

CF OPERATING PROCEDURE
NO. 5-1

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, Jan 18, 2024

Publications Management

NUMERICAL AND SUBJECT INDEX TO ADMINISTRATIVE PUBLICATIONS

1. Purpose. This operating procedure furnishes current indexes of statewide administrative publications.
2. Scope. The attached indexes include operating procedures (CFOPs) (formerly called regulations), and pamphlets (CFPs). Appendix A contains a list of statewide operating procedures, and statewide pamphlets are listed in Appendix B.
3. Keeping the Indexes Up to Date. If necessary, update the indexes with write-ins until new indexes are published. An updated copy of this operating procedure is published approximately three times per year.

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure has been revised to include all current statewide administrative publications that have been approved and posted on the Intranet and Internet. This operating procedure does not include publications in the review/coordination process, except those requiring assignment of a new publication number. The word "DRAFT" appears in the edition date column for new publications that have not yet been promulgated.

OPERATING PROCEDURES (formerly called "Regulations")**PUBLICATIONS MANAGEMENT**

ASG	CFOP 5-1	Numerical and Subject Index to Administrative Publications	11/01/2023	X
ASG	CFOP 5-2	Departmental Administrative Publications System	05/14/2008	B
ASG	CFOP 5-3	General Subject Areas	12/01/2008	A
ASG	CFOP 5-5	Public Documents: Maintaining a Record When Printing Cost Exceeds Category 3; Copies to State Library	12/01/2008	B

DOCUMENTATION MANAGEMENT

OSC	CFOP 15-1	Correspondance Management	11/03/2014	B
ASG	CFOP 15-2	Standard Letterhead and Business Card Formats	05/13/2019	A
OSC	CFOP 15-3	The Departmental Logo	07/16/2012	B
ASG	CFOP 15-4	Records Management	02/05/2015	X
ASG	CFOP 15-6	Managing Departmental Forms	07/01/2013	A
OSC	CFOP 15-7	Decision Memorandum Process	12/19/2012	B
OSGC	CFOP 15-9	Requests for Public Records	07/01/2007	A
ASG	CFOP 15-10	Departmental Office Symbols	10/01/2009	B
OSGC	CFOP 15-12	Procedures for Releasing Selected Information Pertaining to a Report of Abuse, Neglect, Exploitation or Abandonment of a Child or Adult	12/15/2006	X
OSC	CFOP 15-13	DCF Tracker Management System	10/17/2014	B
OSC	CFOP 15-14	Publishing, Filing, and Distributing Reports Required by Law	11/30/2012	D
OSC	CFOP 15-15	DCF Media Policy	05/09/2014	A

LEGAL

OSGC	CFOP 30-2	Response to Subpoenas for C&F Records	05/15/99	B
OSGC	CFOP 30-4	Provision of Legal Services to Programs Located within the Department for Administrative Purposes Only	04/30/98	B
OSGC	CFOP 30-5	Cases Requiring Entry of a Final Order	06/01/98	X
PDRS	CFOP 30-7	Consular Notification: Special Procedures Related to Foreign Nationals	11/15/2012	X

TRAVEL AND TRANSPORTATION

ASFM	CFOP 40-1	Official Travel of DCF Employees and Non-Employees	02/19/2009	A
ASG	CFOP 40-2	Vehicle Management and Operation	04/25/2022	B
ASHR	CFOP 40-4	Vehicle Insurance Allowance for Selected Child Welfare and Adult Protective Services Staff	06/20/2016	X

SYSTEMS MANAGEMENT

PDFS	CFOP 50-1	Department Use of Criminal Justice Information Services (CJIS) and Driver and Vehicle Information Database (DAVID)	06/27/2022	X
ITS	CFOP 50-2	Security of Data and Information Technology Resources	04/03/2023	A
ITS	CFOP 50-3	Security Planning	07/20/2023	A
ITS	CFOP 50-4	Computer Software Licensing and Copyright Policy	09/14/2023	A
ITS	CFOP 50-7	Statewide Office Automation Standards	11/01/2023	B
ITS	CFOP 50-13	Internet/Intranet Policy	05/01/2008	B
ITS	CFOP 50-14	Policy on Virus Prevention, Control, Reporting, and Recovery	11/06/2022	A

ITS	CFOP 50-22	Acceptable Use of Information Technology Resources	09/14/2023	A
OSC	CFOP 50-25	Guidelines for Using Social Networking Sites and Social Media	11/01/2023	A
ITS	CFOP 50-26	Policy on Agreements Involving Data Sharing	05/06/2022	A
ITS	CFOP 50-27	Data Classification and Access Control	10/06/2022	A
ITS	CFOP 50-28	Media Protection	10/06/2022	A
ITS	CFOP 50-29	Wireless Access	10/06/2022	A
ITS	CFOP 50-30	Identity and Access Management Plan	06/21/2023	A
ITS	CFOP 50-31	Policy on Privileged Access to Information Technology Resources	08/09/2023	A

FINANCIAL MANAGEMENT

ASFM	CFOP 55-1	Policies and Procedures of Financial Monitoring	07/01/2021	X
ASFM	CFOP 55-4	Budget Management	05/01/2016	X
ASFM	CFOP 55-5	Membership Dues	08/29/2011	B
ASFM	CFOP 55-7	Fee Assessment and Collection	12/05/2011	X
PDES	CFOP 55-9	Internal Fraud Procedures	01/01/2005	A
ASFM	CFOP 55-10	Web-Based Fee Maintenance Accounts Receivable System	12/05/2011	X
ASFM	CFOP 55-18	Data Security on GRANTS System	12/11/2008	X

HUMAN RESOURCES

ASHR	CFOP 60-1	Chapter 2, Hours of Work, Overtime and Compensatory Leave	07/01/2018	A
ASHR	CFOP 60-1	Chapter 4, On-Call/Call Back	12/01/2018	A
ASHR	CFOP 60-4	Chapter 11, Family Supportive Work Program	06/18/2018	A
ASHR	CFOP 60-4	Chapter 12, Florida Mentoring Partnership	04/10/2018	A
OSGC	CFOP 60-5	Chapter 1, Political Activities	03/22/2018	A
OSGC	CFOP 60-5	Chapter 5, Code of Ethics for Public Officers and Employees	03/22/2018	A
	CFOP 60-5	Chapter 6 (Superseded by CFOP 180-2)		
ASG	CFOP 60-5	Chapter 8, Bonding of Employees	11/02/2017	A
OSGC	CFOP 60-5	Chapter 11, Employee Relationships with Regulated Entities	03/22/2018	A
ASHR	CFOP 60-5	Chapter 12, Drug-Free Workplace	10/31/98	A
ASHR	CFOP 60-6	Other Personal Services (OPS) Employment	03/21/2018	A
	CFOP 60-7	Never Published		
ASHR	CFOP 60-8	Chapter 1, Employee Personnel Records	03/01/2018	A
ASHR	CFOP 60-10	Chapter 1, Americans with Disabilities Act (ADA) Accommodation Procedures for Applicants/Employees/General Public	02/04/2019	A
ASHR	CFOP 60-10	Chapter 2, Informal Discrimination Complaint Procedure	11/01/2010	A
ASHR	CFOP 60-10	Chapter 5, Unlawful Harassment and Unlawful Sexual Harassment	10/09/2019	A
ASHR	CFOP 60-10	Chapter 6, Filing Complaints By Reason of Disability	01/27/2012	A
ASHR	CFOP 60-11	Chapter 1, Policy on Domestic Violence Support	04/10/2018	A
ASHR	CFOP 60-11	Chapter 2, Workplace Violence Awareness and Prevention	07/05/2017	A
ASHR	CFOP 60-12	Driver's License as a Condition of Employment	10/17/2011	A
ASHR	CFOP 60-13	Collection and Use of Social Security Numbers by DCF Employees and Others Acting on Behalf of the Department	08/08/2019	A

ASHR	CFOP 60-15	Equal Employment Opportunity/Affirmative Action	03/15/2016	A
ASHR	CFOP 60-16	Methods of Administration for Federal Financial Participation	06/03/2022	A
ASHR	CFOP 60-17	Chapter 1, Privacy and Management of Protected Health Information	06/27/2014	A
ASHR	CFOP 60-17	Chapter 2, Protected Health Information Complaint/Grievance Procedures	01/06/2014	A
ASHR	CFOP 60-17	Chapter 3, HIPAA Privacy Monitoring Requirements	07/15/2015	A
ASHR	CFOP 60-17	Chapter 4, Authorization for Use or Disclosure of Protected Health Information	05/02/2016	A
ASHR	CFOP 60-17	Chapter 5, Accounting of Disclosures of Protected Health Information	01/06/2014	A
ASHR	CFOP 60-17	Chapter 6, HIPAA Sanctions Policy	08/19/2013	A
ASHR	CFOP 60-17	Chapter 7, HIPAA Breach Notification Procedures	01/06/2014	A
ASHR	CFOP 60-20	Chapter 1, Classification and Organizational Changes	02/01/2018	A
ASHR	CFOP 60-25	Chapter 1, Recruitment and Selection	11/19/2021	A
ASHR	CFOP 60-25	Chapter 2, Employee Security Background Screening	11/19/2021	A
ASHR	CFOP 60-25	Chapter 5, Payment of Moving Expenses	08/23/2017	A
ASHR	CFOP 60-30	Chapter 1, New Employee Orientation Process	01/02/2018	A
ASHR	CFOP 60-30	Chapter 3, Additional Employment Outside State Government	04/10/2018	A
ASHR	CFOP 60-30	Chapter 4, Employee Assistance Program	04/10/2018	A
ASHR	CFOP 60-30	Chapter 5, Volunteer and Intern Program	04/10/2018	A
ASHR	CFOP 60-35	Chapter 1, Performance Evaluation Program for Career Service, Selected Exempt Service, and Senior Management Service Employees	02/13/2018	A
ASHR	CFOP 60-40	Chapter 1, Fair Labor Standards Act (FLSA) Agency Plan for Compensatory Leave Credits	10/02/2017	A
ASHR	CFOP 60-40	Chapter 3, Annual Leave Carryover Plan	04/10/2018	A
ASHR	CFOP 60-40	Chapter 4, Sick Leave Transfer Plan	12/11/2018	A
ASHR	CFOP 60-40	Chapter 5, Managing Unauthorized Use of Sick Leave	05/09/2019	A
ASHR	CFOP 60-40	Chapter 6, Educational Leave with Pay	09/23/2019	A
ASHR	CFOP 60-40	Chapter 7, Managing Workers' Compensation Claims and Disability Leave	02/07/2019	A
ASHR	CFOP 60-40	Chapter 8, Leave for Disasters and Other Emergency Conditions	07/05/2017	A
ASHR	CFOP 60-40	Chapter 9, Alternative Work Locations	07/09/2021	A
ASHR	CFOP 60-40	Chapter 10, Family and Medical Leave Act (FMLA)	05/09/2019	A
ASHR	CFOP 60-45	Chapter 1, Recognition and Awards Program	09/01/2018	A
OSGC	CFOP 60-52	Employees Volunteering To Serve As Guardian Ad Litem	04/10/2018	A
ASHR	CFOP 60-55	Chapter 1, Standards of Conduct and Standards for Disciplinary Action for Department Employees	04/10/2018	A
ASHR	CFOP 60-55	Chapter 2, Career Service Grievance Procedure	06/26/2017	A
ASHR	CFOP 60-70	Chapter 1, Employee Separations and Reference Checks	07/18/2017	A
<u>FACILITIES ACQUISITION AND MANAGEMENT</u>				
ASG	CFOP 70-1	Leasing	08/27/2020	X
ASG	CFOP 70-2	Location and Format for Department Signs	12/12/2008	X
ASG	CFOP 70-3	Energy Conservation	02/16/98	X
ASG	CFOP 70-4	Fixed Capital Outlay Projects Management and Coordination	06/01/2009	X
ASG	CFOP 70-5	Recycling Program	01/01/2009	B

ASG	CFOP 70-6	Unauthorized Use of State Telephones, State Owned or Leased Cellular Telephones, and Third Party Billing	03/01/2009	A
ASG	CFOP 70-8	Management of Real Property	11/17/2008	X
ASG	CFOP 70-9	Hazardous Materials – Employee’s Right To Know	09/01/2008	X
ASG	CFOP 70-10	Hazardous Materials – Emergency Planning and Community Right To Know	10/01/2008	X
ASG	CFOP 70-11	Archaeological and Historic Resources	10/01/2008	X
ASG	CFOP 70-12	Contraband Control	10/15/2012	A
ASG	CFOP 70-15	Housekeeping	03/23/2010	X
<u>PROCUREMENT AND CONTRACT MANAGEMENT</u>				
ASG	CFOP 75-1	Purchasing Policy and Procedures	01/29/2007	B
ASC	CFOP 75-2	Contract Management System for Contractual Services	09/02/2015	X
ASG	CFOP 75-3	Insurance	12/16/2008	A
ASFM	CFOP 75-5	Use of Merchant Gift Cards	03/29/2007	A
ASC	CFOP 75-8	Policies and Procedures of Contract Oversight	09/02/2015	X
<u>PROPERTY MANAGEMENT</u>				
ASG	CFOP 80-2	Property Management	05/06/2005	B
ASG	CFOP 80-3	Disposal of Client Unclaimed Tangible Personal Property	08/14/97	X
<u>ADULT SERVICES</u>				
PDAS	CFOP 140-2	Adult Protective Services	12/15/2022	X
PDAS	CFOP 140-3	Adult Protective Services Protective Supervision Program	11/30/2022	X
PDAS	CFOP 140-4	Adult Protective Services Protective Intervention	10/11/2022	X
PDAS	CFOP 140-8	Community Care for Disabled Adults	05/13/2020	X
PDAS	CFOP 140-10	Home Care for Disabled Adults	02/27/2020	X
PDAS	CFOP 140-11	Adult Protective Services Registered Nurse Specialist	05/13/2020	X
<u>MENTAL HEALTH/SUBSTANCE ABUSE</u>				
SMF	CFOP 155-1	Guidelines for the Use of Psychotherapeutic Medications in State Mental Health Treatment Facilities	10/15/2018	X
SMF	CFOP 155-2	Operating Capacities at State Mental Health Treatment Facilities	11/11/2016	B
SMF	CFOP 155-3	State Mental Health Treatment Facilities Mortality Reporting and Review Procedure	07/09/2019	X
SMF	CFOP 155-4	HIV/AIDS Screening and Treatment in State Mental Health Treatment Facilities	04/27/2017	X
SMF	CFOP 155-5	Supervision of Unlicensed Assistive Personnel Performing Nursing Delegated Tasks and Activities in Mental Health Treatment Facilities	11/04/2016	X
SMF	CFOP 155-6	Socio-Sexual Behaviors at State Civil Mental Health Treatment Facilities	09/15/2021	X
SMF	CFOP 155-8	Contraband Control in the Mental Health Treatment Facilities	09/15/2021	X
SMS	CFOP 155-11	Title XXI Behavioral Health Network	11/01/2002	X
SMF	CFOP 155-12	Forensic Transfers to Civil Mental Health Treatment Facilities	02/03/2021	X
SMF	CFOP 155-13	Incompetence To Proceed and Non-Restorable Status	09/21/2021	X

SMF	CFOP 155-16	Recovery Planning and Implementation in Mental Health Treatment Facilities	05/16/2019	X
SMF	CFOP 155-17	Guidelines for Discharge of Civil Residents from a State Mental Health Treatment Facility to the Community	04/17/2020	X
SMF	CFOP 155-19	Evaluation and Reporting of Competency To Proceed	02/15/2019	X
SMF	CFOP 155-20	Use of Seclusion in Mental Health Treatment Facilities	11/04/2016	X
SMF	CFOP 155-21	Use of Restraint in Mental Health Treatment Facilities	09/15/2019	X
SMF	CFOP 155-22	Leave of Absence and Discharge of Residents Committed to a State Mental Health Treatment Facility Pursuant to Chapter 916, F.S.	08/17/2021	X
SMF	CFOP 155-23	Resident Transfers Between State Forensic Mental Health Treatment Facilities	01/13/2021	X
SMF	CFOP 155-24	Guidelines for Infection Prevention and Control Program in State Mental Health Treatment Facilities	05/13/2021	X
SMF	CFOP 155-25	Incident Reporting and Processing in State Mental Health Treatment Facilities	11/13/2020	X
SMF	CFOP 155-26	Safe and Supportive Observations of Residents	09/15/2021	X
SMF	CFOP 155-27	Guidelines for Pre-Release Referral of Residents in State Mental Health Treatment Facilities for Social Security Benefits and Insurances and for the Institutional Care Program (ICP) Medicaid	04/16/2018	X
SMF	CFOP 155-28	Sexual Misconduct in State Mental Health Treatment Facilities	04/17/2017	X
SMF	CFOP 155-29	Management of Minimum Staffing in State Mental Health Treatment Facilities	11/06/2019	X
SMS	CFOP 155-31	District Substance Abuse Licensing and Regulatory Policies and Procedures	09/14/2006	X
SMF	CFOP 155-34	Contact Between Special Interest Industries and State Mental Health Treatment Facility Employees	09/15/2021	X
SMF	CFOP 155-35	Violence Risk Assessment Procedure in State Mental Health Treatment Facilities	10/21/2020	X
SMF	CFOP 155-38	Procedures for Post Commitment Diversion of Individuals Adjudicated Incompetent to Proceed or Not Guilty by Reason of Insanity	03/31/2021	X
SMF	CFOP 155-39	Guidelines for Progress Note Documentation in the Health Record at State Mental Health Treatment Facilities	03/17/2021	X
SMF	CFOP 155-40	Use of Electroconvulsive Treatment for Residents of State Mental Health Treatment Facilities	05/20/2021	X
SMF	CFOP 155-41	Environmental Risk Management in State Mental Health Treatment Facilities	07/10/2015	X
SMF	CFOP 155-45	Guidelines for Conducting Sexually Violent Predator Assessment of Individuals Found Not Guilty by Reason of Insanity and Committed for Involuntary Hospitalization	06/02/2021	X
SMF	CFOP 155-46	Management of Acute Non-Penetrating Traumatic Head/Brain Injury	10/15/2018	X
SMF	CFOP 155-47	Processing Referrals from the Department of Corrections	07/01/2009	X
SMF	CFOP 155-48	Registration Guidelines for Forensic and Civil Residents Who Are Classified as Sexual Offenders or Sexual Predators	11/13/2020	X
SMF	CFOP 155-49	Individuals Served/Employee Relationships	12/21/2020	X

SMF	CFOP 155-50	Undocumented Persons in State Mental Health Treatment Facilities	05/30/2019	X
SMF	CFOP 155-51	Dress Code for State Operated Mental Health Treatment Facilities	11/09/2020	X
SMF	CFOP 155-52	Use of "Do Not Resuscitate" (DNR) Orders in State Mental Health Treatment Facilities	12/15/2021	X
SMF	CFOP 155-53	Suicide and Self-Injury Prevention	02/15/2019	X
SMF	CFOP 155-54	Administrative Reviews of Individuals in High Profile Situations	12/21/2020	X
SMF	CFOP 155-56	Guidelines for Admission of Forensic Individuals to a State Mental Health Treatment Facility	02/12/2021	X
SMF	CFOP 155-57	Care of Pregnant Females in State Mental Health Treatment Facilities	03/01/2021	X
SMF	CFOP 155-58	Guidelines for Assisting State Mental Health Facility Residents Who May Benefit from Appointment of Public Guardianship	04/22/2019	X
SMF	CFOP 155-59	Surveillance Technology in the Mental Health Treatment Facilities	06/02/2021	X
SMF	CFOP 155-61	Residential Room Assignments in the Civil Facilities	09/15/2021	X
SMF	CFOP 155-63	Freedom of Movement of Residents in Civil State Mental Health Treatment Facilities	01/03/2020	X
SMF	CFOP 155-64	Guidelines for Admission to a Civil State Mental Health Treatment Facility	09/15/2020	X
SMF	CFOP 155-65	Visitation Guidelines in a DCF State Mental Health Treatment Facility	09/25/2020	X

ECONOMIC SELF-SUFFICIENCY SERVICES

PDES	CFOP 165-9	Presumptive Medicaid Eligibility for Pregnant Women	01/01/2014	X
PDES	CFOP 165-17	PDES	CFOP 165-18	
	PDES	CFOP 165-19	PDES	
	CFOP 165-22	ACCESS Florida Program Policy Manual Program Policy Manual (state.fl.us)		

CHILD WELFARE

PDFS	CFOP 170-1	Florida's Child Welfare Practice Model	05/28/2021	X
PDFS	CFOP 170-2	Completing Hotline Intake Assessment	04/04/2016	X
			Pend (02/15/22)	
PDFS	CFOP 170-3	Procedures Related to Missing Children	10/01/2020	X
PDFS	CFOP 170-4	Child Maltreatment Index	09/01/2020	X
PDFS	CFOP 170-5	Child Protective Investigations	02/07/2022	X
			Pend (02/15/22)	
PDFS	CFOP 170-6	Child Fatality Response	12/01/2018	X
PDFS	CFOP 170-7	Develop and Manage Safety Plans	02/14/2022	X
			Pend (02/15/22)	
PDFS	CFOP 170-8	Plan of Safe Care for Infants Affected by Prenatal Substance Use	07/15/2018	X
PDFS	CFOP 170-9	Family Assessment and Care Planning	05/01/2019	X
			Pend (02/15/22)	
PDFS	CFOP 170-10	Providing Services and Support for Children in Care and for Caregivers	09/01/2020	X
PDFS	CFOP 170-11	Placement	09/08/2020	X
PDFS	CFOP 170-12	Adoptions	10/30/2020	X
PDFS	CFOP 170-13	Child Support in Child Welfare Cases	12/15/2017	X
PDFS	CFOP 170-14	Response to the Human Trafficking of Children	11/21/2017	X

PDFS	CFOP 170-15	Federal and State Funding Eligibility	04/22/2022	X
PDFS	CFOP 170-16	Administrative Functions	08/10/2023	X
PDFS	CFOP 170-17	Services for Transitioning Youth and Young Adults	07/29/2019	X
PDFS	CFOP 170-18	Services for Children with Mental Health and Any Other Co-Occurring Substance Abuse or Developmental Disability Treatment Needs in Out-of-Home Care Placements	08/21/2020	X
PDFS	CFOP 170-19	Interstate Compact On The Placement Of Children	07/27/2023	
PDFS	CFOP 170-19	Interstate Compact on the Placement of Children	DRAFT	
PDFS	CFOP 170-20	Child Care Licensing Program Desk Reference Guide	07/01/2020	X
PDFS	CFOP 175-25	Domestic Violence Center Certification Standards	09/16/2022	
<u>FAMILY SAFETY</u>				
PDFS	CFOP 175-17	Child Fatality Review Procedures	03/03/2011	X
PDFS	CFOP 175-19	Administrative Fines and Other Penalties for False Reporting of Abuse, Neglect and Abandonment	05/09/2001	X
	CFOP 175-40	(Superseded by CFOP 170-18)		
PDFS	CFOP 175-44	Services to Refugee and Entrant Unaccompanied Minors	06/01/99	X
PDFS	CFOP 175-52	Relicensing Child-Placing Agencies	11/01/98	X
PDFS	CFOP 175-54	(superseded by CFOP 170-19)	07/27/2023	X
PDFS	CFOP 175-55	(superseded by CFOP 170-19)	07/27/2023	X
PDFS	CFOP 175-59	Master Trust for Benefit of Family Safety Program Clients	10/18/2006	X
PDFS	CFOP 175-67	Finalized Adoption Cases and Automated System Client Identifiers	08/01/98	X
PDFS	CFOP 175-91	Abuse and Neglect Clearance of Informal Child Care Providers	11/15/99	X
(Superseded by 170-1c6 and 50-1.)				
	CFOP 175-95	Not Issued		
PDFS	CFOP 175-97	Interstate Compact on Adoption and Medical Assistance	07/30/2003	X
<u>INSPECTOR GENERAL</u>				
OSIG	CFOP 180-2	Policies and Procedures of the Office of Inspector General	07/27/2021	X
OSIG	CFOP 180-4	Mandatory Reporting Requirements to the Office of Inspector General	05/28/2015	A
<u>SAFETY</u>				
ASGDC	CFOP 215-1	Loss Prevention	02/12/2010	X
ASGDC	CFOP 215-4	Safety and Loss Control - Fire Safety	12/15/2008	X
ASGDC	CFOP 215-5	Casualty Risk Loss Prevention and Control Program	08/07/2008	B
ASG	CFOP 215-6	Incident Reporting and Analysis System (IRAS)	04/01/2013	A
ASG	CFOP 215-7	Child Fatality Notification Requirements	05/13/2014	A

PAMPHLETS

ASGO	CFP 15-1	Basics of Records Management	08/29/97	X
ASGO	CFP 15-7	Records Retention Schedules Used by the Department of Children and Families	02/22/2021	X
ASG	CFP 45-1	Storage Techniques	05/01/98	X
ASG	CFP 45-2	Physical Inventory Techniques	04/06/98	X
ASHR	CFP 60-1	Employee Handbook	07/01/2018	F
ASGDC	CFP 70-1	Preparing Facility Programs	11/17/2008	X
ASGDC	CFP 70-3	Operation and Maintenance Housekeeping Guidelines	04/30/98	X
ASGDC	CFP 70-4	Resource Recovery and Waste Management	10/20/2008	X
	CFP 170-1	(superseded by CFOP 170-25)		X
ASGDC	CFP 215-1	Safe Practice Guidelines for Operating and Maintaining Department Facilities and Grounds	08/14/98	X
ASGDC	CFP 215-2	Safe Practice Guidelines for Operating and Maintaining Machinery and Equipment	07/01/99	X
ASGDC	CFP 215-3	Employee Safety Orientation	06/01/2022	X
ASG	CFP 215-4	Department of Children and Families Emergency/ Disaster Plan (Intranet Only)	05/07/2018	X

HEADQUARTERS OPERATING PROCEDURES

ASG

OP 10-5

Issuance and Control of Identification Badge for the
Center of Tallahassee Office Complex

02/22/2022

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