


<b>SUBJECT POLICY FORMATION</b>	<b>POLICY NUMBER 1.01</b>	
<b>POLICY MAINTENANCE ADMINISTRATOR:</b> Chief Performance Officer		
<b>PURPOSE/SCOPE:</b> To ensure consistency in creating and revising department policies.		

## I. AUTHORITY

Chapter 20, Florida Statutes, Organizational Structure

Chapter 119, Florida Statutes, Public Records

Chapter 120, Florida Statutes, Administrative Procedures Act

Chapter 15, Florida Administrative Code, Department of Highway Safety and Motor Vehicles

## II. RELATED POLICIES

MP 9.03, Providing Records to the Public

MP 11.01, Administrative Rulemaking

## III. DEFINITIONS

- A. Executive Leadership Team - Includes the Executive Director, Chief of Staff, Deputy Executive Director, Florida Highway Patrol Director, Motorist Services Director, Administrative Services Director, Chief Information Officer, Chief Performance Officer, Chief Financial Officer, Inspector General, General Counsel, Legislative Affairs Director and Communications Director.
- B. Department - The Department of Highway Safety and Motor Vehicles.
- C. Executive Director - Individual appointed by the Governor and Cabinet as head of the Department of Highway Safety and Motor Vehicles.
- D. Form - a printed or typed document with blank spaces for insertion of required or requested information.

<b>Executive Director</b> SIGNED ORIGINAL ON FILE	<b>Origination Date</b> 07/01/1983
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- E. Member - Except as otherwise more specifically defined within these management policies, “member” means any full or part-time person employed by the department in a Senior Management Service, Selected Exempt Service, Career Service or Other Personal Services position.
- F. Plain Language - Clear, direct expression, free from jargon and rarely used words or terms. Plain language gets straight to the point and is free of needless words, acronyms and abbreviations.
- G. Policy - A written directive that is a broad statement of agency principles that provides a framework for the development of procedures, rules and regulations.
- H. Policy Maintenance Administrator (PMA) - The person designated as the primary contact or authority on a department policy. The responsibilities of the PMA include keeping the policy and all related forms, procedures and manuals updated, accurate, complete and consistent with department goals, objectives and authorizing laws and rules. The PMA is designated by a member of the Executive Leadership Team.
- I. Procedure - A written directive that describes approved and recommended steps for the performance of a particular act or sequence of acts. Procedures provide guidelines for carrying out agency activities.

#### IV. POLICY

All policies affecting more than one division will be promulgated or repealed through the Office of the Executive Director. The policies will be consistent with the department’s mission, vision, goals, objectives and existing policies. All policies will be written in plain language and follow a standard format. The department policies will be reviewed biennially to ensure they are relevant, accurate and necessary to operations. All forms created or used by the department that collect or contain an individual’s social security number must comply with Section 119.071(5), Florida Statutes.

#### V. ROLES AND RESPONSIBILITIES

- A. Office of Performance Management:
  - 1. Coordinates production, amendments, revisions, repeal and publication of department policies with Policy Maintenance Administrator and the Executive Leadership Team.

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2. Tracks and monitors all management policies throughout the lifecycle and maintains the official version of all management policies.
3. Routes policies for legal review to the Office of General Counsel.
4. Routes policies for signature to the Executive Director.
5. Publishes policies on SharePoint.
6. Coordinates biennial review of department policies.

**B. Policy Maintenance Administrators:**

1. Originate and submit proposed new and revised policies to the Office of Performance Management.
2. Notify the Office of Performance Management when a policy becomes obsolete or is replaced by another policy.
3. Biennially review each policy to ensure it is up to date and accurate; and notify the Office of Performance Management if there is no change to the policy.

## **VI. PROCEDURES**

**A. Policy Format.** Management policies should contain the following components and follow the established template located here.

1. **Heading**: Each policy will include the proper departmental heading to include Subject, Policy Number, Department Logo, Policy Maintenance Administrator and Purpose/Scope.
2. **Signature**: Each policy will require the signature of the Executive Director prior to publication.
3. **Origination Date**: Each policy will contain the original date the policy was published.
4. **Effective Date of Latest Revision**: Each policy will contain an effective date to reflect its most recent update.
5. **Authority**: Each policy will cite, and hyperlink to, the statutory and/or administrative authority upon which it is based.
6. **Related Policies**: Each policy will include a list of all related department policies and with hyperlinks to the related policies.
7. **Definitions**: Each policy will include all key words and terms along with their definitions. These definitions are used for the express purpose of providing uniformity and clarity throughout each policy.
8. **Policy**: Each policy will state a high-level, overall plan and general goal regarding a specific subject.
9. **Roles and Responsibilities**: Each policy will clearly identify who is authorized and responsible for administration of the activities defined.

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10. **Procedures**: In order to keep policies concise, each policy will have a list of related procedures with hyperlinks to the documentation.

B. The *Management Policy Writing Style Guide* is located here.