

**ENFORCEMENT PAPER FLOW CHART**  
(Acronyms/Abbreviations are listed at the end)

TYPE OF DOCUMENT	HOW DO I OBTAIN OGC REVIEW/ASSISTANCE? <i>(Who should I send it to? When do I send it? What other forms must I include?)</i>	EXPLANATION
<i>Draft Warning Letters, Non-Compliance Letters, Warning Letters, Draft SFCOs, Draft Model COs</i>	<b>DO NOT SEND</b> these documents to OGC unless (1) you are specifically requested to do so; OR (2) it is an attachment to another document sent to OGC (for example, a Case Report, executed SFCO, etc.).	OGC does not open or maintain files for these preliminary district initiated enforcement options.
Civil Penalty Authorization Memos	<i>After</i> district routing requirements have been met/signature by the District Director, send CPAMS via email directly to <a href="#">LARRY MORGAN</a> for review and approval.	Forwarding these documents to other OGC personnel may delay the review and approval process.  Upon approval, these documents are returned to Director of District Management.
<i>Executed SFCOs, Model COs, and LFCOs Issued Final Orders</i>	Send copies directly to <a href="#">LEA CRANDALL</a> , Agency Clerk, either by mail (Mail Station 35) or by email as a scanned document.	All executed orders must be sent <b>ONLY</b> to the agency clerk, who will then route it as necessary within OGC.  Please do not send these documents to other OGC personnel – doing so results in duplication of effort.
<i>Draft LFCOs (A LFCO is any CO which does not track the language in the Model COs and must be sent to OGC for attorney assignment/review.)</i>  <i>Draft NOVs</i>  <i>Draft License and Permit Revocations</i>  <i>Draft Final Orders which do not track the model language in Default Final Orders or Model Final Orders</i>	Send drafts via email or hard copy ( <i>preferably email</i> ) to <a href="#">JACK CHISOLM</a> with an LCTS form, <i>after</i> district routing requirements have been met.  Please include “ <b>Request for Attorney Assignment</b> ” in the subject line of your email to ensure timely attorney assignment.	Attorney assignments are made by <a href="#">Jack Chisolm</a> .  Failure to include “Request for Attorney Assignment” in the subject line and forwarding drafts directly to enforcement attorneys or other enforcement personnel may delay assignment and review.

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<p><i>Draft “stand-alone” TUAs (in other words, TUAs that do not accompany a draft LFCO)</i></p>	<p>Send draft TUAs via email or hard copy to <a href="#">SANDRA STOCKWELL</a> for attorney assignment and review.</p> <p><b>NOTE: Draft TUAs that accompany a draft CO must be included with the draft CO and sent to <a href="#">JACK CHISOLM</a> for attorney assignment and review.</b></p>	<p>Only TUAs that accompany a draft CO should be forwarded to <a href="#">Jack Chisolm</a> for assignment of an enforcement section attorney. TUAs that are not related to enforcement should be sent to <a href="#">Sandra Stockwell</a> for assignment of a public lands section attorney.</p> <p>Forwarding these documents directly to attorneys or other OGC personnel causes delay in assignment and review.</p>
<p><i>Issued NOVs</i></p>	<p>Send via email to <a href="#">JACK CHISOLM</a> after it has been issued by the district.</p>	<p>Please do not send multiple copies of these documents to other OGC personnel – doing so results in duplication of effort and unnecessary paper handling by enforcement personnel.</p>
<p>Case Reports</p>	<p>Send Case Reports via email to <a href="#">JACK CHISOLM</a> with an LCTS form, <i>after</i> district routing requirements have been met.</p> <p>If the attachments are too large to email, email the Case Report and LCTS form to <a href="#">JACK CHISOLM</a>, and copy the attachments to the following location: <a href="#">\\tlh_bdg1\OGCtransfer\@ENFORCEMENT</a>. Note that this is a temporary transfer area – files copied here will be removed on a periodic basis.</p> <p>Please include “<b>Request for Attorney Assignment</b>” in the subject line of your email to ensure timely attorney assignment.</p>	<p>All attorney assignments are made by <a href="#">Jack Chisolm</a>.</p> <p>Failure to include “<b>Request for Attorney Assignment</b>” in the subject line and forwarding Case Reports directly to enforcement attorneys or other enforcement personnel may delay assignment and review.</p>

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Closure Memos	<p>Send to <a href="#">JACK CHISOLM</a> via email for review and closure of files <i>after</i> district routing requirements have been met.</p> <p>Please include “<b>Request for Case Closure</b>” in the subject line of your email to ensure timely processing.</p>	<p>Forwarding multiple closure documents to other OGC personnel delays the closure process.</p> <p>Generally, SFCOs <b>do not require closure memos</b> because they do not require corrective actions. These files will be closed when LCT reflects that penalties have been paid.</p> <p>However, a closure memo <b>is required</b> for SFCOs that allow payment via In-kind or P2 projects; upon completion of those projects, you must send a closure memo so that adjustments can be made to accurately reflect payment of monetary penalties and completion of In-kind/P2 projects.</p> <p>Note that unapproved language changes to model documents may delay closure.</p> <p><b>Other than SFCOs, memos requesting case closure are required on all other cases that have been referred to OGC.</b></p>
Collection and Write-off Request Forms; Stipulated Penalty Demand Letters	<p>Send collection and write-off request forms directly to <a href="#">LAURIE ROUGHTON</a> for tracking.</p> <p>Also, copy <a href="#">LAURIE ROUGHTON</a> on stipulated penalty demand letters.</p>	

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**ACRONYMS/ABBREVIATIONS**

<b>CO</b>	Consent Order – Note that this is a generic term that includes all of the following types of Consent Orders: <b>SFCO</b> Short Form Consent Order ( <i>see Enforcement Manual, § 5.6.1</i> ) <b>MCO</b> Model Consent Order ( <i>see Enforcement Manual, § 5.6.2</i> ) <b>LFCO</b> Long Form Consent Order ( <i>see Enforcement Manual, § 5.6.3</i> )
<b>TUA</b>	Temporary Use Agreement
<b>CPAM</b>	Civil Penalty Authorization Memo
<b>NOV</b>	Notice of Violation
<b>LCTS</b>	Legal Case Tracking System

QUESTIONS? CALL OR EMAIL:

Mary Wilson, (850) 245-2245, [Mary.Wilson@dep.state.fl.us](mailto:Mary.Wilson@dep.state.fl.us)

Laurie Roughton, (850) 245-2268, [Laurie.Roughton@dep.state.fl.us](mailto:Laurie.Roughton@dep.state.fl.us)