> <li>• Procedures for coordinating with the Department of Financial Services concerning the appropriate action to take with regard to quasi-governmental entities with charges that are more than 120 days past due.</li> <li>• Timeframes for 1) programs to notify management of a collections problem and 2) for executive management to resolve the problem or refer the delinquent account to the Department of Financial Services for write-off or other action, including the use of available legal remedies.</li> </ul> <p>3) The department ensure that the Bureau of Financial Management Services has sufficient resourced to implement the recommendations made in this report.</p> | <p><b>Concur:</b> This would require at least one dedicated resource to fully implement all the recommendations to improve the status of delinquent accounts receivable. This resource will work solely on accounts receivable, accounts receivable credits, and delinquent accounts.</p> <p><b>OIG Position:</b> <i>The OIG is scheduled to conduct a follow-up review in April 2012.</i></p> |  |
|--|--|--|--|--|--|



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**STATE EMPLOYEE  
LEASING & BBIB**

**EXHIBITS  
OR  
SCHEDULES**





DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**STATE EMPLOYEE  
LEASING & BBIB**

**SCHEDULE I SERIES**

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012-13  
**Program:** 72010300 State Employee Leasing Program  
**Fund:** 2021 Administrative Trust

**Specific Authority:** Ch. 288.901(2), F.S.  
**Purpose of Fees Collected:** Provides a lease agreement program that allows Enterprise Florida, Inc., to hire persons who, as of June 30, 1996, are employed by Department of Commerce or who, as of January 1, 1997, are employed by the Executive Office of the Governor (specifically the Workforce Development Board). Also provides a lease agreement program with FL BBIB, Inc., to hire persons who, as of June 30, 2002, are employed by BBIB.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II</b> .) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

|   | (1) | (2)               | (3)               | (4)               |
|---|-----|-------------------|-------------------|-------------------|
| <b><u>SECTION I - FEE COLLECTION</u></b>              |     | <b>ACTUAL</b>     | <b>ESTIMATED</b>  | <b>REQUEST</b>    |
|   |     | <b>FY 2010-11</b> | <b>FY 2011-12</b> | <b>FY 2012-13</b> |
| <b><u>Receipts:</u></b>                               |     |                   |                   |                   |
| Reimbursement from Enterprise                         |     | 282,476           | 422,248           | 422,248           |
| Reimbursement from BBIB                               |     | 68,320            |                   |                   |
|   |     |                   |                   |                   |
| <b>Total Fee Collection to Line (1) - Section III</b> |     | <b>350,796</b>    | <b>422,248</b>    | <b>422,248</b>    |

**SECTION II - FULL COSTS**

|   |  |                |                |                |
|---|--|----------------|----------------|----------------|
| <b><u>Direct Costs:</u></b>                         |  |                |                |                |
| Salaries and Benefits                               |  | 352,708        | 416,719        | 416,719        |
| HR Statewide Contract                               |  | 1,630          | 1,513          | 1,513          |
|   |  |                |                |                |
| <b><u>Indirect Costs Charged to Trust Fund:</u></b> |  |                |                |                |
| Transfer to 72010100-2021-Admin.Assess.Fee          |  | 4,016          | 4,016          | 4,016          |
|   |  |                |                |                |
| Reserve for Pay Package                             |  |                |                |                |
| <b>Total Full Costs to Line (2) - Section III</b>   |  | <b>358,354</b> | <b>422,248</b> | <b>422,248</b> |

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |            |                |          |          |
|--------------------------------|------------|----------------|----------|----------|
| TOTAL SECTION I                | (A)        | 350,796        | 422,248  | 422,248  |
| TOTAL SECTION II               | (B)        | 358,354        | 422,248  | 422,248  |
| <b>TOTAL - Surplus/Deficit</b> | <b>(C)</b> | <b>(7,558)</b> | <b>-</b> | <b>-</b> |

**EXPLANATION:**

Negative balances are offset by cash balance carried forward (See Schedule I)

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |                                   |
|-----------------------------|-----------------------------------|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b> |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES               |
| <b>Budget Entity:</b>       | ADMINISTRATIVE TRUST              |
| <b>LAS/PBS Fund Number:</b> | STATE EMPLOYEE LEASING (72010300) |
|                             | 2021                              |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 0 (A)                      |                      | 0                   |
| ADD: Other Cash (See Instructions)                  |                            |                      | 0                   |
| ADD: Investments                                    |                            |                      | 0                   |
| ADD: Outstanding Accounts Receivable                | 9,238 (D)                  |                      | 9,238               |
| ADD: _____  |                            |                      | 0 (E)               |
| <b>Total Cash plus Accounts Receivable</b>          | <b>9,238</b> (F)           |                      | 9,238               |
| LESS Allowances for Uncollectibles                  |                            |                      | 0 (G)               |
| LESS Approved "A" Certified Forwards                | 6,551 (H)                  |                      | 6,551               |
| Approved "B" Certified Forwards                     |                            |                      | 0 (H)               |
| Approved "FCO" Certified Forwards                   |                            |                      | 0 (H)               |
| LESS: Other Accounts Payable (Nonoperating)         |                            |                      | 0 (I)               |
| LESS: Other Accounts Payable                        |                            |                      | 0 (J)               |
| <b>Unreserved Fund Balance, 07/01/11</b>            | <b>2,688</b> (K)           |                      | <b>2,688</b> **     |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**FACILITIES  
MANAGEMENT**

**EXHIBITS  
OR  
SCHEDULES**



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**FACILITIES  
MANAGEMENT**

**SCHEDULE I SERIES**

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period: 2012-13**  
**Program:** 72400100 Facilities Management  
**Fund:** 2225 Fl. Facilities Pool WCTF  
**Specific Authority:** 255.503, F.S.  
**Purpose of Fees Collected:** Used for Florida Facilities Pool Capital Projects not funded by a specific bond issue.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

**SECTION I - FEE COLLECTION**

|   | <b>ACTUAL<br/>FY 2010-11</b> | <b>ESTIMATED<br/>FY 2011-12</b> | <b>REQUEST<br/>FY 2012-13</b> |
|---|------------------------------|---------------------------------|-------------------------------|
| <b><u>Receipts:</u></b>                               |                              |                                 |                               |
| Interest Earnings                                     | 178,557                      | 161,471                         | 165,185                       |
| Transfers from Debt Svc (313001)                      | -                            | -                               | -                             |
| Transfer in from other Agency                         | -                            | -                               | -                             |
|   |                              |                                 |                               |
| <b>Total Fee Collection to Line (A) - Section III</b> | <b>178,557</b>               | <b>161,471</b>                  | <b>165,185</b>                |

**SECTION II - FULL COSTS**

**Direct Costs:**

|                                   |  |  |   |
|-----------------------------------|--|--|---|
| Salaries and Benefits             |  |  |   |
| Other Personal Services           |  |  |   |
| Expenses                          |  |  |   |
| Operating Capital Outlay          |  |  |   |
| Fixed Capital Outlay - CCOC - DCA |  |  | - |
| Capitol Complex Security          |  |  | - |

**Indirect Costs Charged to Trust Fund:**

|   |                  |               |               |
|---|------------------|---------------|---------------|
| Transfer to DFS                                   | 564,788          | -             | -             |
| TR to GR-8% Srv Chrg                              | 14,285           | 12,918        | 13,215        |
| FCO Expenditures in Trial Balance                 | 305,581          | -             | -             |
| FCO Certified Forward                             | 1,020,036        | -             | -             |
| <b>Total Full Costs to Line (B) - Section III</b> | <b>1,904,690</b> | <b>12,918</b> | <b>13,215</b> |

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |     |                    |                |                |
|--------------------------------|-----|--------------------|----------------|----------------|
| TOTAL SECTION I                | (A) | 178,557            | 161,471        | 165,185        |
| TOTAL SECTION II               | (B) | 1,904,690          | 12,918         | 13,215         |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>(1,726,133)</b> | <b>148,553</b> | <b>151,970</b> |

**EXPLANATION:**

Negative balances are offset by cash balance carried forward (See Schedule I)

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012-13  
**Program:** 72400100 Facilities Management  
**Fund:** 2313 Florida Facilities Pool Clearing Trust  
**Specific Authority:** 255.251, F.S.  
**Purpose of Fees Collected:** Used to satisfy debt service requirements, capital depreciation, and to transfer to the Div.of Fac.Mgmt. to cover cost of operations and maintenance

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

|   | (1) | (2)               | (3)               | (4)               |
|---|-----|-------------------|-------------------|-------------------|
| <b><u>SECTION I - FEE COLLECTION</u></b>              |     | <b>ACTUAL</b>     | <b>ESTIMATED</b>  | <b>REQUEST</b>    |
|   |     | <b>FY 2010-11</b> | <b>FY 2011-12</b> | <b>FY 2012-13</b> |
| <b><u>Receipts:</u></b>                               |     |                   |                   |                   |
| Office Space-State                                    |     | 93,801,363        | 98,339,907        | 98,307,620        |
| Interest Earnings                                     |     | 40,283            | 40,000            | 40,000            |
| Projected Rental Rate Increase                        |     |                   |                   |                   |
| Transfer in from DFS                                  |     | 2,491,512         |                   |                   |
| <b>Total Fee Collection to Line (1) - Section III</b> |     | <b>96,333,158</b> | <b>98,379,907</b> | <b>98,347,620</b> |

| <b><u>SECTION II - FULL COSTS</u></b>               |  |                    |                   |                   |
|---|--|--------------------|-------------------|-------------------|
| <b><u>Direct Costs:</u></b>                         |  |                    |                   |                   |
| Salaries and Benefits                               |  |                    |                   |                   |
| Other Personal Services                             |  |                    |                   |                   |
| Expenses  |  |                    |                   |                   |
| Operating Capital Outlay                            |  |                    |                   |                   |
| Fixed Capital Outlay (Debt Service)                 |  | 32,514,399         | 38,239,062        | 38,255,689        |
| <b><u>Indirect Costs Charged to Trust Fund:</u></b> |  |                    |                   |                   |
| Payments to SBA-Capital Deprec.Resv.                |  | 6,638,870          | 8,300,906         | 8,147,966         |
| Payments to SBA-Operations/Maint.                   |  | 57,647,695         | 52,699,939        | 51,985,075        |
| Pymts to SBA-Admin Fee                              |  |                    |                   |                   |
| Transfer--Facilities Wkg Cap TF (2225)              |  | -                  | -                 | -                 |
| Adjustment to CFO Beg Bal                           |  | 36,870,462         |                   |                   |
| <b>Total Full Costs to Line (2) - Section III</b>   |  | <b>133,671,426</b> | <b>99,239,907</b> | <b>98,388,730</b> |

Basis Used: \_\_\_\_\_  
 Accrual \_\_\_\_\_

| <b><u>SECTION III - SUMMARY</u></b> |     |                     |                  |                 |
|-------------------------------------|-----|---------------------|------------------|-----------------|
| TOTAL SECTION I                     | (A) | 96,333,158          | 98,379,907       | 98,347,620      |
| TOTAL SECTION II                    | (B) | 133,671,426         | 99,239,907       | 98,388,730      |
| <b>TOTAL - Surplus/Deficit</b>      | (C) | <b>(37,338,268)</b> | <b>(860,000)</b> | <b>(41,110)</b> |

**EXPLANATION:**  
Negative balance is offset by cash balance carried forward

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012-13  
**Program:** 72400100 Facilities Management  
**Fund:** 2495 Public Facilities Fin TF  
**Specific Authority:** 255.518, F.S.  
**Purpose of Fees Collected:** Receives bond proceeds from sale of bond issues. Used for construction of DMS facilities.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

| <u>SECTION I - FEE COLLECTION</u>                   | <b>ACTUAL</b>     | <b>ESTIMATED</b>  | <b>REQUEST</b>    |
|---|-------------------|-------------------|-------------------|
|   | <b>FY 2010-11</b> | <b>FY 2011-12</b> | <b>FY 2012-13</b> |
| <b>Receipts:</b>                                    |                   |                   |                   |
| Interest Earnings                                   | 311,654           | 25,000            | 15,000            |
| Bond Proceeds                                       | -                 |                   |                   |
|   |                   |                   |                   |
| <b>Total Fee Collection to Line (A) - Section I</b> | <b>311,654</b>    | <b>25,000</b>     | <b>15,000</b>     |

| <u>SECTION II - FULL COSTS</u>                   |                    |          |          |
|--|--------------------|----------|----------|
| <b>Direct Costs:</b>                             |                    |          |          |
| Salaries and Benefits                            |                    |          |          |
| Other Personal Services                          |                    |          |          |
| Expenses   |                    |          |          |
| Operating Capital Outlay                         |                    |          |          |
| Fixed Capital Outlay                             | 3,349,716          |          |          |
|  |                    |          |          |
| <b>Indirect Costs Charged to Trust Fund:</b>     |                    |          |          |
| FCO Expenditures in Trial Balance                | 16,159,284         |          |          |
| FCO Appropriation Certified Forward              | 3,629,456          |          |          |
| Payment to SBA - 310229                          | -                  |          |          |
| FCO Accounts Payable/495014                      | -                  |          |          |
| CPC Activity in Fund Per SWFS                    | 271,754,039        |          |          |
|  |                    |          |          |
| <b>Total Full Costs to Line (B) - Section II</b> | <b>294,892,495</b> | <b>-</b> | <b>-</b> |

Basis Used: Accrual

| <u>SECTION III - SUMMARY</u>  |     |                      |               |
|-------------------------------|-----|----------------------|---------------|
| TOTAL SECTION I               | (A) | 311,654              | 15,000        |
| TOTAL SECTION II              | (B) | 294,892,495          | -             |
| <b>TOTAL - Surplus/Defici</b> | (C) | <b>(294,580,841)</b> | <b>15,000</b> |

**EXPLANATION:**  
Negative balance is offset by cash balance brought forward (See Schedule I)



**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012-13  
**Program:** 72400100 Facilities Management  
**Fund:** 2510 Operating Trust  
**Specific Authority:** 2006-79 Laws of Florida  
**Purpose of Fees Collected:** Various

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                 |

**SECTION I - FEE COLLECTION**

|   | <b>ACTUAL<br/>FY 2010-11</b> | <b>ESTIMATED<br/>FY 2011-12</b> | <b>REQUEST<br/>FY 2012-13</b> |
|---|------------------------------|---------------------------------|-------------------------------|
| <b><u>Receipts:</u></b>                               |                              |                                 |                               |
| Transfer In for Tenant Improvements                   | -                            | 500,000                         | -                             |
| Interest Earnings                                     | 102,650                      | 100,000                         | 95,000                        |
| Tenant Improvements Revenues                          | -                            |                                 |                               |
| <b>Total Fee Collection to Line (A) - Section III</b> | <b>102,650</b>               | <b>600,000</b>                  | <b>95,000</b>                 |

**SECTION II - FULL COSTS**

**Direct Costs:**

|                                       |         |         |         |
|---------------------------------------|---------|---------|---------|
| Salaries and Benefits                 |         |         |         |
| Other Personal Services               |         |         |         |
| Expenses                              |         |         |         |
| Operating Capital Outlay              |         |         |         |
| S.C.:Master Lease Space Tenant Imprv. | 479,367 | 577,845 | 754,367 |
| S.C.:Tenant Broker Commissions        |         |         | -       |

**Indirect Costs Charged to Trust Fund:**

|   |                |                |                |
|---|----------------|----------------|----------------|
| 5% Trust Fund Reserve                             |                |                | 29,600         |
| Cert Forward Reversions @ 9/30/2010               | (25,214)       |                |                |
| TR to GR-8% Service Charge                        | 8,212          | 8,000          | 7,600          |
| <b>Total Full Costs to Line (B) - Section III</b> | <b>462,365</b> | <b>585,845</b> | <b>791,567</b> |

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |            |                  |               |                  |
|--------------------------------|------------|------------------|---------------|------------------|
| TOTAL SECTION I                | (A)        | 102,650          | 600,000       | 95,000           |
| TOTAL SECTION II               | (B)        | 462,365          | 585,845       | 791,567          |
| <b>TOTAL - Surplus/Deficit</b> | <b>(C)</b> | <b>(359,715)</b> | <b>14,155</b> | <b>(696,567)</b> |

**EXPLANATION:**

Negative balances are offset by cash balance carried forward (See Schedule I)  
 See 2339 for Actual FY 2005-06 and Estimated FY 2006-07 Information

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period: 2012-13**  
**Program:** 72400100 Facilities Management  
**Fund:** 2696 Supervision Trust  
**Specific Authority:** 255, F.S.  
**Purpose of Fees Collected:** To provide funds for the operation, maintenance, parking, security, and administration of state-owned facilities controlled by the Department of Management Services.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                 |

|   | (1) | (2)                 | (3)                 | (4)                 |
|---|-----|---------------------|---------------------|---------------------|
| <b>SECTION I - FEE COLLECTION</b>                     |     | <b>ACTUAL</b>       | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
|   |     | <b>FY 2010 - 11</b> | <b>FY 2011 - 12</b> | <b>FY 2012 - 13</b> |
| <b>Receipts:</b>                                      |     |                     |                     |                     |
| SEE ATTACHED LISTING                                  |     |                     |                     |                     |
| <b>Total Fee Collection to Line (1) - Section III</b> |     | <b>72,368,864</b>   | <b>62,296,257</b>   | <b>61,247,343</b>   |

**SECTION II - FULL COSTS**

**Direct Costs:**

|                                 |            |            |            |
|---------------------------------|------------|------------|------------|
| Salaries and Benefits           | 13,117,543 | 12,924,942 | 12,924,942 |
| Other Personal Services         | 16,703     | 17,000     | 17,000     |
| Expenses                        | 4,611,314  | 4,585,071  | 4,585,071  |
| Operating Capital Outlay        | 68,865     | 73,727     | 73,727     |
| Transfer to FDLE-Capitol Police | 6,091,133  | 5,843,519  | 5,843,519  |
| Contracted Services             | 8,775,581  | 8,895,794  | 8,895,794  |
| DMS/Facilities Security         | 1,176,580  | 1,148,387  | 1,148,387  |
| Interior Reburishment / Lease   | 1,390,145  | 1,446,080  | 1,429,509  |
| Risk Management Insurance       | 307,139    | 413,226    | 413,226    |
| State Utility Payments          | 16,022,912 | 19,348,977 | 19,348,977 |
| Capitol Repairs                 | 50,000     | 50,000     | 50,000     |
| Contracted Legal Services       |            |            | 50,000     |
| Deferred-Pay Com Contracts      | 1,023,100  | 1,907,550  | 1,657,550  |
| HR Statewide Contract           | 98,690     | 91,577     | 91,577     |
| Transfer to DEP                 |            | 320,000    |            |
| Data Processing-SSRC            | 86,261     | 95,068     | 68,529     |
| Fixed Capital Outlay            |            | 8,300,906  | 8,147,965  |

**Indirect Costs Charged to Trust Fund:**

|  |             |           |           |
|--|-------------|-----------|-----------|
| TR/DMS Administrative Trust Fund         | 2,056,486   | 2,148,971 | 2,245,675 |
| TR to GR - 8% Srvc Chrg                  | 99,989      | 85,420    | 77,420    |
| Refunds                                  | 97,894      | 13,125    |           |
| Installment Purchase Contract in Beg Bal | (588,294)   |           |           |
| Comp Leave Liability in Beg Bal          | (401,455)   |           |           |
| Cert. Forward A Reversions @ 9/30/2010   | (54,149)    | -         |           |
| 6/30/2010 CF B paid                      | 442,812     |           |           |
| 6/30/2010 A/P NOT CF                     |             |           |           |
| FCO Expenditures in Trial Balance        | 4,594,054   |           |           |
| FCO Certified Forward                    | 8,282,178   |           |           |
| FCO Budget Amount on Schedule I          | (6,638,870) |           |           |
| Cert Forward Reversions @ 9/30/2010      | -           |           |           |

|   |                   |                   |                   |
|---|-------------------|-------------------|-------------------|
| <b>Total Full Costs to Line (2) - Section III</b> | <b>60,726,611</b> | <b>67,709,340</b> | <b>67,068,867</b> |
|---|-------------------|-------------------|-------------------|

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |     |                   |                    |                    |
|--------------------------------|-----|-------------------|--------------------|--------------------|
| TOTAL SECTION I                | (A) | 72,368,864        | 62,296,257         | 61,247,343         |
| TOTAL SECTION II               | (B) | 60,726,611        | 67,709,340         | 67,068,867         |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>11,642,253</b> | <b>(5,413,083)</b> | <b>(5,821,524)</b> |

**EXPLANATION:**

Negative balances are offset by cash balance carried forward (See Schedule I)

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period: 2012-13**  
**Program:** 72400100 Facilities Management  
**Fund:** 2696 Supervision Trust

**Specific Authority:** 255, F.S.  
**Purpose of Fees Collected:** To provide funds for the operation, maintenance, parking, security, and administration of state-owned facilities controlled by the Department of Management Services.

| (1)   | (2)                 | (3)                 | (4)                 |
|---|---------------------|---------------------|---------------------|
| <b><u>SECTION I - FEE COLLECTION</u></b>              | <b>ACTUAL</b>       | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
|   | <b>FY 2010 - 11</b> | <b>FY 2011 - 12</b> | <b>FY 2012 - 13</b> |
| <b><u>Receipts:</u></b>                               |                     |                     |                     |
| Transfer from SBA - O&M                               | 57,982,781          | 52,699,939          | 51,903,965          |
| Transfer from SBA-Cap. Dep.                           | 12,876,232          | 8,300,906           | 8,147,966           |
| Transfer from SBA-Cap. Dep. for Backlog               |                     |                     |                     |
| Projected Rental Rate Increase                        |                     |                     |                     |
| Central Maintenance Facility                          | 6,682               | 6,682               | 6,682               |
| Interest Earnings-Oper & Maint                        | 517,409             | 400,000             | 300,000             |
| Utility Collections & Landscaping                     | 52,381              | 52,381              | 52,381              |
| Misc.Services-Build.Tenants                           | 4,032               | 4,032               | 4,032               |
| Rental Receipts                                       | 33,700              | 33,700              | 33,700              |
| Transfer from SBA to use Cash Balance                 |                     | -                   |                     |
| Reimbursements & Refunds                              | 97,030              |                     |                     |
| Projected Rental Rate Increase                        | -                   |                     |                     |
| Paid Parking Fees-State Agencies                      | 130,873             | 130,873             | 130,873             |
| Paid Parking Fees - Non-State                         | 59,452              | 59,452              | 59,452              |
| Paid Parking Fees-Employees                           | 608,292             | 608,292             | 608,292             |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b>72,368,864</b>   | <b>62,296,257</b>   | <b>61,247,343</b>   |

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |                                  |
|-----------------------------|----------------------------------|
| <b>Department Title:</b>    | <b>Budget Period: 2012-2013</b>  |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES              |
| <b>Budget Entity:</b>       | FL FAC POOL WCTF                 |
| <b>LAS/PBS Fund Number:</b> | FACILITIES MANAGEMENT (72400100) |
|                             | 2225                             |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 30,053 (A)                 |                      | 30,053              |
| ADD: Other Cash (See Instructions)                  |                            |                      | 0                   |
| ADD: Investments                                    | 7,436,599 (C)              |                      | 7,436,599           |
| ADD: Outstanding Accounts Receivable                | 16,925 (D)                 |                      | 16,925              |
| ADD: _____  |                            |                      | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | 7,483,577 (F)              |                      | 7,483,577           |
| LESS Allowances for Uncollectibles                  |                            |                      | 0                   |
| LESS Approved "A" Certified Forwards                |                            |                      | 0                   |
| Approved "B" Certified Forwards                     |                            |                      | 0                   |
| Approved "FCO" Certified Forwards                   | 1,020,036 (H)              |                      | 1,020,036           |
| LESS: Other Accounts Payable (Nonoperating)         | 4,696 (I)                  |                      | 4,696               |
| LESS: <u>Other Accounts Payable</u>                 | 0 (J)                      |                      | 0                   |
| <b>Unreserved Fund Balance, 07/01/11</b>            | 6,458,845 (K)              |                      | 6,458,845 **        |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2012 - 2013**

|                             |                                  |
|-----------------------------|----------------------------------|
| <b>Department Title:</b>    | MANAGEMENT SERVICES              |
| <b>Trust Fund Title:</b>    | FL FAC POOL CLEARING TRUST       |
| <b>Budget Entity:</b>       | FACILITIES MANAGEMENT (72400100) |
| <b>LAS/PBS Fund Number:</b> | 2313                             |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 1,733,748 (A)              |                      | 1,733,748           |
| ADD: Other Cash (See Instructions)                  | 8,554,255 (B)              |                      | 8,554,255           |
| ADD: Investments                                    | 25,321,532 (C)             |                      | 25,321,532          |
| ADD: Outstanding Accounts Receivable                | 704,601 (D)                | -                    | 704,601             |
| ADD: _____  |                            |                      | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | <b>36,314,135 (F)</b>      | <b>0</b>             | <b>36,314,135</b>   |
| LESS Unearned Revenue                               | 1,753,566 (G)              |                      | 1,753,566           |
| LESS Approved "A" Certified Forwards                |                            |                      | 0                   |
| Approved "B" Certified Forwards                     |                            |                      | 0                   |
| Debt Service-Restricted Asset                       | 2,496,807 (H)              |                      | 2,496,807           |
| LESS: Other Accounts Payable (Debt Service in T     | 26,348,801 (I)             |                      | 26,348,801          |
| LESS: Other Accounts Payable (Debt Service)         | 0 (I)                      |                      | 0                   |
| July & August Interest Payment not in TB            | 2,961,901 (I)              |                      | 2,961,901           |
| LESS: <u>Other Accounts Payable</u>                 | 1,757,215 (J)              |                      | 1,757,215           |
| <b>Unreserved Fund Balance, 07/01/10</b>            | <b>995,845 (K)</b>         | <b>0</b>             | <b>995,845**</b>    |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2012 - 2013**

|                             |                                   |
|-----------------------------|-----------------------------------|
| <b>Department Title:</b>    | MANAGEMENT SERVICES               |
| <b>Trust Fund Title:</b>    | PUBLIC FACILITIES FINANCING TRUST |
| <b>Budget Entity:</b>       | FACILITIES MANAGEMENT (72400100)  |
| <b>LAS/PBS Fund Number:</b> | 2495                              |

|   | Balance as of<br>6/30/2011 |     | SWFS*<br>Adjustments |  | Adjusted<br>Balance |
|---|----------------------------|-----|----------------------|--|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 32                         | (A) |                      |  | 32                  |
| ADD: Other Cash (See Instructions)                  |                            | (B) |                      |  | 0                   |
| ADD: Investments                                    | 4,204,846                  | (C) |                      |  | 4,204,846           |
| ADD: Outstanding Accounts Receivable                | 14,508.79                  | (D) |                      |  | 14,509              |
| ADD: _____  |                            | (E) |                      |  | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | <b>4,219,387</b>           | (F) |                      |  | 4,219,387           |
| LESS Allowances for Uncollectibles                  |                            | (G) |                      |  | 0                   |
| LESS Approved "A" Certified Forwards                |                            | (H) |                      |  | 0                   |
| Approved "B" Certified Forwards                     |                            | (H) |                      |  | 0                   |
| Approved "FCO" Certified Forwards                   | 3,629,456                  | (H) |                      |  | 3,629,456           |
| LESS: Other Accounts Payable (Non Operating)        | 645                        | (I) |                      |  | 645                 |
| LESS: <u>Other Accounts Payable</u>                 |                            | (J) |                      |  | 0                   |
| <b>Unreserved Fund Balance, 07/01/11</b>            | <b>589,286</b>             | (K) |                      |  | 589,286**           |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2012 - 2013**

|                             |                                  |
|-----------------------------|----------------------------------|
| <b>Department Title:</b>    | MANAGEMENT SERVICES              |
| <b>Trust Fund Title:</b>    | OPERATING TRUST                  |
| <b>Budget Entity:</b>       | FACILITIES MANAGEMENT (72400100) |
| <b>LAS/PBS Fund Number:</b> | 2510                             |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 0                          |                      | 0                   |
| ADD: Other Cash (See Instructions)                  | (B)                        |                      | 0                   |
| ADD: Investments                                    | 3,863,259 (C)              |                      | 3,863,259           |
| ADD: Outstanding Accounts Receivable                | 9,036 (D)                  |                      | 9,036               |
| ADD: _____  | (E)                        |                      | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | <b>3,872,295 (F)</b>       |                      | <b>3,872,295</b>    |
| LESS Allowances for Uncollectibles                  | (G)                        |                      | 0                   |
| LESS Approved "A" Certified Forwards                | 106,632 (H)                |                      | 106,632             |
| Approved "B" Certified Forwards                     | 14,085 (H)                 |                      | 14,085              |
| Approved "FCO" Certified Forwards                   | (H)                        |                      | 0                   |
| LESS: Other Accounts Payable (Non Operating)        | 2,508 (I)                  |                      | 2,508               |
| LESS: <u>Other Accounts Payable</u>                 | (J)                        |                      | 0                   |
| <b>Unreserved Fund Balance, 07/01/11</b>            | <b>3,749,070 (K)</b>       |                      | <b>3,749,070 **</b> |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |                                  |
|-----------------------------|----------------------------------|
| <b>Department Title:</b>    | <b>Budget Period: 2012- 2013</b> |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES              |
| <b>Budget Entity:</b>       | SUPERVISION TRUST                |
| <b>LAS/PBS Fund Number:</b> | FACILITIES MANAGEMENT (72400100) |
|                             | 2696                             |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance  |
|---|----------------------------|----------------------|----------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 719,359 (A)                | 0                    | 719,359              |
| ADD: Other Cash (See Instructions)                  | 0 (B)                      | 0                    | 0                    |
| ADD: Investments                                    | 17,040,647 (C)             | 0                    | 17,040,647           |
| ADD: Outstanding Accounts Receivable                | 1,811,118 (D)              | 0                    | 1,811,118            |
| ADD: <u>Restricted Investments at Cost, SBA</u>     | 8,282,178 (E)              | 0                    | 8,282,178            |
| <b>Total Cash plus Accounts Receivable</b>          | <b>27,853,303 (F)</b>      | <b>0</b>             | <b>27,853,303</b>    |
| LESS Allowances for Uncollectibles                  | 0 (G)                      | 0                    | 0                    |
| LESS Approved "A" Certified Forwards                | 3,429,683 (H)              | 0                    | 3,429,683            |
| Approved "B" Certified Forwards                     | 106,845 (H)                | 0                    | 106,845              |
| Approved "FCO" Certified Forwards                   | 8,282,178 (H)              | 0                    | 8,282,178            |
| LESS: Other Accounts Payable (Non Operating)        | 29,270 (I)                 | 0                    | 29,270               |
| LESS: Other Accounts Payable                        | 0                          | 0                    | 0                    |
| LESS: <u>Deferred Revenue</u>                       | 1,023,654 (J)              | 0                    | 1,023,654            |
| <b>Unreserved Fund Balance, 07/01/11</b>            | <b>14,981,673 (K)</b>      | <b>0</b>             | <b>14,981,673 **</b> |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 720000 MANAGEMENT SERVICES  
**Trust Fund Title:** Florida Facilities Pool Clearing Trust Fund  
**LAS/PBS Fund Number:** 2313

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11 27,487,784.40 (A)

**Add/Subtract:**

The Florida Facilities Pool Trust Fund (B)

unencumbered cash balance will not equal the retained earnings unreserved in FLAIR because bond liabilities are recorded in this fund but the assets are recorded in the Supervision Trust Fund. The Florida Facilities Pool Trust Funds are consolidated for Statewide Financial Purposes. All assets in this fund is considered to be a restricted asset per the Bond Covenants.

(26,491,939.00)

**Other Adjustment(s):**

Statewide Post Closing Adjustment @ June 30, 2009   (C)

**ADJUSTED BEGINNING TRIAL BALANCE:** 995,845 (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC** 995,845 (E)

**DIFFERENCE:** 0 (F)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 720000 MANAGEMENT SERVICES  
**Trust Fund Title:** Public Facilities Financing Trust Fund  
**LAS/PBS Fund Number:** 2495

**BEGINNING TRIAL BALANCE:**

|   |                     |     |
|---|---------------------|-----|
| 495XXX Unreserved Fund Balance Per Trial Balance, 07-01-  | <b>0.00</b>         | (A) |
| 495016 Unreserved Fund Balance Per Trial Balance, 07-01-1 | <b>398,930.51</b>   |     |
| 495017 Unreserved Fund Balance Per Trial Balance, 07-01-1 | <b>525,952.97</b>   |     |
| 495018 Unreserved Fund Balance Per Trial Balance, 07-01-1 | <b>1,577,668.28</b> |     |
| 495019 Unreserved Fund Balance Per Trial Balance, 07-01-1 | <b>1,716,190.44</b> |     |

495001 Unreserved Fund Balance Per Trial Balance, 07-01-1 **2,535,518.71**

**Add/Subtract:**

Accounts Payable in FLAIR  
 Not on Schedule 1C

FCO Certified Forward on Schedule 1C  
 Not in FLAIR **(3,629,456.36)**

Bureau of Private Prisons Facilities Financing  
 Provided by Department Of Corrections **(2,535,518.71)**

**Other Adjustment(s):**

Statewide Post Closing Adjustment @ June 30, 2011  (C)

**ADJUSTED BEGINNING TRIAL BALANCE:** **589,286** (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC** **589,286** (E)

**DIFFERENCE:** **(0)** (F)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

|                             |   |
|-----------------------------|---|
| <b>Department Title:</b>    | <b>720000 MANAGEMENT SERVICES</b>                           |
| <b>Trust Fund Title:</b>    | <b>Facilities Grants &amp; Donations Capital Trust Fund</b> |
| <b>LAS/PBS Fund Number:</b> | <b>2510</b>   |

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11 3,763,155 (A)

**Add/Subtract:**

Compensated Leave Liability in FLAIR  
Not on Schedule 1C 0.00 (B)

Certified Forward B recored on Schedule 1C  
Not Recorded in FLAIR (14,085)

**Other Adjustment(s):**

Statewide Post Closing adjustment to Accounts Receivable  (C)

(C)

**ADJUSTED BEGINNING TRIAL BALANCE:** 3,749,070 (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC** 3,749,070 (E)

**DIFFERENCE:** 0 (F)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 720000 MANAGEMENT SERVICES  
**Trust Fund Title:** Supervision Trust Fund  
**LAS/PBS Fund Number:** 2696

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11 13,413,170.94 (A)

**Add/Subtract:**

(B)

Certified Forward Bs Included On Schedule 1C/  
Not Included In FLAIR Retained Earnings Unreserved (106,844.76)

Compensated Absences Liability Recorded In FLAIR/  
Not Recorded On Schedule 1C 1,674,778.27

Accounts Payable not Certified Forward in FLAIR  
Not on Schedule 1C 569.00

**Other Adjustment(s):**

Statewide Post Closing Adjustment @ June 30, 2011  (C)

**ADJUSTED BEGINNING TRIAL BALANCE:** 14,981,673 (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC** 14,981,673 (E)

**DIFFERENCE:** 0 (F)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** MANAGEMENT SERVICES **Budget Period 2012 -2013**  
**Budget Entity:** FACILITIES MANAGEMENT/72400100 **SERIES 1998**

| (1)                        | (2)                  | (3)                 | (4)                 |
|----------------------------|----------------------|---------------------|---------------------|
|                            | <b>ACTUAL</b>        | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
| <b>SECTION I</b>           | <b>FY 2010-2011</b>  | <b>FY 2011-2012</b> | <b>FY 2012-2013</b> |
| Interest on Debt           | (A) 1,989,174        | 1,918,136           | 1,842,356           |
| Principal                  | (B) 1,640,000        | 1,710,000           | 1,790,000           |
| Repayment of Loans         | (C)                  |                     |                     |
| Fiscal Agent or Other Fees | (D)                  |                     |                     |
| Other Debt Service         | (E)                  |                     |                     |
| <b>Total Debt Service</b>  | <b>(F) 3,629,174</b> | <b>3,628,136</b>    | <b>3,632,356</b>    |

Explanation: Florida Facilities Pool Bonds were issued to provide funds for the acquisition and construction of facilities to be leased to State agencies. The bonds, serial and term, are secured by a pledge of the revenues, derived from the leasing and operations of these facilities.

**SECTION II**

**ISSUE:**

| (1)                        | (2)                  | (3)                 | (4)                  | (5)                  |
|----------------------------|----------------------|---------------------|----------------------|----------------------|
| <b>INTEREST RATE</b>       | <b>MATURITY DATE</b> | <b>ISSUE AMOUNT</b> | <b>JUNE 30, 20__</b> | <b>JUNE 30, 20__</b> |
| (6)                        |                      | (7)                 | (8)                  | (9)                  |
|                            |                      | <b>ACTUAL</b>       | <b>ESTIMATED</b>     | <b>REQUEST</b>       |
|                            |                      | <b>FY 20__ - __</b> | <b>FY 20__ - __</b>  | <b>FY 20__ - __</b>  |
| Interest on Debt           | (G)                  |                     |                      |                      |
| Principal                  | (H)                  |                     |                      |                      |
| Fiscal Agent or Other Fees | (I)                  |                     |                      |                      |
| Other                      | (J)                  |                     |                      |                      |
| <b>Total Debt Service</b>  | <b>(K)</b>           |                     |                      |                      |

**ISSUE:**

| (1)                        | (2)                  | (3)                 | (4)                  | (5)                  |
|----------------------------|----------------------|---------------------|----------------------|----------------------|
| <b>INTEREST RATE</b>       | <b>MATURITY DATE</b> | <b>ISSUE AMOUNT</b> | <b>JUNE 30, 20__</b> | <b>JUNE 30, 20__</b> |
| (6)                        |                      | (7)                 | (8)                  | (9)                  |
|                            |                      | <b>ACTUAL</b>       | <b>ESTIMATED</b>     | <b>REQUEST</b>       |
|                            |                      | <b>FY 20__ - __</b> | <b>FY 20__ - __</b>  | <b>FY 20__ - __</b>  |
| Interest on Debt           | (G)                  |                     |                      |                      |
| Principal                  | (H)                  |                     |                      |                      |
| Fiscal Agent or Other Fees | (I)                  |                     |                      |                      |
| Other                      | (J)                  |                     |                      |                      |
| <b>Total Debt Service</b>  | <b>(K)</b>           |                     |                      |                      |

**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** MANAGEMENT SERVICES **Budget Period 2012 -2013**  
**Budget Entity:** FACILITIES MANAGEMENT/72400100 **SERIES 1999**

| (1)                        | (2)                  | (3)                 | (4)                 |
|----------------------------|----------------------|---------------------|---------------------|
| <b>SECTION I</b>           | <b>ACTUAL</b>        | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
|                            | <b>FY 2010-2011</b>  | <b>FY 2011-2012</b> | <b>FY 2012-2013</b> |
| Interest on Debt           | (A) 784,983          | 749,563             | 711,988             |
| Principal                  | (B) 805,000          | 835,000             | 880,000             |
| Repayment of Loans         | (C)                  |                     |                     |
| Fiscal Agent or Other Fees | (D)                  |                     |                     |
| Other Debt Service         | (E)                  |                     |                     |
| <b>Total Debt Service</b>  | <b>(F) 1,589,983</b> | <b>1,584,563</b>    | <b>1,591,988</b>    |

Explanation: Florida Facilities Pool Bonds were issued to provide funds for the acquisition and construction of facilities to be leased to State agencies. The bonds, serial and term, are secured by a pledge of the revenues, derived from the leasing and operations of these facilities.

**SECTION II**

**ISSUE:**

| (1)                        | (2)                  | (3)                 | (4)                  | (5)                  |
|----------------------------|----------------------|---------------------|----------------------|----------------------|
| <b>INTEREST RATE</b>       | <b>MATURITY DATE</b> | <b>ISSUE AMOUNT</b> | <b>JUNE 30, 20__</b> | <b>JUNE 30, 20__</b> |
| (6)                        |                      | (7)                 | (8)                  | (9)                  |
|                            |                      | <b>ACTUAL</b>       | <b>ESTIMATED</b>     | <b>REQUEST</b>       |
|                            |                      | <b>FY 20__ - __</b> | <b>FY 20__ - __</b>  | <b>FY 20__ - __</b>  |
| Interest on Debt           |                      | (G)                 |                      |                      |
| Principal                  |                      | (H)                 |                      |                      |
| Fiscal Agent or Other Fees |                      | (I)                 |                      |                      |
| Other                      |                      | (J)                 |                      |                      |
| <b>Total Debt Service</b>  |                      | <b>(K)</b>          |                      |                      |

**ISSUE:**

| (1)                        | (2)                  | (3)                 | (4)                  | (5)                  |
|----------------------------|----------------------|---------------------|----------------------|----------------------|
| <b>INTEREST RATE</b>       | <b>MATURITY DATE</b> | <b>ISSUE AMOUNT</b> | <b>JUNE 30, 20__</b> | <b>JUNE 30, 20__</b> |
| (6)                        |                      | (7)                 | (8)                  | (9)                  |
|                            |                      | <b>ACTUAL</b>       | <b>ESTIMATED</b>     | <b>REQUEST</b>       |
|                            |                      | <b>FY 20__ - __</b> | <b>FY 20__ - __</b>  | <b>FY 20__ - __</b>  |
| Interest on Debt           |                      | (G)                 |                      |                      |
| Principal                  |                      | (H)                 |                      |                      |
| Fiscal Agent or Other Fees |                      | (I)                 |                      |                      |
| Other                      |                      | (J)                 |                      |                      |
| <b>Total Debt Service</b>  |                      | <b>(K)</b>          |                      |                      |

**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** MANAGEMENT SERVICES **Budget Period 2012 -2013**  
**Budget Entity:** FACILITIES MANAGEMENT/72400100 **SERIES 2002**

| (1)                        | (2)                  | (3)                 | (4)                 |
|----------------------------|----------------------|---------------------|---------------------|
|                            | <b>ACTUAL</b>        | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
| <b>SECTION I</b>           | <b>FY 2010-2011</b>  | <b>FY 2011-2012</b> | <b>FY 2012-2013</b> |
| Interest on Debt           | (A) 1,422,856        | 1,354,256           | 1,271,056           |
| Principal                  | (B) 1,960,000        | 2,080,000           | 2,160,000           |
| Repayment of Loans         | (C)                  |                     |                     |
| Fiscal Agent or Other Fees | (D)                  |                     |                     |
| Other Debt Service         | (E)                  |                     |                     |
| <b>Total Debt Service</b>  | <b>(F) 3,382,856</b> | <b>3,434,256</b>    | <b>3,431,056</b>    |

Explanation: Florida Facilities Pool Bonds were issued to provide funds for the acquisition and construction of facilities to be leased to State agencies. The bonds, serial and term, are secured by a pledge of the revenues, derived from the leasing and operations of these facilities.

**SECTION II**

**ISSUE:**

| (1)                        | (2)                  | (3)                 | (4)                  | (5)                  |
|----------------------------|----------------------|---------------------|----------------------|----------------------|
| <b>INTEREST RATE</b>       | <b>MATURITY DATE</b> | <b>ISSUE AMOUNT</b> | <b>JUNE 30, 20__</b> | <b>JUNE 30, 20__</b> |
| (6)                        |                      | (7)                 | (8)                  | (9)                  |
|                            |                      | <b>ACTUAL</b>       | <b>ESTIMATED</b>     | <b>REQUEST</b>       |
|                            |                      | <b>FY 20__ - __</b> | <b>FY 20__ - __</b>  | <b>FY 20__ - __</b>  |
| Interest on Debt           | (G)                  |                     |                      |                      |
| Principal                  | (H)                  |                     |                      |                      |
| Fiscal Agent or Other Fees | (I)                  |                     |                      |                      |
| Other                      | (J)                  |                     |                      |                      |
| <b>Total Debt Service</b>  | <b>(K)</b>           |                     |                      |                      |

**ISSUE:**

| (1)                        | (2)                  | (3)                 | (4)                  | (5)                  |
|----------------------------|----------------------|---------------------|----------------------|----------------------|
| <b>INTEREST RATE</b>       | <b>MATURITY DATE</b> | <b>ISSUE AMOUNT</b> | <b>JUNE 30, 20__</b> | <b>JUNE 30, 20__</b> |
| (6)                        |                      | (7)                 | (8)                  | (9)                  |
|                            |                      | <b>ACTUAL</b>       | <b>ESTIMATED</b>     | <b>REQUEST</b>       |
|                            |                      | <b>FY 20__ - __</b> | <b>FY 20__ - __</b>  | <b>FY 20__ - __</b>  |
| Interest on Debt           | (G)                  |                     |                      |                      |
| Principal                  | (H)                  |                     |                      |                      |
| Fiscal Agent or Other Fees | (I)                  |                     |                      |                      |
| Other                      | (J)                  |                     |                      |                      |
| <b>Total Debt Service</b>  | <b>(K)</b>           |                     |                      |                      |

**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** MANAGEMENT SERVICES **Budget Period 2012 -2013**  
**Budget Entity:** FACILITIES MANAGEMENT/72400100 **SERIES 2003**

| (1)                        | (2)                   | (3)                 | (4)                 |
|----------------------------|-----------------------|---------------------|---------------------|
| <b>SECTION I</b>           | <b>ACTUAL</b>         | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
|                            | <b>FY 2010-2011</b>   | <b>FY 2011-2012</b> | <b>FY 2012-2013</b> |
| Interest on Debt           | (A) 3,179,138         | 2,741,813           | 2,281,125           |
| Principal                  | (B) 8,330,000         | 8,775,000           | 9,230,000           |
| Repayment of Loans         | (C)                   |                     |                     |
| Fiscal Agent or Other Fees | (D)                   |                     |                     |
| Other Debt Service         | (E)                   |                     |                     |
| <b>Total Debt Service</b>  | <b>(F) 11,509,138</b> | <b>11,516,813</b>   | <b>11,511,125</b>   |

Explanation: Florida Facilities Pool Bonds were issued to provide funds for the acquisition and construction of facilities to be leased to State agencies. The bonds, serial and term, are secured by a pledge of the revenues, derived from the leasing and operations of these facilities.

**SECTION II**

**ISSUE:**

| (1)                        | (2)                  | (3)                 | (4)                  | (5)                  |
|----------------------------|----------------------|---------------------|----------------------|----------------------|
| <b>INTEREST RATE</b>       | <b>MATURITY DATE</b> | <b>ISSUE AMOUNT</b> | <b>JUNE 30, 20__</b> | <b>JUNE 30, 20__</b> |
| (6)                        |                      | (7)                 | (8)                  | (9)                  |
|                            |                      | <b>ACTUAL</b>       | <b>ESTIMATED</b>     | <b>REQUEST</b>       |
|                            |                      | <b>FY 20__ - __</b> | <b>FY 20__ - __</b>  | <b>FY 20__ - __</b>  |
| Interest on Debt           |                      | (G)                 |                      |                      |
| Principal                  |                      | (H)                 |                      |                      |
| Fiscal Agent or Other Fees |                      | (I)                 |                      |                      |
| Other                      |                      | (J)                 |                      |                      |
| <b>Total Debt Service</b>  |                      | <b>(K)</b>          |                      |                      |

**ISSUE:**

| (1)                        | (2)                  | (3)                 | (4)                  | (5)                  |
|----------------------------|----------------------|---------------------|----------------------|----------------------|
| <b>INTEREST RATE</b>       | <b>MATURITY DATE</b> | <b>ISSUE AMOUNT</b> | <b>JUNE 30, 20__</b> | <b>JUNE 30, 20__</b> |
| (6)                        |                      | (7)                 | (8)                  | (9)                  |
|                            |                      | <b>ACTUAL</b>       | <b>ESTIMATED</b>     | <b>REQUEST</b>       |
|                            |                      | <b>FY 20__ - __</b> | <b>FY 20__ - __</b>  | <b>FY 20__ - __</b>  |
| Interest on Debt           |                      | (G)                 |                      |                      |
| Principal                  |                      | (H)                 |                      |                      |
| Fiscal Agent or Other Fees |                      | (I)                 |                      |                      |
| Other                      |                      | (J)                 |                      |                      |
| <b>Total Debt Service</b>  |                      | <b>(K)</b>          |                      |                      |



**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** MANAGEMENT SERVICES **Budget Period 2012 -2013**  
**Budget Entity:** FACILITIES MANAGEMENT/72400100 **SERIES 2005**

| (1)                        | (2)                  | (3)                 | (4)                 |
|----------------------------|----------------------|---------------------|---------------------|
| <b>SECTION I</b>           | <b>ACTUAL</b>        | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
|                            | <b>FY 2010-2011</b>  | <b>FY 2011-2012</b> | <b>FY 2012-2013</b> |
| Interest on Debt           | (A) 4,724,644        | 4,471,144           | 4,205,394           |
| Principal                  | (B) 5,070,000        | 5,315,000           | 5,590,000           |
| Repayment of Loans         | (C)                  |                     |                     |
| Fiscal Agent or Other Fees | (D)                  |                     |                     |
| Other Debt Service         | (E)                  |                     |                     |
| <b>Total Debt Service</b>  | <b>(F) 9,794,644</b> | <b>9,786,144</b>    | <b>9,795,394</b>    |

Explanation: Florida Facilities Pool Bonds were issued to provide funds for the acquisition and construction of facilities to be leased to State agencies. The bonds, serial and term, are secured by a pledge of the revenues, derived from the leasing and operations of these facilities.

**SECTION II**

**ISSUE:**

| (1)                        | (2)                  | (3)                 | (4)                  | (5)                  |
|----------------------------|----------------------|---------------------|----------------------|----------------------|
| <b>INTEREST RATE</b>       | <b>MATURITY DATE</b> | <b>ISSUE AMOUNT</b> | <b>JUNE 30, 20__</b> | <b>JUNE 30, 20__</b> |
| (6)                        |                      | (7)                 | (8)                  | (9)                  |
|                            |                      | <b>ACTUAL</b>       | <b>ESTIMATED</b>     | <b>REQUEST</b>       |
|                            |                      | <b>FY 20__ - __</b> | <b>FY 20__ - __</b>  | <b>FY 20__ - __</b>  |
| Interest on Debt           |                      | (G)                 |                      |                      |
| Principal                  |                      | (H)                 |                      |                      |
| Fiscal Agent or Other Fees |                      | (I)                 |                      |                      |
| Other                      |                      | (J)                 |                      |                      |
| <b>Total Debt Service</b>  |                      | <b>(K)</b>          |                      |                      |

**ISSUE:**

| (1)                        | (2)                  | (3)                 | (4)                  | (5)                  |
|----------------------------|----------------------|---------------------|----------------------|----------------------|
| <b>INTEREST RATE</b>       | <b>MATURITY DATE</b> | <b>ISSUE AMOUNT</b> | <b>JUNE 30, 20__</b> | <b>JUNE 30, 20__</b> |
| (6)                        |                      | (7)                 | (8)                  | (9)                  |
|                            |                      | <b>ACTUAL</b>       | <b>ESTIMATED</b>     | <b>REQUEST</b>       |
|                            |                      | <b>FY 20__ - __</b> | <b>FY 20__ - __</b>  | <b>FY 20__ - __</b>  |
| Interest on Debt           |                      | (G)                 |                      |                      |
| Principal                  |                      | (H)                 |                      |                      |
| Fiscal Agent or Other Fees |                      | (I)                 |                      |                      |
| Other                      |                      | (J)                 |                      |                      |
| <b>Total Debt Service</b>  |                      | <b>(K)</b>          |                      |                      |

**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** MANAGEMENT SERVICES **Budget Period 2012 -2013**  
**Budget Entity:** FACILITIES MANAGEMENT/72400100 **SERIES 2007**

| (1)                        | (2)                  | (3)                 | (4)                 |
|----------------------------|----------------------|---------------------|---------------------|
| <b>SECTION I</b>           | <b>ACTUAL</b>        | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
|                            | <b>FY 2010-2011</b>  | <b>FY 2011-2012</b> | <b>FY 2012-2013</b> |
| Interest on Debt           | (A) 3,844,081        | 3,765,881           | 3,684,681           |
| Principal                  | (B) 1,955,000        | 2,030,000           | 2,115,000           |
| Repayment of Loans         | (C)                  |                     |                     |
| Fiscal Agent or Other Fees | (D)                  |                     |                     |
| Other Debt Service         | (E)                  |                     |                     |
| <b>Total Debt Service</b>  | <b>(F) 5,799,081</b> | <b>5,795,881</b>    | <b>5,799,681</b>    |

Explanation: Florida Facilities Pool Bonds were issued to provide funds for the acquisition and construction of facilities to be leased to State agencies. The bonds, serial and term, are secured by a pledge of the revenues, derived from the leasing and operations of these facilities.

**SECTION II**

**ISSUE:**

| (1)                        | (2)                  | (3)                 | (4)                  | (5)                  |
|----------------------------|----------------------|---------------------|----------------------|----------------------|
| <b>INTEREST RATE</b>       | <b>MATURITY DATE</b> | <b>ISSUE AMOUNT</b> | <b>JUNE 30, 20__</b> | <b>JUNE 30, 20__</b> |
| (6)                        |                      | (7)                 | (8)                  | (9)                  |
|                            |                      | <b>ACTUAL</b>       | <b>ESTIMATED</b>     | <b>REQUEST</b>       |
|                            |                      | <b>FY 20__ - __</b> | <b>FY 20__ - __</b>  | <b>FY 20__ - __</b>  |
| Interest on Debt           | (G)                  |                     |                      |                      |
| Principal                  | (H)                  |                     |                      |                      |
| Fiscal Agent or Other Fees | (I)                  |                     |                      |                      |
| Other                      | (J)                  |                     |                      |                      |
| <b>Total Debt Service</b>  | <b>(K)</b>           |                     |                      |                      |

**ISSUE:**

| (1)                        | (2)                  | (3)                 | (4)                  | (5)                  |
|----------------------------|----------------------|---------------------|----------------------|----------------------|
| <b>INTEREST RATE</b>       | <b>MATURITY DATE</b> | <b>ISSUE AMOUNT</b> | <b>JUNE 30, 20__</b> | <b>JUNE 30, 20__</b> |
| (6)                        |                      | (7)                 | (8)                  | (9)                  |
|                            |                      | <b>ACTUAL</b>       | <b>ESTIMATED</b>     | <b>REQUEST</b>       |
|                            |                      | <b>FY 20__ - __</b> | <b>FY 20__ - __</b>  | <b>FY 20__ - __</b>  |
| Interest on Debt           | (G)                  |                     |                      |                      |
| Principal                  | (H)                  |                     |                      |                      |
| Fiscal Agent or Other Fees | (I)                  |                     |                      |                      |
| Other                      | (J)                  |                     |                      |                      |
| <b>Total Debt Service</b>  | <b>(K)</b>           |                     |                      |                      |

**SCHEDULE VI: DETAIL OF DEBT SERVICE**

**Department:** MANAGEMENT SERVICES **Budget Period 2012 -2013**  
**Budget Entity:** FACILITIES MANAGEMENT/72400100 **SERIES 2008**

| (1)                        | (2)                  | (3)                 | (4)                 |
|----------------------------|----------------------|---------------------|---------------------|
|                            | <b>ACTUAL</b>        | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
| <b>SECTION I</b>           | <b>FY 2010-2011</b>  | <b>FY 2011-2012</b> | <b>FY 2012-2013</b> |
| Interest on Debt           | (A) 1,826,513        | 1,803,238           | 1,779,088           |
| Principal                  | (B) 665,000          | 690,000             | 715,000             |
| Repayment of Loans         | (C)                  |                     |                     |
| Fiscal Agent or Other Fees | (D)                  |                     |                     |
| Other Debt Service         | (E)                  |                     |                     |
| <b>Total Debt Service</b>  | <b>(F) 2,491,513</b> | <b>2,493,238</b>    | <b>2,494,088</b>    |

Explanation: Florida Facilities Pool Bonds were issued to provide funds for the acquisition and construction of facilities to be leased to State agencies. The bonds, serial and term, are secured by a pledge of the revenues, derived from the leasing and operations of these facilities.

**SECTION II**

**ISSUE:**

| (1)                        | (2)                  | (3)                 | (4)                  | (5)                  |
|----------------------------|----------------------|---------------------|----------------------|----------------------|
| <b>INTEREST RATE</b>       | <b>MATURITY DATE</b> | <b>ISSUE AMOUNT</b> | <b>JUNE 30, 20__</b> | <b>JUNE 30, 20__</b> |
| (6)                        |                      | (7)                 | (8)                  | (9)                  |
|                            |                      | <b>ACTUAL</b>       | <b>ESTIMATED</b>     | <b>REQUEST</b>       |
|                            |                      | <b>FY 20__ - __</b> | <b>FY 20__ - __</b>  | <b>FY 20__ - __</b>  |
| Interest on Debt           | (G)                  |                     |                      |                      |
| Principal                  | (H)                  |                     |                      |                      |
| Fiscal Agent or Other Fees | (I)                  |                     |                      |                      |
| Other                      | (J)                  |                     |                      |                      |
| <b>Total Debt Service</b>  | <b>(K)</b>           |                     |                      |                      |

**ISSUE:**

| (1)                        | (2)                  | (3)                 | (4)                  | (5)                  |
|----------------------------|----------------------|---------------------|----------------------|----------------------|
| <b>INTEREST RATE</b>       | <b>MATURITY DATE</b> | <b>ISSUE AMOUNT</b> | <b>JUNE 30, 20__</b> | <b>JUNE 30, 20__</b> |
| (6)                        |                      | (7)                 | (8)                  | (9)                  |
|                            |                      | <b>ACTUAL</b>       | <b>ESTIMATED</b>     | <b>REQUEST</b>       |
|                            |                      | <b>FY 20__ - __</b> | <b>FY 20__ - __</b>  | <b>FY 20__ - __</b>  |
| Interest on Debt           | (G)                  |                     |                      |                      |
| Principal                  | (H)                  |                     |                      |                      |
| Fiscal Agent or Other Fees | (I)                  |                     |                      |                      |
| Other                      | (J)                  |                     |                      |                      |
| <b>Total Debt Service</b>  | <b>(K)</b>           |                     |                      |                      |

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012-2013

Department: Management Services

Chief Internal Auditor: John W. Davis

Budget Entity: Facilities Management

Phone Number: (850) 487-9476

| (1)           | (2)           | (3)       | (4)  | (5)                                | (6)        |
|---------------|---------------|-----------|--|------------------------------------|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS                              | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
|               |               |           | There are no issues or findings to report for Facilities Management. |                                    |            |



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**BUILDING  
CONSTRUCTION**

**EXHIBITS  
OR  
SCHEDULES**



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**BUILDING  
CONSTRUCTION**

**SCHEDULE I SERIES**

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period: 2012-13**  
**Program:** 72400200 Building Construction  
**Fund:** 2033 Architects' Incidental Trust  
**Specific Authority:** 255, F.S.  
**Purpose of Fees Collected:** To provide funds for the administration and supervision of planning, design and construction of state-owned facilities.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

|   | (1) | (2)                | (3)                | (4)                |
|---|-----|--------------------|--------------------|--------------------|
| <b>SECTION I - FEE COLLECTION</b>                     |     | <b>ACTUAL</b>      | <b>ESTIMATED</b>   | <b>REQUEST</b>     |
|   |     | <b>FY 2010 -11</b> | <b>FY 2011 -12</b> | <b>FY 2012 -13</b> |
| <b>Receipts:</b>                                      |     |                    |                    |                    |
| SEE ATTACHED LISTING                                  |     |                    |                    |                    |
|   |     |                    |                    |                    |
| <b>Total Fee Collection to Line (1) - Section III</b> |     | <b>751,359</b>     | <b>830,661</b>     | <b>592,552</b>     |

**SECTION II - FULL COSTS**

**Direct Costs:**

|                                 |  |         |         |         |
|---------------------------------|--|---------|---------|---------|
| Salaries and Benefits           |  | 724,174 | 707,960 | 707,960 |
| Other Personal Services         |  |         |         |         |
| Expenses                        |  | 83,623  | 122,047 | 122,047 |
| Operating Capital Outlay        |  |         |         |         |
| S.C.: Contracted Services       |  | 4,229   | 46,341  | 46,341  |
| S.C.: Risk Management Insurance |  | 23,411  | 6,062   | 6,062   |
| Data Processing Services - SSRC |  |         | 11,881  | 21,971  |
| HR Statewide Contract           |  | 3,614   | 3,353   | 3,353   |
| FCO - Supplemental Contracts    |  | 23,353  |         |         |

**Indirect Costs Charged to Trust Fund:**

|   |  |          |           |        |
|---|--|----------|-----------|--------|
| TR to GR-8% Service Charge                  |  | 6,293    | 2,000     | 1,200  |
| TR to 2021-Admin. Assess. Fee               |  | 74,834   | 71,230    | 74,435 |
| Refunds                                     |  | 183      |           |        |
| Cert Forward A Reversions @ 9/30/2010       |  | (360)    |           |        |
| Cert Forward Reversions @ 9/30/2011         |  |          |           |        |
| Comp Leave Liability                        |  | (27,782) |           |        |
| Prior Year FCO Expend in Trial Balance      |  |          |           |        |
| FCO Budget Amount on Schedule 1             |  |          |           |        |
| FCO A/P in Trial Balance not on Schedule 1C |  |          |           |        |
| Legislative Cash Sweep                      |  |          | 1,000,000 |        |
| Reserve for Pay Package                     |  |          |           |        |

|   |  |                |                  |                |
|---|--|----------------|------------------|----------------|
| <b>Total Full Costs to Line (2) - Section III</b> |  | <b>915,572</b> | <b>1,970,874</b> | <b>983,369</b> |
|---|--|----------------|------------------|----------------|

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |     |                  |                    |                  |
|--------------------------------|-----|------------------|--------------------|------------------|
| TOTAL SECTION I                | (A) | 751,359          | 830,661            | 592,552          |
| TOTAL SECTION II               | (B) | 915,572          | 1,970,874          | 983,369          |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>(164,213)</b> | <b>(1,140,213)</b> | <b>(390,817)</b> |

**EXPLANATION:**

Negative balances are offset by cash balance brought forward (See Schedule I)

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period: 2012-13**  
**Program:** 72400200 Building Construction  
**Fund:** 2033 Architects' Incidental Trust  
**Specific Authority:** 255, F.S.  
**Purpose of Fees Collected:** To provide funds for the administration and supervision of planning, design, and construction of state-owned facilities.

| (1)   | (2)                | (3)                | (4)                |
|---|--------------------|--------------------|--------------------|
| <b><u>SECTION I - FEE COLLECTION</u></b>              | <b>ACTUAL</b>      | <b>ESTIMATED</b>   | <b>REQUEST</b>     |
|   | <b>FY 2010 -11</b> | <b>FY 2011 -12</b> | <b>FY 2012 -13</b> |
| <b><u>Receipts:</u></b>                               |                    |                    |                    |
| Construction Services                                 | 592,247            | 805,661            | 577,552            |
| Property Transfer In                                  |                    |                    |                    |
| Supplemental Contracts                                | 99,900             |                    | -                  |
| Computer Charges (FLEET)                              |                    |                    |                    |
| Interest Earnings                                     | 59,198             | 25,000             | 15,000             |
| Miscellaneous   | 14                 |                    |                    |
|   |                    |                    |                    |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b>751,359</b>     | <b>830,661</b>     | <b>592,552</b>     |



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |                                 |
|-----------------------------|---------------------------------|
| <b>Department Title:</b>    | <b>Budget Period: 2012-2013</b> |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES             |
| <b>Budget Entity:</b>       | ARCHITECT'S INCIDENTAL TRUST    |
| <b>LAS/PBS Fund Number:</b> | BUILDING CONSTRUCTION           |
|                             | 2033                            |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 43,089 (A)                 |                      | 43,089              |
| ADD: Other Cash (See Instructions)                  |                            |                      | 0                   |
| ADD: Investments                                    | 2,377,561 (C)              |                      | 2,377,561           |
| ADD: Outstanding Accounts Receivable                | 14,485 (D)                 |                      | 14,485              |
| ADD:  |                            |                      | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | <b>2,435,135</b>           | <b>0</b>             | <b>2,435,135</b>    |
| LESS Deferred Revenues                              | 308,634 (G)                |                      | 308,634             |
| LESS Approved "A" Certified Forwards                | 17,225 (H)                 |                      | 17,225              |
| Approved "B" Certified Forwards                     |                            |                      | 0                   |
| Approved "FCO" Certified Forwards                   | 99,900 (H)                 |                      | 99,900              |
| LESS: Other Accounts Payable (Non Operating)        | 1,387 (I)                  |                      | 1,387               |
| LESS: <u>Other Accounts Payable</u>                 |                            |                      | 0                   |
| <b>Unreserved Fund Balance, 07/01/11</b>            | <b>2,007,990 (K)</b>       | <b>0</b>             | <b>2,007,990**</b>  |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 720000 MANAGEMENT SERVICES  
**Trust Fund Title:** Architects Incidental Trust Fund  
**LAS/PBS Fund Number:** 2033

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11  (A)

**Add/Subtract:**

Compensated Absences Liability recorded In FLAIR As A Liability/  
Not Recorded On Schedule 1C

Accounts Payable not Certified Forward in FLAIR  
Not on Schedule 1C

FCO Certified Forward On Schedule 1C  
Not Recorded in FLAIR

**Other Adjustment(s):**

Statewide Post Closing Adjustment @ June 30, 2011  (C)

(C)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012-2013

Department: Management Services

Chief Internal Auditor: John W. Davis

Budget Entity: Building Construction

Phone Number: (850) 487-9476

| (1)           | (2)           | (3)       | (4)  | (5)                                | (6)        |
|---------------|---------------|-----------|--|------------------------------------|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS                              | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
|               |               |           | There are no issues or findings to report for Building Construction. |                                    |            |



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**AIRCRAFT MANAGEMENT**

**EXHIBITS  
OR  
SCHEDULES**



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**AIRCRAFT MANAGEMENT**

**SCHEDULE I SERIES**

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012-13  
**Program:** 72600100 Aircraft Management  
**Fund:** 2066 Bureau of Aircraft Trust  
**Specific Authority:** 287.161, F.S.  
**Purpose of Fees Collected:** To recover the normal direct costs of operating aircraft assigned to the Executive Aircraft Pool, and the total operational costs of the special purpose aircraft.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |                       |
|-------------------------------------|--|-----------------------|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Regulatory Fees Form - Part I and II</b> ) | <b>Examination of</b> |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                  |                       |

| (1)   | (2)                           | (3)                               | (4)                             |
|---|-------------------------------|-----------------------------------|---------------------------------|
| <b>SECTION I - FEE COLLECTION</b>                     | <b>ACTUAL<br/>FY 2010 -11</b> | <b>ESTIMATED<br/>FY 2011 - 12</b> | <b>REQUEST<br/>FY 2012 - 13</b> |
| <b>Receipts:</b>                                      |                               |                                   |                                 |
| Revenues from Oper.-Executive Air Pool                | 86,722                        |                                   |                                 |
| Reimbursements  | 86,611                        |                                   |                                 |
| Sale of Aircraft                                      | 260,571                       |                                   |                                 |
| Interest Earnings                                     | 9,616                         | 300                               | -                               |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b>443,520</b>                | <b>300</b>                        | <b>-</b>                        |

**SECTION II - FULL COSTS**

**Direct Costs:**

|                                       |         |  |  |
|---------------------------------------|---------|--|--|
| Salaries and Benefits                 |         |  |  |
| Other Personal Services               |         |  |  |
| Expenses                              | 373,930 |  |  |
| Operating Capital Outlay              |         |  |  |
| S.C.:Contracted Services              |         |  |  |
| S.C.:Risk Management Insurance        |         |  |  |
| S.C.:Deferred-Pay Commodity Contracts |         |  |  |
| S.C.:Aircraft Maintenance & Repairs   |         |  |  |
| HR Statewide Contract                 |         |  |  |
| Data Processing Services-SSRC         |         |  |  |

**Indirect Costs Charged to Trust Fund:**

|   |                |                |          |
|---|----------------|----------------|----------|
| TR to GR-8% Srvc Chrg                             | 300,999        | 24             | -        |
| TR to 2021-Admin.Assess.Fee                       |                | -              | -        |
| Aircraft Inventory - in Beg Bal                   |                |                |          |
| Cur Cap Lease Liability- in Beg Bal               | (341,180)      |                |          |
| Cert Forward A Reversions @ 9/30/2009             |                |                |          |
| Cert Forward Reversions @ 9/30/2010               |                |                |          |
| Uncollectible Receivables                         | (17,354)       | -              | -        |
| 5% Trust Fund Reserve                             |                |                |          |
| Legislative Cash Sweep                            |                | 215,000        | -        |
| <b>Total Full Costs to Line (2) - Section III</b> | <b>316,395</b> | <b>215,024</b> | <b>-</b> |

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |     |                |                  |          |
|--------------------------------|-----|----------------|------------------|----------|
| TOTAL SECTION I                | (A) | 443,520        | 300              | -        |
| TOTAL SECTION II               | (B) | 316,395        | 215,024          | -        |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>127,126</b> | <b>(214,724)</b> | <b>-</b> |

**EXPLANATION:**

Negative balances are offset by cash balance carried forward (See Schedule I)

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |                                   |
|-----------------------------|-----------------------------------|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b> |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES               |
| <b>Budget Entity:</b>       | BUREAU OF AIRCRAFT TRUST          |
| <b>LAS/PBS Fund Number:</b> | AIRCRAFT (72600100)               |
|                             | 2066                              |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 53,647 (A)                 |                      | 53,647              |
| ADD: Other Cash (See Instructions)                  | 0 (B)                      |                      | 0                   |
| ADD: Investments                                    | 203,517 (C)                |                      | 203,517             |
| ADD: Outstanding Accounts Receivable                | -24,983 (D)                | 25,366               | 383                 |
| ADD:  | 0 (E)                      |                      | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | <b>232,181 (F)</b>         | <b>25,366</b>        | <b>257,548</b>      |
| LESS Allowances for Uncollectibles                  | 0 (G)                      |                      | 0                   |
| LESS Approved "A" Certified Forwards                | 0 (H)                      |                      | 0                   |
| Approved "B" Certified Forwards                     | 0 (H)                      |                      | 0                   |
| Approved "FCO" Certified Forwards                   | 0 (H)                      |                      | 0                   |
| LESS: Other Accounts Payable (Non Operating)        | 7,172 (I)                  |                      | 7,172               |
| LESS: <u>Other Accounts Payable</u>                 | 0 (J)                      |                      | 0                   |
| <b>Unreserved Fund Balance, 07/01/10</b>            | <b>225,009 (K)</b>         | <b>25,366</b>        | <b>250,375**</b>    |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 720000 MANAGEMENT SERVICES  
**Trust Fund Title:** Aircraft Trust Fund  
**LAS/PBS Fund Number:** 2066

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11  (A)

**Add/Subtract:**

Property Value Recorded In FLAIR As Assets/Not Recorded On (B)  
Schedule 1C. General Ledger Code 53600 Overstated and General  
Ledger Code 53900 Understated

Advances From Other Funds Recorded in FLAIR As A Liability/  
Not Recorded On Schedule 1C

Compensated Absences Liability recorded In FLAIR As A Liability/  
Not Recorded On Schedule 1C

Allowances for Uncollectibles recorded on Schedule 1C  
Not Recorded in FLAIR

Supply Inventory Not Recorded On Schedule 1C/  
Included In FLAIR Retained Earnings Unreserved

**Other Adjustment(s):**

Statewide Post Closing Adjustment @ June 30, 2011  (C)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO.**





DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**FEDERAL PROPERTY  
ASSISTANCE**

**EXHIBITS  
OR  
SCHEDULES**



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**FEDERAL PROPERTY  
ASSISTANCE**

**SCHEDULE I SERIES**

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012-13  
**Program:** 72600200 Federal Property Assistance  
**Fund:** 2699 Surplus Property Revolving Trust  
**Specific Authority:** Chapter 217, F.S.  
**Purpose of Fees Collected:** The agency administers the Federal Surplus Property Utilization Program for the State of Florida. Service charges are placed on federal property and are passed on to certified donees whereby funds are generated.

Type of Fee or Program: (Check ONE Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                          |

| (1)<br><b>SECTION I - FEE COLLECTION</b>              | (2)<br><b>ACTUAL<br/>FY 2010 - 11</b> | (3)<br><b>ESTIMATED<br/>FY 2011 - 12</b> | (4)<br><b>REQUEST<br/>FY 2012 - 13</b> |
|---|---------------------------------------|--|--|
| <b>Receipts:</b>                                      |                                       |  |  |
| Service Charges - Fed. Surp. Property                 | 229,346                               | 275,000                                  | 275,000                                |
| U.S.Govt.Public Sale Reimbursements                   | 47,443                                | 47,000                                   | 47,000                                 |
| Motor Vehicle Sales                                   |                                       |  |  |
| Interest Earnings                                     | 9,863                                 | 9,800                                    | 9,000                                  |
| Refunds and Reimbursements                            |                                       |  |  |
| Projected Fee Increase                                |                                       |  |  |
| Property Transfer In                                  |                                       |  |  |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b>286,652</b>                        | <b>331,800</b>                           | <b>331,000</b>                         |

| (1)<br><b>SECTION II - FULL COSTS</b>             | (2)<br><b>ACTUAL<br/>FY 2010 - 11</b> | (3)<br><b>ESTIMATED<br/>FY 2011 - 12</b> | (4)<br><b>REQUEST<br/>FY 2012 - 13</b> |
|---|---------------------------------------|--|--|
| <b>Direct Costs:</b>                              |                                       |  |  |
| Salaries and Benefits                             | 242,116                               | 230,821                                  | 230,821                                |
| Other Personal Services                           |                                       |  |  |
| Expenses  | 63,220                                | 63,231                                   | 63,231                                 |
| Operating Capital Outlay                          |                                       |  |  |
| S.C.:Transfer to Fixed Capital Outlay             | -                                     |  |  |
| S.C.:Contracted Services                          | 944                                   | 6,379                                    | 6,379                                  |
| S.C.:Risk Management Insurance                    | 2,349                                 | 839                                      | 839                                    |
| HR Statewide Contract                             | 1,642                                 | 1,523                                    | 1,523                                  |
| Data Processing Services/SSRC                     |                                       | 2,698                                    | 442                                    |
| <b>Indirect Costs Charged to Trust Fund:</b>      |                                       |  |  |
| TR to 2021-Admin.Assess.Fee                       | 26,749                                | 28,031                                   | 29,292                                 |
| Cert Forward A Reversions @ 9/30/2010             |                                       | -  |  |
| Cert Forward Reversions @ 9/30/2010               |                                       |  |  |
| Comp Leave Liability in Beg Bal                   | (5,229)                               |  |  |
| Reserve for Pay Package                           |                                       |  | -                                      |
| <b>Total Full Costs to Line (2) - Section III</b> | <b>331,791</b>                        | <b>333,522</b>                           | <b>332,527</b>                         |

Basis Used: Accrual

| <b>SECTION III - SUMMARY</b>   |     |                 |                |                |
|--------------------------------|-----|-----------------|----------------|----------------|
| TOTAL SECTION I                | (A) | 286,652         | 331,800        | 331,000        |
| TOTAL SECTION II               | (B) | 331,791         | 333,522        | 332,527        |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>(45,139)</b> | <b>(1,722)</b> | <b>(1,527)</b> |

**EXPLANATION:**  
 Negative Balances are offset by Cash Balance carried forward (see Schedule I)

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |  |
|-----------------------------|--|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b>      |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES                    |
| <b>Budget Entity:</b>       | SURPLUS PROPERTY REVOLVING TRUST       |
| <b>LAS/PBS Fund Number:</b> | FEDERAL PROPERTY ASSISTANCE (72600200) |
|                             | 2699                                   |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 27,757.2 (A)               |                      | 27,757              |
| ADD: Other Cash (See Instructions)                  | 150 (B)                    |                      | 150                 |
| ADD: Investments                                    | 393,007 (C)                |                      | 393,007             |
| ADD: Outstanding Accounts Receivable                | 35,136 (D)                 | 0                    | 35,136              |
| ADD:  |                            |                      | -                   |
| <b>Total Cash plus Accounts Receivable</b>          | <b>456,050 (F)</b>         | <b>0</b>             | <b>456,050</b>      |
| LESS Allowances for Uncollectibles                  |                            |                      | -                   |
| LESS Approved "A" Certified Forwards                | 17,715 (H)                 |                      | 17,715              |
| Approved "B" Certified Forwards                     | 0 (H)                      |                      | -                   |
| Approved "FCO" Certified Forwards                   |                            |                      | -                   |
| LESS: Other Accounts Payable (Non Operating)        | 39 (I)                     |                      | 39                  |
| LESS: <u>Other Accounts Payable</u>                 |                            |                      | -                   |
| <b>Unreserved Fund Balance, 07/01/11</b>            | <b>438,296 (K)</b>         | <b>0</b>             | <b>438,296</b> **   |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 720000 MANAGEMENT SERVICES  
**Trust Fund Title:** Surplus Property Revolving Trust Fund  
**LAS/PBS Fund Number:** 2699

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11  (A)

**Add/Subtract:**

Accounts Payable not Certified Forward in FLAIR  
Not on Schedule 1C  (B)

Certified Forward Bs Included On Schedule 1C/  
Not Included In FLAIR Retained Earnings Unreserved

Compensated Absences Liability recorded In FLAIR As A Liability/  
Not Recorded On Schedule 1C

**Other Adjustment(s):**

Statewide Post Closing Adjustment @ June 30, 2011  (C)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012-2013

Department: Management Services

Chief Internal Auditor: John W. Davis

Budget Entity: Federal Property Assistance

Phone Number: (850) 487-9476

| (1)           | (2)           | (3)       | (4)  | (5)                                | (6)        |
|---------------|---------------|-----------|--|------------------------------------|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS                                    | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
|               |               |           | There are no issues or findings to report for Federal Property Assistance. |                                    |            |



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**MOTOR VEHICLE AND  
WATERCRAFT  
MANAGEMENT**

**EXHIBITS  
OR  
SCHEDULES**



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**MOTOR VEHICLE AND  
WATERCRAFT  
MANAGEMENT**

**SCHEDULE I SERIES**



**SCHEDULE 1A:DETAIL OF FEE COLLECTION & RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period: 2012-13**  
**Program:** 72600300 Motor Vehicle/Watercraft Management  
**Fund:** 2510 Operating Trust  
**Specific Authority:** 2006-79, Laws of Florida  
**Purpose of Fees Collected:** For maintenance of EMIS

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

|   | (1)               | (2)               | (3)               | (4) |
|---|-------------------|-------------------|-------------------|-----|
| <b>SECTION I - FEE COLLECTION</b>                     | <b>ACTUAL</b>     | <b>ESTIMATED</b>  | <b>REQUEST</b>    |     |
|   | <b>FY 2010-11</b> | <b>FY 2011-12</b> | <b>FY 2012-13</b> |     |
| <b>Receipts:</b>                                      |                   |                   |                   |     |
| Equipment Mgmt.Report Fees                            | 601,179           | 545,000           | 272,500           |     |
| Security/Escrow Deposits                              | 3,534,539         | 3,500,000         | 3,500,000         |     |
| Interest Earnings                                     | 8,889             | 6,000             | 5,000             |     |
| Refunds   | 3,414             |                   |                   |     |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b>4,148,021</b>  | <b>4,051,000</b>  | <b>3,777,500</b>  |     |

**SECTION II - FULL COSTS**

**Direct Costs:**

|                                   |         |         |         |
|-----------------------------------|---------|---------|---------|
| Salaries and Benefits             | 566,132 | 461,916 | 461,916 |
| Other Personal Services           | 54,690  |         |         |
| Expenses                          |         | 106,421 | 106,421 |
| Operating Capital Outlay          |         |         |         |
| S.C.:Pay/Exp/Sale Agency Vehicles | 475,641 | 750,000 | 750,000 |
| S.C.:Contracted Services          | 60      | 4,332   | 4,332   |
| S.C.:Risk Management Insurance    | 1,984   | 934     | 934     |
| HR Statewide Contract             | 2,957   | 2,744   | 2,744   |
| Data Processing Svcs-SSRC         | 296,861 | 166,753 | 165,775 |

**Indirect Costs Charged to Trust Fund:**

|  |           |           |           |
|--|-----------|-----------|-----------|
| Transfer to GR-8% Srvc Charge          | 711       | 480       | 400       |
| Transfer Vehicle Auction Sales Proceed | 2,927,463 | 2,645,000 | 2,645,000 |
| Transfer to 2021-Admin.Assess.Fee      | 76,047    | 73,892    | 77,217    |
| Refunds                                | 2,730     |           |           |
| TR from 72600400-2510                  | (375,000) | (375,000) | (375,000) |
| Current Compensated Leave Liability    | (17,173)  | -         | -         |
| 5% Trust Fund Reserve                  |           |           | 300       |
| Cert Forward A Reversions @ 9/30/201   | (4,543)   |           | -         |
| Cert Forward Reversions @ 9/30/2011    | -         |           |           |

**Total Full Costs to Line (2) - Section III**      **4,008,560**      **3,837,472**      **3,840,039**

Basis Used \_\_\_\_\_

**SECTION III - SUMMARY**

|                                |     |                |                |                 |
|--------------------------------|-----|----------------|----------------|-----------------|
| TOTAL SECTION I                | (A) | 4,148,021      | 4,051,000      | 3,777,500       |
| TOTAL SECTION II               | (B) | 4,008,560      | 3,837,472      | 3,840,039       |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>139,460</b> | <b>213,528</b> | <b>(62,539)</b> |

**EXPLANATION:**

Negative balances are offset by cash balance carried forward (See Schedule I)

See 2339 for Actual FY 2005-06 and Estimated FY 2006-07 Information

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |  |
|-----------------------------|--|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b>                |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES                              |
| <b>Budget Entity:</b>       | OPERATING TRUST FUND                             |
| <b>LAS/PBS Fund Number:</b> | MOTOR VEHICLE & WATERCRAFT MANAGEMENT (72600300) |
|                             | 2510   |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 42,590 (A)                 |                      | 42,590              |
| ADD: Other Cash (See Instructions)                  |                            |                      | 0                   |
| ADD: Investments                                    | 208,763 (C)                |                      | 208,763             |
| ADD: Outstanding Accounts Receivable                | 7,464 (D)                  | 54,268               | 61,731              |
| ADD:  |                            |                      | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | <b>258,817 (F)</b>         | <b>54,268</b>        | <b>313,085</b>      |
| LESS Allowances for Uncollectibles                  |                            |                      | 0                   |
| LESS Approved "A" Certified Forwards                | 31,170 (H)                 |                      | 31,170              |
| Approved "B" Certified Forwards                     | 0 (H)                      |                      | 0                   |
| Approved "FCO" Certified Forwards                   |                            |                      | 0                   |
| LESS: Other Accounts Payable (Non Operating)        | 234 (I)                    |                      | 234                 |
| LESS: <u>Other Accounts Payable</u>                 |                            |                      | 0                   |
| <b>Unreserved Fund Balance, 07/01/11</b>            | <b>227,413 (K)</b>         | <b>54,268</b>        | <b>281,681 **</b>   |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

|                             |   |
|-----------------------------|---|
| <b>Department Title:</b>    | <b>720000 MANAGEMENT SERVICES</b>                                       |
| <b>Trust Fund Title:</b>    | <b>Motor Vehicle &amp; Watercraft Management Grants &amp; Donations</b> |
| <b>LAS/PBS Fund Number:</b> | <b>2510</b>   |

**BEGINNING TRIAL BALANCE:**

|   |                                     |     |
|---|-------------------------------------|-----|
| Unreserved Fund Balance Per Trial Balance, 07-01-11 | <input type="text" value="94,785"/> | (A) |
|---|-------------------------------------|-----|

**Add/Subtract:**

|  |                                      |     |
|--|--------------------------------------|-----|
| Compensated Leave Liability in FLAIR<br>Not on Schedule 1C | <input type="text" value="106,959"/> | (B) |
|--|--------------------------------------|-----|

|   |                      |  |
|---|----------------------|--|
| Certified Forward B recored on Schedule 1C<br>Not Recorded in FLAIR | <input type="text"/> |  |
|---|----------------------|--|

|  |                                     |  |
|--|-------------------------------------|--|
| Accounts Payable Not Certified Forward in FLAIR<br>Not Recorded On Schedule 1C | <input type="text" value="25,669"/> |  |
|--|-------------------------------------|--|

**Other Adjustment(s):**

|  |                                     |     |
|--|-------------------------------------|-----|
| Statewide Post Closing adjustment to Accounts Payables<br>Increase in Accounts Receivables | <input type="text" value="54,268"/> | (C) |
|--|-------------------------------------|-----|

|  |                      |     |
|--|----------------------|-----|
|  | <input type="text"/> | (C) |
|--|----------------------|-----|

|  |                                      |     |
|--|--------------------------------------|-----|
| <b>ADJUSTED BEGINNING TRIAL BALANCE:</b> | <input type="text" value="281,681"/> | (D) |
|--|--------------------------------------|-----|

|   |                                      |     |
|---|--------------------------------------|-----|
| <b>UNRESERVED FUND BALANCE, SCHEDULE IC</b> | <input type="text" value="281,681"/> | (E) |
|---|--------------------------------------|-----|

|                    |                                |      |
|--------------------|--------------------------------|------|
| <b>DIFFERENCE:</b> | <input type="text" value="0"/> | (F)* |
|--------------------|--------------------------------|------|

**\*SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012-2013

Department: Management Services

Chief Internal Auditor: John W. Davis

Budget Entity: Motor Vehicle and Watercraft Management

Phone Number: (850) 487-9476

| (1)              | (2)              | (3)       | (4)   | (5)                                   | (6)           |
|------------------|------------------|-----------|---|---------------------------------------|---------------|
| REPORT<br>NUMBER | PERIOD<br>ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND<br>RECOMMENDATIONS                                      | SUMMARY OF<br>CORRECTIVE ACTION TAKEN | ISSUE<br>CODE |
|                  |                  |           | There are no issues or findings to report<br>for Motor Vehicles and Watercraft. |                                       |               |



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**PURCHASING  
OVERSIGHT**

**EXHIBITS  
OR  
SCHEDULES**



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**PURCHASING  
OVERSIGHT**

**SCHEDULE I SERIES**

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012 - 13  
**Program:** 72600400 Purchasing Oversight  
**Fund:** 2510 Operating Trust

**Specific Authority:** 2006-79, Laws of Florida  
**Purpose of Fees Collected:** To cover the projected administrative and project service costs of the on-line procurement systems.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees</b> Form - Part I and II.) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                 |

| (1)   | (2)                 | (3)                 | (4)                 |
|---|---------------------|---------------------|---------------------|
| <u>SECTION I - FEE COLLECTION</u>                 | <b>ACTUAL</b>       | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
|   | <b>FY 2010 - 11</b> | <b>FY 2011 - 12</b> | <b>FY 2012 - 13</b> |
| <b>Receipts:</b>                                  |                     |                     |                     |
| State Term Contract Vendor User Fees              | 20,154,114          | 19,500,000          | 19,500,000          |
| Pride   | 43,500              | 43,500              | 43,500              |
| Refunds   | 11,364              |                     |                     |
| State Purchasing Card Transaction Fee             | 4,042,397           | 4,100,000           | 4,100,000           |
| Interest Earnings - Purchasing                    | 172,559             | 175,000             | 175,000             |
| Interest Earnings - PPM                           | 125,936             | 130,000             | 135,000             |
| Restitution - PPM                                 | 3,667               |                     |                     |
| TR From DOC for Major Repairs - PPM               | 1,442,929           | 1,546,924           | 1,546,924           |
| <b>Total Fee Collection to Line (1) - Section</b> | <b>25,996,466</b>   | <b>25,495,424</b>   | <b>25,500,424</b>   |

**SECTION II - FULL COSTS**

| <b>Direct Costs:</b>              |            |            |            |
|-----------------------------------|------------|------------|------------|
| Salaries and Benefits             | 2,745,425  | 3,404,297  | 3,404,297  |
| Other Personal Services           | 35         | 10,000     | 10,000     |
| Expenses                          | 365,411    | 275,692    | 275,692    |
| Operating Capital Outlay          | 300        | 15,859     | 15,859     |
| Sp.Cat.:Risk Management Insurance | 12,203     | 17,540     | 17,540     |
| Sp. Cat.: Web-Based E-Proc System | 14,800,000 | 14,800,000 | 21,800,000 |
| HR Statewide Contract             | 14,781     | 13,716     | 13,716     |
| Private Prison-Maint/Repair       | 598,647    | 959,588    | 959,588    |
| Contracted Services               | 336,745    | 91,267     | 841,267    |
| Legal Services                    |            | 30,000     | 30,000     |
| Project Mgmt Prof Training        | 233,022    |            |            |
| Data Processing Services - SSRC   | 154,729    | 600,745    | 593,202    |

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012 - 13  
**Program:** 72600400 Purchasing Oversight  
**Fund:** 2510 Operating Trust

**Specific Authority:** 2006-79, Laws of Florida  
**Purpose of Fees Collected:** To cover the projected administrative and project service costs of the on-line procurement systems.

|  | (2)<br>ACTUAL<br>FY 2010 - 11 | (3)<br>ESTIMATED<br>FY 2011 - 12 | (4)<br>REQUEST<br>FY 2012 - 13 |
|--|-------------------------------|----------------------------------|--------------------------------|
| <b><u>Indirect Costs Charged to Trust Fund</u></b>       |                               |                                  |                                |
| TR to GR-8% Srvs Chrg (PO)                               | 13,805                        | 14,000                           | 14,000                         |
| TR to GR-8% Srvs Chrg (PPM)                              | 10,075                        | 10,400                           | 10,800                         |
| Transfer to 2021-Admin.Assess. Fee                       | 336,004                       | 308,139                          | 322,005                        |
| Refunds - State Revenues                                 |                               |                                  |                                |
| Refunds- Non-State Revenues.                             | 14,141                        |                                  |                                |
| Cert Forward A Reversions @ 9/30/201                     | (10,943)                      |                                  |                                |
| 6/30/2010 Cert Forward B Paid                            |                               |                                  |                                |
| TR to 72600300-2510                                      | 375,000                       | 375,000                          | 375,000                        |
| TR to 72600500-2510                                      | 470,514                       | 421,150                          | 420,781                        |
| Transfer to Police & Firefighters TF                     | 150,000                       |                                  |                                |
| Cert Forward Reversions @ 9/30/2010                      | -                             |                                  |                                |
| Leave Liability in CFO Beg Bal                           | (133,969)                     |                                  |                                |
| 5% Trust Fund Reserve - PO                               |                               |                                  | 965,341                        |
| 5% Trust Fund Reserve - PPM                              |                               |                                  | 83,326                         |
| Legislative Cash Sweep                                   |                               | 5,800,000                        | -                              |
| <b><u>Total Full Costs to Line (2) - Section III</u></b> | <b>20,485,925</b>             | <b>27,147,393</b>                | <b>30,152,414</b>              |

**Basis Used: Accrual**

**SECTION III - SUMMARY**

|                         |     |            |             |             |
|-------------------------|-----|------------|-------------|-------------|
| TOTAL SECTION I         | (A) | 25,996,466 | 25,495,424  | 25,500,424  |
| TOTAL SECTION II        | (B) | 20,485,925 | 27,147,393  | 30,152,414  |
| TOTAL - Surplus/Deficit | (C) | 5,510,541  | (1,651,969) | (4,651,990) |

**EXPLANATION:**

Special Cat: Private Prison - Maint & Repairs in PC 1206. All other amounts in PC 1601.



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2012 - 2013**

|                             |   |
|-----------------------------|---|
| <b>Department Title:</b>    | MANAGEMENT SERVICES                                       |
| <b>Trust Fund Title:</b>    | OPERATING TRUST FUND                                      |
| <b>Budget Entity:</b>       | PURCHASING OVERSIGHT/PRIVATE PRISONS MONITORING (7260040) |
| <b>LAS/PBS Fund Number:</b> | 2510  |

|   | Balance as of<br>6/30/2011 |     | SWFS*<br>Adjustments |  | Adjusted<br>Balance |
|---|----------------------------|-----|----------------------|--|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 824,814                    | (A) |                      |  | 824,814             |
| ADD: Other Cash (See Instructions)                  |                            | (B) |                      |  | 0                   |
| ADD: Investments                                    | 15,347,309                 | (C) |                      |  | 15,347,309          |
| ADD: Outstanding Accounts Receivable                | 161,898                    | (D) | 128,910              |  | 290,808             |
| ADD:  |                            | (E) |                      |  | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | <b>16,334,021</b>          | (F) | <b>128,910</b>       |  | 16,462,931          |
| LESS Allowances for Uncollectibles                  |                            | (G) |                      |  | 0                   |
| LESS Approved "A" Certified Forwards                | 1,508,281                  | (H) |                      |  | 1,508,281           |
| Approved "B" Certified Forwards                     | 179,750                    | (H) |                      |  | 179,750             |
| Approved "FCO" Certified Forwards                   |                            | (H) |                      |  | 0                   |
| LESS: Other Accounts Payable (Non Operating)        | 8,710                      | (I) |                      |  | 8,710               |
| LESS: <u>Other Accounts Payable</u>                 | 0                          | (J) |                      |  | 0                   |
| <b>Unreserved Fund Balance, 07/01/11</b>            | <b>14,637,280</b>          | (K) | <b>128,910</b>       |  | 14,766,190**        |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 720000 MANAGEMENT SERVICES  
**Trust Fund Title:** Purchasing Oversight Operating Trust Fund  
**LAS/PBS Fund Number:** 2510

**BEGINNING TRIAL BALANCE:**

510069 Unreserved Fund Balance Per Trial Balance, 07-01-1  (A)  
510111 Unreserved Fund Balance Per Trial Balance, 07-01-1  (A)

**Add/Subtract:**

Compensated Absences Liability recorded In FLAIR As A Liability/  
Not Recorded On Schedule 1C

Certified Forward B recored on Schedule 1C  
Not Recorded in FLAIR

Accounts Payable not Certified Forward in FLAIR  
Not on Schedule 1C

**Other Adjustment(s):**

Statewide Post Closing Adjustment @ June 30, 2011  (C)  
Increase in Accounts Receivables

**ADJUSTED BEGINNING TRIAL BALANCE:**  (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012-2013

Department: Management Services

Chief Internal Auditor: John W. Davis

Budget Entity: Private Prisons

Phone Number: (850) 487-9476

| (1)              | (2)              | (3)       | (4)   | (5)                                   | (6)           |
|------------------|------------------|-----------|---|---------------------------------------|---------------|
| REPORT<br>NUMBER | PERIOD<br>ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND<br>RECOMMENDATIONS                        | SUMMARY OF<br>CORRECTIVE ACTION TAKEN | ISSUE<br>CODE |
|                  |                  |           | There are no issues or findings to report<br>for Private Prisons. |                                       |               |

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012-2013

Department: Management Services

Chief Internal Auditor: John W. Davis

Budget Entity: State Purchasing

Phone Number: (850) 487-9476

| (1)  | (2)                      | (3)                                 | (4)  | (5)   | (6)        |
|--|--------------------------|-------------------------------------|--|---|------------|
| REPORT NUMBER  | PERIOD ENDING            | UNIT/AREA                           | SUMMARY OF FINDINGS AND RECOMMENDATIONS  | SUMMARY OF CORRECTIVE ACTION TAKEN  | ISSUE CODE |
| <p><b>Auditor General Report No. 2010-188</b></p> <p><b>Dated: 4/15/2010</b></p> | <p><b>06/30/2010</b></p> | <p><b>State Purchasing/MFMP</b></p> | <p><b><u>MyFloridaMarketPlace – Information Technology Operational</u></b></p> <p><b>Finding 1 - Background Checks:</b> As similarly noted in prior audit reports, most recently our report No. 2007-076, the Department had no documentation to demonstrate that background checks were performed for Accenture employees working on MyFloridaMarketPlace (MFMP).</p> <p><b>Recommendation:</b> The Department should ensure that background checks are performed for all Accenture employees working on MFMP. Additionally, the Department should obtain and review documentation of the performance and results of the background checks.</p> | <p><b>Concur:</b> The Department concurs with the recommendation. On January 21, 2010 the Department made modifications to its Quarterly Access Review process to address the recommendation. The process includes recording in a memo, which is signed by the MFMP Operations Manager and the Accenture Project Director a formal certification that background screening checks have been completed for all Accenture employees who are working on MFMP during that quarter.</p> <p>The Department has also succeeded in obtaining and reviewing Level 2 Background Security checks for Accenture employees that require access to the Southwood Shared Resource Center (SSRC).</p> <p>The Department intends to provide for Level 2 Background Security Checks for all Service Provider employees in the new</p> |            |

|  |  |  |   |   |  |
|--|--|--|---|---|--|
|  |  |  |   | <p>Invitation to Negotiate (ITN) that is anticipated to be issued in September 2010.</p> <p><b>Update/Closed 10/15/2010:</b> On January 21, 2010 the Department made modifications to its Quarterly Access Review process to address the recommendation. The new process includes recording a memo, signed by the MFMP Operations Manager and the Accenture Project Director, certifying that background screening checks have been completed for all Accenture employees who are working on MFMP during that quarter. The Department also included Level 2 Background Security Checks requirements for all Service Provider employees in the draft Invitation to Negotiate for the new eProcurement contract.</p>                                |  |
|  |  |  | <p><b>Finding 2 - Management of Access Privileges – Super-user account:</b> As similarly noted in our report No. 2007-076, some Accenture employees working on MFMP had excessive access privileges in MFMP.</p> <p><b>Recommendation:</b> The Department should remove all unnecessary functions from the super-user account and analyze the need of the Accenture employees who have access privileges to the account. Where possible, employees should be assigned a unique user ID. Additionally, the Department should request an enhancement to the Ariba software to provide the ability to appropriately configure access privileges. The Department should also monitor the use of the super-user account.</p> | <p><b>Concur:</b> The Department concurs with the recommendation. On September 17, 2009 the Department reviewed the need of the Accenture employees having access privileges. Accenture employees still have access to the super-user account; however, several controls have been put in place to mitigate the risk associated with this account:</p> <ul style="list-style-type: none"> <li>• Mandatory password changes for all Accenture staff were implemented;</li> <li>• Security Awareness training was communicated to Accenture staff on the importance of password complexity and protection;</li> <li>• On October 31, 2009 a software code change was implemented that prevents employees from installing a password that</li> </ul> |  |

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|  |  |  |  | <p>matches the user name;</p> <ul style="list-style-type: none"> <li>• Monitoring of the super-user account has been included as part of the Quarterly Access Review process effective January 21, 2010.</li> </ul> <p>Unique user IDs could not be created for each employee, however each Accenture staff member selected a unique password for access to the super-user account. On March 30, 2010 a formal Change Request (CR) was filed by Accenture with Ariba to request an enhancement to the Ariba software to provide the ability to appropriately configure access privileges.</p> <p><b>Update/Open 10/15/2010:</b> An enhancement request was filed with Ariba and Ariba has included this enhancement in the 9r1 service pack 9. The Department is proceeding with the upgrade to the Ariba 9r1 platform. When the upgrade launches in September 2011, this item will be resolved.</p> <p><b>OIG Position:</b> <i>We will continue to monitor the upgrade until it has been completed.</i></p> |  |
|  |  |  | <p><b>Finding 3 - Management of Access Privileges – Timely Removal of Access Privileges:</b> Access privileges for one reassigned Accenture employee had not been fully inactivated in a timely manner. A similar finding was noted in our report No. 2007-076.</p> <p><b>Recommendation:</b> The Department should ensure that MFMP application access privileges of reassigned Accenture employees are removed in a timely manner.</p> | <p><b>Concur:</b> The Department concurs with the recommendation. On January 21, 2010, the Department made modifications to its Quarterly Access Review process when an employee has departed or been reassigned. The application access privileges are reviewed for all reassigned or departed employees within the quarter under review.</p>   |  |

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|  |  |  |  | <p><b>Update/Closed 10/15/2010:</b> On January 21, 2010 the Department made modifications to its Quarterly Access Review process to address the recommendation. The new process includes recording a memo, signed by the MFMP Operations Manager and the Accenture Project Director, certifying that background screening checks have been completed for all Accenture employees who are working on MFMP during that quarter.</p>  |  |
|  |  |  | <p><b>Finding 4 - Access Records Retention:</b> Contrary to the requirements of the Department of State General Records Schedule for retention of network access control records, the Department's practice was to physically delete network access accounts within 30 to 60 days after the accounts were disabled.</p> <p><b>Recommendation:</b> The Department should monitor its compliance with the Department of State's General Records Schedule with regard to the retention of access control records.</p> | <p><b>Concur:</b> The Department concurs with the recommendation. DMS instructed Departmental IT to keep Local Area Network domain accounts for one year after the separation of an employee or contractor. This was implemented March 1, 2010. DMS will continue to monitor compliance with the Department of State's General Records Schedule with regard to the retention of access control records.</p> <p><b>Update/Closed 10/15/2010:</b> The recommendation was implemented on March 1, 2010.</p> |  |
|  |  |  | <p><b>Finding 5 - MFMP Data Integrity:</b> As similarly noted in our report No. 2007-076, some data integrity issues regarding vendor information and purchase order dates existed within MFMP.</p> <p><b>Recommendation:</b> The Department should take action regarding the issues described above to enhance the integrity of MFMP data.</p>  | <p><b>Concur:</b> The Department concurs with the recommendation. The Department has taken the following corrective action to enhance the integrity of the MFMP data:</p> <ul style="list-style-type: none"> <li>• Log and implement a CR to retain</li> </ul>   |  |

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|  |  |  |   | <p>historical vendor information;</p> <ul style="list-style-type: none"> <li>Implement a CR to include appropriate edits on start and end dates on the PO.</li> </ul> <p>The Department advised its MFMP Change Review Board (CRB) of its intent to correct audit findings as enterprise CRs at its March 25, 2010 CRB meeting. The Department is proceeding to develop cost estimates to implement CRs required to correct audit findings and should have a cost estimate no later than July 1, 2010. Once a cost estimate is available the Department will determine whether to implement the CR in the near future or during the upcoming Ariba Buyer Upgrade. The MFMP Ariba Buyer Upgrade is scheduled to be implemented no later than September 2011.</p> <p><b>Update/Open 10/15/2010:</b> The Department is proceeding with the MFMP Buyer Upgrade, which will launch in September 2011. The upgrade will address a number of the recommendations. However, the enhancement to retain historical vendor information is estimated to cost \$168,000 and will not be included in the upgrade.</p> <p><b>OIG Position:</b> <i>We will continue to monitor the upgrade until it has been implemented.</i></p> |  |
|  |  |  | <p><b>Finding 6 – Other Security Controls:</b> Certain Department security and application controls in the areas of safeguarding social security numbers, authenticating system users, and logging system activity needed improvement. Our prior audit reports on MFMP have included some of the same issues.</p> <p><b>Recommendation:</b> The Department should implement the appropriate security and application controls in the areas of safeguarding social security numbers,</p> | <p><b>Concur:</b> The Department concurs with this recommendation. The Department advised its MFMP CRB members of its</p>   |  |



|   |            |                  |   |   |  |
|---|------------|------------------|---|---|--|
|   |            |                  | <p>authenticating system users, and logging system activity to ensure the continued confidentiality, integrity, and availability of Department data and IT resources.</p>   | <p>intent to correct audit findings as enterprise CRs at its March 25, 2010 CRB meeting. The Department is proceeding to develop cost estimates to implement CRs required to correct audit findings and should have a cost estimate no later than July 1, 2010. Once a cost estimate is available the Department will determine whether to implement the CR in the near future or during the upcoming Ariba upgrade. The MFMP Ariba Buyer Upgrade is scheduled to be implemented no later than September 2011.</p> <p><b>Update/Open 10/15/2010:</b> The Department is proceeding with the MFMP Buyer Upgrade which will launch in September 2011. This upgrade will address these recommendations.</p> <p><b>OIG Position:</b> <i>We will continue to monitor the upgrade until it has been implemented.</i></p> |  |
|   |            |                  |   |   |  |
| <p><b>General Report No. 2011-075</b></p> <p><b>Dated: 01/14/2011</b></p> | 06/30/2011 | State Purchasing | <p><b><u>Information Technology Consulting Services State Term Contract, Procurement and Expenditure Processes, and Additional Administrative Matters Operational Audit</u></b></p> <p><b>Finding 1 – Rule Revision:</b> Department rules did not provide State entities with a central, comprehensive, and authoritative reference on which to model internal procurement procedures.</p> <p><b>Recommendation:</b> To ensure State Agencies are provided with a central authoritative reference, we recommend that the Division revise Department rules to incorporate provisions implementing the requirements of applicable procurement laws and regulations, including those requirements relate to cost-benefit analyses, contract file maintenance, and procurements of IT and IT consulting services estimate to exceed the Category Two threshold.</p> | <p><b>Non-Concur:</b> We do not read the statute to require that our guidance and assistance be exclusively in rule. DMS, Division of State Purchasing, gives assistance, guidance and support to state agencies in their purchasing. We do this by providing rules, forms, model documents, statewide contracts, and training. All of these resources are available on the DMS website. We also provide assistance and</p>   |  |

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|  |  |  |  | <p>direction through our staff and contract administrators. Although the core requirements of state purchasing are contained in rule and statute, we do not interpret the statute to require that all policies, procedures and practices be in rule. Additionally, DMS has no power to enforce agency compliance with purchasing rules or procedures.</p> <p>The statute states that DMS is to “establish a system of coordinated uniform procurement policies, procedures, and practices to be used by agencies in acquiring commodities and contractual services.” s. 287.042(3), F.S. It does not state that all of these items should be contained in rule. We do not believe that putting all of this guidance and assistance in rule is the best means of accomplishing our statutory role. Many of the procedures and practices are fact or purchase specific and guidance for these is best done with a more flexible model. Although there is always room for improvement, we believe that we are meeting the statutory mandate.</p> <p>As to the three items listed in the recommendation:</p> <p><b>Cost/benefit analyses</b> - The classes entitled “Cost Control” and “Defining Requirements” describe best practices for agencies relating to cost benefit analyses. We believe that this training, in conjunction with the current statutory requirement contained in s. 287.0571, F. S., gives more than sufficient guidance on this important issue.</p> <p><b>Contract management file</b> – The class entitled “Post Award Process” and the post award portion of the “Public Purchasing in Florida” class offered by the Division of State Purchasing describes the Contract</p> |  |
|--|--|--|--|--|--|

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|  |  |  |  | <p>Management file and best practices relating to the file. We believe that this provides more than sufficient guidance.</p> <p><b>Information Technology purchases above Category II</b> - The Division of State Purchasing has provided guidance in this area by creating the IT hardware, software, and consulting services contracts. These contracts are the purchasing policies and procedures for IT, as the contracts themselves provide guidance to the agencies with regard to the purchase of IT hardware, software, and IT consulting services. We consulted with and sought feedback from the CIOs and the AEIT in developing these contracts. It should also be noted that more recent legislative enactments, specifically in Chapter 282, F.S., reinforce this shared responsibility.</p> <p><b>Update/Closed 07/14/2011:</b> No follow-up response or action required.</p> |  |
|  |  |  | <p><b>Finding 2 – Procurement Data:</b> The Division’s procurement data collection method limited the Division’s ability to accurately determine the utilization of State term contracts, perform reliable cost-benefit analyses, measure cost savings, and identify potential opportunities for cost reductions.</p> <p><b>Recommendation:</b> We recommend that the Division prepare the statistical data required by law and conduct appropriate analyses with the objective of identifying for legislative consideration opportunities to improve the economy and efficiency of State agency purchasing and procurement.</p> | <p><b>Non-Concur:</b> The auditor general’s statement that contrary to state law the division no longer produces statistical data is incorrect. The department currently produces adhoc reports and statistical data as requested. We do not agree that creating additional reporting, separate from and additional to the systems currently in place, is a more efficient way to obtain better data for analysis.</p> <p>The collection of state agency purchasing information is currently done with the FLAIR and MyFloridaMarketPlace (MFMP) systems. Though both of these</p>  |  |

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|  |  |  |  | <p>systems can be improved, we believe the best investment of state dollars is in refinement of these existing systems and in the inclusion of additional data by the agencies as the systems are improved. These changes are incremental in nature and are also dependent on the agreement of the agencies using them.</p> <p>We use these systems every day to determine contract utilization, perform cost benefit analyses, measure cost savings, and identify potential cost reductions. We certainly agree that the systems can be improved and more data collected and that the data can be better segregated for analysis; we are committed to doing that.</p> <p>For example, the method of procurement field in MFMP is required, whereas the contract number field is optional. Therefore, while it is currently possible to analyze spend based on state term contract sales, it may be difficult to determine to which contract the sales should be attributed. We identified this and requested a change in MFMP to make the contract number mandatory. These changes are approved and prioritized by the Change Review Board (CRB), which is comprised of representatives from different agencies who vote on and prioritize changes to the MFMP system. The CRB met December 17, 2010, to prioritize changes to be included with the 3.0 Buyer Upgrade scheduled to take effect in September 2011. The Division requested the inclusion of the change in this upgrade. However, the prioritization is ultimately up to the CRB.</p> <p><b>Update/Closed 07/14/2011:</b> No follow-up response or action required.</p> |  |
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|  |  |  | <p><b>Finding 3 – Solicitation of IT Consulting Services State Term Contracts:</b> The quotation threshold established within the IT consulting services State term contract did not require State entities to obtain the best value or maximize competition when procuring such services.</p> <p><b>Recommendation:</b> To effectively utilize the State’s purchasing power and reduce overall costs for services provided to State entities, we recommend that the Division consider reducing future quotation threshold within the IT consulting services State term contract.</p>   | <p><b>Concur:</b> We will revisit the quotation thresholds in a future contract, if we determine that doing so will increase the benefit of state term IT contracts.</p> <p><b>Update/Open 07/14/2011:</b> The Division will examine the use and level of monetary thresholds and their impact on obtaining the best value for the state by December 2011.</p> <p><b>OIG Position:</b> <i>We will continue to monitor the implementation of this recommendation.</i></p>   |  |
|  |  |  | <p><b>Finding 4 – Procedures and Record Maintenance:</b> The Division did not always ensure that all required certificates of insurance and conflict of interest statements related to the solicitation of the IT consulting services State term contract were obtained and retained.</p> <p><b>Recommendation:</b> The Division enhance procedures to ensure that all required certificates of insurance and conflict of interest statements are timely obtained and retained in Division records. We also recommend that Division staff continue efforts to update procedures related to the solicitation and monitoring of State term contracts.</p> | <p><b>Concur:</b> The Division has internal policies and procedures in place and is working to refine them. We have appointed a workgroup charged with ensuring that the policies and procedures are updated in a timely fashion. Additionally, we are working to enhance and strengthen those procedures with a procurement process management system which will be integrated into the sourcing tool and which will provide an automated base for the implementation of standard procedures and forms within the division. This system is in development and is targeted for implementation in March of 2011. Specifically, the system will allow for the setting and monitoring of tasks for the entire procurement process, from</p> |  |

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|  |  |  |   | <p>market research through contract management. The tool will also include a common library of forms and checklists to facilitate completion of procedures and retention of records. We believe that this system will enhance our internal procedures and address the audit concerns.</p> <p><b>Update/Closed 07/14/2011:</b> On February 24, 2011, the Division began to implement the new process management system which will enable the tracking of alerts and reminders of contract requirements. Contracts are placed in the system as they are re-procured, so the implementation will take place over several years.</p>   |  |
|  |  |  | <p><b>Finding 5 – Background Screenings for IT Contractors:</b> The Department did not always ensure that background screenings were timely obtained for eligible contractors who performed Department assignments with access to confidential or critical data or facilities.</p> <p><b>Recommendation:</b> The Department ensure the timely completion of background screenings in accordance with applicable laws, administrative rules, and other guidelines.</p> | <p><b>Concur:</b> To ensure that background checks are conducted in a timely fashion Departmental Purchasing staff will meet with division personnel who generate purchase orders for such services to reinforce the importance of this requirement. Further, as to written agreements, the Department will amend its written agreement routing form to address this concern.</p> <p><b>Update/Closed 07/14/2011:</b> On February 1, 2011, the department amended Departmental Purchasing Form DP200 Contract/Amendment Approval Form. The amended form now includes an area for the contract manager to verify that the required background screening has been conducted for employees/contractors being used to provide services under the contract.</p> |  |

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|  |  |  |   | Further, Departmental Purchasing has communicated with Department staff who generate purchase orders regarding the importance of ensuring such background checks are conducted before purchases are routed for approval.  |  |
|  |  |  | <p><b>Finding 8 – Security Clauses:</b> As similarly noted in audit report No 2009-078, deficiencies in certain operating procedures and standard documents and templates created by the Department may affect the Department’s ability to safeguard nonpublic information.</p> <p><b>Recommendation:</b> We again recommend that the Department enhance its procedures to ensure that clear and unambiguous security clauses prohibiting disclosure of nonpublic information by vendors is included in applicable Department standard documents and templates designed for procuring goods and services.</p> | <p><b>Concur:</b> As stated in our response to the Auditor General’s prior audit report, State Purchasing Agreement and Alternate Contract Source vendors are required to comply with all applicable state laws, including those prohibiting disclosure of “nonpublic” information. There are rules in place to ensure that confidential information obtained by a vendor is protected. However, we agree that the two forms, the State Purchasing Agreement and Alternate Contract Source documents, do not specifically contain security clauses prohibiting the disclosure of nonpublic information by vendors. Therefore, as of December 17, 2010, the Division of State Purchasing is actively engaged in the rulemaking process to amend these documents (PUR 7721 and PUR 7722) to include a requirement that confidential information be protected.</p> <p><b>Update/Closed 07/14/2011:</b> The Division’s rulemaking project for Florida Administrative Code 60-A which incorporated 60A-1.002, 60A- 1.016, 60A-1.041, and 60A-1.025 was active as of December 17, 2010. However, it was stayed via Executive Order 11-01 which prohibited all rulemaking for 90 days. Due to the stay, a statutory deadline was missed and the project had to be withdrawn.</p> |  |

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|  |  |  |  | <p>However, the Department has reported to the Governor's Office of Fiscal Accountability and Regulatory Reform (OFARR), regarding its regulatory plan for the next fiscal year. Rule 60A-1.025, F.A.C., which incorporates PUR forms 7721 and 7722 was included in the regulatory plan. As soon as approval is obtained from OFARR, the Division will again start rulemaking to include the requested changes to the PUR forms 7721 and 7722. The Division is anticipating that rulemaking approval will be given by October 2011.</p> <p><b>OIG Position:</b> <i>Given the actions by the department, suspension of rule making, and the length of time involved in monitoring the rulemaking, we recommend this finding be closed.</i></p> |  |
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DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**OFFICE OF SUPPLIER  
DIVERSITY**

**EXHIBITS  
OR  
SCHEDULES**



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**OFFICE OF SUPPLIER  
DIVERSITY**

**SCHEDULE I SERIES**

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** 72 MANAGEMENT SERVICE      **Budget Period:** 2012 - 13  
**Program:** 72600500 OFFICE OF SUPPLIER DIVERSITY  
**Fund:** 2510 Operating Trust  
**Specific Authority:** 2006-79, Laws of Florida  
**Purpose of Fees Collected:** To cover the projected administrative and project service costs of the on-line procurement systems. Provides for entering into contracts with contractors for the designing, financing, acquiring, leasing, constructing and operating of private correctional facilities.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                 |

| (1)<br><b>SECTION I - FEE COLLECTION</b>              | (2)<br><b>ACTUAL<br/>FY 2010 - 11</b> | (3)<br><b>ESTIMATED<br/>FY 2011 - 12</b> | (4)<br><b>REQUEST<br/>FY 2012 - 13</b> |
|---|---------------------------------------|--|--|
| <b>Receipts:</b>                                      |                                       |  |  |
| Reimbursements  |                                       |  |  |
| <b>Total Fee Collection to Line (A) - Section III</b> | -                                     | -  | -                                      |

**SECTION II - FULL COSTS**

**Direct Costs:**

|                                   |         |         |         |
|-----------------------------------|---------|---------|---------|
| Salaries and Benefits             | 332,592 | 304,893 | 304,893 |
| Other Personal Services           |         |         | -       |
| Expenses                          | 40,912  | 33,399  | 33,399  |
| Operating Capital Outlay          |         |         |         |
| Sp.Cat.:Contracted Services       | 16,567  | 34,170  | 34,170  |
| Sp.Cat.:Risk Management Insurance | 3,177   | 2,654   | 2,654   |
| HR Statewide Contract             | 3,526   | 3,272   | 3,272   |
| Data Processing Services-SSRC     | 4,023   | 13,713  | 12,037  |

**Indirect Costs Charged to Trust Fund:**

|   |           |           |           |
|---|-----------|-----------|-----------|
| TR to 2021-Admin.Assess.Fee                       | 69,718    | 29,049    | 30,356    |
| TR to Police & Firefighters TF                    |           |           |           |
| TR from 72600400-2510                             | (470,514) | (421,150) | (420,781) |
| Cert Forward Reversions @ 9/30/2010               |           |           |           |
| Reserve for Pay Package                           |           |           |           |
| <b>Total Full Costs to Line (B) - Section III</b> | 1         | -         | 0         |

Basis Used: Accrual

**SECTION III - SUMMARY**

|                         |     |     |   |     |
|-------------------------|-----|-----|---|-----|
| TOTAL SECTION I         | (A) | -   | - | -   |
| TOTAL SECTION II        | (B) | 1   | - | 0   |
| TOTAL - Surplus/Deficit | (C) | (1) | - | (0) |

**EXPLANATION:**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |   |
|-----------------------------|---|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b>       |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES                     |
| <b>Budget Entity:</b>       | OPERATING TRUST FUND                    |
| <b>LAS/PBS Fund Number:</b> | OFFICE OF SUPPLIER DIVERSITY (72600500) |
|                             | 2510                                    |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 11,051 (A)                 |                      | 11,051              |
| ADD: Other Cash (See Instructions)                  |                            |                      | 0                   |
| ADD: Investments                                    |                            |                      | 0                   |
| ADD: Outstanding Accounts Receivable                |                            |                      | 0                   |
| ADD:  |                            |                      | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | 11,051 (F)                 |                      | 11,051              |
| LESS Allowances for Uncollectibles                  |                            |                      | 0                   |
| LESS Approved "A" Certified Forwards                | 11,051 (H)                 |                      | 11,051              |
| Approved "B" Certified Forwards                     |                            |                      | 0                   |
| Approved "FCO" Certified Forwards                   |                            |                      | 0                   |
| LESS: Other Accounts Payable (Non Operating)        |                            |                      | 0                   |
| LESS: <u>Other Accounts Payable</u>                 |                            |                      | 0                   |
| <b>Unreserved Fund Balance, 07/01/11</b>            | <b>0</b> (K)               |                      | <b>0</b> **         |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012-2013

Department: Management Services

Chief Internal Auditor: John W. Davis

Budget Entity: Office of Supplier Diversity

Phone Number: (850) 487-9476

| (1)           | (2)           | (3)       | (4)   | (5)                                | (6)        |
|---------------|---------------|-----------|---|------------------------------------|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS                                     | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
|               |               |           | There are no issues or findings to report for Office of Supplier Diversity. |                                    |            |



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**HUMAN RESOURCE  
MANAGEMENT**

**EXHIBITS  
OR  
SCHEDULES**



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**HUMAN RESOURCE  
MANAGEMENT**

**SCHEDULE I SERIES**

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012-13  
**Program:** 72750100 Human Resource Management  
**Fund:** 2510 Operating Trust  
**Specific Authority:** 2006-79, Laws of Florida  
**Purpose of Fees Collected:** For training purposes and to record deposit of federal grant dollars.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

|   | (1) | (2)                 | (3)                 | (4)                 |
|---|-----|---------------------|---------------------|---------------------|
| <b>SECTION I - FEE COLLECTION</b>                     |     | <b>ACTUAL</b>       | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
|   |     | <b>FY 2010 - 11</b> | <b>FY 2011 - 12</b> | <b>FY 2012 - 13</b> |
| <b>Receipts:</b>                                      |     |                     |                     |                     |
| Federal Grant   |     |                     |                     |                     |
| Goods and Services                                    |     | 6,000               |                     |                     |
| Interest Earnings                                     |     |                     |                     |                     |
| Reimbursements  |     |                     |                     |                     |
| <b>Total Fee Collection to Line (1) - Section III</b> |     | <b>6,000</b>        | <b>-</b>            | <b>-</b>            |

**SECTION II - FULL COSTS**

**Direct Costs:**

|                          |  |    |  |
|--------------------------|--|----|--|
| Salaries and Benefits    |  |    |  |
| Other Personal Services  |  |    |  |
| Expenses                 |  | 75 |  |
| Operating Capital Outlay |  |    |  |
| Contracted Services      |  |    |  |
|                          |  |    |  |

**Indirect Costs Charged to Trust Fund:**

|   |  |           |          |
|---|--|-----------|----------|
| Service Charge to GR - 8%                         |  |           |          |
| Cert Forward Reversions                           |  |           |          |
| 5% Trust Fund Reserve                             |  |           |          |
| <b>Total Full Costs to Line (2) - Section III</b> |  | <b>75</b> | <b>-</b> |

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |     |              |          |          |
|--------------------------------|-----|--------------|----------|----------|
| TOTAL SECTION I                | (A) | 6,000        | -        | -        |
| TOTAL SECTION II               | (B) | 75           | -        | -        |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>5,925</b> | <b>-</b> | <b>-</b> |

**EXPLANATION:**

See 2339 for Actual FY 2005-06 and Estimated FY 2006-07 Information



**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period: 2012-13**  
**Program:** 72750100 Human Resource Management  
**Fund:** 2678 State Personnel System Trust  
**Specific Authority:** Section 110.125, F.S.  
**Purpose of Fees Collected:** To maintain and administer the Personnel Program

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

| (1)<br>SECTION I - FEE COLLECTION                     | (2)<br>ACTUAL<br>FY 2010 - 11 | (3)<br>ESTIMATED<br>FY 2011 - 12 | (4)<br>REQUEST<br>FY 2012 - 13 |
|---|-------------------------------|----------------------------------|--------------------------------|
| <b>Receipts:</b><br>SEE ATTACHED LISTING              |                               |                                  |                                |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b>43,548,575</b>             | <b>42,205,178</b>                | <b>42,205,178</b>              |

**SECTION II - FULL COSTS**

**Direct Costs:**

|                                   |            |            |            |
|-----------------------------------|------------|------------|------------|
| Salaries and Benefits             | 3,256,768  | 2,567,053  | 2,567,053  |
| Other Personal Services           |            | 10,000     | 10,000     |
| Expenses                          | 171,178    | 227,607    | 227,607    |
| Operating Capital Outlay          |            | 5,000      | 5,000      |
| Sp.Cat.:Contracted Services       | 30,445     | 45,151     | 560,550    |
| Sp.Cat.:Risk Management Insurance | 82,177     | 17,427     | 17,427     |
| St. Emp. Charitable Campaign      |            |            |            |
| TR DMS/Human Res SVC              | 14,360     | 13,326     | 13,326     |
| HR Statewide Contract             | 39,838,424 | 38,195,091 | 36,539,865 |
| Legal Services                    | 46,792     | 100,000    | 350,000    |
| Deferred Payments Contract        |            |            |            |
| Data Processing Services-SSRC     | 43,657     | 24,523     | 31,692     |

**Indirect Costs Charged to Trust Fund:**

|   |                   |                   |                   |
|---|-------------------|-------------------|-------------------|
| TR to GR- 8% Srvc Chrg                            | 12,780            | 12,800            | 12,800            |
| TR to 2021 - Admin. Assess. Fee                   | 622,735           | 623,198           | 651,242           |
| Refunds   | 3,248             |                   |                   |
| Transfer to Police & Firefighters TF              | 137,358           |                   |                   |
| Cert.Forward A Reversions @9/30/2010              | (378)             |                   |                   |
| Cert Forward Reversions @ 9/30/2010               |                   |                   |                   |
| Reserve for Pay Package                           |                   |                   |                   |
| <b>Total Full Costs to Line (2) - Section III</b> | <b>44,259,544</b> | <b>41,841,176</b> | <b>40,986,562</b> |

Basis Used: Accrual

**SECTION III - SUMMARY**

|                         |     |            |            |            |
|-------------------------|-----|------------|------------|------------|
| TOTAL SECTION I         | (A) | 43,548,575 | 42,205,178 | 42,205,178 |
| TOTAL SECTION II        | (B) | 44,259,544 | 41,841,176 | 40,986,562 |
| TOTAL - Surplus/Deficit | (C) | (710,969)  | 364,002    | 1,218,616  |

**EXPLANATION:**

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** Management Services **Budget Period:** 2011-12  
**Program:** Human Resource Management (72750100)  
**Fund:** State Personnel System Trust (2678)

**Specific Authority:** Section 110.125, F.S.  
**Purpose of Fees Collected:** To maintain and administer the Personnel Program

| (1)   | (2)                 | (3)                | (4)                 |
|---|---------------------|--------------------|---------------------|
| <b><u>SECTION I - FEE COLLECTION</u></b>              | <b>ACTUAL</b>       | <b>ESTIMATED</b>   | <b>REQUEST</b>      |
|   | <b>FY 2010 - 11</b> | <b>FY 2011- 12</b> | <b>FY 2012 - 13</b> |
| <b><u>Receipts:</u></b>                               |                     |                    |                     |
| TR from Agencies/HR Svcs Assessmen                    | 43,280,219          | 42,045,178         | 42,045,178          |
| Interest Earnings                                     | 159,755             | 160,000            | 160,000             |
| Refunds and Reimbursements                            | 108,601             |                    |                     |
| Miscellaneous   |                     |                    |                     |
|   |                     |                    |                     |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b>43,548,575</b>   | <b>42,205,178</b>  | <b>42,205,178</b>   |

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |  |
|-----------------------------|--|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b>          |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES                        |
| <b>Budget Entity:</b>       | OPERATING TRUST FUND                       |
| <b>LAS/PBS Fund Number:</b> | HUMAN RESOURCE MANAGEMENT - ADA (72750100) |
|                             | 2510                                       |

|   | Balance as of<br>6/30/2011 |     | SWFS*<br>Adjustments |  | Adjusted<br>Balance |
|---|----------------------------|-----|----------------------|--|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 20,476                     | (A) |                      |  | 20,476              |
| ADD: Other Cash (See Instructions)                  |                            | (B) |                      |  | 0                   |
| ADD: Investments                                    | 0                          | (C) |                      |  | 0                   |
| ADD: Outstanding Accounts Receivable                |                            | (D) |                      |  | 0                   |
| ADD:  |                            | (E) |                      |  | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | 20,476                     | (F) | 0                    |  | 20,476              |
| LESS Allowances for Uncollectibles                  |                            | (G) |                      |  | 0                   |
| LESS Approved "A" Certified Forwards                |                            | (H) |                      |  | 0                   |
| Approved "B" Certified Forwards                     |                            | (H) |                      |  | 0                   |
| Approved "FCO" Certified Forwards                   |                            | (H) |                      |  | 0                   |
| LESS: Other Accounts Payable (Non Operating)        |                            | (I) |                      |  | 0                   |
| LESS: <u>Other Accounts Payable</u>                 |                            | (J) |                      |  | 0                   |
| <b>Unreserved Fund Balance, 07/01/11</b>            | 20,476                     | (K) |                      |  | 20,476**            |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |                                      |
|-----------------------------|--------------------------------------|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b>    |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES                  |
| <b>Budget Entity:</b>       | STATE PERSONNEL SYSTEM TRUST         |
| <b>LAS/PBS Fund Number:</b> | HUMAN RESOURCE MANAGEMENT (72750100) |
|                             | 2678                                 |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 2,190,331 (A)              |                      | 2,190,331           |
| ADD: Other Cash (See Instructions)                  |                            |                      | 0                   |
| ADD: Investments                                    | 6,541,960 (C)              |                      | 6,541,960           |
| ADD: Outstanding Accounts Receivable                | 14,719 (D)                 |                      | 14,719              |
| ADD:  |                            |                      |                     |
| <b>Total Cash plus Accounts Receivable</b>          | <b>8,747,010 (F)</b>       | <b>0</b>             | <b>8,747,010</b>    |
| LESS Allowances for Uncollectibles                  |                            |                      | 0                   |
| LESS Approved "A" Certified Forwards                | 3,381,558 (H)              |                      | 3,381,558           |
| Approved "B" Certified Forwards                     | 0 (H)                      |                      | 0                   |
| Approved "FCO" Certified Forwards                   |                            |                      | 0                   |
| LESS: Other Accounts Payable (Non Operating)        | 4,021 (I)                  |                      | 4,021               |
| LESS: <u>Other Accounts Payable</u>                 |                            |                      | 0                   |
| <b>Unreserved Fund Balance, 07/01/11</b>            | <b>5,361,432 (K)</b>       | <b>0</b>             | <b>5,361,432**</b>  |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012-2013

Department: Management Services

Chief Internal Auditor: John W. Davis

Budget Entity: Human Resource Management

Phone Number: (850) 487-9476

| (1)<br>REPORT<br>NUMBER   | (2)<br>PERIOD<br>ENDING | (3)<br>UNIT/AREA  | (4)<br>SUMMARY OF FINDINGS AND<br>RECOMMENDATIONS   | (5)<br>SUMMARY OF<br>CORRECTIVE ACTION TAKEN  | (6)<br>ISSUE<br>CODE |
|---|-------------------------|---|---|---|----------------------|
| <p><b>Auditor<br/>General<br/>Report No.<br/>2011-069</b></p> <p><b>Dated:<br/>12/30/2010</b></p> | <p><b>6/30/2011</b></p> | <p><b>Division of Human<br/>Resource<br/>Management</b></p> <p><b>People First Project<br/>Office</b></p> | <p><b><u>Payroll and Personnel Administrative Processes at Selected State Agencies</u></b></p> <p><b>Finding 1 - Time Records:</b> Procedural deficiencies existed with respect to the monitoring of the timely submittal, review and approval of employee time records.</p> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>• DMS clarify in rule, policy, or procedure, the time record preparation, submission, and approval responsibilities of employees and supervisors. Such clarification should address specific time frames for time record submission and approval.</li> <li>• Additionally, to improve the usefulness of the Missing Time Records report, we recommend that DMS enhance the report by including an aging of the time records and identifying the responsible supervisors. State agencies should use such information to identify those employees whose time records frequently require corrective actions, are repeatedly missing, or are not timely approved and take appropriate corrective measures.</li> </ul> | <p><b>CONCUR:</b> The Division of Human Resource Management will issue a rule interpretation to this effect.</p> <p>Enhancements to the People First system, implemented on July 19, 2010 effective address the AG concerns regarding the usefulness of the Missing Timesheet Report.</p> <p><b>Update/Closed 6/20/2011:</b> The Division of Human Resource Management Policy Team issued a Rule Interpretation, titled "Timesheet Submission and Approval Deadlines" for State Personnel System Agencies on June 10, 2011 to clarify the time record preparation, submission, and approval responsibilities of agencies, supervisors and employees and to address specific time frames for time record</p> |                      |

|  |  |  |   |  |  |
|--|--|--|---|--|--|
|  |  |  |   | submission and approval.   |  |
|  |  |  | <p><b>Finding 2 – Unused Leave Compensation:</b> State agencies did not effectively manage compensatory leave credits in accordance with DMS rules and terms of relevant collective bargaining agreements, resulting in large dollar payouts of unused compensatory leave credits upon employees’ separation from State employment.</p> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>• We recommend that DMS provide State agencies with detailed comprehensive guidance related to leave payouts and the maximum accumulation limits for the various types of compensatory leave credits. Such guidance should also address the appropriate use of FLAIR and People First compensatory leave codes.</li> <li>• To prevent large cash payouts upon employee separation from State employment and decrease State agency leave liabilities, we also recommend that State agencies periodically review their employees’ compensatory leave balances and identify employees who are accumulating large compensatory leave credit balances of whose compensatory leave credits are approaching the maximum limits set forth in applicable collective bargaining agreements. When appropriate, the agencies should compel the use of accumulated special compensatory leave credits prior to approving employee us of other leave types.</li> </ul> | <p><b>NON-CONCUR:</b> The applicability of and payment for the various forms of compensatory leave is currently addressed in rule. DMS’s Division of Human Resource Management has also issued a myriad of supplemental guidance documents to assist the agencies in the proper application of the rule provisions. The resolution of this issue requires intervention by the Legislature, which DMS supports.</p> <p><b>Update/Closed 6/20/2011:</b> No response or action required.</p> <p><b>CONCUR:</b> On July 19, 2010, the service provider implemented a Leave Payout screen in the People First system to give State agencies the ability to process leave payouts. The leave codes in the People First system are now the same as those used in FLAIR. In June 2010, the DMS People First team conducted training sessions for agency HR professionals specific to the Leave Payout screen.</p> <p><b>Update/Closed 6/20/2011:</b> Deletion of Section 2012.205(7), Florida Statutes is under consideration for inclusion in the Department’s upcoming 2012 legislative package. Although the Department may propose changes to the statutes, ultimately</p> |  |

|  |  |  |   |  |  |
|--|--|--|---|--|--|
|  |  |  |   | it is the Legislature that approves or disapproves of such changes.  |  |
|  |  |  | <p><b>Finding 4 – Dual Employment:</b> Dual-employment rules and guidelines were not sufficient to effectively promote compliance with State law.</p> <p><b>Recommendation:</b> That DMS and the various State agencies establish or revise dual-employment policies and procedures to ensure that approval during each fiscal year is obtained by any employee seeking employment at, or compensation from, more than one State agency.</p>  | <p><b>CONCUR:</b> The Division of Human Resource Management will revise the applicable guidelines and procedures to clearly articulate that agency head are responsible for approving both dual employment and dual compensation actions delineated in Section 216.262(1)(e), F.S.</p> <p><b>Update/Closed 06/20/2011:</b> The Division of Human Resource Management Policy Team revised and reissued the Dual Employment and Dual Compensation Guidelines and Procedures for the State Personnel System Agencies in May 2011 to clearly articulate that agency heads are responsible for approving both dual employment and dual compensation actions delineated in Section 216.262(1)(e), F.S.</p> |  |
|  |  |  | <p><b>Finding 5 – Dual Employment:</b> Contrary to State law, State agencies did not always document that dual employment was properly approved for employees working for more than one applicable State employer. Additionally, to ensure compliance with State laws, rules, and other guidelines, a process is needed whereby State agencies can effectively monitor the dual-employment activities of employees who have been approved to receive compensation from more than one State employer.</p> <p><b>Recommendation:</b> State agencies take appropriate steps to ensure that dual-employment request are properly submitted and approved and that comprehensive records documenting all dual-employment approval be maintained. In addition, we recommend that DMS and DFS, in conjunction with the other State agencies, create a mechanism (e.g., a People</p> | <p><b>CONCUR:</b> As part of the July 2010 enhancements, the People First system now provides a Potential Overtime Report that identifies potential overtime for employees who use the People First timesheet and hold multiple positions.</p>   |  |

|  |  |  |   |  |  |
|--|--|--|---|--|--|
|  |  |  | First or FLAIR report) to identify those employees who simultaneously receive compensation from more than one State employer. | <b>Update/Closed 06/20/2011:</b> No follow-up response required. |  |
|--|--|--|---|--|--|





DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**INSURANCE BENEFITS  
ADMINISTRATION**

**EXHIBITS  
OR  
SCHEDULES**



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**INSURANCE BENEFITS  
ADMINISTRATION**

**SCHEDULE I SERIES**

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period: 2012-13**  
**Budget Entity:** 72750200 Insurance Benefits Administration  
**Fund:** 2570 Pretax Benefits Trust  
**Specific Authority:** 110.161, F.S.  
**Purpose of Fees Collected:** Employee Benefits Plan

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II</b> .) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

| (1)<br>SECTION I - FEE COLLECTION                     | (2)<br>ACTUAL<br>FY 2010 - 11 | (3)<br>ESTIMATED<br>FY 2011 - 12 | (4)<br>REQUEST<br>FY 2012 - 13 |
|---|-------------------------------|----------------------------------|--------------------------------|
| <b>Receipts:</b>                                      |                               |                                  |                                |
| Employee Contributions                                | 26,148,122                    | 28,000,000                       | 28,000,000                     |
| Savings   | 19,570,782                    | 21,000,000                       | 21,000,000                     |
| Interest Earnings                                     | 470,811                       | 471,000                          | 471,000                        |
| Supplemental Plan Premiums                            | 69,779,783                    | 72,600,000                       | 72,600,000                     |
| Refunds   | 51,287                        |                                  |                                |
| Penalties   | 140,527                       |                                  |                                |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b>116,161,312</b>            | <b>122,071,000</b>               | <b>122,071,000</b>             |

**SECTION II - FULL COSTS**

**Direct Costs:**

|                                   |         |         |         |
|-----------------------------------|---------|---------|---------|
| Salaries and Benefits             | 415,376 | 411,810 | 411,810 |
| Other Personal Services           | 2,500   | 2,500   | 2,500   |
| Expenses                          | 19,311  | 48,832  | 48,832  |
| Operating Capital Outlay          |         | 10,000  | 10,000  |
| Sp.Cat.:Risk Management Insurance | 2,971   | 10,313  | 10,313  |
| HR Statewide Contract             | 4,260   | 3,953   | 3,953   |
| Contracted Services               | 278,687 | 348,505 | 348,505 |
| Data Processing Services - SSRC   |         | 21,570  | 20,732  |
|                                   |         |         |         |

**Indirect Costs Charged to Trust Fund:**

|                                     |            |            |            |
|-------------------------------------|------------|------------|------------|
| TR to Health Fund-2668              | 17,253,800 | 18,000,000 | 18,000,000 |
| Reimbursement of Claims             | 27,084,353 | 30,400,000 | 30,400,000 |
| Payment of Premiums                 | 68,242,977 | 72,600,000 | 72,600,000 |
| Refunds                             | 393,190    |            |            |
| Employer/Employee Adjustments       | 1,260      |            |            |
| TR to 2021-Admin.Assess.Fee         | 211,718    | 125,493    | 131,140    |
| CF B Paid in FY 2010/11             | 175,178    |            |            |
| Cert Forward Reversions @ 9/30/2010 |            |            |            |
| Reserve for Pay Package             |            |            |            |

|   |                    |                    |                    |
|---|--------------------|--------------------|--------------------|
| <b>Total Full Costs to Line (2) - Section III</b> | <b>114,085,581</b> | <b>121,982,976</b> | <b>121,987,785</b> |
|---|--------------------|--------------------|--------------------|

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |     |                  |               |               |
|--------------------------------|-----|------------------|---------------|---------------|
| TOTAL SECTION I                | (A) | 116,161,312      | 122,071,000   | 122,071,000   |
| TOTAL SECTION II               | (B) | 114,085,581      | 121,982,976   | 121,987,785   |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>2,075,732</b> | <b>88,024</b> | <b>83,215</b> |

**EXPLANATION:**

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period: 2012-13**  
**Program:** 72750200 Insurance Benefits Administration  
**Fund:** 2667 State Employees Life Insurance Trust  
**Specific Authority:** 110.123, F.S.  
**Purpose of Fees Collected:** Employee Benefits Plan

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II</b> .) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

|   | (1)                 | (2)                 | (3)                 | (4) |
|---|---------------------|---------------------|---------------------|-----|
| <b>SECTION I - FEE COLLECTION</b>                     | <b>ACTUAL</b>       | <b>ESTIMATED</b>    | <b>REQUEST</b>      |     |
|   | <b>FY 2010 - 11</b> | <b>FY 2011 - 12</b> | <b>FY 2012 - 13</b> |     |
| <b>Receipts:</b>                                      |                     |                     |                     |     |
| Contributions   | 33,140,310          | 29,395,826          | 29,381,285          |     |
| Interest Earnings                                     | 57,191              | 34,911              | 33,600              |     |
| <i>Proposed Premium Increase</i>                      |                     |                     |                     |     |
| Miscellaneous   |                     |                     |                     |     |
| Refund from Prudential                                |                     |                     |                     |     |
| Transfer In From Disability Trust Fund                |                     |                     |                     |     |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b>33,197,501</b>   | <b>29,430,737</b>   | <b>29,414,885</b>   |     |

**SECTION II - FULL COSTS**

|   |                   |                   |                   |  |
|---|-------------------|-------------------|-------------------|--|
| <b>Direct Costs:</b>                              |                   |                   |                   |  |
| Salaries and Benefits                             | 18,853            | 20,155            | 20,155            |  |
| Expenses  |                   | 1,984             | 1,984             |  |
| Sp.Cat.:Risk Management Insurance                 | 517               | 1,795             | 1,795             |  |
| TR/DMS/HR Svcs/STWD Contract                      | 297               | 276               | 276               |  |
| Data Processing Services - SSRC                   |                   | 4,549             | 4,549             |  |
| <b>Indirect Costs Charged to Trust Fund:</b>      |                   |                   |                   |  |
| Refunds   |                   |                   |                   |  |
| Adj.to Employee/Employer Contrib.                 |                   |                   |                   |  |
| Payment of Premiums                               | 33,666,046        | 29,399,608        | 29,381,285        |  |
| TR to 2021-Admin.Assess.Fee                       | 14,675            | 31,649            | 33,073            |  |
| Certified Forward Reversions                      |                   |                   |                   |  |
| July Premiums paid in June/Covers Deficit         |                   |                   |                   |  |
| Reserve for Pay Package                           |                   |                   |                   |  |
| <b>Total Full Costs to Line (2) - Section III</b> | <b>33,700,388</b> | <b>29,460,016</b> | <b>29,443,117</b> |  |

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |     |                  |                 |                 |
|--------------------------------|-----|------------------|-----------------|-----------------|
| TOTAL SECTION I                | (A) | 33,197,501       | 29,430,737      | 29,414,885      |
| TOTAL SECTION II               | (B) | 33,700,388       | 29,460,016      | 29,443,117      |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>(502,887)</b> | <b>(29,279)</b> | <b>(28,232)</b> |

**EXPLANATION:**

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012-13  
**Program:** 72750200 Insurance Benefits Administration  
**Fund:** 2668 State Employees Health Insurance Trust  
**Specific Authority:** 110.123, F.S.  
**Purpose of Fees Collected:** Employee Benefits Plan

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

| (1)<br><b>SECTION I - FEE COLLECTION</b>              | (2)<br><b>ACTUAL<br/>FY 2010 - 11</b> | (3)<br><b>ESTIMATED<br/>FY 20110 - 12</b> | (4)<br><b>REQUEST<br/>FY 2012 - 13</b> |
|---|---------------------------------------|---|--|
| <b>Receipts:</b>                                      |                                       |   |  |
| SEE ATTACHED LISTING                                  |                                       |   |  |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b>1,954,665,224</b>                  | <b>1,900,200,000</b>                      | <b>2,405,500,000</b>                   |

**SECTION II - FULL COSTS**

**Direct Costs:**

|                                      |            |            |            |
|--------------------------------------|------------|------------|------------|
| Salaries and Benefits                | 1,236,841  | 1,286,075  | 1,424,347  |
| Other Personal Services              | 1,120      | 2,500      | 2,500      |
| Expenses                             | 147,742    | 284,219    | 298,531    |
| Operating Capital Outlay             |            | 10,000     | 10,000     |
| Sp.Cat.:TR to Div.of Admin.Hearings  | 24,243     | 49,019     | 49,019     |
| Sp.Cat.:ASO Contract/Health Ins.     | 19,829,456 | 20,100,000 | 51,100,000 |
| Sp.Cat.:Prescription Drug Claims Ad. | 296,691    | 319,200    | 319,200    |
| Sp.Cat.: Risk Management Insurance   | 9,170      | 31,832     | 31,832     |
| Sp.Cat.:Post Payment Claims/Svcs     |            | 1,300,000  | 1,300,000  |
| Sp.Cat.: Contracted Services         | 499,157    | 499,157    | 1,599,157  |
| Contracted Legal Services            | 50,000     | 50,000     | 300,000    |
| Pymt Employer/HSA Custodian          | 681,317    | 786,443    | 786,443    |
| Deferred-Pay Com Contracts           |            |            |            |
| HR Statewide Contract                | 10,957     | 10,167     | 10,879     |
| Sp.Cat.: Contracted Bank Services    | 37,460     | 44,000     | 79,000     |
| Data Processing Services-SSRC        | 35,475     | 54,186     | 51,532     |

**Indirect Costs Charged to Trust Fund:**

|   |                      |                      |                      |
|---|----------------------|----------------------|----------------------|
| Payments to Health Maint. Orgs.                   | 987,325,504          | 1,092,700,000        | 1,241,600,000        |
| TR to Health Claims Bank Account                  | 842,068,947          | 940,400,000          | 1,007,900,000        |
| Pymt of Participant to HSA Custodian              | 923,036              | 713,557              | 713,557              |
| Refunds   | 4,965,986            |                      |                      |
| Adj. to E/E Contributions                         | 60,803               |                      |                      |
| Refunds - PAP Payments                            |                      |                      |                      |
| TR to 2021-Admin.Assess.Fee                       | 206,849              | 363,002              | 379,337              |
| Reserve for Pay Package                           |                      |                      |                      |
| CF B Paid not in Beg Bal                          | 48,998               |                      |                      |
| 6/30/2010 A/P Not CF                              | (3,170)              |                      |                      |
| Cert Forward Reversions @ 9/30/2010               |                      |                      |                      |
| Federal Patient Protection Affordable Care Act    |                      | (22,100,000)         | 16,400,000           |
| July Premiums paid in June/Covers Deficit         |                      | (81,250,000)         | 81,250,000           |
| <b>Total Full Costs to Line (2) - Section III</b> | <b>1,858,456,582</b> | <b>1,955,653,357</b> | <b>2,405,605,334</b> |

Basis Used: Accrual

IR to Health Claims Bank Account

**SECTION III - SUMMARY**

|                                |            |                   |                     |                  |
|--------------------------------|------------|-------------------|---------------------|------------------|
| TOTAL SECTION I                | (A)        | 1,954,665,224     | 1,900,200,000       | 2,405,500,000    |
| TOTAL SECTION II               | (B)        | 1,858,456,582     | 1,955,653,357       | 2,405,605,334    |
| <b>TOTAL - Surplus/Deficit</b> | <b>(C)</b> | <b>96,208,643</b> | <b>(55,453,357)</b> | <b>(105,334)</b> |

**EXPLANATION:**

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** Management Services **Budget Period: 2012-13**  
**Program:** Insurance Benefits Administration (72750200)  
**Fund:** State Employees Health Insurance Trust (2668)

**Specific Authority:** 110.123, F.S.  
**Purpose of Fees Collected:** Employee Benefits Plan

| (1)   | (2)                            | (3)                               | (4)                             |
|---|--------------------------------|-----------------------------------|---------------------------------|
| <b>SECTION I - FEE COLLECTION</b>                     | <b>ACTUAL<br/>FY 2010 - 11</b> | <b>ESTIMATED<br/>FY 2011 - 12</b> | <b>REQUEST<br/>FY 2012 - 13</b> |
| <b>Receipts:</b>                                      |                                |                                   |                                 |
| Employee/Employer Contributions                       | 1,870,959,818                  | 1,615,800,000                     | 1,670,800,000                   |
| Health Saving Account Employer Contributions          |                                | 1,500,000                         | 1,500,000                       |
| Contributions-Medicare Part D Subsidy                 | 26,479,525                     | 20,400,000                        | 22,000,000                      |
| Interest Earnings                                     | 4,222,703                      | 3,200,000                         | 3,200,000                       |
| Reimbursements & Refunds (TPA & PBM)                  | 34,908,660                     | 29,300,000                        | 30,100,000                      |
| Non-Employee Contributions                            |                                | 212,000,000                       | 214,400,000                     |
| Prior Year Warrant Cancellations & Misc               | 840,718                        |                                   |                                 |
| Transfer from 72750200-2570                           | 17,253,800                     | 18,000,000                        | 18,000,000                      |
| Proposed Premium Increases                            |                                |                                   | 445,500,000                     |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b>1,954,665,224</b>           | <b>1,900,200,000</b>              | <b>2,405,500,000</b>            |

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012-13  
**Program:** 72750200 Insurance Benefits Administration  
**Fund:** 2671 State Employees Disability Insurance Trust  
**Specific Authority:** 110.123, F.S.  
**Purpose of Fees Collected:** Employee Benefits Plan

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

|   | (1) | (2)                 | (3)                 | (4)                 |
|---|-----|---------------------|---------------------|---------------------|
| <b><u>SECTION I - FEE COLLECTION</u></b>              |     | <b>ACTUAL</b>       | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
|   |     | <b>FY 2010 - 11</b> | <b>FY 2011 - 12</b> | <b>FY 2012 - 13</b> |
| <b><u>Receipts:</u></b>                               |     |                     |                     |                     |
| Contributions   |     | 570,533             | 536,666             | 538,586             |
| Interest Earnings                                     |     | 50,745              | 52,000              | 52,000              |
| Refunds   |     |                     |                     |                     |
|   |     |                     |                     |                     |
| <b>Total Fee Collection to Line (1) - Section III</b> |     | <b>621,278</b>      | <b>588,666</b>      | <b>590,586</b>      |

**SECTION II - FULL COSTS**

|   |  |                |                |                |
|---|--|----------------|----------------|----------------|
| <b><u>Direct Costs:</u></b>                               |  |                |                |                |
| Salaries and Benefits                                     |  | 21,823         | 26,384         | 26,384         |
| Other Personal Services                                   |  |                |                |                |
| Expenses  |  |                | 2,875          | 2,875          |
| HR Statewide Contract                                     |  | 142            | 131            | 131            |
| Sp.Cat.:Risk Management Insurance                         |  | 258            | 896            | 896            |
| Data Processing Services-SSRC                             |  |                | 8,429          | 8,429          |
| <b><u>Indirect Costs Charged to Trust Fund:</u></b>       |  |                |                |                |
| Refunds   |  |                |                |                |
| Employee/Employer Adjustments                             |  |                |                |                |
| Payment of Claims   |  | 254,961        | 254,961        | 254,961        |
| TR to 2021-Admin.Assess.Fee                               |  | 1,805          | 1,764          | 1,843          |
| Post Closing Adj.by Statewide Fin.<br>TR to 72750200-2667 |  |                |                |                |
| Reserve for Pay Package                                   |  |                |                |                |
| <b>Total Full Costs to Line (2) - Section III</b>         |  | <b>278,989</b> | <b>295,440</b> | <b>295,519</b> |

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |     |                |                |                |
|--------------------------------|-----|----------------|----------------|----------------|
| TOTAL SECTION I                | (A) | 621,278        | 588,666        | 590,586        |
| TOTAL SECTION II               | (B) | 278,989        | 295,440        | 295,519        |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>342,289</b> | <b>293,226</b> | <b>295,067</b> |

**EXPLANATION:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |  |
|-----------------------------|--|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b>            |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES                          |
| <b>Budget Entity:</b>       | PRETAX BENEFITS TRUST                        |
| <b>LAS/PBS Fund Number:</b> | INSURANCE BENEFITS ADMINISTRATION (72750200) |
|                             | 2570   |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 1,454,418 (A)              |                      | 1,454,418           |
| ADD: Other Cash (See Instructions)                  |                            |                      | 0                   |
| ADD: Investments                                    | 10,098,559 (C)             |                      | 10,098,559          |
| ADD: Outstanding Accounts Receivable                | 56,298 (D)                 | 0                    | 56,298              |
| ADD: <u>2008/2009 Premiums</u>                      |                            |                      | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | <b>11,609,276 (F)</b>      |                      | <b>11,609,276</b>   |
| LESS Allowances for Uncollectibles                  |                            |                      | 0                   |
| LESS Approved "A" Certified Forwards                | 26,867 (H)                 |                      | 26,867              |
| Approved "B" Certified Forwards                     | 109,592 (H)                |                      | 109,592             |
| LESS: Other Accounts Payable (Non-Operating)        | 2,986,044 (H)              | -                    | 2,986,044           |
| LESS: <u>Unearned Revenue</u>                       | 6,033,843 (I)              |                      | 6,033,843           |
| LESS: Other Accounts Payable                        |                            |                      | 0                   |
| <b>Unreserved Fund Balance, 07/01/11</b>            | <b>2,452,930 (K)</b>       |                      | <b>2,452,930**</b>  |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |  |
|-----------------------------|--|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b>            |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES                          |
| <b>Budget Entity:</b>       | STATE EMPLOYEE LIFE INSURANCE TRUST          |
| <b>LAS/PBS Fund Number:</b> | INSURANCE BENEFITS ADMINISTRATION (72750200) |
|                             | 2667   |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 89,445 (A)                 |                      | 89,445              |
| ADD: Other Cash (See Instructions)                  |                            |                      | 0                   |
| ADD: Investments                                    | 2,267,897 (C)              |                      | 2,267,897           |
| ADD: Outstanding Accounts Receivable                | 4,930 (D)                  | 3,365                | 8,295               |
| ADD: <u>2008/2009 Premiums</u>                      | 0 (E)                      |                      | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | <b>2,362,273 (F)</b>       | <b>3,365</b>         | <b>2,365,637</b>    |
| LESS Allowances for Uncollectibles                  |                            |                      | 0                   |
| LESS Approved "A" Certified Forwards                | 0 (H)                      |                      | 0                   |
| Approved "B" Certified Forwards                     |                            |                      | 0                   |
| Approved "FCO" Certified Forwards                   |                            |                      | 0                   |
| LESS: Other Accounts Payable                        | 219 (I)                    |                      | 219                 |
| LESS: <u>Unearned Revenue</u>                       | 1,940,981 (J)              |                      | 1,940,981           |
| <b>Unreserved Fund Balance, 07/01/10</b>            | <b>421,073 (K)</b>         | <b>3,365</b>         | <b>424,437**</b>    |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |  |
|-----------------------------|--|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b>            |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES                          |
| <b>Budget Entity:</b>       | STATE EMPLOYEE HEALTH INSURANCE TRUST        |
| <b>LAS/PBS Fund Number:</b> | INSURANCE BENEFITS ADMINISTRATION (72750200) |
|                             | 2668   |

|  | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|--|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b>    | 4,577,708 (A)              |                      | 4,577,708           |
| ADD: Cash in Claims Bank Account                       | 994,848 (B)                |                      | 994,848             |
| ADD: Investments                                       | 192,233,397 (C)            |                      | 192,233,397         |
| <b>Total Cash and Investments, (DSGI Cash Balance)</b> | <b>197,805,954</b>         |                      | 197,805,954         |
| ADD: Outstanding Accounts Receivable                   | 28,022,885 (D)             | -                    | 28,022,885          |
| ADD: <i>Proposed Premium Increase</i>                  |                            |                      | -                   |
| <b>Total Cash, Investments and Accounts Receivable</b> | <b>225,828,839 (F)</b>     | <b>0</b>             | <b>225,828,839</b>  |
| LESS Allowances for Uncollectibles                     |                            |                      | -                   |
| LESS Approved "A" Certified Forwards                   | 1,776,906 (H)              |                      | 1,776,906           |
| Approved "B" Certified Forwards                        | 24,793 (H)                 |                      | 24,793              |
| LESS: Other Accounts Payable (Non_Operating)           | 80,498,489 (H)             |                      | 80,498,489          |
| LESS: Other Accounts Payable                           |                            |                      | -                   |
| LESS: <u>Unearned Revenue</u>                          | 87,895,960 (J)             |                      | 87,895,960          |
| <b>Unreserved Fund Balance, 07/01/11</b>               | <b>55,632,691 (K)</b>      | <b>0</b>             | <b>55,632,691**</b> |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |  |
|-----------------------------|--|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b>            |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES                          |
| <b>Budget Entity:</b>       | STATE EMPLOYEE DISABILITY INSURANCE TRUST    |
| <b>LAS/PBS Fund Number:</b> | INSURANCE BENEFITS ADMINISTRATION (72750200) |
|                             | 2671   |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 69,716 (A)                 |                      | 69,716              |
| ADD: Other Cash (See Instructions)                  |                            |                      | 0                   |
| ADD: Investments                                    | 2,265,199 (C)              |                      | 2,265,199           |
| ADD: Outstanding Accounts Receivable                | 5,096 (D)                  |                      | 5,096               |
| <b>Total Cash plus Accounts Receivable</b>          | <b>2,340,012 (F)</b>       |                      | <b>2,340,012</b>    |
| LESS Allowances for Uncollectibles                  |                            |                      | 0                   |
| LESS Approved "A" Certified Forwards                | 0 (H)                      |                      | 0                   |
| Approved "B" Certified Forwards                     |                            |                      | 0                   |
| Approved "FCO" Certified Forwards                   |                            |                      | 0                   |
| LESS: Other Accounts Payable (Non-Operating)        | 227 (I)                    |                      | 227                 |
| LESS: <u>Unearned Revenue</u>                       | 33,208 (J)                 |                      | 33,208              |
| <b>Unreserved Fund Balance, 07/01/11</b>            | <b>2,306,577 (K)</b>       |                      | <b>2,306,577**</b>  |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

|                             |   |
|-----------------------------|---|
| <b>Department Title:</b>    | <b>720000 MANAGEMENT SERVICES</b>                         |
| <b>Trust Fund Title:</b>    | <b>Governor's Commission on Disabilities Operating TF</b> |
| <b>LAS/PBS Fund Number:</b> | <b>2510</b>   |

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11 20,476 (A)

**Add/Subtract:**

Compensated Leave Liability in FLAIR  
Not on Schedule 1C  (B)

Certified Forward B recored on Schedule 1C  
Not Recorded in FLAIR  0

**Other Adjustment(s):**

Statewide Post Closing adjustment to Accounts Receivable  (C)

(C)

**ADJUSTED BEGINNING TRIAL BALANCE:** 20,476 (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC** 20,476 (E)

**DIFFERENCE:**  0 (F)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 720000 MANAGEMENT SERVICES  
**Trust Fund Title:** State Personnel Systems Trust Fund  
**LAS/PBS Fund Number:** 2678

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11 5,360,269 (A)

**Add/Subtract:**

Accounts Payable not Certified Forward in FLAIR  
Not on Schedule 1C 1,162.82

**Other Adjustment(s):**

Statewide Post Closing Adjustment @ June 30, 2011   (C)

  (C)

**ADJUSTED BEGINNING TRIAL BALANCE:** 5,361,432 (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC** 5,361,432 (E)

**DIFFERENCE:** (0) (F)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 720000 MANAGEMENT SERVICES  
**Trust Fund Title:** Pretax Benefits Trust Fund  
**LAS/PBS Fund Number:** 2570

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11  (A)

**Add/Subtract:**

Compensated Absences Liability Recorded In FLAIR /  
Not Recorded On Schedule 1C

Property Value in FLAIR  
Not Recorded On Schedule 1C

Certified Forward B On Schedule 1C/Not Subtracted  
From FLAIR Fund Balance

**Other Adjustment(s):**

Statewide Post Closing Adjustment @ June 30, 2011  (C)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 720000 MANAGEMENT SERVICES  
**Trust Fund Title:** State Employees Life Insurance Trust Funds  
**LAS/PBS Fund Number:** 2667

**BEGINNING TRIAL BALANCE:**

667002 Unreserved Fund Balance Per Trial Balance, 07-01  (A)

**Add/Subtract:**

2008/2009 Premium Increase on Schedule 1C only  
to avoid deficit cash balance

**Other Adjustment(s):**

Statewide Post Closing Adjustment @ June 30, 2011  (C)  
Increase in Accounts Receivables

**ADJUSTED BEGINNING TRIAL BALANCE:**  (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 720000 MANAGEMENT SERVICES  
**Trust Fund Title:** State Employees Health Insurance Trust Fund  
**LAS/PBS Fund Number:** 2668

**BEGINNING TRIAL BALANCE:**

668003 Unreserved Fund Balance Per Trial Balance, 07-01-2011  (A)

**Add/Subtract:**

*Proposed Premium Increase on Schedule 1C to alleviate* (B)  
Deficit Cash Balance @ 6/30/2011. Not in FLAIR

Property Value Recorded In FLAIR As Assets/Not Recorded On  
Schedule 1C

Certified Forward B On Schedule 1C/Not Subtracted  
From FLAIR Fund Balance

Compensated Absences Liability Recorded In FLAIR/  
Not Recorded On Schedule 1C

Accounts Payable not Certified Forward

**Other Adjustment(s):**

Statewide Post Closing Adjustment @ June 30, 2011  (C)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO.**





**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 720000 MANAGEMENT SERVICES  
**Trust Fund Title:** State Employees Disability Insurance Trust Fund  
**LAS/PBS Fund Number:** 2671

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11  (A)

**Add/Subtract:**

Compensated Absences Liability Recorded In FLAIR/  
Not Recorded On Schedule 1C

**Other Adjustment(s):**

Statewide Post Closing Adjustment @ June 30, 2011

(C)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012-2013

Department: Management Services

Chief Internal Auditor: John W. Davis

Budget Entity: State Group Insurance (DSGI)

Phone Number: (850) 487-9476

| (1)           | (2)           | (3)       | (4)  | (5)                                | (6)        |
|---------------|---------------|-----------|--|------------------------------------|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS                              | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
|               |               |           | There are no issues or findings to report for State Group Insurance. |                                    |            |



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**RETIREMENT BENEFITS  
ADMINISTRATION**

**EXHIBITS  
OR  
SCHEDULES**



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**RETIREMENT BENEFITS  
ADMINISTRATION**

**SCHEDULE I SERIES**

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** **2012-13**  
**Program:** 72750300 Retirement Benefits Administration  
**Fund:** 2583 Retirees Health Insurance Subsidy Trust  
**Specific Authority:** 121, F.S.  
**Purpose of Fees Collected:** Employee Benefits Plan

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

|   | (1) | (2)                 | (3)                 | (4)                 |
|---|-----|---------------------|---------------------|---------------------|
| <b>SECTION I - FEE COLLECTION</b>                     |     | <b>ACTUAL</b>       | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
|   |     | <b>FY 2010 - 11</b> | <b>FY 2011 - 12</b> | <b>FY 2012 - 13</b> |
| <b>Receipts:</b>                                      |     |                     |                     |                     |
| Interest Earnings                                     |     | 1,683,626           | 1,684,000           | 1,684,000           |
| Contributions from Employers                          |     | 334,449,283         | 336,500,000         | 338,500,000         |
|   |     |                     |                     |                     |
| <b>Total Fee Collection to Line (1) - Section III</b> |     | <b>336,132,909</b>  | <b>338,184,000</b>  | <b>340,184,000</b>  |

**SECTION II - FULL COSTS**

**Direct Costs:**

|                          |  |        |        |        |
|--------------------------|--|--------|--------|--------|
| Salaries and Benefits    |  | 41,315 | 39,820 | 39,820 |
| Other Personal Services  |  |        |        |        |
| Expenses                 |  | 11,370 | 11,370 | 11,370 |
| Operating Capital Outlay |  |        |        |        |
| Contracted Services      |  | 30,000 | 30,000 | 30,000 |
| HR Statewide Contract    |  | 242    | 224    | 224    |

**Indirect Costs Charged to Trust Fund:**

|   |        |                    |                    |                    |
|---|--------|--------------------|--------------------|--------------------|
| Refunds   |        |                    |                    |                    |
| Pensions & Benefits                               | 311031 | 356,149,945        | 373,000,000        | 390,000,000        |
| SBA Administrative Fee                            |        | 38,923             | 39,000             | 39,000             |
| Cert Forward Reversions @ 9/30/2010               |        | (30,000)           |                    |                    |
| Reserve for Pay Package                           |        |                    |                    |                    |
| <b>Total Full Costs to Line (2) - Section III</b> |        | <b>356,241,795</b> | <b>373,120,414</b> | <b>390,120,414</b> |

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |     |                     |                     |                     |
|--------------------------------|-----|---------------------|---------------------|---------------------|
| TOTAL SECTION I                | (A) | 336,132,909         | 338,184,000         | 340,184,000         |
| TOTAL SECTION II               | (B) | 356,241,795         | 373,120,414         | 390,120,414         |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>(20,108,886)</b> | <b>(34,936,414)</b> | <b>(49,936,414)</b> |

**EXPLANATION:**

Negative balance is offset by cash balance brought forward (See Schedule I).

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** **2012-13**  
**Program:** 72750300 Retirement Benefits Administration  
**Fund:** 2510 Operating Trust  
**Specific Authority:** 121.031, F.S.  
**Purpose of Fees Collected:** Employee Benefits Plan

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

| (1)   | (2)  | (3)  | (4)  |
|---|--|--|--|
| <b><u>SECTION I - FEE COLLECTION</u></b>              | <b>ACTUAL</b>                                  | <b>ESTIMATED</b>                               | <b>REQUEST</b>                                 |
|   | <b>FY 2010 - 11</b>                            | <b>FY 2011 - 12</b>                            | <b>FY 2012 - 13</b>                            |
| <b><u>Receipts:</u></b>                               |  |  |  |
| SEE ATTACHED LISTING                                  | <input type="text"/>                           | <input type="text"/>                           | <input type="text"/>                           |
|   | <input type="text"/>                           | <input type="text"/>                           | <input type="text"/>                           |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b><input type="text" value="16,332,426"/></b> | <b><input type="text" value="17,925,050"/></b> | <b><input type="text" value="17,925,050"/></b> |
| <b><u>SECTION II - FULL COSTS</u></b>                 |  |  |  |
| <b><u>Direct Costs:</u></b>                           |  |  |  |
| Salaries and Benefits                                 | <input type="text" value="9,186,473"/>         | <input type="text" value="9,682,529"/>         | <input type="text" value="9,682,529"/>         |
| Other Personal Services                               | <input type="text" value="4,237"/>             | <input type="text" value="6,029"/>             | <input type="text" value="6,029"/>             |
| Expenses  | <input type="text" value="2,853,496"/>         | <input type="text" value="3,101,142"/>         | <input type="text" value="3,624,912"/>         |
| Operating Capital Outlay                              | <input type="text" value="16,604"/>            | <input type="text" value="161,354"/>           | <input type="text" value="100,000"/>           |
| Sp.Cat.:TR to DOAH                                    | <input type="text" value="28,496"/>            | <input type="text" value="22,314"/>            | <input type="text" value="22,314"/>            |
| Sp.Cat.:Contracted Services                           | <input type="text" value="4,572,945"/>         | <input type="text" value="3,616,850"/>         | <input type="text" value="4,083,850"/>         |
| Sp.Cat.:Overtime                                      | <input type="text" value="55,850"/>            | <input type="text" value="122,571"/>           | <input type="text" value="122,571"/>           |
| Sp.Cat.:Risk Management Insurance                     | <input type="text" value="66,308"/>            | <input type="text" value="56,311"/>            | <input type="text" value="56,311"/>            |
| Contracted Legal Services                             | <input type="text" value="154,468"/>           | <input type="text" value="159,872"/>           | <input type="text" value="409,872"/>           |
| HR Statewide Contract                                 | <input type="text" value="58,882"/>            | <input type="text" value="55,918"/>            | <input type="text" value="55,918"/>            |
| Data Processing Services-SSRC                         | <input type="text" value="158,051"/>           | <input type="text" value="240,494"/>           | <input type="text" value="208,787"/>           |
| <b><u>Indirect Costs Charged to Trust Fund:</u></b>   |  |  |  |
| Certified Forward B Paid not in Beg Bal               | <input type="text"/>                           | <input type="text"/>                           | <input type="text"/>                           |
| Cert Forward A Reversions @ 9/30/2010                 | <input type="text" value="(344,575)"/>         | <input type="text"/>                           | <input type="text"/>                           |
| Cert Forward Reversions @ 9/30/2010                   | <input type="text"/>                           | <input type="text"/>                           | <input type="text"/>                           |
| 5% Trust Fund Reserve                                 | <input type="text"/>                           | <input type="text"/>                           | <input type="text"/>                           |
| <b>Total Full Costs to Line (2) - Section III</b>     | <b><input type="text" value="16,811,235"/></b> | <b><input type="text" value="17,225,384"/></b> | <b><input type="text" value="18,373,093"/></b> |

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |     |   |   |   |
|--------------------------------|-----|---|---|---|
| TOTAL SECTION I                | (A) | <input type="text" value="16,332,426"/>       | <input type="text" value="17,925,050"/>     | <input type="text" value="17,925,050"/>       |
| TOTAL SECTION II               | (B) | <input type="text" value="16,811,235"/>       | <input type="text" value="17,225,384"/>     | <input type="text" value="18,373,093"/>       |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b><input type="text" value="(478,809)"/></b> | <b><input type="text" value="699,666"/></b> | <b><input type="text" value="(448,043)"/></b> |

**EXPLANATION:**

\_\_\_\_\_

\_\_\_\_\_

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012-13  
**Budget Entity:** 72750300 Retirement Benefits Administration  
**Fund:** 2510 Operating Trust

**Specific Authority:** 121.031, F.S.  
**Purpose of Fees Collected:** Employee Benefits Plan

| (1)   | (2)                 | (3)                 | (4)                 |
|---|---------------------|---------------------|---------------------|
| <u>SECTION I - FEE COLLECTION</u>                     | <b>ACTUAL</b>       | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
|   | <b>FY 2010 - 11</b> | <b>FY 2011 - 12</b> | <b>FY 2012 - 13</b> |
| <b>Receipts:</b>                                      |                     |                     |                     |
| <u>TR in from 72750300-2309</u>                       | 16,200,000          | 17,800,000          | 17,800,000          |
| <u>Interest Earnings</u>                              | 23,825              | 24,000              | 24,000              |
| <u>Sales - State</u>                                  | 101,050             | 101,050             | 101,050             |
| <u>Refunds &amp; Reimbursements</u>                   | 7,551               |                     |                     |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b>16,332,426</b>   | <b>17,925,050</b>   | <b>17,925,050</b>   |



**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012-13  
**Program:** 72750300 Retirement Benefits Administration  
**Fund:** 2517 Optional Retirement Program Trust  
**Specific Authority:** 121.35, F.S.  
**Purpose of Fees Collected:** Employee Benefits Plan

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

|   | (1)                 | (2)                | (3)                 | (4) |
|---|---------------------|--------------------|---------------------|-----|
| <b><u>SECTION I - FEE COLLECTION</u></b>              | <b>ACTUAL</b>       | <b>ESTIMATED</b>   | <b>REQUEST</b>      |     |
|   | <b>FY 2010 - 11</b> | <b>FY 2011- 12</b> | <b>FY 2012 - 13</b> |     |
| <b><u>Receipts:</u></b>                               |                     |                    |                     |     |
| Contributions from Employers                          | 219,715,134         | 220,000,000        | 220,000,000         |     |
| Interest Earnings                                     | 84,561              | 85,000             | 85,000              |     |
| Property Transfer In                                  |                     |                    |                     |     |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b>219,799,695</b>  | <b>220,085,000</b> | <b>220,085,000</b>  |     |
| <b><u>SECTION II - FULL COSTS</u></b>                 |                     |                    |                     |     |
| <b><u>Direct Costs:</u></b>                           |                     |                    |                     |     |
| Salaries and Benefits                                 | 142,854             | 135,334            | 135,334             |     |
| Other Personal Services                               |                     |                    |                     |     |
| Expenses  | 12,502              | 13,633             | 17,633              |     |
| Operating Capital Outlay                              |                     | 4,000              |                     |     |
| Sp.Cat.:Contracted Services                           | 298                 | 500                | 500                 |     |
| Sp.Cat.:Risk Management Insurance                     |                     |                    |                     |     |
| HR Statewide Contract                                 | 609                 | 566                | 566                 |     |
| Data Processing Services - SSRC                       |                     |                    |                     |     |
| <b><u>Indirect Costs Charged to Trust Fund:</u></b>   |                     |                    |                     |     |
| Payments to Annuity Companies 310181                  | 218,943,925         | 212,160,000        | 212,160,000         |     |
| Transfers Funds Unfunded Acturial-FRS                 | 629                 | 7,840,000          | 7,840,000           |     |
| Comp Leave Liability in Beg Bal                       |                     | -                  |                     |     |
| <b>Total Full Costs to Line (2) - Section III</b>     | <b>219,100,817</b>  | <b>220,154,033</b> | <b>220,154,033</b>  |     |

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |     |                |                 |                 |
|--------------------------------|-----|----------------|-----------------|-----------------|
| TOTAL SECTION I                | (A) | 219,799,695    | 220,085,000     | 220,085,000     |
| TOTAL SECTION II               | (B) | 219,100,817    | 220,154,033     | 220,154,033     |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>698,878</b> | <b>(69,033)</b> | <b>(69,033)</b> |

**EXPLANATION:**

Negative balances are offset by cash balances brought forward. See Schedule I

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period: 2012-13**  
**Program:** 72750300 Retirement Benefits Administration  
**Fund:** 2532 Municipal Police/Firemen Premium Tax Trust  
**Specific Authority:** 175.041; 175.091; 175.101; 185.03; 185.07; 185.08  
**Purpose of Fees Collected:** Employee Benefits Plan

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

|   | (1) | (2)                 | (3)                 | (4)                 |
|---|-----|---------------------|---------------------|---------------------|
| <b>SECTION I - FEE COLLECTION</b>                     |     | <b>ACTUAL</b>       | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
|   |     | <b>FY 2010 - 11</b> | <b>FY 2011 - 12</b> | <b>FY 2012 - 13</b> |
| <b>Receipts:</b>                                      |     |                     |                     |                     |
| Insurance Premium Tax                                 |     | 158,905,041         | 166,200,000         | 172,400,000         |
| Interest Earnings                                     |     | 356,258             | 327,127             | 327,127             |
| Net Appreciation/Depreciation in Fair Market Value    |     | 404,406             |                     |                     |
| General Revenue Salary Transfer                       |     |                     | 476,496             |                     |
| Transfer from Within Agency                           |     | 437,358             |                     |                     |
| <b>Total Fee Collection to Line (1) - Section III</b> |     | <b>160,103,063</b>  | <b>167,003,623</b>  | <b>172,727,127</b>  |

**SECTION II - FULL COSTS**

**Direct Costs:**

|                                 |  |         |         |         |
|---------------------------------|--|---------|---------|---------|
| Salaries and Benefits           |  | 682,546 | 743,039 | 743,039 |
| Other Personal Services         |  |         | 100     |         |
| Expenses                        |  | 29,785  | 82,889  | 85,389  |
| Operating Capital Outlay        |  |         | 2,400   |         |
| Contracted Services             |  | 16,722  | 191,355 | 191,355 |
| Contracted Legal Services       |  |         |         |         |
| HR Statewide Contract           |  | 4,346   | 4,033   | 4,033   |
| Data Processing Services - SSRC |  |         |         |         |

**Indirect Costs Charged to Trust Fund:**

|   |  |                    |                    |                    |
|---|--|--------------------|--------------------|--------------------|
| TR to Firefighters Supplemental Comp              |  | 14,821,049         | 14,821,049         | 14,821,049         |
| TR to GR  |  |                    |                    | -                  |
| Aid to Municipalities                             |  | 149,853,358        | 151,216,089        | 143,686,951        |
| S.C. to GR - 8%                                   |  | 12,712,403         | 13,296,000         | 13,792,000         |
| SBA Administrative Fee                            |  | 19,657             | 20,000             | 20,000             |
| Transfer to Dept of Revenue                       |  | 100,000            | 100,000            | 100,000            |
| Cert Forward A Reversions @ 9/30/2010             |  | (67,145)           |                    |                    |
| Cert Forward Reversions @ 9/30/2011               |  |                    |                    |                    |
| <b>Total Full Costs to Line (2) - Section III</b> |  | <b>178,172,721</b> | <b>180,476,954</b> | <b>173,443,816</b> |

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |            |                     |                     |                  |
|--------------------------------|------------|---------------------|---------------------|------------------|
| TOTAL SECTION I                | (A)        | 160,103,063         | 167,003,623         | 172,727,127      |
| TOTAL SECTION II               | (B)        | 178,172,721         | 180,476,954         | 173,443,816      |
| <b>TOTAL - Surplus/Deficit</b> | <b>(C)</b> | <b>(18,069,658)</b> | <b>(13,473,331)</b> | <b>(716,689)</b> |

**EXPLANATION:**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2012 - 2013**

|                             |   |
|-----------------------------|---|
| <b>Department Title:</b>    | MANAGEMENT SER                                |
| <b>Trust Fund Title:</b>    | FRS OPERATING TRUST                           |
| <b>Budget Entity:</b>       | RETIREMENT BENEFITS ADMINISTRATION (72750300) |
| <b>LAS/PBS Fund Number:</b> | 2510  |

|  | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|--|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b>    | 34,470 (A)                 | 0                    | 34,470              |
| ADD: Cash on Hand & Cash in Bank                       | 2,000 (B)                  | 0                    | 2,000               |
| ADD: Investments                                       | 1,884,506 (C)              | 0                    | 1,884,506           |
| <b>Total Cash and Investments</b>                      | <b>1,920,977</b>           | <b>0</b>             | <b>1,920,977</b>    |
| ADD: Outstanding Accounts Receivable                   | 3,047 (D)                  | 0                    | 3,047               |
| <b>Total Cash, Investments and Accounts Receivable</b> | <b>1,924,023</b> (F)       | <b>0</b>             | <b>1,924,023</b>    |
| LESS Allowances for Uncollectibles                     | (G)                        | 0                    | 0                   |
| LESS Approved "A" Certified Forwards                   | 1,134,538 (H)              | 0                    | 1,134,538           |
| Approved "B" Certified Forwards                        | 620,216 (H)                | 0                    | 620,216             |
| Approved "FCO" Certified Forwards                      | (H)                        | 0                    | 0                   |
| LESS: Other Accounts Payable                           | 122 (I)                    | 0                    | 122                 |
| <b>Unreserved Fund Balance, 07/01/11</b>               | <b>169,148</b> (K)         | <b>0</b>             | <b>169,148</b> **   |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |   |
|-----------------------------|---|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b>             |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES                           |
| <b>Budget Entity:</b>       | OPTIONAL RETIREMENT PROG TRUST                |
| <b>LAS/PBS Fund Number:</b> | RETIREMENT BENEFITS ADMINISTRATION (72750300) |
|                             | 2517  |

|  | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|--|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b>    | 2,845,880 (A)              |                      | 2,845,880           |
| ADD: Other Cash on Hand                                |                            |                      | 0                   |
| ADD: Investments                                       | 778,795 (C)                |                      | 778,795             |
| <b>Total Cash and Investments</b>                      | 3,624,675 (D)              |                      | 3,624,675           |
| ADD: Outstanding Accounts Receivables                  | 103,618 (C)                |                      | 103,618             |
| <b>Total Cash, Investments and Accounts Receivable</b> | 3,728,292 (F)              |                      | 3,728,292           |
| LESS Allowances for Uncollectibles                     |                            |                      | 0                   |
| LESS Approved "A" Certified Forwards                   | 2,947 (H)                  |                      | 2,947               |
| Approved "B" Certified Forwards                        |                            |                      | 0                   |
| Approved "FCO" Certified Forwards                      |                            |                      | 0                   |
| LESS: Other Accounts Payable (Non-Operating)           | 79,155 (I)                 |                      | 79,155              |
| <b>Unreserved Fund Balance, 07/01/10</b>               | 3,646,191 (K)              |                      | 3,646,191 **        |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |   |
|-----------------------------|---|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b>             |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES                           |
| <b>Budget Entity:</b>       | MUNICIPAL POLICE/FIREMENT PREMIUM TAX TRUST   |
| <b>LAS/PBS Fund Number:</b> | RETIREMENT BENEFITS ADMINISTRATION (72750300) |
|                             | 2532  |

|  | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|--|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b>    | 29,540 (A)                 |                      | 29,540              |
| ADD: Cash with State Board of Administration           | 0 (B)                      |                      | 0                   |
| ADD: Investments                                       | 222,180,286 (C)            |                      | 222,180,286         |
| <b>Total Cash and Investments</b>                      | <b>222,209,826</b>         |                      | <b>222,209,826</b>  |
| ADD: Outstanding Accounts Receivable                   | 942,664 (D)                |                      | 942,664             |
| <b>Total Cash, Investments and Accounts Receivable</b> | <b>223,152,490 (F)</b>     |                      | <b>223,152,490</b>  |
| LESS Allowances for Uncollectibles                     | (G)                        |                      | 0                   |
| LESS Approved "A" Certified Forwards                   | 16,281 (H)                 |                      | 16,281              |
| Approved "B" Certified Forwards                        | 0 (H)                      |                      | 0                   |
| Approved "FCO" Certified Forwards                      | (H)                        |                      | 0                   |
| LESS: Other Accounts Payable                           | 175,549,740 (I)            |                      | 175,549,740         |
| <b>Unreserved Fund Balance, 07/01/11</b>               | <b>47,586,469 (K)</b>      |                      | <b>47,586,469**</b> |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |   |
|-----------------------------|---|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b>             |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES                           |
| <b>Budget Entity:</b>       | RETIREE HIS TRUST                             |
| <b>LAS/PBS Fund Number:</b> | RETIREMENT BENEFITS ADMINISTRATION (72750300) |
|                             | 2583  |

|  | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance   |
|--|----------------------------|----------------------|-----------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b>    | 191,114 (A)                |                      | 191,114               |
| ADD: Cash on Hand and with SBA                         | 579,897 (B)                |                      | 579,897               |
| ADD: Investments                                       | 232,663,414 (C)            |                      | 232,663,414           |
| <b>Total Cash and Investments</b>                      | <b>233,434,426</b>         |                      | <b>233,434,426</b>    |
| ADD: Outstanding Accounts Receivable                   | 37,934,102 (D)             | 0                    | 37,934,102            |
| <b>Total Cash, Investments and Accounts Receivable</b> | <b>271,368,528 (F)</b>     | <b>0</b>             | <b>271,368,528</b>    |
| LESS Allowances for Uncollectibles                     |                            |                      | 0                     |
| LESS Approved "A" Certified Forwards                   |                            |                      | 0                     |
| Approved "B" Certified Forwards                        |                            |                      | 0                     |
| Approved "FCO" Certified Forwards                      |                            |                      | 0                     |
| LESS: Other Accounts Payable                           | 18,795 (I)                 |                      | 18,795                |
| <b>Unreserved Fund Balance, 07/01/11</b>               | <b>271,349,733 (K)</b>     | <b>0</b>             | <b>271,349,733 **</b> |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

|                             |   |
|-----------------------------|---|
| <b>Department Title:</b>    | <u>720000 MANAGEMENT SERVICES</u>           |
| <b>Trust Fund Title:</b>    | <u>FRS Preservation of Benefits Plan TF</u> |
| <b>LAS/PBS Fund Number:</b> | <u>2345</u>                                 |

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11  (A)

**Add/Subtract:**

Compensated Leave Liability in FLAIR  
Not on Schedule 1C  (B)

Certified Forward B recored on Schedule 1C  
Not Recorded in FLAIR

**Other Adjustment(s):**

Statewide Post Closing adjustment to Accounts Receivable  (C)

(C)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

|                             |                                   |
|-----------------------------|-----------------------------------|
| <b>Department Title:</b>    | <b>720000 MANAGEMENT SERVICES</b> |
| <b>Trust Fund Title:</b>    | <b>FRS Operating Trust Fund</b>   |
| <b>LAS/PBS Fund Number:</b> | <b>2510</b>                       |

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11  (A)

**Add/Subtract:**

Property Value Recorded In FLAIR As Assets/Not Recorded On Schedule 1C  (B)

Compensated Absences Liability Recorded In FLAIR/ Not Recorded On Schedule 1C

Accounts Payable not Certified Forward Recorded IN FLAIR/ Not Recorded On Schedule 1C

Certified Forward B On Schedule 1C/Not Subtracted From FLAIR Fund Balance

**Other Adjustment(s):**

Statewide Post Closing Adjustment @ June 30, 2011  (C)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO.**



**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 720000 MANAGEMENT SERVICES  
**Trust Fund Title:** Optional Retirement Program Trust Fund  
**LAS/PBS Fund Number:** 2517

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11  (A)

**Add/Subtract:**

Compensated Absences Liability Recorded In FLAIR/  
Not Recorded On Schedule 1C

**Other Adjustment(s):**

Statewide Post Closing Adjustment @ June 30, 2011  (C)

(C)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 720000 MANAGEMENT SERVICES  
**Trust Fund Title:** Police & Firefighters Premium Tax TF  
**LAS/PBS Fund Number:** 2532

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11  (A)

**Add/Subtract:**

Accounts Payable Not Certified Forward in FLAIR  
Not Recorded On Schedule 1C  (B)

Certified Forward B recored on Schedule 1C  
Not Recorded in FLAIR

**Other Adjustment(s):**

Statewide Post Closing adjustment to Accounts Receivable  (C)

(C)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 720000 MANAGEMENT SERVICES  
**Trust Fund Title:** Retiree Health Insurance Subsidy TF  
**LAS/PBS Fund Number:** 2583

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11  (A)

**Add/Subtract:**

Compensated Leave Liability in FLAIR  
Not on Schedule 1C  (B)

Certified Forward B recored on Schedule 1C  
Not Recorded in FLAIR

**Other Adjustment(s):**

Statewide Post Closing adjustment to Accounts Receivable  (C)

(C)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012-2013

Department: Management Services

Chief Internal Auditor: John W. Davis

Budget Entity: Retirement

Phone Number: (850) 487-9476

| (1)   | (2)                     | (3)  | (4)   | (5)   | (6)        |
|---|-------------------------|--|---|---|------------|
| REPORT NUMBER   | PERIOD ENDING           | UNIT/AREA  | SUMMARY OF FINDINGS AND RECOMMENDATIONS   | SUMMARY OF CORRECTIVE ACTION TAKEN  | ISSUE CODE |
| <p><b>Auditor General Report No. 2011-196</b></p> <p><b>Dated: 06/30/2011</b></p> | <p><b>6/30/2011</b></p> | <p><b>Bureau of Local Retirement Systems</b></p> | <p><b><u>Local Government Financial Reporting System Performance Audit</u></b></p> <p><b>Finding 11 – DMS Database of Municipalities and Special Districts:</b> The Florida Department of Management Services needed to enhance its procedures to ensure timely contact of newly created local governmental entities, to obtain data on retirement systems or plans, and entities that change to the Florida Retirement System from a local plan.</p> <p><b>Recommendation:</b> DMS should implement procedures to survey, or otherwise contact entities that change to the ES to determine if local plans are still in effect and any newly created entity to obtain data on all public employee retirement systems of plans as soon as possible after the creation of the entity.</p> | <p><b>Non-Concur:</b> Currently DMS annually reviews (1) the Municipal Directory maintained by the Florida League of Cities and (2) the Official List of Special District maintained by the Department of Community Affairs for any newly created cities or special districts. If a newly defined benefit pension plan has been created, we enter the information into our database and begin monitoring for compliance with Chapter 112, Florida Statutes. Of the four new municipalities the AG noted in the Finding 11, two had enrolled in the FRS and were properly identified and tracked. The other two municipalities had not created defined benefit plans and neither city was subject to an actuarial review by DMS.</p> <p><b>OIG Position:</b> <i>No follow-up response or action is required.</i></p> |            |

|   |            |  |   |  |  |
|---|------------|--|---|--|--|
|   |            |  | <p><b>Finding 12 – Insurance Premium Tax Distributions:</b> DMS did not always withhold insurance premium tax moneys from entities when actuarial reports of police and firefighter retirement plans had not been State accepted.</p> <p><b>Recommendation:</b> DMS should continue its efforts to ensure that insurance premium tax distributions are not approved unless the actuarial reports for the retirement plans have been State accepted in accordance with Part VII of Chapter 112, Florida Statutes.</p>  | <p><b>Concur:</b> DMS has and continues to use all available resources to ensure timely actuarial reviews of pension plans. DMS maintains two internal actuary positions and has a contract with an external actuarial firm to supplement its internal review capacity. To this end, DMS eliminated its backlog of actuarial reviews prior to the end of 2009 as recognized in the Auditor General’s report. The AG identified 11 plans for which distribution of insurance premium tax moneys was approved yet had not been state accepted. Of the 11 identified plans, 6 were part of the backlog that DMS eliminated prior to the end of 2009. The other 5 had been reviewed within the preceding 3-year period, but had not yet been state accepted. Therefore, the data sampled did not reflect the most recently completed reviews for those plans.</p> <p><b>OIG Position:</b> <i>A follow-up review is scheduled in December 2011.</i></p> |  |
|   |            |  |   |  |  |
| <p><b>Auditor General Report No. 2010-167</b></p> <p><b>Dated: 03/26/2010</b></p> | 06/30/2010 |  | <p><b><u>State of Florida - Compliance and Internal Controls Over Financial Reporting and Federal Awards</u></b></p> <p><b>Finding FS09-017 – Investment Return Assumption:</b> As previously reported, the investment return assumption (discount rate) of 7.75 percent (long-term rate) used by FDMS in determining the actuarial accrued liability for the Health Insurance Subsidy (HIS) Plan, was not commensurate with the nature and mix of current expected plan investments. Plan investments were invested to yield short-term rates. The use of short-term, rather than long-term, rate may have resulted in the calculation of a significantly larger estimated</p> |  |  |

|  |  |  |   |  |  |
|--|--|--|---|--|--|
|  |  |  | <p>actuarial accrued liability.</p> <p><b>Recommendation:</b> We again recommend that FMDS utilize a discount rate consistent with the nature and mix of current and expected plan investments.</p> | <p><b>Concur:</b> As previously reported, the principals of the FRS Assumption Conference have been contacted regarding the assumptions for HIS. A response was not received in time for the 2008 HIS valuation and meeting scheduled on September 25, 2009, in conjunction with the 2009 FRS Assumption Conference was postponed. We are awaiting a response from the principals about a meeting regarding the assumptions for the 2010 HIS valuation.</p> <p><b>Update/Open 09/20/2010:</b> The principals of the 2010 FRS Assumptions Conference have been asked to review/set the investment return assumption for the HIS program. The Department's consulting actuary will give a mid-valuation presentation at the Conference, which is set for October 4. The Department will provide a Brief to the principals prior to the Conference. The ultimate decision of the investment return assumption lies with the Assumption Conference principals.</p> <p><b>Update/Closed 10/04/2010:</b> The Assumptions Conference lowered the investment return assumption from 7.75% to 4% for the HIS program.</p> |  |
|  |  |  |   |  |  |



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**TELECOMMUNICATIONS  
SERVICES**

**EXHIBITS  
OR  
SCHEDULES**



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**TELECOMMUNICATIONS  
SERVICES**

**SCHEDULE I SERIES**



**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012-13  
**Budget Entity:** 72900100 Telecommunications Services  
**Fund:** 2105 Communications Working Capital Trust  
**Specific Authority:** Chapter 282, F.S.  
**Purpose of Fees Collected:** To pay phone bills of vendors and for fund's operations and the Emergency Medical Services (EMS) Grant.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                 |

|   | (1) | (2)                 | (3)                 | (4)                |
|---|-----|---------------------|---------------------|--------------------|
| <b>SECTION I - FEE COLLECTION</b>                     |     | <b>ACTUAL</b>       | <b>ESTIMATED</b>    | <b>REQUEST</b>     |
|   |     | <b>FY 2010 - 11</b> | <b>FY 2011 - 12</b> | <b>FY 2012- 13</b> |
| <b>Receipts:</b>                                      |     |                     |                     |                    |
| SEE ATTACHED LISTING                                  |     |                     |                     |                    |
| <b>Total Fee Collection to Line (1) - Section III</b> |     | 115,830,883         | 118,400,000         | 118,400,000        |

| <b>SECTION II - FULL COSTS</b>                    |  |             |             |             |
|---|--|-------------|-------------|-------------|
| <b>Direct Costs:</b>                              |  |             |             |             |
| Salaries and Benefits                             |  | 4,878,310   | 4,762,087   | 4,762,087   |
| Other Personal Services                           |  | 20,080      | 74,268      | 74,268      |
| Expenses  |  | 404,153     | 719,130     | 719,130     |
| Operating Capital Outlay                          |  | 3,192       | 92,159      | 92,159      |
| S.C.: Centrex & Suncom Payments                   |  | 108,501,877 | 108,035,421 | 108,035,421 |
| S.C.: Contracted Services                         |  | 1,881,526   | 2,010,063   | 2,010,063   |
| S.C.: Risk Management Insurance                   |  | 13,591      | 13,337      | 13,337      |
| S.C.: HR Stwd Contract                            |  | 24,872      | 23,080      | 23,080      |
| Data Processing Services - SSRC                   |  | 319,417     | 633,560     | 619,732     |
| <b>Indirect Costs Charged to Trust Fund:</b>      |  |             |             |             |
| Administrative Assessment Fee                     |  | 985,933     | 1,118,205   | 1,168,524   |
| Refunds   |  | 155,339     |             |             |
| TR to 72010100-2105                               |  |             | 296,504     | 296,225     |
| TR to 72900200-2105                               |  | 5,455       | 95,617      |             |
| Transfer to Police & Firefighters TF              |  | 150,000     |             |             |
| Comp Leave Liability                              |  | (193,060)   |             |             |
| CF B paid not in Beg Bal                          |  | 954         |             |             |
| Cert Forward A Reversions @ 9/30/2010             |  | (439,514)   |             |             |
| Cert Forward Reversions @ 9/30/2011               |  |             |             |             |
| Reserve for Pay Package                           |  |             |             |             |
| 5% Trust Fund Reserve                             |  |             |             |             |
| Certified Forward Reversions                      |  |             |             |             |
| <b>Total Full Costs to Line (2) - Section III</b> |  | 116,712,124 | 117,873,431 | 117,814,026 |

Basis Used: Accrual

| <b>SECTION III - SUMMARY</b>   |     |             |             |             |
|--------------------------------|-----|-------------|-------------|-------------|
| TOTAL SECTION I                | (A) | 115,830,883 | 118,400,000 | 118,400,000 |
| TOTAL SECTION II               | (B) | 116,712,124 | 117,873,431 | 117,814,026 |
| <b>TOTAL - Surplus/Deficit</b> | (C) | (881,241)   | 526,569     | 585,974     |

**EXPLANATION:**

Negative balances offset by cash balance brought forward (See Schedule I)

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** Management Services **Budget Period:** 2012-13  
**Budget Entity:** Telecommunications Services (72900100)  
**Fund:** Communications Working Capital Trust (2105)  
**Specific Authority:** Chapter 282, F.S.  
**Purpose of Fees Collected:** To pay phone bills of vendors and for fund's operations and the  
Emergency Medical Services (EMS) Grant.

| (1)  | (2)                            | (3)                               | (4)                             |
|--|--------------------------------|-----------------------------------|---------------------------------|
| <b>SECTION I - FEE COLLECTION</b>                            | <b>ACTUAL<br/>FY 2010 - 11</b> | <b>ESTIMATED<br/>FY 2011 - 12</b> | <b>REQUEST<br/>FY 2012 - 13</b> |
| <b>Receipts:</b>   |                                |                                   |                                 |
| <u>Suncom/Centrex Revenues</u>                               | 103,845,236                    | 109,000,000                       | 109,000,000                     |
| <u>Telecomm. Infrastructure Proj. Fees</u>                   | 1,378,940                      | 1,000,000                         | 1,000,000                       |
| <u>Wireless Revenues</u>                                     | 7,708,852                      | 7,875,000                         | 7,875,000                       |
| <u>Interagency Agree.--DOAH-Video Tele</u>                   | 120,000                        | 125,000                           | 125,000                         |
| <u>Interagency Agreement-Dept of Health(EMS)</u>             | 23,063                         |                                   |                                 |
| <u>Wireless 911 Board Reimbursement</u>                      |                                |                                   | -                               |
| <u>Interest Earnings</u>                                     | 434,966                        | 400,000                           | 400,000                         |
| <u>Refunds and Reimbursements</u>                            | 2,319,826                      |                                   |                                 |
| <b><u>Total Fee Collection to Line (1) - Section III</u></b> | <b>115,830,883</b>             | <b>118,400,000</b>                | <b>118,400,000</b>              |

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012-13  
**Program:** 72900100 Telecommunications Services  
**Fund:** 2261 Federal Grants Trust  
**Specific Authority:** \_\_\_\_\_  
**Purpose of Fees Collected:** Federal grant to cover the expenditures ARRA Broadband Mapping and E911 Grant

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

|   | (1)                 | (2)                 | (3)                 | (4) |
|---|---------------------|---------------------|---------------------|-----|
| <b>SECTION I - FEE COLLECTION</b>                     | <b>ACTUAL</b>       | <b>ESTIMATED</b>    | <b>REQUEST</b>      |     |
|   | <b>FY 2010 - 11</b> | <b>FY 2011 - 12</b> | <b>FY 2012 - 13</b> |     |
| <b>Receipts:</b>                                      |                     |                     |                     |     |
| Transfer from Federal NTIA-Broadband                  | 1,380,136           | 2,512,034           | 2,008,376           |     |
| Transfer from Federal DOT-Enhance 911                 |                     | 2,402,028           | 1,392,228           |     |
| Reimbursement   | 1,500               |                     |                     |     |
|   |                     |                     |                     |     |
|   |                     |                     |                     |     |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b>1,381,636</b>    | <b>4,914,062</b>    | <b>3,400,604</b>    |     |
| <b>SECTION II - FULL COSTS</b>                        |                     |                     |                     |     |
| <b>Direct Costs:</b>                                  |                     |                     |                     |     |
| Salaries and Benefits                                 |                     |                     |                     |     |
| Other Personal Services                               |                     |                     |                     |     |
| Contracted Services-Enhance 911                       | 1,500               | 2,402,028           | 1,392,228           |     |
| Broadband Svcs Deployment-ARRA 2009                   | 1,379,477           | 2,512,693           | 2,008,376           |     |
|   |                     |                     |                     |     |
|   |                     |                     |                     |     |
|   |                     |                     |                     |     |
| <b>Indirect Costs Charged to Trust Fund:</b>          |                     |                     |                     |     |
|   |                     |                     |                     |     |
|   |                     |                     |                     |     |
|   |                     |                     |                     |     |
|   |                     |                     |                     |     |
| <b>Total Full Costs to Line (2) - Section III</b>     | <b>1,380,977</b>    | <b>4,914,721</b>    | <b>3,400,604</b>    |     |

Basis Used: \_\_\_\_\_

**SECTION III - SUMMARY**

|                                |     |            |              |           |
|--------------------------------|-----|------------|--------------|-----------|
| TOTAL SECTION I                | (A) | 1,381,636  | 4,914,062    | 3,400,604 |
| TOTAL SECTION II               | (B) | 1,380,977  | 4,914,721    | 3,400,604 |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>659</b> | <b>(659)</b> | <b>-</b>  |

**EXPLANATION:**  
Negative balances offset by cash balance brought forward (See Schedule I)

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012-13  
**Program:** 72900100 Telecommunications Services  
**Fund:** 2344 Wireless Emergency Phone Trust  
**Specific Authority:** Sec 365.172 and 365.173, F.S.  
**Purpose of Fees Collected:** A fee of \$.50 per month is assessed to Florida's wireless telephone subscribers to offset Florida counties' and the service providers' 911 and Emergency 911 capital and operating costs. Fees are deposited into the fund and subsequent distributions are as follows: 44% to counties; 54% to service providers; and an additional 2% to rural counties.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

|   | (1) | (2)                 | (3)                 | (4)                 |
|---|-----|---------------------|---------------------|---------------------|
| <b>SECTION I - FEE COLLECTION</b>                     |     | <b>ACTUAL</b>       | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
|   |     | <b>FY 2010 - 11</b> | <b>FY 2011 - 12</b> | <b>FY 2012 - 13</b> |
| <b>Receipts:</b>                                      |     |                     |                     |                     |
| Deposits from Wireless 911 Ser.Provider               |     | 76,577,389          | 78,130,940          | 78,912,249          |
| Deposits from Wireline 911 Ser.Provider               |     | 46,780,705          | 44,439,688          | 42,439,902          |
| Interest Earnings                                     |     | 926,720             | 800,000             | 700,000             |
| Refunds   |     | 832,451             |                     |                     |
| <b>Total Fee Collection to Line (1) - Section III</b> |     | <b>125,117,266</b>  | <b>123,370,628</b>  | <b>122,052,151</b>  |

**SECTION II - FULL COSTS**

**Direct Costs:**

|  |  |            |            |            |
|--|--|------------|------------|------------|
| Salaries and Benefits                  |  | 421,557    | 417,489    | 417,489    |
| Other Personal Services                |  |            | 84,290     | 84,290     |
| Expenses                               |  | 160,773    | 515,781    | 515,781    |
| Operating Capital Outlay               |  |            | 3,600      | 3,600      |
| SC: Contracted Services                |  | 149,310    | 250,827    | 250,827    |
| SC: Contracted Legal Services          |  | 29,216     | 92,159     | 92,159     |
| S.C.:Risk Management Insurance         |  |            |            |            |
| S.C.:HR Stwd Contract                  |  | 830        | 770        | 770        |
| Data Processing Services - SSRC        |  | 3,234      | 4,921      | 2,965      |
| Aid to Local Governments:              |  |            |            |            |
| Wireless 911 Grants to Counties 055616 |  |            |            |            |
| Non-Wireless 911 Dist to Co 055614     |  | 45,553,691 | 50,030,674 | 50,030,674 |
| Wireless 911 Dist to Counties 055610   |  | 70,190,273 | 70,190,273 | 70,190,273 |
| Wireless 911 Dist to Svc Provid 055612 |  | 11,453,336 | 15,484,846 | 15,484,846 |

**Indirect Costs Charged to Trust Fund:**

|   |  |                    |                    |                    |
|---|--|--------------------|--------------------|--------------------|
| TR to 2021-Admin.Assess.Fee                       |  | 67,060             | 71,073             | 74,271             |
| Refunds   |  | 567,287            |                    |                    |
| Cert Forward A Reversions @ 9/30/2010             |  | (472,045)          |                    |                    |
| 6/30/2009 CF B Paid - Not in Beg Bal              |  |                    |                    |                    |
| 6/30/2010 A/P NOT CF                              |  | 231                |                    |                    |
| Cert Forward Reversions @ 9/30/2010               |  |                    |                    |                    |
| Estimated Reversions                              |  |                    | -                  | (12,000,000)       |
| <b>Total Full Costs to Line (2) - Section III</b> |  | <b>128,124,753</b> | <b>137,146,703</b> | <b>125,147,945</b> |

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |     |                    |                     |                    |
|--------------------------------|-----|--------------------|---------------------|--------------------|
| TOTAL SECTION I                | (A) | 125,117,266        | 123,370,628         | 122,052,151        |
| TOTAL SECTION II               | (B) | 128,124,753        | 137,146,703         | 125,147,945        |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>(3,007,487)</b> | <b>(13,776,075)</b> | <b>(3,095,794)</b> |

**EXPLANATION:**

Negative balances offset by cash balance brought forward (See Schedule I)

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2012 - 2013**

|                             |  |
|-----------------------------|--|
| <b>Department Title:</b>    | MANAGEMENT SERVICES                    |
| <b>Trust Fund Title:</b>    | COMMUNICATIONS WORKING CAPITAL TRUST   |
| <b>Budget Entity:</b>       | TELECOMMUNICATIONS SERVICES (72900100) |
| <b>LAS/PBS Fund Number:</b> | 2105                                   |

|   | Balance as of<br>6/30/2011 |     | SWFS*<br>Adjustments |  | Adjusted<br>Balance  |
|---|----------------------------|-----|----------------------|--|----------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 2,568,578                  | (A) |                      |  | 2,568,578            |
| ADD: Other Cash (See Instructions)                  |                            | (B) |                      |  | 0                    |
| ADD: Investments                                    | 12,469,881                 | (C) |                      |  | 12,469,881           |
| ADD: Outstanding Accounts Receivable                | 6,841,066                  | (D) | 3,428,236            |  | 10,269,303           |
| <b>Total Cash plus Accounts Receivable</b>          | <b>21,879,526</b>          | (F) | <b>3,428,236</b>     |  | <b>25,307,762</b>    |
| LESS Allowances for Uncollectibles                  | 0                          | (G) |                      |  | 0                    |
| LESS Approved "A" Certified Forwards                | 4,856,615                  | (H) |                      |  | 4,856,615            |
| Approved "B" Certified Forwards                     | 9,583                      | (H) |                      |  | 9,583                |
| Unearn Revenue                                      | 0                          | (H) |                      |  | 0                    |
| LESS: Other Accounts Payable                        | 1,442                      | (I) |                      |  | 1,442                |
| <b>Unreserved Fund Balance, 07/01/10</b>            | <b>17,011,885</b>          | (K) | <b>3,428,236</b>     |  | <b>20,440,121</b> ** |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |  |
|-----------------------------|--|
| <b>Department Title:</b>    | <b>Budget Period: 2012 - 2013</b>      |
| <b>Trust Fund Title:</b>    | MANAGEMENT SERVICES                    |
| <b>Budget Entity:</b>       | FEDERAL GRANTS                         |
| <b>LAS/PBS Fund Number:</b> | TELECOMMUNICATIONS SERVICES (72900100) |
|                             | 2261                                   |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 8,926 (A)                  |                      | 8,926               |
| ADD: Other Cash (See Instructions)                  |                            |                      | 0                   |
| ADD: Investments                                    |                            |                      | 0                   |
| ADD: Outstanding Accounts Receivable                | 1,500 (D)                  | 0                    | 1,500               |
| <b>Total Cash plus Accounts Receivable</b>          | <b>10,426 (F)</b>          | <b>0</b>             | 10,426              |
| LESS Allowances for Uncollectibles                  |                            |                      | 0                   |
| LESS Approved "A" Certified Forwards                | 9,767 (H)                  |                      | 9,767               |
| Approved "B" Certified Forwards                     | 0 (H)                      |                      | 0                   |
| Approved "FCO" Certified Forwards                   |                            |                      | 0                   |
| LESS: Other Accounts Payable                        |                            |                      | 0                   |
| <b>Unreserved Fund Balance, 07/01/11</b>            | <b>659 (K)</b>             | <b>0</b>             | 659**               |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2012 - 2013**

|                             |   |
|-----------------------------|---|
| <b>Department Title:</b>    | MANAGEMENT SERVICES                       |
| <b>Trust Fund Title:</b>    | WIRELESS EMERGENCY TELEPHONE SYSTEM TRUST |
| <b>Budget Entity:</b>       | TELECOMMUNICATIONS SERVICES (72900100)    |
| <b>LAS/PBS Fund Number:</b> | 2344                                      |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 1,654,229 (A)              |                      | 1,654,229           |
| ADD: Other Cash (See Instructions)                  |                            |                      | 0                   |
| ADD: Investments                                    | 29,200,539 (C)             |                      | 29,200,539          |
| ADD: Outstanding Accounts Receivable                | 84,694 (D)                 | 12,043,345           | 12,128,038          |
| <b>Total Cash plus Accounts Receivable</b>          | <b>30,939,462 (F)</b>      | <b>12,043,345</b>    | <b>42,982,806</b>   |
| LESS Allowances for Uncollectibles                  |                            |                      | 0                   |
| LESS Approved "A" Certified Forwards                | 26,070,720 (H)             |                      | 26,070,720          |
| Approved "B" Certified Forwards                     | 30,654 (H)                 |                      | 30,654              |
| Approved "FCO" Certified Forwards                   |                            |                      | 0                   |
| LESS: Other Accounts Payable                        | 3,764 (I)                  |                      | 3,764               |
| <b>Unreserved Fund Balance, 07/01/10</b>            | <b>4,834,324 (K)</b>       | <b>12,043,345</b>    | <b>16,877,668**</b> |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

|                             |  |
|-----------------------------|--|
| <b>Department Title:</b>    | <b>720000 MANAGEMENT SERVICES</b>                |
| <b>Trust Fund Title:</b>    | <b>Communications Working Capital Trust Fund</b> |
| <b>LAS/PBS Fund Number:</b> | <b>2105</b>                                      |

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11  (A)

**Add/Subtract:**

Advances From Other Funds Recorded in FLAIR As A Liability/  
Not Recorded On Schedule 1C  (B)

Compensated Absences Liability Recorded In FLAIR/  
Not Recorded On Schedule 1C

Certified Forward B recored on Schedule 1C  
Not Recorded in FLAIR

Accounts Payable not Certified Forward In FLAIR/  
Not Recorded On Schedule 1C

Property Value in FLAIR  
Not Recorded On Schedule 1C

**Other Adjustment(s):**

Statewide Post Closing Adjustment @ June 30, 2011  (C)

Inncrease in Accounts Receivables  (C)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO.**



**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 720000 MANAGEMENT SERVICES  
**Trust Fund Title:** E911 Emergency Telephone System Trust Fund  
**LAS/PBS Fund Number:** 2344

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11 4,864,978 (A)

**Add/Subtract:**

Accounts Payable Not Certified Forward in FLAIR  
Not Recorded On Schedule 1C  (B)

Certified Forward B recored on Schedule 1C  
Not Recorded in FLAIR (30,654)

**Other Adjustment(s):**

Statewide Post Closing adjustment to Accounts Receivable  (C)

(C)

**ADJUSTED BEGINNING TRIAL BALANCE:** 4,834,324 (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC** 4,834,324 (E)

**DIFFERENCE:** (0) (F)\*

**\*SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012-2013

Department: Management Services

Chief Internal Auditor: John W. Davis

Budget Entity: Telecommunication Services

Phone Number: (850) 487-9476

| (1)              | (2)              | (3)       | (4)  | (5)                                   | (6)           |
|------------------|------------------|-----------|--|---------------------------------------|---------------|
| REPORT<br>NUMBER | PERIOD<br>ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND<br>RECOMMENDATIONS                                   | SUMMARY OF<br>CORRECTIVE ACTION TAKEN | ISSUE<br>CODE |
|                  |                  |           | There are no issues or findings to report<br>for Telecommunication Services. |                                       |               |



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**WIRELESS SERVICES**

**EXHIBITS  
OR  
SCHEDULES**



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**WIRELESS SERVICES**

**SCHEDULE I SERIES**

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** **2012-13**  
**Program:** 72900200 Wireless Services  
**Fund:** 2105 Comm. Working Capital Trust  
**Specific Authority:** Chapter 282, F.S.  
**Purpose of Fees Collected:** To pay phone bills of vendors & for fund's operations and the Emergency Medical Services (EMS) Grant

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

|   | (1) | (2)                 | (3)                 | (4)                 |
|---|-----|---------------------|---------------------|---------------------|
| <b>SECTION I - FEE COLLECTION</b>                     |     | <b>ACTUAL</b>       | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
|   |     | <b>FY 2010 - 11</b> | <b>FY 2011 - 12</b> | <b>FY 2012 - 13</b> |
| <b>Receipts:</b>                                      |     |                     |                     |                     |
| Interagency Agreement-DOH (EMS)                       |     |                     | -                   | -                   |
|   |     |                     |                     |                     |
| <b>Total Fee Collection to Line (1) - Section III</b> |     | -                   | -                   | -                   |

**SECTION II - FULL COSTS**

**Direct Costs:**

|                                 |  |       |        |  |
|---------------------------------|--|-------|--------|--|
| Salaries and Benefits           |  |       | 86,690 |  |
| Other Personal Services         |  |       |        |  |
| Expenses                        |  | 4,196 | 7,723  |  |
| Contracted Services             |  |       |        |  |
| S.C.: Risk Management Insurance |  | 514   | 512    |  |
| HR Statewide Contract           |  | 745   | 692    |  |

**Indirect Costs Charged to Trust Fund:**

|   |  |         |          |   |
|---|--|---------|----------|---|
| TR to 72900200-2105                               |  | (5,455) | (95,617) |   |
| CF A Reversions                                   |  |         |          |   |
| Prior Year Accounts Receivable Deleted            |  |         |          |   |
| Reserve for Pay Package                           |  |         |          |   |
| <b>Total Full Costs to Line (2) - Section III</b> |  | (0)     | -        | - |

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |     |     |   |   |
|--------------------------------|-----|-----|---|---|
| TOTAL SECTION I                | (A) | -   | - | - |
| TOTAL SECTION II               | (B) | (0) | - | - |
| <b>TOTAL - Surplus/Deficit</b> | (C) | 0   | - | - |

**EXPLANATION:**

Negative balances offset by cash balance brought forward (See Schedule I)

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services  
**Program:** 72900200 Wireless Services  
**Fund:** 2261 Federal Grant Trust

**Budget Period: 2012-13**

**Specific Authority:** \_\_\_\_\_  
**Purpose of Fees Collected:** \_\_\_\_\_

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II</b> .) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

|   | (1) | (2)                 | (3)                 | (4)                 |
|---|-----|---------------------|---------------------|---------------------|
| <b>SECTION I - FEE COLLECTION</b>                     |     | <b>ACTUAL</b>       | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
|   |     | <b>FY 2010 - 11</b> | <b>FY 2011 - 12</b> | <b>FY 2012 - 13</b> |
| <b>Receipts:</b>                                      |     |                     |                     |                     |
| Federal Grant-Mobile Radio System Grant               |     |                     | 827,000             |                     |
|   |     |                     |                     |                     |
|   |     |                     |                     |                     |
|   |     |                     |                     |                     |
|   |     |                     |                     |                     |
| <b>Total Fee Collection to Line (1) - Section III</b> |     | -                   | 827,000             | -                   |

| <b>SECTION II - FULL COSTS</b>                    |  |   |         |   |
|---|--|---|---------|---|
| <b>Direct Costs:</b>                              |  |   |         |   |
| Salaries and Benefits                             |  |   |         |   |
| Other Personal Services                           |  |   |         |   |
| Domestic Security 100851                          |  |   | 827,000 |   |
|   |  |   | -       |   |
|   |  |   |         |   |
|   |  |   |         |   |
|   |  |   | -       |   |
| <b>Indirect Costs Charged to Trust Fund:</b>      |  |   |         |   |
|   |  |   |         |   |
|   |  |   |         |   |
|   |  |   |         |   |
| <b>Total Full Costs to Line (2) - Section III</b> |  | - | 827,000 | - |

Basis Used: \_\_\_\_\_

| <b>SECTION III - SUMMARY</b>   |     |   |         |   |
|--------------------------------|-----|---|---------|---|
| TOTAL SECTION I                | (A) | - | 827,000 | - |
| TOTAL SECTION II               | (B) | - | 827,000 | - |
| <b>TOTAL - Surplus/Deficit</b> | (C) | - | -       | - |

**EXPLANATION:**  
 Negative balances offset by cash balance brought forward (See Schedule I)

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012-13  
**Program:** 72900200 Wireless Services/72900300 Information Services  
**Fund:** 2339 Grants & Donations Trust  
**Specific Authority:**  
**Purpose of Fees Collected:** To perform duties as required per various federal, state, and local government grants.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|   |  |
|---|--|
|   | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| X | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

|   | (1) | (2)                 | (3)                 | (4)                 |
|---|-----|---------------------|---------------------|---------------------|
| <b>SECTION I - FEE COLLECTION</b>                     |     | <b>ACTUAL</b>       | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
|   |     | <b>FY 2010 - 11</b> | <b>FY 2011 - 12</b> | <b>FY 2012 - 13</b> |
| <b>Receipts:</b>                                      |     |                     |                     |                     |
| Transfer from DCA-Federal Grant-FIN                   |     | 6,104,903           | 3,446,740           |                     |
| Transfer from DCA-Federal Grant-PSIC                  |     |                     | 1,541,872           |                     |
| Refunds Reimbursements                                |     |                     |                     |                     |
| Sales of Goods & Services-Training                    |     |                     |                     |                     |
| Interest Earnings                                     |     |                     |                     |                     |
| <b>Total Fee Collection to Line (1) - Section III</b> |     | <b>6,104,903</b>    | <b>4,988,612</b>    | <b>-</b>            |

**SECTION II - FULL COSTS**

**Direct Costs:**

|  |  |           |  |  |
|--|--|-----------|--|--|
| Salaries and Benefits                  |  |           |  |  |
| Other Personal Services                |  |           |  |  |
| Domestic Security (Back of the Bill)   |  |           |  |  |
| Domestic Security (PSIC) 100851        |  |           |  |  |
| Florida Interoperability Network (BOB) |  | 5,774,768 |  |  |

**Indirect Costs Charged to Trust Fund:**

|   |  |         |           |  |
|---|--|---------|-----------|--|
| PSIC/FIN Expenditures Not Shown on Schedule I |  |         | 4,991,190 |  |
| 8% Service Charge to G. R.                    |  |         |           |  |
| 9/30/2010 Cert Forward Reversions             |  | (33)    |           |  |
| A/P not Certified Forward @ 6/30/2011         |  | 327,589 |           |  |

|   |  |                  |                  |          |
|---|--|------------------|------------------|----------|
| <b>Total Full Costs to Line (2) - Section III</b> |  | <b>6,102,325</b> | <b>4,991,190</b> | <b>-</b> |
|---|--|------------------|------------------|----------|

Basis Used: \_\_\_\_\_

**SECTION III - SUMMARY**

|                                |     |              |                |          |
|--------------------------------|-----|--------------|----------------|----------|
| TOTAL SECTION I                | (A) | 6,104,903    | 4,988,612      | -        |
| TOTAL SECTION II               | (B) | 6,102,325    | 4,991,190      | -        |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>2,578</b> | <b>(2,578)</b> | <b>-</b> |

**EXPLANATION:**

Negative balances offset by cash balance brought forward (See Schedule I)

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period: 2012-13**  
**Program:** 72900200 Wireless Services  
**Fund:** 2432 Law Enforcement Radio System Trust  
**Specific Authority:** Chapter 282, F.S.  
**Purpose of Fees Collected:** A \$1 fee is collected from boat & auto registrations to provide for the construction & operation of the statewide 800 MHz LERS

Type of Fee or Program: (Check ONE Box and answer questions as indicated.)

|                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                 |

| (1)   | (2)                  | (3)                 | (4)                 |
|---|----------------------|---------------------|---------------------|
| <b>SECTION I - FEE COLLECTION</b>                     | <b>ACTUAL</b>        | <b>ESTIMATED</b>    | <b>REQUEST</b>      |
|   | <b>FY 2010 - 11</b>  | <b>FY 2011 - 12</b> | <b>FY 2012 - 13</b> |
| <b>Receipts:</b>                                      |                      |                     |                     |
| From Boat/Veh. Registrations-DHSMV                    | 18,374,340           | 17,491,114          | 17,912,389          |
| Tower Rental Fees                                     | 14,231               | 35,000              | 20,000              |
| 800MHZ Rebanding Reimb-Nextel                         |                      |                     |                     |
| Interest Earnings                                     | 298,197              | 150,000             | 75,000              |
| Reimbursements  | 9,490                |                     |                     |
| Traffic Infraction Penalties                          | 5,143,491            | 5,250,000           | 5,250,000           |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b>23,839,749.00</b> | <b>22,926,114</b>   | <b>23,257,389</b>   |

**SECTION II - FULL COSTS**

**Direct Costs:**

|                                   |            |            |            |
|-----------------------------------|------------|------------|------------|
| Salaries and Benefits             | 931,217    | 1,035,510  | 1,122,200  |
| Other Personal Services           | 17,743     | 20,000     | 20,000     |
| Expenses                          | 110,762    | 265,540    | 273,263    |
| Operating Capital Outlay          | 16,930     | 22,000     | 22,000     |
| SC: Acquisition of Motor Vehicles | 17,515     |            |            |
| SC: Contracted Services           | 1,763,444  | 1,500,000  | 1,500,000  |
| Domestic Security                 |            | 1,014,115  |            |
| Risk Management Insurance         | 1,279      | 1,275      | 1,787      |
| Contracted Legal Services         |            |            |            |
| SW Law Enf Radio Contract Payment | 18,220,000 | 18,220,000 | 18,220,000 |
| TR to DMS-Human Res. Svcs.        | 3,922      | 3,639      | 4,331      |
| Data Processing Services - SSRC   | 4,792      | 1,128      | 1,237      |

**Indirect Costs Charged to Trust Fund:**

|   |                   |                   |                   |
|---|-------------------|-------------------|-------------------|
| TR to GR - 8% Service Charge                      | 1,909,151         | 1,831,289         | 1,858,991         |
| TR to 2021-Admin. Assess. Fee                     | 124,341           | 148,650           | 155,339           |
| Legislative Cash Sweep                            |                   | 3,500,000         |                   |
| Cert. Forward A Reversions @ 9/30/201             | (119,989)         |                   |                   |
| 6/30/2009 CF B Paid - Not in Beg Bal              |                   |                   |                   |
| Estimated CF Reversions @ 9/30/2011               |                   | (1,370,850)       |                   |
| Estimated Reversions from Harris Contract         |                   | (2,276,825)       | (1,895,941)       |
| 5% Trust Fund Reserve                             |                   |                   | 1,047,127         |
| TR Cash Balance to 72900400-2432                  |                   |                   |                   |
| <b>Total Full Costs to Line (2) - Section III</b> | <b>23,001,107</b> | <b>23,915,471</b> | <b>22,330,334</b> |

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |     |                |                  |                |
|--------------------------------|-----|----------------|------------------|----------------|
| <b>TOTAL SECTION I</b>         | (A) | 23,839,749     | 22,926,114       | 23,257,389     |
| <b>TOTAL SECTION II</b>        | (B) | 23,001,107     | 23,915,471       | 22,330,334     |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>838,642</b> | <b>(989,357)</b> | <b>927,055</b> |

**EXPLANATION:**

Negative balances offset by cash balance brought forward (See Schedule I)



**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

|                             |   |
|-----------------------------|---|
| <b>Department Title:</b>    | <b>720000 MANAGEMENT SERVICES</b>                   |
| <b>Trust Fund Title:</b>    | <b>Technology Grants &amp; Donations Trust Fund</b> |
| <b>LAS/PBS Fund Number:</b> | <b>2339</b>   |

**BEGINNING TRIAL BALANCE:**

|  |                  |     |
|--|------------------|-----|
| 339070 Unreserved Fund Balance Per Trial Balance, 07-01-11 | <b>2,578.29</b>  | (A) |
| 339105 Unreserved Fund Balance Per Trial Balance, 07-01-11 | <b>12,511.00</b> | (A) |

**Add/Subtract:**

|   |                   |
|---|-------------------|
| Accounts Payable not Certified Forward in Trial Balance,<br>but not on Schedule 1C. | <b>327,589.26</b> |
|---|-------------------|

**Other Adjustment(s):**

|   |  |     |
|---|--|-----|
| Statewide Post Closing Adjustment @ June 30, 2011 |  | (C) |
|---|--|-----|

|  |  |     |
|--|--|-----|
|  |  | (C) |
|--|--|-----|

|  |                |     |
|--|----------------|-----|
| <b>ADJUSTED BEGINNING TRIAL BALANCE:</b> | <b>342,679</b> | (D) |
|--|----------------|-----|

|   |                |     |
|---|----------------|-----|
| <b>UNRESERVED FUND BALANCE, SCHEDULE IC</b> | <b>342,679</b> | (E) |
|---|----------------|-----|

|                    |            |      |
|--------------------|------------|------|
| <b>DIFFERENCE:</b> | <b>(0)</b> | (F)* |
|--------------------|------------|------|

**\*SHOULD EQUAL ZERO.**

*Office of Policy and Budget - July, 2008*

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

|                             |   |
|-----------------------------|---|
| <b>Department Title:</b>    | <b>720000 MANAGEMENT SERVICES</b>                           |
| <b>Trust Fund Title:</b>    | <b>State Agency Law Enforcement Radio System Trust Fund</b> |
| <b>LAS/PBS Fund Number:</b> | <b>2432</b>   |

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11 6,016,776 (A)

**Add/Subtract:**

Accounts Payable Not Certified Forward in FLAIR  
Not Recorded On Schedule 1C  (B)

Certified Forward B recored on Schedule 1C  
Not Recorded in FLAIR  0

**Other Adjustment(s):**

Statewide Post Closing adjustment to Accounts Receivable  (C)

(C)

**ADJUSTED BEGINNING TRIAL BALANCE:** 6,016,776 (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC** 6,016,776 (E)

**DIFFERENCE:**  0 (F)\*

**\*SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012-2013

Department: Management Services

Chief Internal Auditor: John W. Davis

Budget Entity: Wireless Services

Phone Number: (850) 487-9476

| (1)   | (2)           | (3)                | (4)  | (5)   | (6)        |
|---|---------------|--------------------|--|---|------------|
| REPORT NUMBER   | PERIOD ENDING | UNIT/AREA          | SUMMARY OF FINDINGS AND RECOMMENDATIONS  | SUMMARY OF CORRECTIVE ACTION TAKEN  | ISSUE CODE |
| Auditor General Report No. 2010-196<br><br>Dated: 5/25/2010 | 6/30/2010     | Wireless 911 Board | <p><b><u>Emergency Communications Number E911 System Fund, Operational Audit July 2008- through June 2009</u></b></p> <p><b>Finding 1 – Board Meeting Travel Expenditures:</b><br/>Board Meeting Travel Expenditures with respect to Board meetings, the use of competitive quotes in selecting meeting venues and increased economy of transportation could provide significant savings.</p> <p><b>Recommendation:</b> With respect to Board meetings, the use of competitive quotes in selecting meeting venues and increased economy of transportation could provide significant savings.</p> | <p><b>Concur:</b> Lodging: The Board concurs with this recommendation. DMS staff supporting the Board will enhance procedures by July 1, 2010 to ensure that competitive rate quotes are obtained from multiple hotels in each of the four designated centralized meeting locations (Jacksonville, Orlando, Tallahassee, Tampa) each calendar year, and will negotiate the best rates available when selecting lodging and meeting rooms for Board meetings. Additionally, State-owned facilities will be researched for availability of meeting rooms where practicable.</p> <p><b>Concur:</b> Transportation: The Board concurs with this recommendation. DMS staff supporting the Board will consolidate rental vehicles for travel to Board meetings, when practicable.</p> |            |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  | <p><b>Update/Closed 11/16/2010:</b> Staff have obtained competitive rate quotes from multiple hotels for the 2011 meeting schedule. Additionally, State-owned facilities have been reserved for the Tallahassee based Board meetings to utilize available meeting rooms. Staff have also consolidated rental vehicles for travel to Board meeting, where practicable.</p>  |  |
|  |  |  | <p><b>Finding 2 – Disbursements to Providers:</b> DMS and the Board continued to execute payments to providers who, contrary to DMS and Board rules, failed to complete and file required sworn invoices.</p> <p><b>Recommendation:</b> We again recommend that DMS and the Board ensure that disbursements to providers are made only upon receipt of sworn invoices meeting the requirements of DMS and Board rules.</p> | <p><b>Concur:</b> The Board concurs with this recommendation. All invoices received from the service providers were sworn / notarized invoices; however, the certification statement for one service provider was omitted on two of their submitted invoices. On March 4, 2010, DMS staff supporting the Board received the certification statement for the two invoices that did not previously include the required certification statement. DMS and the Board will review all required documentation submitted, to ensure that disbursements to providers are made only upon receipt of sworn invoices with the requirements of DMS and Board rules.</p> <p><b>Update/Closed 11/16/2010:</b> The Board and DMS staff supporting the Board continues to review all required documentation received by the service providers to ensure compliance of the requirements for sworn invoices and certification statements, prior to disbursements to the service providers.</p> |  |

|  |  |  |  |   |  |
|--|--|--|--|---|--|
|  |  |  | <p><b>Finding 3 – Interest Earnings Disbursement to Counties:</b> The interest earnings disbursement paid to counties was calculated incorrectly.</p> <p><b>Recommendation:</b> To ensure that future interest earnings disbursements are accurate, we recommend that DMS and the Board strengthen procedures over the interest earnings disbursement calculation. Additionally, we recommend that the underpayment be distributed to the counties in accordance with the interest earnings distribution rate.</p> | <p><b>Concur:</b> The Board concurs with this recommendation. The Board’s independent accounting firm has been reconciling the year to date interest amount per the financial statements to the FLAIR trial balance received on a monthly basis. Upon disbursement of the interest earnings to the counties, the Board’s accounting firm will reconcile the amount to be disbursed with FLAIR interest earnings for the period from the last distribution date to the current distribution date. In addition, the underpayment calculated at \$10,179.00 will be distributed at year end in accordance with the interest earnings distribution rate.</p> <p><b>Update/Closed 11/16/2010:</b> The Board’s independent accounting firm, upon disbursement of the interest earnings to the counties, reconciles the amount disbursed with FLAIR interest earnings for the period from the previous distribution date to the current distribution date.</p> |  |
|  |  |  |  |   |  |



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**PUBLIC EMPLOYEES  
RELATIONS  
COMMISSION**

**EXHIBITS  
OR  
SCHEDULES**



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**PUBLIC EMPLOYEES  
RELATIONS  
COMMISSION**

**SCHEDULE I SERIES**

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period: 2012-13**  
**Program:** 72920100 Public Employees Relations Commission  
**Fund:** 2558 PERC Trust  
**Specific Authority:** 212.2(6)(d)(3)  
**Purpose of Fees Collected:** To help defray the cost of providing publications, subscriptions, and copies of records and documents.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II</b> .) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

|   | (1)                 | (2)                 | (3)                 | (4) |
|---|---------------------|---------------------|---------------------|-----|
| <b>SECTION I - FEE COLLECTION</b>                     | <b>ACTUAL</b>       | <b>ESTIMATED</b>    | <b>REQUEST</b>      |     |
|   | <b>FY 2010 - 11</b> | <b>FY 2011 - 12</b> | <b>FY 2012 - 13</b> |     |
| <b>Receipts:</b>                                      |                     |                     |                     |     |
| Interest Earnings                                     | 8,550               | 14,000              | 9,000               |     |
| Refunds/Reimbursements                                | 32,646              |                     | -                   |     |
| Local Government half-cent Sales Tax                  | 1,384,121           | 1,400,000           | 1,600,000           |     |
| <b>Total Fee Collection to Line (1) - Section III</b> | <b>1,425,317</b>    | <b>1,414,000</b>    | <b>1,609,000</b>    |     |

**SECTION II - FULL COSTS**

| <b>Direct Costs:</b>            |         |           |           |  |
|---------------------------------|---------|-----------|-----------|--|
| Salaries and Benefits           | 823,816 | 1,184,964 | 1,184,964 |  |
| Other Personal Services         | 10,334  | 53,628    | 53,628    |  |
| Expenses                        | 193,213 | 354,664   | 345,664   |  |
| Operating Capital Outlay        | 83      | 5,721     | 5,721     |  |
| S.C.: Contracted Services       | 5,230   | 32,500    | 32,500    |  |
| S.C.: Risk Management Insurance | 12,542  | 15,903    | 15,903    |  |
| S.C.: HR Svcs/Stw Contract      | 5,149   | 4,778     | 4,778     |  |
| Data Processing Services-SSRC   | 12,731  | 10,744    | 6,973     |  |

**Indirect Costs Charged to Trust Fund:**

|   |                  |                  |                  |  |
|---|------------------|------------------|------------------|--|
| Transfer to 2021-Admin Assess Fee                 | 20,378           | 26,507           | 27,700           |  |
| Refunds   | 76               |                  |                  |  |
| 8% Srvc Chrg to GR                                | 684              | 1,120            | 720              |  |
| 6/30/2010 Post Closing Entry                      |                  |                  |                  |  |
| Adj. to Line A for Comp Leave Liability           | (46,865)         |                  |                  |  |
| Unfunded Budget @ 6/30/2012                       |                  |                  |                  |  |
| Reserve for Pay Package                           |                  |                  | -                |  |
| 5% Trust Fund Reserve                             |                  |                  | 69,095           |  |
| <b>Total Full Costs to Line (2) - Section III</b> | <b>1,037,371</b> | <b>1,690,529</b> | <b>1,747,646</b> |  |

Basis Used: Accrual

**SECTION III - SUMMARY**

|                                |     |                |                  |                  |
|--------------------------------|-----|----------------|------------------|------------------|
| TOTAL SECTION I                | (A) | 1,425,317      | 1,414,000        | 1,609,000        |
| TOTAL SECTION II               | (B) | 1,037,371      | 1,690,529        | 1,747,646        |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>387,946</b> | <b>(276,529)</b> | <b>(138,646)</b> |

**EXPLANATION:**

Negative balances offset by cash balance brought forward (See Schedule I)



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2012 - 2013**

|                             |  |
|-----------------------------|--|
| <b>Department Title:</b>    | MANAGEMENT SERVICES                                    |
| <b>Trust Fund Title:</b>    | PUBLIC EMPLOYEES RELATIONS COMMISSION TRUST            |
| <b>Budget Entity:</b>       | PUBLIC EMPLOYEES RELATIONS COMMISSION TRUST (72920100) |
| <b>LAS/PBS Fund Number:</b> | 2558   |

|   | Balance as of<br>6/30/2011 |     | SWFS*<br>Adjustments |  | Adjusted<br>Balance |
|---|----------------------------|-----|----------------------|--|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 315,088                    | (A) |                      |  | 315,088             |
| ADD: Other Cash (See Instructions)                  |                            | (B) |                      |  | 0                   |
| ADD: Investments                                    | 365,619                    | (C) |                      |  | 365,619             |
| ADD: Outstanding Accounts Receivable                | 13,585                     | (D) | 2,757                |  | 16,342              |
| <b>Total Cash plus Accounts Receivable</b>          | <b>694,293</b>             | (F) |                      |  | <b>697,050</b>      |
| LESS Allowances for Uncollectibles                  |                            | (G) |                      |  | 0                   |
| LESS Approved "A" Certified Forwards                | 22,688                     | (H) |                      |  | 22,688              |
| Approved "B" Certified Forwards                     | 0                          | (H) |                      |  | 0                   |
| LESS: Other Accounts Payable (Nonoperating)         | 236                        | (H) |                      |  | 236                 |
| LESS: Other Accounts Payable (Nonoperating)         |                            | (I) |                      |  | 0                   |
| <b>Unreserved Fund Balance, 07/01/11</b>            | <b>671,368</b>             | (K) |                      |  | <b>674,125</b> **   |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** 720000 MANAGEMENT SERVICES  
**Trust Fund Title:** Public Employees Relations Commission TF  
**LAS/PBS Fund Number:** 2558

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11  (A)

**Add/Subtract:**

(B)

Certified Forward B recorded on Schedule 1C  
Not Recorded in FLAIR

Compensated Absences Liability recorded In FLAIR As A Liability/  
Not Recorded On Schedule 1C

**Other Adjustment(s):**

Statewide Post Closing Adjustment @ June 30, 2011  (C)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2011-2012

Department: Management Services

Chief Internal Auditor: John W. Davis

Budget Entity: Public Employees Relations Commission

Phone Number: (850) 487-9476

| (1)           | (2)           | (3)       | (4)  | (5)                                | (6)        |
|---------------|---------------|-----------|--|------------------------------------|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS  | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
|               |               |           | There are no issues or findings to report for the Public Employees Relations Commission. |                                    |            |



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**FLORIDA COMMISSION  
ON HUMAN RELATIONS**

**EXHIBITS  
OR  
SCHEDULES**



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**FISCAL YEAR 2012-13**

**FLORIDA COMMISSION  
ON HUMAN RELATIONS**

**SCHEDULE I SERIES**

**SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS**

**Department:** 72 Management Services **Budget Period:** 2012-13  
**Program:** 72950100 Commission on Human Relations  
**Fund:** 2510 Operating Trust  
**Specific Authority:** 2006-79, Laws of Florida  
**Purpose of Fees Collected:** \_\_\_\_\_

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

|   | (1) | (2)                   | (3)                   | (4)                   |
|---|-----|-----------------------|-----------------------|-----------------------|
| <b>SECTION I - FEE COLLECTION</b>                     |     | <b>ACTUAL</b>         | <b>ESTIMATED</b>      | <b>REQUEST</b>        |
|   |     | <b>FY 2010 - 2011</b> | <b>FY 2011 - 2012</b> | <b>FY 2012 - 2013</b> |
| <b>Receipts:</b>                                      |     |                       |                       |                       |
| HUD Registration                                      |     | 34,110                | 34,000                | 34,000                |
| HUD Grant   |     | 926,693               | 940,219               | 940,219               |
| EEOC Grant  |     | 336,150               | 336,150               | 336,150               |
| Interest Earnings                                     |     | 13,584                | 15,000                | 17,000                |
| Refunds & Reimbursements                              |     | 6,667                 |                       |                       |
| <b>Total Fee Collection to Line (1) - Section III</b> |     | <b>1,317,204</b>      | <b>1,325,369</b>      | <b>1,327,369</b>      |

**SECTION II - FULL COSTS**

**Direct Costs:**

|                            |         |         |         |
|----------------------------|---------|---------|---------|
| Salaries and Benefits      | 798,895 | 887,894 | 887,894 |
| Other Personal Services    | 10,086  | 1,040   | 1,040   |
| Expenses                   | 161,313 | 222,823 | 222,823 |
| Operating Capital Outlay   |         |         |         |
| Transfer to Admin Hearings |         |         | -       |
| Contracted Services        | 11,910  | 16,000  | 16,000  |
| Risk Management Insurance  | 11,608  | 33,340  | 33,340  |
| HR Statewide Contract      | 4,765   | 4,422   | 4,422   |
| Data Processing SSRC       | 4,376   | 24,657  | 24,657  |

**Indirect Costs Charged to Trust Fund:**

|  |        |        |        |
|--|--------|--------|--------|
| Admin Assessment Fee                       | 63,422 | 55,916 | 58,432 |
| Service Charge to G/R - 8%                 | 2,729  | 3,920  | 4,080  |
| 5% Trust Fund Reserve                      |        |        | 1,700  |
| Reserve for Pay Package                    |        |        |        |
| Certified Forward A Reversions @ 9/30/2010 |        |        |        |
| Certified Forward Reversions @ 9/30/2010   |        |        |        |

|   |                  |                  |                  |
|---|------------------|------------------|------------------|
| <b>Total Full Costs to Line (2) - Section III</b> | <b>1,069,104</b> | <b>1,250,012</b> | <b>1,254,388</b> |
|---|------------------|------------------|------------------|

Basis Used: \_\_\_\_\_

**SECTION III - SUMMARY**

|                                |     |                |               |               |
|--------------------------------|-----|----------------|---------------|---------------|
| TOTAL SECTION I                | (A) | 1,317,204      | 1,325,369     | 1,327,369     |
| TOTAL SECTION II               | (B) | 1,069,104      | 1,250,012     | 1,254,388     |
| <b>TOTAL - Surplus/Deficit</b> | (C) | <b>248,100</b> | <b>75,357</b> | <b>72,981</b> |

**EXPLANATION:**

See 2339 for Actual FY 2005-06 and Estimated FY 2006-07 Information

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2012 - 2013**

|                             |  |
|-----------------------------|--|
| <b>Department Title:</b>    | MANAGEMENT SER                           |
| <b>Trust Fund Title:</b>    | OPERATING TRUST FUND                     |
| <b>Budget Entity:</b>       | COMMISSION ON HUMAN RELATIONS (72950100) |
| <b>LAS/PBS Fund Number:</b> | 2510                                     |

|   | Balance as of<br>6/30/2011 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 8,017 (A)                  |                      | 8,017               |
| ADD: Other Cash (See Instructions)                  |                            |                      | 0                   |
| ADD: Investments                                    | 629,628 (C)                |                      | 629,628             |
| ADD: Outstanding Accounts Receivable                | 1,340 (D)                  |                      | 1,340               |
| Anticipated Revenue                                 |                            | 0                    | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | <b>638,984 (F)</b>         | <b>0</b>             | <b>638,984</b>      |
| LESS Allowances for Uncollectibles                  |                            |                      | 0                   |
| LESS Approved "A" Certified Forwards                | 34,418 (H)                 |                      | 34,418              |
| Approved "B" Certified Forwards                     |                            |                      | 0                   |
| LESS: Other Accounts Payable(Non-Operating)         | 458 (H)                    |                      | 458                 |
| LESS: Other Accounts Payable Other                  |                            |                      | 0                   |
| <b>Unreserved Fund Balance, 07/01/11</b>            | <b>\$ 604,108 (K)</b>      | <b>0</b>             | <b>604,108**</b>    |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

|                             |   |
|-----------------------------|---|
| <b>Department Title:</b>    | <b>720000 MANAGEMENT SERVICES</b>                 |
| <b>Trust Fund Title:</b>    | <b>Commission of Human Relations Operating TF</b> |
| <b>LAS/PBS Fund Number:</b> | <b>2510</b>                                       |

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-11  (A)

**Add/Subtract:**

(B)

Certified Forward B recored on Schedule 1C  
Not Recorded in FLAIR

**Other Adjustment(s):**

Statewide Post Closing adjustment to Accounts Receivable  (C)

(C)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (D)

**UNRESERVED FUND BALANCE, SCHEDULE IC**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO.**



**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2010 - 2011**

**Department:** Department of Management Service

**Chief Internal Auditor:** Jamila Moran

**Budget Entity:** Human Relations Commission

**Phone Number:** (850)488-7082, extension 1020

| (1)              | (2)              | (3)       | (4)   | (5)                                   | (6)           |
|------------------|------------------|-----------|---|---------------------------------------|---------------|
| REPORT<br>NUMBER | PERIOD<br>ENDING | UNIT/AREA | SUMMARY OF<br>FINDINGS AND RECOMMENDATIONS                    | SUMMARY OF<br>CORRECTIVE ACTION TAKEN | ISSUE<br>CODE |
|                  |                  |           | There are no issues or findings to report for Human Relations |                                       |               |

## Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Management Services

Agency Budget Officer/OPB Analyst Name: Debra Forbess / Kate Bellflower

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

| Action | Program or Service (Budget Entity Codes) |          |          |          |          |
|--------|--|----------|----------|----------|----------|
|        | 72010100                                 | 72010300 | 72400100 | 72400200 | 72600200 |

### 1. GENERAL

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? <b>(CSDI)</b> | Y | Y | Y | Y | Y |
| 1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>   | Y | Y | Y | Y | Y |

### AUDITS:

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>  | Y | Y | Y | Y | Y |
| 1.4 Has security been set correctly? <b>(CSDR, CSA)</b>   | Y | Y | Y | Y | Y |
| <b>TIP</b> The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. |   |   |   |   |   |

### 2. EXHIBIT A (EADR, EXA)

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions? | Y | Y | Y | Y | Y |
| 2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?   | Y | Y | Y | Y | Y |
| 2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?                  | Y | Y | Y | Y | Y |
| 2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?   | Y | Y | Y | Y | Y |

### 3. EXHIBIT B (EXBR, EXB)

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.              | Y | Y | Y | Y | Y |
| 3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount. | Y | Y | Y | Y | Y |

### AUDITS:

| Action   | Program or Service (Budget Entity Codes) |          |          |          |          |
|--|--|----------|----------|----------|----------|
|  | 72010100                                 | 72010300 | 72400100 | 72400200 | 72600200 |
| 3.3 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>   | Y  | Y        | Y        | Y        | Y        |
| 3.4 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>   | Y  | Y        | Y        | Y        | Y        |
| TIP Generally look for and be able to fully explain significant differences between A02 and A03.   |  |          |          |          |          |
| TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.   |  |          |          |          |          |
| TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used. |  |          |          |          |          |
| <b>4. EXHIBIT D (EADR, EXD)</b>  |  |          |          |          |          |
| 4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?   | Y  | Y        | Y        | Y        | Y        |
| 4.2 Is the program component code and title used correct?  | Y  | Y        | Y        | Y        | Y        |
| TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.   |  |          |          |          |          |
| <b>5. EXHIBIT D-1 (ED1R, EXD1)</b>   |  |          |          |          |          |
| 5.1 Are all object of expenditures positive amounts? (This is a manual check.)   | Y  | Y        | Y        | Y        | Y        |
| <b>AUDITS</b>  |  |          |          |          |          |
| 5.2 Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>  | Y  | Y        | Y        | Y        | Y        |
| 5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences need to be corrected in Column A01.)</b>   | Y  | Y        | Y        | Y        | Y        |
| 5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences need to be corrected in Column A01.)</b>  | Y  | Y        | Y        | Y        | Y        |
| TIP If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.  |  |          |          |          |          |
| TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.   |  |          |          |          |          |
| TIP Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2010-11 approved budget. Amounts should be positive.  |  |          |          |          |          |

|  | Program or Service (Budget Entity Codes) |          |          |          |          |
|--|--|----------|----------|----------|----------|
| Action   | 72010100                                 | 72010300 | 72400100 | 72400200 | 72600200 |
| <p>TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.</p> |  |          |          |          |          |

| Action   | Program or Service (Budget Entity Codes) |          |          |          |          |
|--|--|----------|----------|----------|----------|
|  | 72010100                                 | 72010300 | 72400100 | 72400200 | 72600200 |
| <b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>  |  |          |          |          |          |
| 6.1 Are issues appropriately aligned with appropriation categories?  | Y  | Y        | Y        | Y        | Y        |
| <b>TIP</b> Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.                              |  |          |          |          |          |
| <b>7. EXHIBIT D-3A (EADR, ED3A)</b>  |  |          |          |          |          |
| 7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)  | Y  | Y        | Y        | Y        | Y        |
| 7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)   | Y  | Y        | Y        | Y        | Y        |
| 7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?  | Y  | Y        | Y        | Y        | Y        |
| 7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?  | Y  | Y        | Y        | Y        | Y        |
| 7.5 Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)                                     | Y  | Y        | Y        | Y        | Y        |
| 7.6 Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.   | Y  | Y        | Y        | Y        | Y        |
| 7.7 Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. | Y  | Y        | Y        | Y        | Y        |
| 7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?  | Y  | Y        | Y        | Y        | Y        |
| 7.9 Does the issue narrative reference the specific county(ies) where applicable?  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 7.10 Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #12-009?   | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 7.11 When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. <b>(PLRR, PLMO)</b>            | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?   | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?  | N/A                                      | N/A      | N/A      | N/A      | N/A      |

| Action  | Program or Service (Budget Entity Codes) |          |          |          |          |
|---|--|----------|----------|----------|----------|
|   | 72010100                                 | 72010300 | 72400100 | 72400200 | 72600200 |
| 7.14 Do the amounts reflect appropriate FSI assignments?  | Y  | Y        | Y        | Y        | Y        |
| 7.15 Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)   | Y  | Y        | Y        | Y        | Y        |
| 7.16 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)? | Y  | Y        | Y        | Y        | Y        |
| 7.17 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| <b>AUDIT:</b>   |  |          |          |          |          |
| 7.18 Are all FST's equal to '1', '2', '3', or '9'? There should be no FST's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>   | Y  | Y        | Y        | Y        | Y        |
| 7.19 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 7.20 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 7.21 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>  | Y  | Y        | Y        | Y        | Y        |
| 7.22 Have FCO appropriations been entered into the nonrecurring column A04? <b>(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L) )</b>   | Y  | Y        | Y        | Y        | Y        |
| <b>TIP</b> Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.  |  |          |          |          |          |
| <b>TIP</b> The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.  |  |          |          |          |          |
| <b>TIP</b> Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.                                       |  |          |          |          |          |
| <b>TIP</b> If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).   |  |          |          |          |          |
| <b>TIP</b> If an appropriation made in the FY 2011-12 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.   |  |          |          |          |          |

| Action   | Program or Service (Budget Entity Codes) |          |          |          |          |
|--|--|----------|----------|----------|----------|
|  | 72010100                                 | 72010300 | 72400100 | 72400200 | 72600200 |
| <b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>  |  |          |          |          |          |
| 8.1 Has a separate department level Schedule I and supporting documents package been submitted by the agency?  | Y  | Y        | Y        | Y        | Y        |
| 8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?  | Y  | Y        | Y        | Y        | Y        |
| 8.3 Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial  | Y  | Y        | Y        | Y        | Y        |
| 8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?   | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 8.5 Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?  | Y  | Y        | Y        | Y        | Y        |
| 8.6 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?   | Y  | Y        | Y        | Y        | Y        |
| 8.7 If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)? | Y  | Y        | Y        | Y        | Y        |
| 8.10 Are the statutory authority references correct?   | Y  | Y        | Y        | Y        | Y        |
| 8.11 Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)   | Y  | Y        | Y        | Y        | Y        |
| 8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?  | Y  | Y        | Y        | Y        | Y        |
| 8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?  | Y  | Y        | Y        | Y        | Y        |
| 8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?   | Y  | Y        | Y        | Y        | Y        |
| 8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?   | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?   | Y  | Y        | Y        | Y        | Y        |
| 8.17 If applicable, are nonrecurring revenues entered into Column A04?   | Y  | Y        | Y        | Y        | Y        |

| Action  | Program or Service (Budget Entity Codes) |          |          |          |          |
|---|--|----------|----------|----------|----------|
|   | 72010100                                 | 72010300 | 72400100 | 72400200 | 72600200 |
| 8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued? | Y  | Y        | Y        | Y        | Y        |
| 8.19 Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?  | Y  | Y        | Y        | Y        | Y        |
| 8.20 Are appropriate service charge nonoperating amounts included in Section II?  | Y  | Y        | Y        | Y        | Y        |
| 8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?  | Y  | Y        | Y        | Y        | Y        |
| 8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)   | Y  | Y        | Y        | Y        | Y        |
| 8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?  | Y  | Y        | Y        | Y        | Y        |
| 8.24 Are prior year September operating reversions appropriately shown in column A01?   | Y  | Y        | Y        | Y        | Y        |
| 8.25 Are current year September operating reversions appropriately shown in column A02? <b>DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.</b>   | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?   | Y  | Y        | Y        | Y        | Y        |
| 8.27 Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?  | Y  | Y        | Y        | Y        | Y        |
| 8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?  | Y  | Y        | Y        | Y        | Y        |
| <b>AUDITS:</b>  |  |          |          |          |          |
| 8.29 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).   | Y  | Y        | Y        | Y        | Y        |
| 8.30 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This</b>                         | Y  | Y        | Y        | Y        | Y        |
| 8.31 Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>  | Y  | Y        | Y        | Y        | Y        |
| <b>TIP</b> The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!   |  |          |          |          |          |
| <b>TIP</b> Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)  |  |          |          |          |          |



| Action   | Program or Service (Budget Entity Codes) |          |          |          |          |
|--|--|----------|----------|----------|----------|
|  | 72010100                                 | 72010300 | 72400100 | 72400200 | 72600200 |
| TIP Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.  |  |          |          |          |          |
| TIP Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.  |  |          |          |          |          |
| <b>9. SCHEDULE II (PSCR, SC2)</b>  |  |          |          |          |          |
| AUDIT:   |  |          |          |          |          |
| 9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)                                  | Y  | Y        | Y        | Y        | Y        |
| <b>10. SCHEDULE III (PSCR, SC3)</b>  |  |          |          |          |          |
| 10.1 Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.  | Y  | Y        | Y        | Y        | Y        |
| <b>11. SCHEDULE IV (EADR, SC4)</b>   |  |          |          |          |          |
| 11.1 Are the correct Information Technology (IT) issue codes used?   | Y  | Y        | Y        | Y        | Y        |
| TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.  |  |          |          |          |          |
| <b>12. SCHEDULE VIIIA (EADR, SC8A)</b>   |  |          |          |          |          |
| 12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?  | Y  | Y        | Y        | Y        | Y        |
| <b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>   |  |          |          |          |          |
| 13.1 <b>NOT REQUIRED FOR THIS YEAR</b>   |  |          |          |          |          |
| <b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>   |  |          |          |          |          |
| 14.1 Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?   | Y  | Y        | Y        | Y        | Y        |
| <b>15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)</b>  |  |          |          |          |          |
| 15.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.) | DONE                                     | DONE     | DONE     | DONE     | DONE     |
| 15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?  | Y  | Y        | Y        | Y        | Y        |
| AUDITS INCLUDED IN THE SCHEDULE XI REPORT:   |  |          |          |          |          |
| 15.3 Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )   | Y  | Y        | Y        | Y        | Y        |
| 15.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )  | Y  | Y        | Y        | Y        | Y        |
| 15.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXXX or 14XXXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )   | Y  | Y        | Y        | Y        | Y        |

| Action  | Program or Service (Budget Entity Codes) |          |          |          |          |
|---|--|----------|----------|----------|----------|
|   | 72010100                                 | 72010300 | 72400100 | 72400200 | 72600200 |
| 15.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.) | N/J                                      | N/J      | N/J      | N/J      | N/J      |
| 15.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )  | N/J                                      | N/J      | N/J      | N/J      | N/J      |
| <b>TIP</b> If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.  |  |          |          |          |          |
| <b>16. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>   |  |          |          |          |          |
| 16.1 Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?  | Y  | Y        | Y        | Y        | Y        |
| 16.2 Are appropriation category totals comparable to Exhibit B, where applicable?   | Y  | Y        | Y        | Y        | Y        |
| 16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?   | Y  | Y        | Y        | Y        | Y        |
| <b>AUDITS - GENERAL INFORMATION</b>   |  |          |          |          |          |
| <b>TIP</b> Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.   |  |          |          |          |          |
| <b>TIP</b> Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.   |  |          |          |          |          |
| <b>17. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>   |  |          |          |          |          |
| 17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  | Due 10/15/2011                           |          |          |          |          |
| 17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?  | Due 10/15/2011                           |          |          |          |          |
| 17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?   | Due 10/15/2011                           |          |          |          |          |
| 17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?   | Due 10/15/2011                           |          |          |          |          |
| 17.5 Are the appropriate counties identified in the narrative?  | Due 10/15/2011                           |          |          |          |          |
| 17.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?  | Due 10/15/2011                           |          |          |          |          |
| <b>TIP</b> Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.  |  |          |          |          |          |

| Action  | Program or Service (Budget Entity Codes) |          |          |          |          |
|---|--|----------|----------|----------|----------|
|   | 72010100                                 | 72010300 | 72400100 | 72400200 | 72600200 |
| <b>18. FLORIDA FISCAL PORTAL</b>  |  |          |          |          |          |
| 18.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?  | Y  | Y        | Y        | Y        | Y        |
| <b>19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)</b>   |  |          |          |          |          |
| 19.1 If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:<br><br><ul style="list-style-type: none"> <li>• Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL</li> <li>• Schedule IA: Detail of Fees and Related Costs (Part I and Part II)</li> <li>• Schedule IC: Reconciliation of Unreserved Fund Balances</li> <li>• Reconciliation: Beginning Trial Balance to Schedule I and IC</li> <li>• Exhibit D-1: Detail of Expenses</li> <li>• Schedule XI: Agency-Level Unit Cost Summary</li> <li>• Opening Trial Balance as of July 1, 2011</li> <li>• Schedule I Narratives related to Column A01</li> <li>• Inter-Agency Transfer Form</li> </ul> | N/A                                      | N/A      | N/A      | N/A      | N/A      |

## Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Management Services

Agency Budget Officer/OPB Analyst Name: Debra Forbess / Kate Bellflower

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

|        | Program or Service (Budget Entity Codes) |          |          |          |          |
|--------|--|----------|----------|----------|----------|
| Action | 72600300                                 | 72600400 | 72600500 | 72750100 | 72750200 |

### 1. GENERAL

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? <b>(CSDI)</b> | Y | Y | Y | Y | Y |
| 1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>   | Y | Y | Y | Y | Y |

#### AUDITS:

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>  | Y | Y | Y | Y | Y |
| 1.4 Has security been set correctly? <b>(CSDR, CSA)</b>   | Y | Y | Y | Y | Y |
| <b>TIP</b> The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. |   |   |   |   |   |

### 2. EXHIBIT A (EADR, EXA)

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions? | Y | Y | Y | Y | Y |
| 2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?   | Y | Y | Y | Y | Y |
| 2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?                  | Y | Y | Y | Y | Y |
| 2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?   | Y | Y | Y | Y | Y |

### 3. EXHIBIT B (EXBR, EXB)

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.              | Y | Y | Y | Y | Y |
| 3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount. | Y | Y | Y | Y | Y |

#### AUDITS:

| Action   | Program or Service (Budget Entity Codes) |          |          |          |          |
|--|--|----------|----------|----------|----------|
|  | 72600300                                 | 72600400 | 72600500 | 72750100 | 72750200 |
| 3.3 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>   | Y  | Y        | Y        | Y        | Y        |
| 3.4 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>   | Y  | Y        | Y        | Y        | Y        |
| TIP Generally look for and be able to fully explain significant differences between A02 and A03.   |  |          |          |          |          |
| TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.   |  |          |          |          |          |
| TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used. |  |          |          |          |          |
| <b>4. EXHIBIT D (EADR, EXD)</b>  |  |          |          |          |          |
| 4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?   | Y  | Y        | Y        | Y        | Y        |
| 4.2 Is the program component code and title used correct?  | Y  | Y        | Y        | Y        | Y        |
| TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.   |  |          |          |          |          |
| <b>5. EXHIBIT D-1 (ED1R, EXD1)</b>   |  |          |          |          |          |
| 5.1 Are all object of expenditures positive amounts? (This is a manual check.)   | Y  | Y        | Y        | Y        | Y        |
| <b>AUDITS</b>  |  |          |          |          |          |
| 5.2 Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>  | Y  | Y        | Y        | Y        | Y        |
| 5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences need to be corrected in Column A01.)</b>   | Y  | Y        | Y        | Y        | Y        |
| 5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences need to be corrected in Column A01.)</b>  | Y  | Y        | Y        | Y        | Y        |
| TIP If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.  |  |          |          |          |          |
| TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.   |  |          |          |          |          |
| TIP Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2010-11 approved budget. Amounts should be positive.  |  |          |          |          |          |

|  | Program or Service (Budget Entity Codes) |          |          |          |          |
|--|--|----------|----------|----------|----------|
| Action   | 72600300                                 | 72600400 | 72600500 | 72750100 | 72750200 |
| <p>TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.</p> |  |          |          |          |          |

| Action   | Program or Service (Budget Entity Codes) |          |          |          |          |
|--|--|----------|----------|----------|----------|
|  | 72600300                                 | 72600400 | 72600500 | 72750100 | 72750200 |
| <b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>  |  |          |          |          |          |
| 6.1 Are issues appropriately aligned with appropriation categories?  | Y  | Y        | Y        | Y        | Y        |
| <b>TIP</b> Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.                              |  |          |          |          |          |
| <b>7. EXHIBIT D-3A (EADR, ED3A)</b>  |  |          |          |          |          |
| 7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)  | Y  | Y        | Y        | Y        | Y        |
| 7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)   | Y  | Y        | Y        | Y        | Y        |
| 7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?  | Y  | Y        | Y        | Y        | Y        |
| 7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?  | Y  | Y        | Y        | Y        | Y        |
| 7.5 Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)                                     | Y  | Y        | Y        | Y        | Y        |
| 7.6 Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.   | Y  | Y        | Y        | Y        | Y        |
| 7.7 Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. | Y  | Y        | Y        | Y        | Y        |
| 7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?  | Y  | Y        | Y        | Y        | Y        |
| 7.9 Does the issue narrative reference the specific county(ies) where applicable?  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 7.10 Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #12-009?   | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 7.11 When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. <b>(PLRR, PLMO)</b>            | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?   | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?  | N/A                                      | N/A      | N/A      | N/A      | N/A      |

| Action  | Program or Service (Budget Entity Codes) |          |          |          |          |
|---|--|----------|----------|----------|----------|
|   | 72600300                                 | 72600400 | 72600500 | 72750100 | 72750200 |
| 7.14 Do the amounts reflect appropriate FSI assignments?  | Y  | Y        | Y        | Y        | Y        |
| 7.15 Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)   | Y  | Y        | Y        | Y        | Y        |
| 7.16 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)? | Y  | Y        | Y        | Y        | Y        |
| 7.17 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| <b>AUDIT:</b>   |  |          |          |          |          |
| 7.18 Are all FST's equal to '1', '2', '3', or '9'? There should be no FST's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>   | Y  | Y        | Y        | Y        | Y        |
| 7.19 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 7.20 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 7.21 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>  | Y  | Y        | Y        | Y        | Y        |
| 7.22 Have FCO appropriations been entered into the nonrecurring column A04? <b>(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L) )</b>   | Y  | Y        | Y        | Y        | Y        |
| <b>TIP</b> Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.  |  |          |          |          |          |
| <b>TIP</b> The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.  |  |          |          |          |          |
| <b>TIP</b> Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.                                       |  |          |          |          |          |
| <b>TIP</b> If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).   |  |          |          |          |          |
| <b>TIP</b> If an appropriation made in the FY 2011-12 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.   |  |          |          |          |          |



| Action   | Program or Service (Budget Entity Codes) |          |          |          |          |
|--|--|----------|----------|----------|----------|
|  | 72600300                                 | 72600400 | 72600500 | 72750100 | 72750200 |
| <b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>  |  |          |          |          |          |
| 8.1 Has a separate department level Schedule I and supporting documents package been submitted by the agency?  | Y  | Y        | Y        | Y        | Y        |
| 8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?  | Y  | Y        | Y        | Y        | Y        |
| 8.3 Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial  | Y  | Y        | Y        | Y        | Y        |
| 8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?   | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 8.5 Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?  | Y  | Y        | Y        | Y        | Y        |
| 8.6 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?   | Y  | Y        | Y        | Y        | Y        |
| 8.7 If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)? | Y  | Y        | Y        | Y        | Y        |
| 8.10 Are the statutory authority references correct?   | Y  | Y        | Y        | Y        | Y        |
| 8.11 Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)   | Y  | Y        | Y        | Y        | Y        |
| 8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?  | Y  | Y        | Y        | Y        | Y        |
| 8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?  | Y  | Y        | Y        | Y        | Y        |
| 8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?   | Y  | Y        | Y        | Y        | Y        |
| 8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?   | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?   | Y  | Y        | Y        | Y        | Y        |
| 8.17 If applicable, are nonrecurring revenues entered into Column A04?   | Y  | Y        | Y        | Y        | Y        |

| Action  | Program or Service (Budget Entity Codes) |          |          |          |          |
|---|--|----------|----------|----------|----------|
|   | 72600300                                 | 72600400 | 72600500 | 72750100 | 72750200 |
| 8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued? | Y  | Y        | Y        | Y        | Y        |
| 8.19 Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?  | Y  | Y        | Y        | Y        | Y        |
| 8.20 Are appropriate service charge nonoperating amounts included in Section II?  | Y  | Y        | Y        | Y        | Y        |
| 8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?  | Y  | Y        | Y        | Y        | Y        |
| 8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)   | Y  | Y        | Y        | Y        | Y        |
| 8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?  | Y  | Y        | Y        | Y        | Y        |
| 8.24 Are prior year September operating reversions appropriately shown in column A01?   | Y  | Y        | Y        | Y        | Y        |
| 8.25 Are current year September operating reversions appropriately shown in column A02? <b>DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.</b>   | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?   | Y  | Y        | Y        | Y        | Y        |
| 8.27 Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?  | Y  | Y        | Y        | Y        | Y        |
| 8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?  | Y  | Y        | Y        | Y        | Y        |
| <b>AUDITS:</b>  |  |          |          |          |          |
| 8.29 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).   | Y  | Y        | Y        | Y        | Y        |
| 8.30 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This</b>                         | Y  | Y        | Y        | Y        | Y        |
| 8.31 Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>  | Y  | Y        | Y        | Y        | Y        |
| <b>TIP</b> The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!   |  |          |          |          |          |
| <b>TIP</b> Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)  |  |          |          |          |          |

| Action   | Program or Service (Budget Entity Codes) |          |          |          |          |
|--|--|----------|----------|----------|----------|
|  | 72600300                                 | 72600400 | 72600500 | 72750100 | 72750200 |
| TIP Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.  |  |          |          |          |          |
| TIP Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.  |  |          |          |          |          |
| <b>9. SCHEDULE II (PSCR, SC2)</b>  |  |          |          |          |          |
| AUDIT:   |  |          |          |          |          |
| 9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)                                  | Y  | Y        | Y        | Y        | Y        |
| <b>10. SCHEDULE III (PSCR, SC3)</b>  |  |          |          |          |          |
| 10.1 Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.  | Y  | Y        | Y        | Y        | Y        |
| <b>11. SCHEDULE IV (EADR, SC4)</b>   |  |          |          |          |          |
| 11.1 Are the correct Information Technology (IT) issue codes used?   | Y  | Y        | Y        | Y        | Y        |
| TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.  |  |          |          |          |          |
| <b>12. SCHEDULE VIIIA (EADR, SC8A)</b>   |  |          |          |          |          |
| 12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?  | Y  | Y        | Y        | Y        | Y        |
| <b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>   |  |          |          |          |          |
| 13.1 <b>NOT REQUIRED FOR THIS YEAR</b>   |  |          |          |          |          |
| <b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>   |  |          |          |          |          |
| 14.1 Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?   | Y  | Y        | Y        | Y        | Y        |
| <b>15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)</b>  |  |          |          |          |          |
| 15.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.) | DONE                                     | DONE     | DONE     | DONE     | DONE     |
| 15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?  | Y  | Y        | Y        | Y        | Y        |
| AUDITS INCLUDED IN THE SCHEDULE XI REPORT:   |  |          |          |          |          |
| 15.3 Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )   | Y  | Y        | Y        | Y        | Y        |
| 15.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )  | Y  | Y        | Y        | Y        | Y        |
| 15.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXXX or 14XXXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )   | Y  | Y        | Y        | Y        | Y        |

| Action  | Program or Service (Budget Entity Codes) |          |          |          |          |
|---|--|----------|----------|----------|----------|
|   | 72600300                                 | 72600400 | 72600500 | 72750100 | 72750200 |
| 15.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.) | N/J                                      | N/J      | N/J      | N/J      | N/J      |
| 15.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )  | N/J                                      | N/J      | N/J      | N/J      | N/J      |
| <b>TIP</b> If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.  |  |          |          |          |          |
| <b>16. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>   |  |          |          |          |          |
| 16.1 Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?  | Y  | Y        | Y        | Y        | Y        |
| 16.2 Are appropriation category totals comparable to Exhibit B, where applicable?   | Y  | Y        | Y        | Y        | Y        |
| 16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?   | Y  | Y        | Y        | Y        | Y        |
| <b>AUDITS - GENERAL INFORMATION</b>   |  |          |          |          |          |
| <b>TIP</b> Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.   |  |          |          |          |          |
| <b>TIP</b> Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.   |  |          |          |          |          |
| <b>17. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>   |  |          |          |          |          |
| 17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  | Due 10/15/2011                           |          |          |          |          |
| 17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?  | Due 10/15/2011                           |          |          |          |          |
| 17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?   | Due 10/15/2011                           |          |          |          |          |
| 17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?   | Due 10/15/2011                           |          |          |          |          |
| 17.5 Are the appropriate counties identified in the narrative?  | Due 10/15/2011                           |          |          |          |          |
| 17.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?  | Due 10/15/2011                           |          |          |          |          |
| <b>TIP</b> Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.  |  |          |          |          |          |

| Action  | Program or Service (Budget Entity Codes) |          |          |          |          |
|---|--|----------|----------|----------|----------|
|   | 72600300                                 | 72600400 | 72600500 | 72750100 | 72750200 |
| <b>18. FLORIDA FISCAL PORTAL</b>  |  |          |          |          |          |
| 18.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?  | Y  | Y        | Y        | Y        | Y        |
| <b>19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)</b>   |  |          |          |          |          |
| 19.1 If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:<br><br><ul style="list-style-type: none"> <li>• Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL</li> <li>• Schedule IA: Detail of Fees and Related Costs (Part I and Part II)</li> <li>• Schedule IC: Reconciliation of Unreserved Fund Balances</li> <li>• Reconciliation: Beginning Trial Balance to Schedule I and IC</li> <li>• Exhibit D-1: Detail of Expenses</li> <li>• Schedule XI: Agency-Level Unit Cost Summary</li> <li>• Opening Trial Balance as of July 1, 2011</li> <li>• Schedule I Narratives related to Column A01</li> <li>• Inter-Agency Transfer Form</li> </ul> | N/A                                      | N/A      | N/A      | N/A      | N/A      |

## Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Management Services

Agency Budget Officer/OPB Analyst Name: Debra Forbess / Kate Bellflower

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

|        | Program or Service (Budget Entity Codes) |          |          |          |          |
|--------|--|----------|----------|----------|----------|
| Action | 72750300                                 | 72900100 | 72900200 | 72920100 | 72950100 |

### 1. GENERAL

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? <b>(CSDI)</b> | Y | Y | Y | Y | Y |
| 1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>   | Y | Y | Y | Y | Y |

### AUDITS:

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>  | Y | Y | Y | Y | Y |
| 1.4 Has security been set correctly? <b>(CSDR, CSA)</b>   | Y | Y | Y | Y | Y |
| <b>TIP</b> The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. |   |   |   |   |   |

### 2. EXHIBIT A (EADR, EXA)

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions? | Y | Y | Y | Y | Y |
| 2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?   | Y | Y | Y | Y | Y |
| 2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?                  | Y | Y | Y | Y | Y |
| 2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?   | Y | Y | Y | Y | Y |

### 3. EXHIBIT B (EXBR, EXB)

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.              | Y | Y | Y | Y | Y |
| 3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount. | Y | Y | Y | Y | Y |

### AUDITS:

| Action   | Program or Service (Budget Entity Codes) |          |          |          |          |
|--|--|----------|----------|----------|----------|
|  | 72750300                                 | 72900100 | 72900200 | 72920100 | 72950100 |
| 3.3 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>   | Y  | Y        | Y        | Y        | Y        |
| 3.4 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>   | Y  | Y        | Y        | Y        | Y        |
| TIP Generally look for and be able to fully explain significant differences between A02 and A03.   |  |          |          |          |          |
| TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.   |  |          |          |          |          |
| TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used. |  |          |          |          |          |
| <b>4. EXHIBIT D (EADR, EXD)</b>  |  |          |          |          |          |
| 4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?   | Y  | Y        | Y        | Y        | Y        |
| 4.2 Is the program component code and title used correct?  | Y  | Y        | Y        | Y        | Y        |
| TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.   |  |          |          |          |          |
| <b>5. EXHIBIT D-1 (ED1R, EXD1)</b>   |  |          |          |          |          |
| 5.1 Are all object of expenditures positive amounts? (This is a manual check.)   | Y  | Y        | Y        | Y        | Y        |
| <b>AUDITS</b>  |  |          |          |          |          |
| 5.2 Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>  | Y  | Y        | Y        | Y        | Y        |
| 5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences need to be corrected in Column A01.)</b>   | Y  | Y        | Y        | Y        | Y        |
| 5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences need to be corrected in Column A01.)</b>  | Y  | Y        | Y        | Y        | Y        |
| TIP If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.  |  |          |          |          |          |
| TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.   |  |          |          |          |          |
| TIP Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2010-11 approved budget. Amounts should be positive.  |  |          |          |          |          |

|  | Program or Service (Budget Entity Codes) |          |          |          |          |
|--|--|----------|----------|----------|----------|
| Action   | 72750300                                 | 72900100 | 72900200 | 72920100 | 72950100 |
| <p>TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.</p> |  |          |          |          |          |



| Action   | Program or Service (Budget Entity Codes) |          |          |          |          |
|--|--|----------|----------|----------|----------|
|  | 72750300                                 | 72900100 | 72900200 | 72920100 | 72950100 |
| <b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>  |  |          |          |          |          |
| 6.1 Are issues appropriately aligned with appropriation categories?  | Y  | Y        | Y        | Y        | Y        |
| <b>TIP</b> Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.                              |  |          |          |          |          |
| <b>7. EXHIBIT D-3A (EADR, ED3A)</b>  |  |          |          |          |          |
| 7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)  | Y  | Y        | Y        | Y        | Y        |
| 7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)   | Y  | Y        | Y        | Y        | Y        |
| 7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?  | Y  | Y        | Y        | Y        | Y        |
| 7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?  | Y  | Y        | Y        | Y        | Y        |
| 7.5 Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)                                     | Y  | Y        | Y        | Y        | Y        |
| 7.6 Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.   | Y  | Y        | Y        | Y        | Y        |
| 7.7 Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. | Y  | Y        | Y        | Y        | Y        |
| 7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?  | Y  | Y        | Y        | Y        | Y        |
| 7.9 Does the issue narrative reference the specific county(ies) where applicable?  | N/A                                      | N/A      | N/A      | N/A      |          |
| 7.10 Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #12-009?   | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 7.11 When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. <b>(PLRR, PLMO)</b>            | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?   | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?  | N/A                                      | N/A      | N/A      | N/A      | N/A      |

| Action  | Program or Service (Budget Entity Codes) |          |          |          |          |
|---|--|----------|----------|----------|----------|
|   | 72750300                                 | 72900100 | 72900200 | 72920100 | 72950100 |
| 7.14 Do the amounts reflect appropriate FSI assignments?  | Y  | Y        | Y        | Y        | Y        |
| 7.15 Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)   | Y  | Y        | Y        | Y        | Y        |
| 7.16 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)? | Y  | Y        | Y        | Y        | Y        |
| 7.17 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| <b>AUDIT:</b>   |  |          |          |          |          |
| 7.18 Are all FST's equal to '1', '2', '3', or '9'? There should be no FST's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>   | Y  | Y        | Y        | Y        | Y        |
| 7.19 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 7.20 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 7.21 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>  | Y  | Y        | Y        | Y        | Y        |
| 7.22 Have FCO appropriations been entered into the nonrecurring column A04? <b>(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L) )</b>   | Y  | Y        | Y        | N/A      | N/A      |
| <b>TIP</b> Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.  |  |          |          |          |          |
| <b>TIP</b> The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.  |  |          |          |          |          |
| <b>TIP</b> Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.                                       |  |          |          |          |          |
| <b>TIP</b> If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).   |  |          |          |          |          |
| <b>TIP</b> If an appropriation made in the FY 2011-12 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.   |  |          |          |          |          |

| Action   | Program or Service (Budget Entity Codes) |          |          |          |          |
|--|--|----------|----------|----------|----------|
|  | 72750300                                 | 72900100 | 72900200 | 72920100 | 72950100 |
| <b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>  |  |          |          |          |          |
| 8.1 Has a separate department level Schedule I and supporting documents package been submitted by the agency?  | Y  | Y        | Y        | Y        | Y        |
| 8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?  | Y  | Y        | Y        | Y        | Y        |
| 8.3 Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial  | Y  | Y        | Y        | Y        | Y        |
| 8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?   | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 8.5 Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?  | Y  | Y        | Y        | Y        | Y        |
| 8.6 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?   | Y  | Y        | Y        | Y        | Y        |
| 8.7 If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)? | Y  | Y        | Y        | Y        | Y        |
| 8.10 Are the statutory authority references correct?   | Y  | Y        | Y        | Y        | Y        |
| 8.11 Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)   | Y  | Y        | Y        | Y        | Y        |
| 8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?  | Y  | Y        | Y        | Y        | Y        |
| 8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?  | Y  | Y        | Y        | Y        | Y        |
| 8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?   | Y  | Y        | Y        | Y        | Y        |
| 8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?   | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?   | Y  | Y        | Y        | Y        | Y        |
| 8.17 If applicable, are nonrecurring revenues entered into Column A04?   | Y  | Y        | Y        | Y        | Y        |

| Action         |  | Program or Service (Budget Entity Codes) |          |          |          |          |
|----------------|--|--|----------|----------|----------|----------|
|                |  | 72750300                                 | 72900100 | 72900200 | 72920100 | 72950100 |
| 8.18           | Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued? | Y  | Y        | Y        | Y        | Y        |
| 8.19           | Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?  | Y  | Y        | Y        | Y        | Y        |
| 8.20           | Are appropriate service charge nonoperating amounts included in Section II?  | Y  | Y        | Y        | Y        | Y        |
| 8.21           | Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?  | Y  | Y        | Y        | Y        | Y        |
| 8.22           | Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)   | Y  | Y        | Y        | Y        | Y        |
| 8.23           | Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?  | Y  | Y        | Y        | Y        | Y        |
| 8.24           | Are prior year September operating reversions appropriately shown in column A01?   | Y  | Y        | Y        | Y        | Y        |
| 8.25           | Are current year September operating reversions appropriately shown in column A02? <b>DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.</b>   | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 8.26           | Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?   | Y  | Y        | Y        | Y        | Y        |
| 8.27           | Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?  | Y  | Y        | Y        | Y        | Y        |
| 8.28           | Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?  | Y  | Y        | Y        | Y        | Y        |
| <b>AUDITS:</b> |  |  |          |          |          |          |
| 8.29           | Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).   | Y  | Y        | Y        | Y        | Y        |
| 8.30           | Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This</b>                         | Y  | Y        | Y        | Y        | Y        |
| 8.31           | Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>  | Y  | Y        | Y        | Y        | Y        |
| TIP            | The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!   |  |          |          |          |          |
| TIP            | Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)  |  |          |          |          |          |

| Action   | Program or Service (Budget Entity Codes) |          |          |          |          |
|--|--|----------|----------|----------|----------|
|  | 72750300                                 | 72900100 | 72900200 | 72920100 | 72950100 |
| TIP Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.  |  |          |          |          |          |
| TIP Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.  |  |          |          |          |          |
| <b>9. SCHEDULE II (PSCR, SC2)</b>  |  |          |          |          |          |
| AUDIT:   |  |          |          |          |          |
| 9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)                                  | Y  | Y        | Y        | Y        | Y        |
| <b>10. SCHEDULE III (PSCR, SC3)</b>  |  |          |          |          |          |
| 10.1 Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)  | N/A                                      | N/A      | N/A      | N/A      | N/A      |
| 10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.  | Y  | Y        | Y        | Y        | Y        |
| <b>11. SCHEDULE IV (EADR, SC4)</b>   |  |          |          |          |          |
| 11.1 Are the correct Information Technology (IT) issue codes used?   | Y  | Y        | Y        | Y        | Y        |
| TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.  |  |          |          |          |          |
| <b>12. SCHEDULE VIIIA (EADR, SC8A)</b>   |  |          |          |          |          |
| 12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?  | Y  | Y        | Y        | Y        | Y        |
| <b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>   |  |          |          |          |          |
| 13.1 <b>NOT REQUIRED FOR THIS YEAR</b>   |  |          |          |          |          |
| <b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>   |  |          |          |          |          |
| 14.1 Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?   | Y  | Y        | Y        | Y        | Y        |
| <b>15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)</b>  |  |          |          |          |          |
| 15.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.) | DONE                                     | DONE     | DONE     | DONE     | DONE     |
| 15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?  | Y  | Y        | Y        | Y        | Y        |
| AUDITS INCLUDED IN THE SCHEDULE XI REPORT:   |  |          |          |          |          |
| 15.3 Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )   | Y  | Y        | Y        | Y        | Y        |
| 15.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )  | Y  | Y        | Y        | Y        | Y        |
| 15.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXXX or 14XXXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )   | Y  | Y        | Y        | Y        | Y        |

| Action  | Program or Service (Budget Entity Codes) |          |          |          |          |
|---|--|----------|----------|----------|----------|
|   | 72750300                                 | 72900100 | 72900200 | 72920100 | 72950100 |
| 15.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.) | N/J                                      | N/J      | N/J      | N/J      | N/J      |
| 15.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )  | N/J                                      | N/J      | N/J      | N/J      | N/J      |
| <b>TIP</b> If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.  |  |          |          |          |          |
| <b>16. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>   |  |          |          |          |          |
| 16.1 Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?  | Y  | Y        | Y        | Y        | Y        |
| 16.2 Are appropriation category totals comparable to Exhibit B, where applicable?   | Y  | Y        | Y        | Y        | Y        |
| 16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?   | Y  | Y        | Y        | Y        | Y        |
| <b>AUDITS - GENERAL INFORMATION</b>   |  |          |          |          |          |
| <b>TIP</b> Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.   |  |          |          |          |          |
| <b>TIP</b> Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.   |  |          |          |          |          |
| <b>17. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>   |  |          |          |          |          |
| 17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  | Due 10/15/2011                           |          |          |          |          |
| 17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?  | Due 10/15/2011                           |          |          |          |          |
| 17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?   | Due 10/15/2011                           |          |          |          |          |
| 17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?   | Due 10/15/2011                           |          |          |          |          |
| 17.5 Are the appropriate counties identified in the narrative?  | Due 10/15/2011                           |          |          |          |          |
| 17.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?  | Due 10/15/2011                           |          |          |          |          |
| <b>TIP</b> Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.  |  |          |          |          |          |

|   |  | Program or Service (Budget Entity Codes) |          |          |          |          |
|---|--|--|----------|----------|----------|----------|
| Action  |  | 72750300                                 | 72900100 | 72900200 | 72920100 | 72950100 |
| <b>18. FLORIDA FISCAL PORTAL</b>                                |  |  |          |          |          |          |
| 18.1  | Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?  | Y  | Y        | Y        | Y        | Y        |
| <b>19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)</b> |  |  |          |          |          |          |
| 19.1  | <p>If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> <li>• Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL</li> <li>• Schedule IA: Detail of Fees and Related Costs (Part I and Part II)</li> <li>• Schedule IC: Reconciliation of Unreserved Fund Balances</li> <li>• Reconciliation: Beginning Trial Balance to Schedule I and IC</li> <li>• Exhibit D-1: Detail of Expenses</li> <li>• Schedule XI: Agency-Level Unit Cost Summary</li> <li>• Opening Trial Balance as of July 1, 2011</li> <li>• Schedule I Narratives related to Column A01</li> <li>• Inter-Agency Transfer Form</li> </ul> | N/A                                      | N/A      | N/A      | N/A      | N/A      |