



**FLORIDA DEPARTMENT OF
LAW ENFORCEMENT**
OFFICE OF INSPECTOR GENERAL

ANNUAL REPORT

FISCAL YEAR 2016 - 2017

Lourdes Howell-Thomas, Inspector General

September 26, 2017



Florida Department of
Law Enforcement

Richard L. Swearingen
Commissioner

Office of Inspector General
Post Office Box 1489
Tallahassee, Florida 32302-1489
(850) 410-7000
www.fdle.state.fl.us

Rick Scott, *Governor*
Pam Bondi, *Attorney General*
Jimmy Patronis, *Chief Financial Officer*
Adam Putnam, *Commissioner of Agriculture*

September 26, 2017

Richard L. Swearingen, Commissioner
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, FL 32302

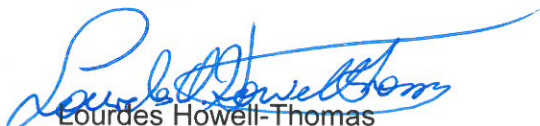
Dear Commissioner Swearingen:

In accordance with Section 20.055(8), Florida Statutes, I am pleased to present the Office of Inspector General's (OIG) Annual Report for Fiscal Year 2016-2017. This report summarizes the activities performed by this office based on its statutory obligations and the responsibilities assigned last fiscal year. Moreover, this report reflects the professionalism and dedication of the OIG members who were instrumental in these accomplishments.

For the Fiscal Year 2017-2018, the OIG is committed to accomplishing our mission of assisting the Department with meeting its goals and objectives by providing timely and professional auditing and investigative services that promote accountability, integrity, and efficiency.

On behalf of the OIG staff, I would like to thank you for your continued support, as well as all FDLE members. The collaboration and assistance provided is not only essential but also much appreciated. We look forward to working closely with you and your leadership team as we continue our efforts to promote efficiency, accountability, and integrity within FDLE.

Sincerely,



Lourdes Howell-Thomas
Inspector General

Attachment

cc: Eric Miller, Chief Inspector General
Sherrill F. Norman, Auditor General



Introduction

The statutory role of the Office of Inspector General (OIG) is to provide a central point for coordination of and responsibility for, activities that promote accountability, integrity, and efficiency in the Department. Section 20.055, Florida Statutes (F.S.), requires each inspector general to prepare an annual report summarizing the activities of the office during the preceding state fiscal year (FY).

This report summarizes the projects, activities and investigations conducted by the Florida Department of Law Enforcement (FDLE or Department) OIG during FY 2016-2017.

Mission

It is the mission of the OIG to assist the Department with meeting its goals and objectives by providing timely and professional auditing and investigative services that promote accountability, integrity, and efficiency.

We accomplish our mission by conducting audits, management reviews, special projects, consulting activities, and Whistle-Blower investigations. Results of our audits and project analyses are furnished to management to assist them in effectively managing their areas of responsibility.

Statutory Authority

Per section 20.055(2), F.S., the specific duties and responsibilities of the OIG include:

- Provide direction for, supervise, and coordinate audits, investigations, and management reviews relating to the programs and operations of the agency.
- Conduct, supervise, and coordinate other activities carried out or financed by the agency to promote economy and efficiency, and prevent and detect fraud and abuse in programs and operations.
- Keep the agency head informed concerning fraud, abuses, and deficiencies relating to programs and operations; recommend corrective action; and report on the progress made in implementing corrective action.
- Advise in the development of performance measures, standards, and procedures for the evaluation of agency programs.
- Assess the reliability and validity of the information provided on performance measures and standards, and make recommendations for improvement.
- Review actions taken to improve program performance and meet program standards, and make recommendations for improvement.
- Ensure that an appropriate balance is maintained between audit, investigative, and other accountability activities.



- Ensure effective coordination and cooperation between the Auditor General, federal auditors and other governmental bodies.
- Review rules relating to the programs and operations of the agency and make recommendations regarding their impact.

Organization

The OIG is under the direction of the Inspector General who reports directly to the FDLE Commissioner. As of June 30, 2017, the OIG was comprised of six positions. The members assigned to the OIG are organizationally independent of other Department Divisions subject to audit, evaluation and investigation. During the reporting period, the OIG was reorganized and some functions were transferred to another division within FDLE.

July 1, 2016 to March 23, 2017

During this time-period, the OIG was comprised of nine positions, divided into three sections: Audit Section; Accreditation Standards Section; and Investigations and Compliance Section.

The **Audit Section** provides independent, objective assurance, and consulting services designed to add value and improve the Department's operations. This section also coordinates activities with external auditors. This section is supervised by the Director of Auditing, and consisted of three Senior Management Analyst II positions. The Audit section is responsible for conducting audits, management reviews, and special projects. Audit engagements are conducted in accordance with *Generally Accepted Government Auditing Standards (GAGAS)*, published by the United States Government Accountability Office.

The **Accreditation Standards Section** oversees FDLE's state and national accreditation efforts. The **Investigations and Compliance Section** conducts staff inspections, evidence inventories, special projects, and Whistle-blower determinations and investigations. Both sections were supervised by the Director of Investigations and consisted of an Inspector and a Senior Management Analyst II.

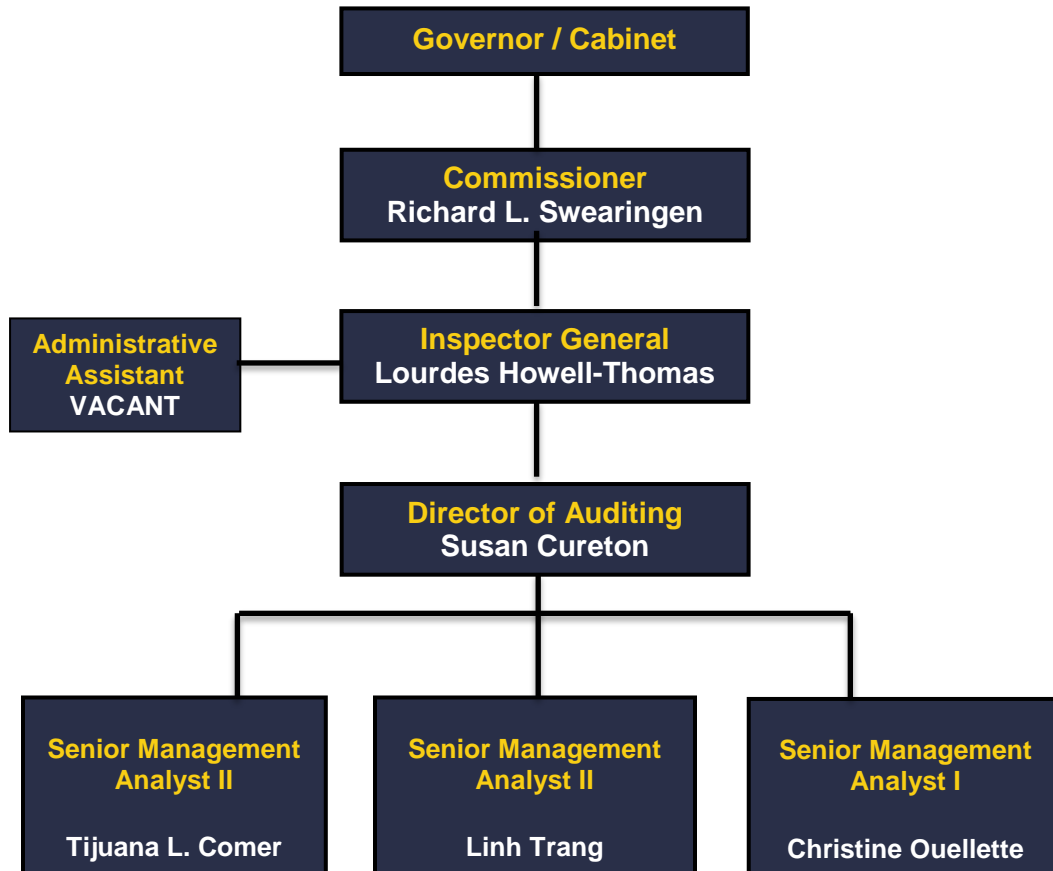
March 24, 2017 to June 30, 2017

In March 2017, the OIG underwent reorganization. Members assigned to the Accreditation Standards Section, and the Investigations and Compliance Section were transferred to the Criminal Justice Professionalism Division. An SMA II position assigned to the Audit Section was reclassified to an SMA I.

The OIG continues to carry out its audit duties and responsibilities as described above. In addition, members of the OIG conduct Whistle-blower determinations and assigned internal investigations. Audit and investigative work is conducted in accordance with the *Principles and Standards for Offices of Inspector General*, published by the Association of Inspectors General.



Florida Department of Law Enforcement Office of Inspector General*



*As of June 30, 2017



Staff Qualifications

OIG members have a wide range of backgrounds and experience in a variety of disciplines including accounting, auditing, law enforcement, investigations, program evaluation, and project management. OIG members continually enhance their professional skills by attending continuing education, maintaining professional certifications and actively participating in a number of professional organizations.

Training

OIG members must complete the following training requirements:

- Per GAGAS standards, auditors must complete 80 hours of continuing professional education every two years that enhances the auditor's professional proficiency to perform audits.
- Per CALEA¹ accreditation standards, accreditation managers must complete refresher training every three years.
- Per CFA² OIG accreditation standards, investigation members must receive a minimum of 40 hours of continuing professional education every two years, with at least 12 hours in subjects directly related to their primary responsibility.
- Sworn members must attend 40 hours of training every four years as prescribed for law enforcement certification.

Professional Certifications

During the reporting period, OIG members collectively maintained the following certifications:

- Certified Inspector General
- Certified Law Enforcement Officer
- Certified Inspector General Auditor
- Certified Internal Auditor
- Certified Fraud Examiner
- Certified Government Auditing Professional
- Certified CFA Assessor
- CFA Accreditation Manager
- CJSTC³ Certified Instructor
- Florida Certified Law Enforcement Analyst
- Florida Certified Contract Manager

¹ Commission on Accreditation for Law Enforcement Agencies

² Commission for Florida Law Enforcement Accreditation

³ Criminal Justice Standards and Training Commission



Professional Affiliations

During the reporting period, members of the OIG collectively maintained membership or association with the following organizations:

- National Association of Inspectors General (AIG)
- Florida Chapter of the Association of Inspectors General (FCAIG)
- The Institute of Internal Auditors, Inc. (IIA)
- Tallahassee Chapter of the Institute of Internal Auditors, Inc. (TCIIA)
- The Association of Certified Fraud Examiners (ACFE)
- Commission for Florida Law Enforcement Accreditation (CFA)
- Commission on Accreditation for Law Enforcement Agencies (CALEA)
- National Organization of Black Law Enforcement Executives (NOBLE)
- Florida Police Accreditation Coalition, Inc. (FLA-PAC)



Summary of Projects Completed / Active during FY 2016-2017

The following summarizes the OIG activities completed and/or coordinated during the FY 2016-2017.

THE AUDIT SECTION

The purpose of the Audit Section is to assist FDLE in accomplishing its objectives by providing management with independent and objective assurance and consulting reviews regarding risk management, internal control, and governance processes of financial, operational, information technology, and other relevant areas. Per section 20.055(6), F.S., each inspector general shall review and evaluate internal controls necessary to ensure the fiscal accountability of the state agency.

As of June 30, 2017, the following audit activities were completed or were in progress:

Audits

Alcohol Testing Program - Report No. IA-1516-01, December 2016

- The objectives of this audit were to determine if the Alcohol Testing Program (ATP) complied with policies and procedures pertaining to the breath test permit process and continuing education requirements, as well as blood analyst permit process.

Our review determined that ATP was in compliance with statutory and procedural requirements regarding the breath test permitting process as well as continuing education requirements. For the blood analyst permit application process, we identified one finding and made one recommendation to ensure that permit checklists are completed in accordance with procedures.

Information Security Audit - In Progress

- This project was initiated based on the FY 2015-2016 Annual Plan. The objective of this audit is to test and evaluate compliance with the requirements established in FDLE policy, statutes, and administrative code for the network and application access process. We anticipate completion of the final report in October 2017.

Information and Evidence Funds Audit - In Progress

- This project was initiated based on the FY 2016-2017 Annual Plan. Information and Evidence Funds (I&E) are generally used when FDLE, as the source of funds, must be concealed. The objectives of this audit are to determine if I&E funds are issued and used in compliance with policies and procedures, and to evaluate internal controls over the process. We anticipate completion of the final report in October 2017.



Special Projects/Attestation Engagements

DAVID 2016 Annual Affirmation Statement - August 2016

- In accordance with the FY 2015-2016 Annual Plan, the OIG conducted a review of FDLE's compliance with the Driver and Vehicle Information Database (DAVID) Memorandum of Understanding (MOU), entered into with the Department of Highway Safety and Motor Vehicles (DHSMV). The MOU requires FDLE to submit an annual affirmation statement indicating compliance with the requirements of the MOU no later than 45 days after the anniversary date of the agreement. Based on audit work performed, the OIG determined FDLE complied with the DAVID MOU and the annual affirmation statement was submitted to DHSMV on August 4, 2016.

DAVID 2017 Annual Affirmation Statement - In Progress

- This project began in June 2017 and had not concluded during FY 2016-2017. The MOU with DHSMV requires FDLE to complete an annual audit and an annual affirmation indicating compliance with the requirements of the MOU no later than 45 days after the anniversary date of the agreement. The annual affirmation statement was submitted to DHSMV on July 27, 2017.

Civil Asset Forfeiture Reporting - Ongoing

- Per section 932.7061, F.S., every Florida law enforcement agency (LEA) must submit an annual report to FDLE indicating whether the agency has seized or forfeited property under the Florida Contraband Forfeiture Act. FDLE must submit an annual report to the Office of Program Policy Analysis and Government Accountability (OPPAGA) compiling the information submitted by the LEAs. In order to fulfill the requirements of the statute, the OIG coordinated development of a reporting template. In addition, the OIG worked with FDLE's Information Technology Services to develop an electronic reporting tool to assist with compiling the data. The first annual reports are due from the LEAs on October 10, 2017.

Follow-Up Audits/Reviews

6-Month Status Report - Compliance Audit of the Statewide Criminal Analysis Laboratory System (Crime Labs) Grant - Report No. FP-IG0066-06, October 2016

- The OIG completed an audit of FDLE's Crime Labs grant in March 2016. The final report, OIG Report Number IG-0066, *Compliance audit of the Statewide Criminal Analysis Laboratory System Grant*, contained eight findings with recommendations. This six-month follow-up review concluded that management had taken some corrective action towards implementing the recommendations. Of the eight findings, three were closed and the remaining five were reviewed at the 12-month follow up.

12-Month Status Report - Compliance Audit of the Statewide Criminal Analysis Laboratory System (Crime Labs) Grant - Report No. FP-IG0066-06, May 2017

- The OIG completed an audit of FDLE's Crime Labs grant in March 2016. The final report contained eight findings with recommendations. A six-month follow-up concluded that management had taken corrective actions to implement three findings. The twelve-month follow-up was conducted to assess the implementation status of the five remaining open findings. This review concluded that management had taken steps to address the recommendations, and all findings were closed.



6-Month Status Report - FDLE Armory Audit - Report No. IG-0058-06, February 2017

- The objectives of this project were to assess implementation of audit recommendations made in the OIG final report, Armory Audit, issued June 2016. The Audit report contained seven findings and fourteen recommendations. The six-month follow-up review concluded that management had taken steps toward corrective action implementing the recommendations. Of the seven findings, four were closed and the remaining three will be reviewed at the 12-month follow up.

6-Month Status Report - Alcohol Testing Program - Report No. FP-IA1601-06, June 2017

- The OIG completed an audit of the Alcohol Testing Program in December 2016. The final report, OIG Report Number IA-1516-01, *Alcohol Testing Program*, contained one finding with a recommendation. To assess implementation of the recommendation, a six-month follow-up was conducted. Our review determined that management had taken corrective action to implement the recommendation, and the finding was closed.

12-Month Status Report - FDLE Grant Financial Management Process - In Progress

- The objective of this twelve-month follow-up review was to assess the status of corrective actions taken by management in response to the OIG final report, *Review of the FDLE Grant Financial Management Process*, issued in February 2016. We anticipate completion of this review in October 2017.

Internal Projects

Risk Assessment and Annual Plan for FY 2017-2018 - In Progress

- Section 20.055(i), F.S., requires the OIG to develop annual and long-term audit plans based on the findings of periodic risk assessments. The purpose of the OIG Annual Plan is to identify, select, and plan the allocation of resources for the upcoming fiscal year. The overriding consideration during the development of the plan is to provide the greatest benefit to the Department with our limited resources.

The OIG conducted an annual risk assessment in order to identify the Department's programs and activities, and evaluate risk associated with those activities. The risk assessment was conducted via a management survey, meetings, emails and discussions with appropriate Command Staff members or their designees. The annual and long-term audit projects in the plan reflect areas of higher risk as well as management priorities identified through the risk assessment process. This plan was completed and approved by the Commissioner on July 12, 2017.

Florida Single Audit Act

- The OIG coordinated with grant managers to ensure single audits had been completed and reviewed in accordance with the section 215.97, F.S.



External Projects

The OIG serves as liaison with external auditors, acting as the coordinating point for external audits and reviews. During FY 2016-2017, the OIG coordinated with the Auditor General (AG), Office of Program Policy and Government Accountability (OPPAGA), U.S. Department of the Treasury, U.S. Department of Justice (DOJ), Office of the Chief Inspector General (CIG), Florida Department of Financial Services (DFS), and the Agency for State Technology (AST). In addition to liaison responsibilities, the OIG also conducts follow-up reviews on external audit reports. See below for a summary of these activities.

Auditor General

The OIG coordinated the following Auditor General activities during the fiscal year:

Operational Audit of FDLE - AG Report No. 2017-034, October 2016

- This operational audit of FDLE focused on the Criminal Justice Professionalism Division and also included a follow-up on the finding noted in a prior AG report, 2014-040, related to the Firearm Purchase Program (FPP). The final report had one finding with one recommendation related to the FPP follow-up. There were no findings related to the AG's review of the Professionalism Division.

Federal Awards Audit FY 2015-2016 - AG Report No. 2017-180, March 2017

- The Auditor General conducted its annual review of Federal Awards and there were no findings for FDLE.

Data Request – March 2017

- The Auditor General conducted a review of the Department of Juvenile Justice's Residential Commitment programs. As part of their review, they requested access to data used to generate utilization and recidivism reports for these programs. The OIG coordinated the release of this data.

In addition, the OIG conducted follow-up reviews of previously issued AG reports as follows:

6-Month Status Report – AG Operational Audit of FDLE, Report 2017-034 - September 2016

- Pursuant to Section 20.055(6)(h), F.S., the OIG conducted a six-month follow-up review to assess the status of corrective actions taken by management in response to AG's report number 2017-034, issued in October 2016. The final report contained one finding with one recommendation. Our six-month review determined that the Department had taken steps to address the recommendation and no further action was needed.

6-Month Status Report – AG Audit of Surplus Computer Hard Drive Disposal Processes - September 2016

- Pursuant to Section 20.055(6)(h), F.S., the OIG conducted a six-month follow-up review to assess the status of corrective actions taken by management in response to the AG report, *Surplus Computer Hard Drive Disposal Processes*, issued in March 2016. The final report contained two findings with recommendations. Our six-month review determined that the Department had taken steps to address the recommendations; however, both findings remained open.



12-Month Status Report – AG Audit of Surplus Computer Hard Drive Disposal Processes - April 2017

- The OIG conducted a twelve-month follow-up review to assess the status of corrective action taken by management in response to the AG report, *Surplus Computer Hard Drive Disposal Processes*, issued in March 2016. Our review determined that the Department had taken steps to address all recommendations, and both findings were closed.

Office of Program Policy Analysis and Government Accountability

The OIG coordinated the following OPPAGA activities during the fiscal year:

Human Trafficking Study

- As directed by Chapter 2014-161, Laws of Florida, OPPAGA conducted its annual study on commercial sexual exploitation of children.

Prison Population Trends

- OPPAGA conducted a comprehensive overview of trends in Florida's criminal justice system over the last decade.

Florida Department of Financial Services

The OIG coordinated the following DFS activities during the fiscal year:

Audit of Contract/Grant Agreements - completed February 2017

- DFS conducted an audit of selected FDLE contract/grant agreements and related contract/grant management activities. A total of six agreements were reviewed to determine if required contract provisions were included. The review determined that overall, FDLE has complied with applicable provisions of statute, administrative rule, and CFO memoranda. The review identified one area for improvement.

U.S. Department of Justice

The OIG coordinated the following DOJ activities during the fiscal year:

Grant Review – completed April 2017

- DOJ conducted a site-visit at FDLE to perform routine grant financial monitoring and provide technical assistance for the grants awarded by DOJ. The review disclosed that some policies and procedures should be enhanced to ensure compliance with Title 2, Code of Federal Regulations (CFR), Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Office of the Chief Inspector General

The OIG participated in the following multi-agency projects, initiated by the Executive Office of the Governor, Chief Inspector General:

Complaint Review – In Progress

- FDLE participated in a multi-agency team assembled by the CIG to review a contract-related complaint.



Enterprise Project – Follow-up Review of Report 2016-02 - Report No. 2017-02 June 2017

- As part of its work plan for FY 2016-2017, the Executive Office of the Governor, Office of the Chief Inspector General initiated an enterprise follow-up review of Report Number 2016-02, *Enterprise Assessment of Single Audit Act Activities Across Selected State Agencies*. The purpose of the engagement was to identify potential enhancements to State of Florida agencies' Single Audit processes and to develop a plan to implement those enhancements. A multi-agency team was assembled to conduct this engagement and FDLE was part of that team. The final report identified several enhancements to state agencies' Single Audit process, as well as guidance for the development of Single Audit procedures.

U.S. Department of the Treasury (Treasury)

The OIG coordinated the following Treasury activities during the fiscal year:

Treasury Equitable Sharing Funds Review – In Progress

- The Treasury Executive Office for Asset Forfeiture conducted a review to ensure that Treasury policy is being followed with regard to the maintenance and use of Treasury equitable sharing funds received. Fieldwork has been completed and FDLE is awaiting a preliminary report.

Open Audit Findings

There are no additional significant recommendations described in previous annual reports that are still outstanding.



THE ACCREDITATION STANDARDS SECTION

The purpose of the Accreditation Standards Section is to oversee FDLE's state and national accreditation efforts as well as the OIG state accreditation. FDLE was the first investigative state agency in the nation to be accredited by Commission on Accreditation for Law Enforcement Agencies (CALEA), achieving this distinction in July 1990. In October 1996, FDLE received its initial Commission for Florida Law Enforcement Accreditation (CFA) accreditation. In addition, the OIG Investigations and Compliance Section received its initial CFA accreditation in February 2011.

During FY 2016-2017, the following accreditation activities were coordinated:

- CALEA Accreditation: FDLE received its CALEA reaccreditation for the seventh time in November of 2015. The OIG continued to work on the preparations for the next round of assessments until March 2017, when the Accreditation Standards Section was realigned under the Professionalism Division.
- CFA Accreditation: The CFA granted FDLE reaccredited status as an Excelsior Agency in 2016. The OIG continued to work on the preparations for the next round of assessments until March 2017, when the Accreditation Standards Section was realigned under the Professionalism Division.
- CFA OIG Accreditation: The OIG prepared for a mock assessment of its practices and procedures that occurred in August 2016 in preparation for the November 2016 on-site assessment of the OIG. The OIG received reaccredited status at the CFA Commission meeting in February 2017. Preparations for the next round of assessments are ongoing.
- OIG staff members conducted two on-site assessments of external agencies.
- Two OIG staff members assisted with the Comparative Compliance review of the new CFA Manual version 5.0 to the CALEA 6.0 version.



THE INVESTIGATIONS AND COMPLIANCE SECTION

The Investigations and Compliance Section is responsible for conducting staff inspections, evidence inventories, special projects, Whistle-blower determinations, and investigations. Per section 20.055(7), F.S., each inspector general shall initiate, conduct, supervise, and coordinate investigations designed to detect, deter, prevent, and eradicate fraud, waste, mismanagement, misconduct, and other abuses.

During FY 2016-2017, the following activities were conducted:

Investigations And Special Projects

Early Intervention System (EIS) - January 2017

- The OIG completed a review of the EIS for the period of January 1, 2016, through December 31, 2016, pursuant to CALEA Standard 35.1.9 and FDLE Policy 3.5, Professional Standards Investigations/Disciplinary Actions. The review indicated that twenty-two EIS alerts were triggered for the 2016 calendar year. Our review determined all the alerts were closed with no additional action being needed.

Bias-Based Profiling Review - January 2017

- In accordance with FDLE Policy 4.14, Bias-Based Profiling, the OIG conducted an annual administrative review focused on agency practices and citizen concerns regarding compliance with Department policy. A review of departmental records, Customer Service Standards Act complaint database, and Professional Standards Unit records for calendar year 2016 revealed no cases involving bias-based profiling as referenced in Department policy.

Review of Intelligence Operations - January 2017

- In accordance with FDLE Policy 1.15, Criminal Intelligence, the OIG reviewed the Department's intelligence procedures to ensure the legality and integrity of its operation. The review determined that the FDLE is operating in compliance with associated policies, procedures, and federal guidelines.

Review of Confidential Informant/Source Procedure and Practices - January 2017

- As required by FDLE Policy 4.5, Confidential Sources, and Section 914.28, F.S., the OIG conducted a review of FDLE's confidential source practices to ensure conformity with Department policy and statutes. The review found the Department to be in compliance.

Review of Traffic Enforcement Activities - January 2017

- In accordance with FDLE Policy 4.17, Traffic Enforcement, the OIG reviewed all traffic enforcement activities conducted by members of the FDLE. Agency wide reports indicate that there were 45 traffic enforcement incidents in 2016. All 45 of the enforcement events involved uniformed Capitol Police officers operating in marked patrol vehicles.



Use of Force Analysis - January 2017

- As required by FDLE Policy 4.1, Use of Force, Weapons and Defensive Tactics, the OIG compiled information regarding reported Use of Force incidents during the 2016 calendar year to determine if patterns or trends existed. During 2016, there were a total of five reported Use of Force incidents. All of the incidents were reviewed by the Office of Executive Investigations and closed noting that the involved FDLE members' action was reasonable and in compliance with the requirements of Florida statutes and FDLE policy. There were no patterns or trends identified, and current training, equipment, and Department policy were found to meet the needs of the agency.

Liberty County Sheriff's Office (LCSO) - In-Custody Property and Investigative Evidence Inventory - February 2017

- The LCSO requested the OIG's assistance regarding an inventory of their in-custody property and investigative evidence. The OIG team assisted in inventorying all firearms in the LCSO main evidence room and by identifying and verifying a sampling of high-value and drug evidentiary items. The report included seven recommendations for consideration.

Investigations and Citizen Complaints/Contacts

- Requests are received by the Department via postal mail, email (OIGReportFraud@fdle.state.fl.us), and the Whistle-Blower Hotline. Complaints are also received via referral from the Executive Office of the Governor, CIG. During the fiscal year, the OIG received and responded to 54 individual complaints or requests for assistance. All of the complaints/requests were reviewed and addressed or forwarded to the appropriate division or agency.
- The OIG also completed an independent review of a motor vehicle crash involving an FDLE member. The review was completed and it was determined that member did not violate any FDLE policy or Florida Statute.

Staff Inspections

The Investigations and Compliance Section conducts comprehensive staff inspections throughout the agency. The staff inspection function is intended to ensure the integrity and effectiveness of FDLE's operations. The inspections not only seek to ensure that department regulations are adhered to, but also seek to make recommendations regarding methods that will improve working conditions for the agency. Various recommendations were made relating to the annual inventory of investigative evidence, quarterly evidence facility inspections, temporary evidence storage, and sworn members policy review and acknowledgement as follows:

Annual Inventory of Investigative Evidence

- Between September and November 2016, annual evidence inventories were conducted by the OIG Inventory Team in each Regional Operations Center (ROC). The inventories accounted for 100% of the in-custody investigative evidence maintained in the evidence facilities. In total, the OIG Inspection Team inventoried 24,603 evidence items held in the seven regional facilities during this inventory process. This is a decrease of 798 items compared to the previous year's total. Minor recommendations were made in three regions relating to ensuring the proper custody status was updated when items are moved to and/or from the evidence vault.



Quarterly Evidence Facility Inspections

- The OIG Inspection Team found five of the seven regions to be in total compliance with policy regarding conducting quarterly inspections at each evidence facility. Recommendations to comply with policy were made to two of the seven regions regarding timeliness and documentation of the inspections.

Temporary Evidence Storage

- The Inspection Team reviewed and made observations relevant to each regional temporary evidence storage facility. It was confirmed that each temporary evidence facility was suitable for the secure storage of evidence/property; proper documentation accompanied each item stored. However, minor recommendations were made to three of the seven regions regarding documentation and supervisory approval in accordance with policy.

Policy Review and Acknowledgement (Sworn Members)

- The Inspection Team reviewed sworn members in each ROC to determine compliance with agency policy relating to policy acknowledgement. The majority of the ROCs inspected were found to have members who had not acknowledged policies in accordance to agency policy. Minor recommendations were made to six of the seven regions regarding compliance with policy.



Other OIG Activities

Legislative Analysis

- The OIG conducted analysis of legislative bills affecting the Department and OIG issues, providing advice and feedback as requested.

Partnership Meetings

- The OIG hosted and participated in meetings in partnership with the CIG and agency inspectors general to discuss common audit and investigative interests.

Training Coordination

- The OIG coordinated training classes and seminars hosted at FDLE for the AIG, IIA, ISACA, and Association of Government Accountants among other organizations.

OIG Website Maintenance

- The OIG maintains a corporate internal and external website. Updates to the internal and external OIG websites are ongoing, as reports and information are continuously being added.

OIG Procedures Manual Revision

- The OIG Procedures Manual was revised and divided into two separate manuals: the OIG Investigation Procedures Guide and the OIG Audit Procedures Guide. The manuals were revised to incorporate newly adopted accreditation standards, as well as audit processes. Due to the reorganization of the OIG in March 2017, the OIG manual is being revised.

CJAP Survey Coordination

- The OIG coordinates completion of the Criminal Justice Agency Profile Report (CJAP) survey, which is conducted annually to obtain compensation and benefit information of criminal justice agencies in the state of Florida in accordance with Section 943.18, F. S.

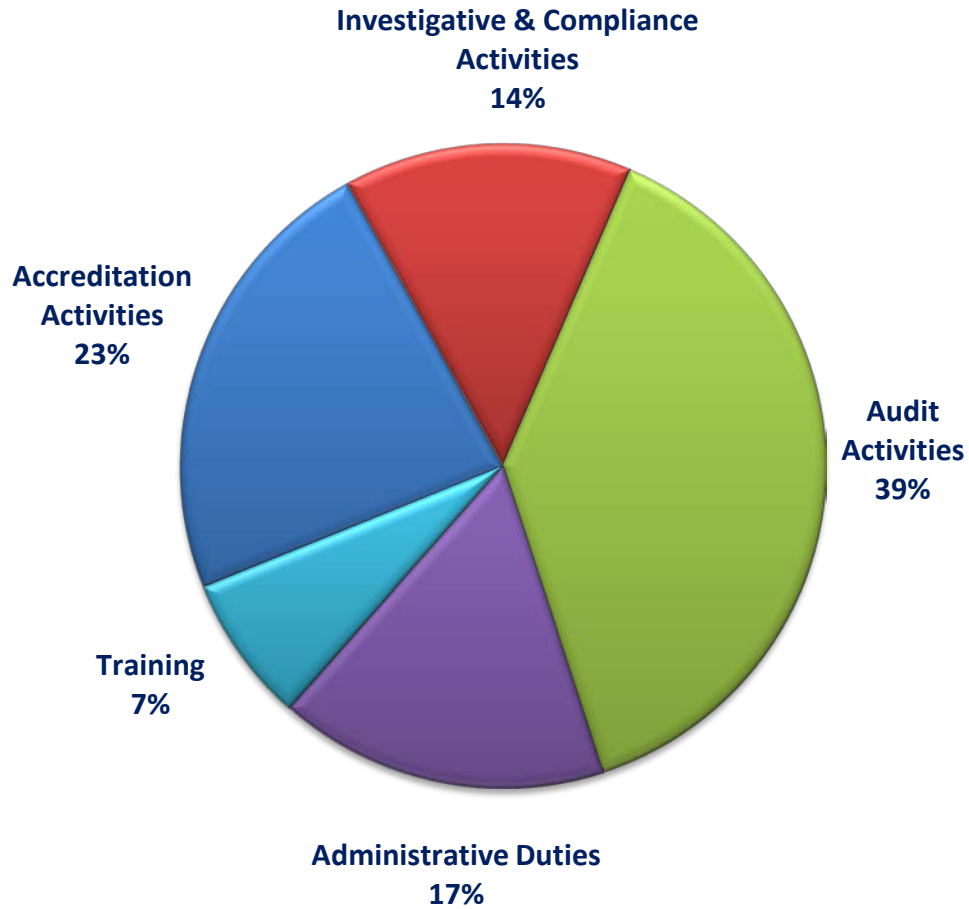
Spanish Translation

- As FDLE's designated Spanish translator for headquarters, the Inspector General (IG) was called on ten times to provide assistance to Spanish speaking customers. In addition, the IG translated various written correspondences as requested.



PERCENTAGE OF TIME STAFF SPENT ON OIG ACTIVITIES*

The chart below depicts a breakdown of how the OIG allocated its resources during FY 2016-2017.



*Excluding IG's Time, Management Oversight, and Leave and Holidays