

**DEPARTMENT OF CORRECTIONS**

Selected Administrative Activities  
and Prior Audit Follow-Up



Sherrill F. Norman, CPA  
Auditor General

## Secretary of the Department of Corrections

The Department of Corrections is established by Section 20.315, Florida Statutes. The head of the Department is the Secretary who is appointed by the Governor and subject to confirmation by the Senate. Mark Inch served as Department Secretary during the period of our audit (July 2019 through January 2021).

The team leader was Susan C. Phelan, CPA, and the audit was supervised by Melisa Hevey, CPA.

Please address inquiries regarding this report to Melisa Hevey, CPA, Audit Manager, by e-mail at [melisahevey@aud.state.fl.us](mailto:melisahevey@aud.state.fl.us) or by telephone at (850) 412-2935.

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# DEPARTMENT OF CORRECTIONS

## Selected Administrative Activities and Prior Audit Follow-Up

### **SUMMARY**

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This operational audit of the Department of Corrections (Department) focused on selected administrative activities and included a follow-up on applicable findings noted in our report No. 2020-006, including findings related to community supervision. Our audit disclosed the following:

#### **Community Supervision**

**Finding 1:** Department controls over the intake, orientation, and case review of offenders released on community supervision continue to need improvement.

**Finding 2:** The Department did not always timely perform Florida Crime Information Center and National Crime Information Center records checks on offenders recommended for early termination of probation. A similar finding was noted in our report No. 2020-006.

**Finding 3:** Department controls for offender supervision continue to need improvement.

#### **Selected Administrative Activities**

**Finding 4:** Department controls over fuel cards and the disposal of motor vehicles need improvement.

### **BACKGROUND**

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State law<sup>1</sup> specifies that the purpose of the Department of Corrections (Department) is to protect the public through the incarceration and supervision of offenders and to rehabilitate offenders through the application of work, programs, and services. According to Department records, the Department operates the third largest state prison system in the United States and, as of December 2022, housed 83,214 inmates and supervised 145,548 offenders released on supervision. For the 2022-23 fiscal year, the Legislature appropriated approximately \$3.8 billion to the Department and authorized 23,380 positions.

### **FINDINGS AND RECOMMENDATIONS**

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COMMUNITY SUPERVISION
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Pursuant to State law,<sup>2</sup> probation<sup>3</sup> and community control<sup>4</sup> are among the sentencing alternatives

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<sup>1</sup> Section 20.315(1), Florida Statutes.

<sup>2</sup> Section 921.187, Florida Statutes.

<sup>3</sup> Section 948.001(8), Florida Statutes, defines probation as a form of community supervision requiring specified contacts with probation officers and other terms and conditions as provided in Section 948.03, Florida Statutes.

<sup>4</sup> Section 948.001(3), Florida Statutes, defines community control as a form of intensive, supervised custody in the community, including surveillance on weekends and holidays, administered by Department officers with restricted caseloads.

available to State courts for the disposition of criminal cases. State law<sup>5</sup> provides standard terms and conditions of probation and community control that may be imposed by the court, including random drug and alcohol testing and electronic monitoring. In addition to the standard terms and conditions set forth in State law, the sentencing court may add other terms and conditions of probation or community control.

The Department, Office of Community Corrections (Office), is responsible for supervising offenders released on probation or community control (community supervision).<sup>6</sup> The Assistant Deputy Secretary of Community Corrections is responsible for directing Statewide community corrections' operations and, as of January 2023, the Office had established 130 probation offices in 4 regions comprising the State's 20 judicial circuits. A map showing the Office regions and State judicial circuits is included as **EXHIBIT A** to this report. Regional Directors for Community Corrections are responsible for directing community corrections' operations within each region, a Circuit Administrator is responsible for directing community corrections' operations within each judicial circuit, and a Correctional Probation Senior Supervisor or Correctional Probation Supervisor is responsible for the operations of probation offices.

Pursuant to State law,<sup>7</sup> the Department utilizes the Offender Based Information System (OBIS) as the primary system and official data repository to manage information on active inmates and offenders released on community supervision. The Department, Office of Information Technology, maintains OBIS.

### **Finding 1: Intake, Orientation, and Case Review Records**

State law<sup>8</sup> requires the Department to maintain a record of each offender released on community supervision. The Department has promulgated rules and established procedures for the intake and orientation of offenders released on community supervision and for the initial review of case files to ensure continuous and proper monitoring of offenders while on community supervision. For example:

- Department procedures<sup>9</sup> required all offenders to have 24-hour access to their correctional probation officer or a representative of the Department. Emergency 24-hour access was to be discussed during offender orientation and the correctional probation officer was to provide the offender an emergency contact telephone number.
- Department procedures<sup>10</sup> required correctional probation officers to instruct career offenders during initial orientation on the responsibility to register with the Department of Law Enforcement (DLE), the local sheriff's office, and the Department of Highway Safety and Motor Vehicles (DHSMV) in accordance with State law.<sup>11</sup> Department procedures also required correctional probation officers to instruct offenders to obtain from the DHSMV a driver's license or identification card as a career offender within 2 working days and bring the officer a copy of the driver's license or identification card within 72 hours. Alternatively, the officer could verify the offender's registration with the DHSMV.

<sup>5</sup> Chapter 948, Florida Statutes.

<sup>6</sup> The Office also supervises offenders released from prison on parole, conditional release, or conditional medical release.

<sup>7</sup> Section 20.315(10), Florida Statutes.

<sup>8</sup> Sections 944.09(4)(f), and 945.25, Florida Statutes.

<sup>9</sup> Department Procedure 302.318, *Emergency 24-Hour Access*.

<sup>10</sup> Department Procedures 302.301, *Offender Orientation*, and 302.701, *Sexual Offender/Sexual Predator and Career Offender Registration Process and Duty to Uphold*.

<sup>11</sup> Sections 775.261 and 944.608, Florida Statutes.

- The Department conducts initial 60-day reviews of offenders released on community supervision to confirm that the preliminary information used to manage offender cases, and recorded in OBIS and other Department records, is accurate and complete. The Department's ability to provide for the public safety and offender programming needs is dependent on the proper supervision of offender cases. Accordingly, the Department established separate forms to document the conduct of initial 60-day reviews of sexual and non-sexual offenders. Correctional probation officers were to complete and submit the applicable form to their supervisor within 45 days of the beginning of supervision. Supervisors were to review the form and document any exceptions within 15 days of completion of the applicable forms by the correctional probation officers. If any exceptions were noted, the supervisor was to assign a re-review and date by which the exceptions were to be resolved. However, the date for the resolution of any exceptions was not to exceed 60 days.

As part of our audit, we examined Department records for 60 offenders<sup>12</sup> released on community supervision during the period February 25, 2020, through January 31, 2021, to determine whether the Department maintained a record of each offender referred to it for supervision, conducted and documented all intake and orientation activities, and conducted initial 60-day reviews and re-reviews in accordance with State law and Department procedures. As similarly noted in our report No. 2020-006 (Finding 5), our examination found that Department controls over the intake, orientation, and review of offenders on community supervision need improvement. Specifically, we noted that:

- The Department did not provide 5 sexual predators, 2 career offenders, 2 felony offenders, and 1 absconder an emergency contact telephone number.
- Department records did not evidence that, for 1 career offender, the correctional probation officer received a copy of the offender's driver's license or identification card or verified the offender's registration with the DHSMV.
- For one career offender, a complete initial 60-day review form was not available for audit, and for one felony offender, an initial 60-day review form was not completed.
- The Department did not timely complete the initial 60-day reviews for 47 offenders (11 sexual predators, 14 sexual offenders, 5 career offenders, 14 felony offenders, and 3 absconders). Specifically, the Department completed the initial 60-day review forms 46 to 203 days (an average of 63 days) after the beginning of the offenders' periods of supervision. In addition, we noted that:
  - For 1 felony offender, the correctional probation officer did not indicate on the initial 60-day review form the date the review was completed nor did the supervisor indicate the review date of the form.
  - The initial 60-day review forms for 2 offenders (1 sexual predator and 1 sexual offender) did not evidence timely supervisory review. The supervisor reviews were completed 27 and 55 days after the correctional probation officer completed the review forms.
  - For 1 sexual predator, the supervisor did not indicate the review date on the initial 60-day review form.
  - For 3 offenders (1 sexual predator, 1 felony offender, and 1 absconder), the initial 60-day review forms indicated that exceptions were noted. However, the dates re-reviews were completed were not documented in Department records.

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<sup>12</sup> Our examination included 17 felony offenders, 15 sexual predators, 15 sexual offenders, 8 career offenders, and 5 absconders.

According to Department management, employee oversight, insufficient training, and record scanning mistakes contributed to the issues noted on audit.

Providing offenders emergency contact telephone numbers and obtaining or otherwise verifying compliance with applicable DHSMV registration requirements ensures that offenders have 24-hour access to their correctional probation officers and that career offenders comply with statutory registration requirements. Timely and appropriately documented completion of initial 60-day reviews of offenders, including resolution of exceptions, ensures the accuracy of the data entered into OBIS, evidences that each offender is properly oriented to their supervision requirements and community corrections procedures, and ensures public safety and offender programming needs are provided through proper supervision.

**Recommendation: We again recommend that Department management enhance controls, including the provision of additional employee training, to ensure that all intake, orientation, and initial 60-day case review activities are timely and appropriately performed, reviewed, and documented. We also recommend that Department management take steps to ensure that Department records evidence the completion of assigned re-reviews, the resolution of documented case review exceptions, the provision of emergency contact telephone numbers to offenders, and compliance with career offender registration requirements.**

## **Finding 2: Early Termination of Probation**

Pursuant to State law,<sup>13</sup> if an offender has performed satisfactorily, has not been found in violation of any terms or conditions of supervision, and has met all financial sanctions imposed by the court, the Department may recommend early termination of probation to the court at any time before the scheduled termination date. Department rules<sup>14</sup> require that, before a correctional probation officer recommends an offender for early termination of probation, the correctional probation officer perform a Florida Crime Information Center (FCIC) and National Crime Information Center (NCIC) records check, which must demonstrate that the offender has not been subject to an arrest during supervision of which the sentencing or releasing authority was not already aware. Department procedures specified that FCIC and NCIC records checks were to be conducted within 90 days of an offender's scheduled termination of probation.

To determine whether the Department recommended early termination of probation in accordance with State law and Department rules and procedures, we examined Department records for 25 offenders who, according to OBIS, early terminated probation at the Department's recommendation during the period February 25, 2020, through January 31, 2021. Our examination disclosed that Department records did not evidence that FCIC and NCIC records checks were completed for 6 of the 25 offenders during their period of supervision before recommending early termination of the offenders' probation. In response to our audit inquiry, Department management indicated that the correctional probation officers had likely performed FCIC and NCIC records checks prior to the early termination recommendations, but that such records checks were not always documented due to correctional probation officer oversights.

<sup>13</sup> Section 948.04(3), Florida Statutes.

<sup>14</sup> Department Rule 33-302.111(1), Florida Administrative Code.

Ensuring that FCIC and NCIC records checks are timely performed before recommending an offender for early termination of probation reduces the risk that offenders who remain involved in criminal activity will be recommended for early termination of probation. A similar finding was noted in our report No. 2020-006 (Finding 6).

**Recommendation:** We again recommend that Department management ensure that Department records evidence the timely conduct of FCIC and NCIC records checks prior to recommending offenders for early termination of probation.

### Finding 3: Offender Supervision

The Department established procedures for supervising offenders released on community supervision, including requirements for minimum contact standards, employment, residence, and school verifications, registration, enforcement of curfews, community control, and documentation of contacts. Our audit procedures disclosed that certain controls related to offender supervision need improvement. We are not disclosing specific details of the issues in this report to avoid the possibility of revealing Department surveillance techniques or procedures. However, we have notified Department management of the specific issues.

Effective controls for offender supervision enable the Department to ensure offender compliance with the terms and conditions of community supervision. A similar finding was communicated to Department management in connection with our report No. 2020-006 (Finding 7).

**Recommendation:** We again recommend that Department management improve certain offender supervision controls.

### SELECTED ADMINISTRATIVE ACTIVITIES

As part of our audit, we also evaluated selected Department administrative activities and controls, including those related to motor vehicle disposals and fuel cards.

### Finding 4: Motor Vehicle Disposals and Fuel Card Controls

Pursuant to Department procedures,<sup>15</sup> the Department assigned fuel cards to each Department motor vehicle. Department procedures specified that each fuel card was to be imprinted with the vehicle license plate number, was to be used only for the vehicle to which it was assigned, and could be used for fuel and other routine maintenance charges such as oil and filter changes. Department procedures also specified that, upon Department of Management Services approval to dispose of a motor vehicle, the Department was to coordinate removal of the vehicle and that Regional Fleet Superintendents were to ensure that all radios, emergency equipment, and other equipment (including license plate and fuel card) were removed from the motor vehicle prior to disposal. In addition, the fuel card was to be destroyed on location.

During the period July 2019 through January 2021, the Department disposed of 404 motor vehicles. Our evaluation of Department controls over the disposal of 25 of those motor vehicles disclosed that:

<sup>15</sup> Department Procedure 205.019, *Procurement, Assignment, Use, and Control of State Vehicles*.

- Although requested, the Department was unable to provide documentation evidencing the removal of equipment (including license plate and fuel card) from the 25 motor vehicles prior to disposal. In response to our audit inquiry, Department management indicated that Department procedures did not require documentation evidencing the removal of equipment be maintained. Subsequent to our audit inquiry, Department management indicated that a certification statement had been developed for the removal of mobile equipment from disposed motor vehicles.
- The fuel cards for 17 of the motor vehicles were not deactivated prior to disposal of the vehicles. While Department procedures did not specify a time frame for deactivating fuel cards, we considered deactivation occurring on or before the vehicle disposal date to be timely. Our audit found that the fuel cards for the 17 motor vehicles were deactivated 1 to 254 business days (an average of 26 business days) after the vehicles were disposed of.

Documentation evidencing the removal of equipment such as license plates and fuel cards prior to vehicle disposal and the timely deactivation of fuel cards would better demonstrate that the vehicle disposal process was conducted in accordance with Department procedures and management's expectations and reduce the risk of unauthorized fuel card purchases.

**Recommendation: We recommend that Department management enhance motor vehicle disposal controls to ensure that equipment, such as license plates and fuel cards, is removed during the vehicle disposal process. We also recommend that the Department establish and adhere to procedures requiring the timely deactivation of fuel cards.**

## ***PRIOR AUDIT FOLLOW-UP***

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Except as discussed in the preceding paragraphs, the Department had taken corrective actions for the applicable findings included in our report No. 2020-006.

## ***OBJECTIVES, SCOPE, AND METHODOLOGY***

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The Auditor General conducts operational audits of governmental entities to provide the Legislature, Florida's citizens, public entity management, and other stakeholders unbiased, timely, and relevant information for use in promoting government accountability and stewardship and improving government operations.

We conducted this operational audit from March 2021 through June 2022 in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

This operational audit of the Department of Corrections (Department) focused on selected administrative activities. For those areas, the objectives of the audit were to:

- Evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste, and abuse, and in administering responsibilities in accordance with applicable laws, administrative rules, contracts, grant agreements, and other guidelines.
- Examine internal controls designed and placed into operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and



efficient operations, the reliability of records and reports, and the safeguarding of assets, and identify weaknesses in those internal controls.

- Identify statutory and fiscal changes that may be recommended to the Legislature pursuant to Section 11.45(7)(h), Florida Statutes.

Our audit also included steps to determine whether management had corrected, or was in the process of correcting, all applicable deficiencies noted in our report No. 2020-006 (Findings 3 through 8 and 11).

This audit was designed to identify, for those programs, activities, or functions included within the scope of the audit, deficiencies in internal controls significant to our audit objectives; instances of noncompliance with applicable governing laws, rules, or contracts; and instances of inefficient or ineffective operational policies, procedures, or practices. The focus of this audit was to identify problems so that they may be corrected in such a way as to improve government accountability and efficiency and the stewardship of management. Professional judgment has been used in determining significance and audit risk and in selecting the particular transactions, legal compliance matters, records, and controls considered.

As described in more detail below, for those programs, activities, and functions included within the scope of our audit, our audit work included, but was not limited to, communicating to management and those charged with governance the scope, objectives, timing, overall methodology, and reporting of our audit; obtaining an understanding of the program, activity, or function; identifying and evaluating internal controls significant to our audit objectives; exercising professional judgment in considering significance and audit risk in the design and execution of the research, interviews, tests, analyses, and other procedures included in the audit methodology; obtaining reasonable assurance of the overall sufficiency and appropriateness of the evidence gathered in support of our audit's findings and conclusions; and reporting on the results of the audit as required by governing laws and auditing standards.

Our audit included the selection and examination of transactions and records. Unless otherwise indicated in this report, these transactions and records were not selected with the intent of statistically projecting the results, although we have presented for perspective, where practicable, information concerning relevant population value or size and quantifications relative to the items selected for examination.

An audit by its nature does not include a review of all records and actions of agency management, staff, and vendors, and as a consequence, cannot be relied upon to identify all instances of noncompliance, fraud, waste, abuse, or inefficiency.

In conducting our audit, we:

- Reviewed applicable laws, rules, Department policies and procedures, and other guidelines, and interviewed Department personnel to obtain an understanding of community supervision and selected administrative activity processes and responsibilities.
- Evaluated Department actions to correct the applicable findings noted in our report No. 2020-006. Specifically, we:
  - Examined Department records related to the four April 2020 regional field safety equipment inventories to determine whether the inventories accounted for all field safety equipment in each circuit and the inventory records included all required data elements.
  - From the population of 1,885 Department motor vehicles reported with a condition of either new or good as of February 26, 2021, with acquisition costs totaling \$36,982,871, examined Department Vehicle Record forms for 4 months (October 2020 through January 2021) for

15 selected motor vehicles to determine whether all required information was accurately recorded on the Vehicle Record forms and input into the Fleet Information Management System (FIMS) and whether the Department periodically reviewed and verified the accuracy and completeness of the information included in Vehicle Record forms and FIMS.

- From the population of 61,941 offenders whose community supervision terminated during the period February 25, 2020, through January 31, 2021, examined Department records for 40 selected offenders to determine whether the offenders' records were complete, accurately reflected the conditions of supervision, and contained all required elements in accordance with State law and Department procedures.
- From the population of 46,744 offenders released on community supervision during the period February 25, 2020, through January 31, 2021, examined Department records for 60 selected offenders (15 sexual predators, 15 sexual offenders, 8 career offenders, 17 felony offenders, and 5 absconders) to determine whether the Department maintained a record of each offender referred for supervision, conducted and documented all required intake and orientation activities, and conducted and documented initial 60-day reviews in accordance with State law and Department procedures.
- From the population of 1,092 offenders recorded in the Offender Based Information System as having terminated community supervision at the recommendation of the Department during the period February 25, 2020, through January 31, 2021, examined Department records for 25 selected offenders to determine whether the Department recommended early termination of supervision in accordance with State law and Department procedures.
- From the population of 61,941 offenders whose community supervision terminated during the period February 25, 2020, through January 31, 2021, examined Department records for 66 selected offenders (10 sexual predators, 10 sexual offenders, 18 felony offenders and 28 other offenders) to determine whether the Department supervised offenders in accordance with State law and Department procedures for minimum contact standards, employment and school verifications, registration, enforcement of curfews, home confinement, and the documentation of contacts.
- From the population of 33,784 offenders whose community supervision began and terminated during the period February 25, 2020, through January 31, 2021, examined Department records for 40 selected offenders to determine whether the Department supervised offenders in accordance with State law and Department procedures for residence verification.
- From the population of 5,401 offenders on electronic monitoring as a condition of community supervision as of January 2021, examined Department records for 40 selected offenders to determine whether the Department had established effective controls for electronic monitoring of offenders on community supervision in accordance with State law and Department procedures.
- Observed, documented, and evaluated the effectiveness of selected Department processes and procedures for:
  - The administration of tangible personal property in accordance with applicable guidelines. As of February 26, 2021, the Department was responsible for tangible personal property with related acquisition costs totaling \$175,512,963.
  - The assignment and use of motor vehicles. As of February 26, 2021, the Department was responsible for 3,275 motor vehicles with related acquisition costs totaling \$57,308,120.
- Communicated on an interim basis with applicable officials to ensure the timely resolution of issues involving controls and noncompliance.
- Performed various other auditing procedures, including analytical procedures, as necessary, to accomplish the objectives of the audit.

- Prepared and submitted for management response the findings and recommendations that are included in this report and which describe the matters requiring corrective actions. Management's response is included in this report under the heading **MANAGEMENT'S RESPONSE**.

## ***AUTHORITY***

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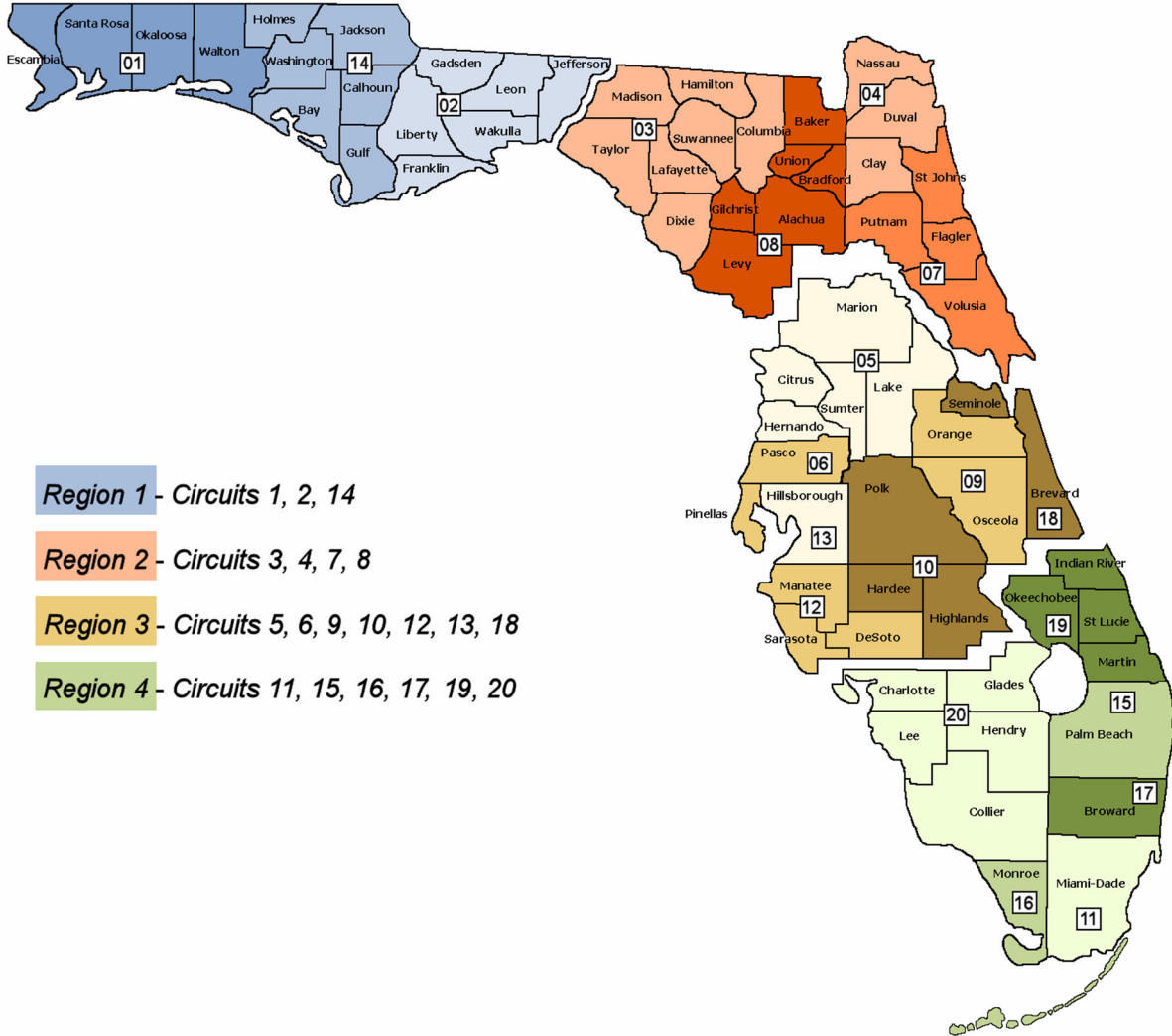
Section 11.45, Florida Statutes, requires that the Auditor General conduct an operational audit of each State agency on a periodic basis. Pursuant to the provisions of Section 11.45, Florida Statutes, I have directed that this report be prepared to present the results of our operational audit.

A handwritten signature in blue ink that reads "Sherrill F. Norman". The signature is written in a cursive style with a large initial "S".

Sherrill F. Norman, CPA  
Auditor General

# EXHIBIT A

## OFFICE OF COMMUNITY CORRECTIONS REGIONS AND STATE JUDICIAL CIRCUITS



- Region 1 - Circuits 1, 2, 14**
- Region 2 - Circuits 3, 4, 7, 8**
- Region 3 - Circuits 5, 6, 9, 10, 12, 13, 18**
- Region 4 - Circuits 11, 15, 16, 17, 19, 20**

Source: Department records.

# MANAGEMENT'S RESPONSE

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FLORIDA  
DEPARTMENT of  
CORRECTIONS

Governor

**RON DESANTIS**

Secretary

**RICKY D. DIXON**

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December 13, 2023

Ms. Sherrill F. Norman, CPA  
Auditor General  
G74 Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

Dear Ms. Norman:

In accordance with Section 11.45(4)(d), Florida Statutes, I am enclosing the Department's response to the preliminary and tentative findings and recommendations contained in the audit of the Department of Corrections, Selected Administrative Activities, and Prior Audit Follow-Up. This response reflects the actions taken or contemplated to address the findings cited in your report.

Thank you for the opportunity to review and provide comments. If you have any questions or need additional information, please contact Paul Strickland, Chief Internal Auditor, at (850) 717-3408.

Sincerely,

  
Ricky D. Dixon  
Secretary

Enclosure

★INSPIRING SUCCESS BY TRANSFORMING ONE LIFE AT A TIME ★

**RESPONSE TO PRELIMINARY AND TENTATIVE AUDIT FINDINGS  
AUDIT OF THE FLORIDA DEPARTMENT OF CORRECTIONS, SELECTED  
ADMINISTRATIVE ACTIVITIES, AND PRIOR AUDIT FOLLOW-UP**

**Agency Response:** *Findings 1-3 were discussed with Regional and Circuit Leadership during statewide meetings. The following items were part of those discussions. Some have been implemented and some will be implemented in the near future.*

**Finding 1:** Department controls over the intake, orientation, and case review of offenders released on community supervision continue to need improvement.

**Recommendation:** Department management enhance controls, including the provision of additional employee training, to ensure that all intake, orientation, and initial 60-day case review activities are timely and appropriately performed, reviewed, and documented. Department management take steps to ensure that Department records evidence the completion of assigned re-reviews, the resolution of documented case review exceptions, the provision of emergency contact telephone numbers to offenders, and compliance with career offender registration requirements.

**Agency Response:**

1. *Enhanced Employee Training*
  - *We have initiated a comprehensive training program for all relevant staff, focusing on the specific areas highlighted in your recommendations.*
  - *Training modules cover proper documentation, re-review processes, handling exceptions, and compliance with career offender registration requirements.*
2. *Controls and Monitoring*
  - *Clear protocols for re-reviews have been established, and records will evidence the completion of assigned re-reviews.*
3. *Emergency Contact Information*
  - *To address the provision of emergency contact telephone numbers to offenders, we have reinforced our procedures to ensure this information is consistently provided during the intake and orientation processes.*
  - *Staff have been trained on the importance of collecting and conveying emergency contact details to offenders.*
4. *Compliance with Career Offender Registration*
  - *A training specifically designed for High-Risk Specialists will be implemented in the Spring of 2024. During the training, Career Offender responsibilities will be discussed in detail.*
5. *Continuous Improvement*
  - *Employee feedback have been actively sought, and mechanisms for process improvement will be established based on lessons learned from ongoing reviews and assessments.*

**Finding 2:** The Department did not always timely perform Florida Crime Information Center and National Crime Information Center records checks on offenders recommended for early termination of probation. A similar finding was noted in our report No. 2020-006.

**Recommendation:** Department management ensure that Department records evidence the timely conduct of FCIC and NCIC records checks prior to recommending offenders for early termination of probation.

**Agency Response:**

*1. Training and Awareness*

- *Staff members involved in the recommendation process have been trained to prioritize and conduct FCIC and NCIC records checks in a timely manner, with a focus on the significance of this step in the decision-making process.*

*2. Monitoring and Audits*

- *Internal audits have been conducted to ensure that FCIC and NCIC records checks are consistently performed before any recommendation for early termination of probation, and deviations will be addressed promptly.*

**Finding 3:** Department controls for offender supervision continue to need improvement.

**Recommendation:** Department management improve certain offender supervision controls.

**Agency Response:**

*1. Employee Training and Development*

- *Staff members involved in offender supervision have been trained to ensure they are well-equipped to implement and adhere to enhanced controls.*

*2. Technology Integration*

- *We will explore and implement technology solutions to augment our offender supervision controls during the OBIS Modernization process.*

*3. Regular Monitoring and Audits*

- *To reinforce compliance and effectiveness, we will establish regular monitoring and auditing processes.*
- *Internal audits will be conducted to assess the implementation of enhanced controls, with a focus on identifying and addressing any deviations promptly.*

*4. Continuous Improvement*

- *Embracing a culture of continuous improvement, we will encourage staff to provide feedback on the effectiveness of the revised controls.*
- *Lessons learned from ongoing reviews and assessments will be used to make informed adjustments and ensure continual enhancement.*

**Finding 4:** Department controls over fuel cards and the disposal of motor vehicles need improvement.

**Recommendation:** Department management enhance motor vehicle disposal controls to ensure that equipment, such as license plates and fuel cards, is removed during the vehicle disposal process. Department establish and adhere to procedures requiring the timely deactivation of fuel cards.

***Agency Response:***

*The Office of Administration concurs with this finding. The Department has taken corrective action and established internal procedures to document the removal of equipment during the vehicle disposal process. The Department will update fleet policy and procedure to execute and document a timely deactivation of fuel cards.*