

## Authority and Standards

In accordance with Section 20.055, Florida Statutes, an Office of Inspector General is established in each state agency to provide a central point for coordination of and responsibility for activities that promote accountability, integrity, and efficiency in government. In carrying out investigative duties and responsibilities specified in this section, each inspector general shall initiate, conduct, supervise, and coordinate investigations designed to detect, deter, prevent, and eradicate fraud, waste, mismanagement, misconduct, and other abuses in state government.

Within the DOEA OIG, investigations are conducted in accordance with applicable Principles and Standards for Offices of Inspector General, published by the Association of Inspectors General. The standards include, but are not limited to the following:

- Individuals assigned to conduct the investigative activities should collectively possess the knowledge, skills, and experience required for the investigative work;
- Staff involved in performing or supervising any investigative assignment must be free from personal or external impairments to independence and should constantly maintain an independent attitude and appearance; and
- Investigations should be conducted and a report issued in a timely manner.

## Fraud, Waste, and Abuse

**includes the following:**

- someone using DOEA property or people for personal gain;
- someone intentionally misleading DOEA for financial gain; or
- someone receiving a benefit to “look the other way.”

*To promote public integrity  
through professional, ethical,  
and timely investigations*

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Office of Inspector General  
**Investigations**

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## What prompts an investigation?

An investigation is usually initiated when a complaint or allegation is received by letter, telephone, or email.

### Our Process

Based on the severity of the allegation, an investigation may be initiated by the Office of Inspector General (OIG), or a request for inquiry may be forwarded to management. In either case, complaints are documented, numbered, and maintained on file. When an investigation is complete, a conclusion is reached regarding whether the allegation has been sustained, not sustained, or is unfounded. As required by Section 20.055, Florida Statutes, information will be provided to law enforcement when there may be a violation of criminal law.

### The Outcome

When an investigation is categorized as sustained, it is referred to Department management for action. Managers confer with personnel managers, senior management, and the Office of General Counsel to determine the appropriate level of action to take.

Once this action is finalized, managers notify the OIG of the outcome.

### As a Manager...

As a manager, you may be briefed on an allegation that is under investigation. Before informing others of the allegation, contact the assigned investigator first. Senior management may have already been informed.

If an employee under your supervision is scheduled for an interview as a *witness*, he or she must cooperate in accordance with DOEA policy.

If an employee under your supervision is scheduled for an interview as a *subject*, he or she must also cooperate in accordance with DOEA policy. When the employee appears at the designated place and time, the investigator will provide more information.

### As a Witness...

As a witness, you may be asked questions about another person or situation. While it may be uncomfortable answering, the investigator needs the most accurate information possible. The information that you provide can influence the outcome of the case. Being cooperative and truthful, and keeping the contents of discussion confidential, will assist the investigative process.

### As a Subject...

As a subject, being cooperative, truthful, and keeping the contents of discussion confidential will assist the investigative process. The OIG's objective is to determine whether there is sufficient evidence to prove or disprove an allegation. We want to provide managers with a report clearly outlining the facts, whether they indicate an allegation is proved or disproved. Our goal is to be entirely objective.

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The Department will always strive to protect



public money and property and maintain a high level of awareness to indicators of fraud or other criminality affecting the Department. Any attempt by Department employees, members of the public, contractors, subcontractors, or others to use their association with the Department to gain a financial or other benefit to which they are not properly entitled will be investigated promptly, and appropriate action will be pursued.

Employees of the Department must cooperate with duly appointed investigators from the OIG to uncover the facts surrounding possible violations and answer questions related to the performance of one's official duties. Department employees shall produce documentation within their control when requested. Department employees shall not offer incorrect or misleading information and shall not destroy evidence.