Commission for Florida Law Enforcement Accreditation, Inc.
P.O. Box 1489 ~ Tallahassee, FL 32302
(800) 558-0218 ~ (850) 410-7200 ~ Fax (850) 410-7349

August 20, 2013

Inspector General Julie Leftheris
Department of Highway Safety and Motor Vehicles
Office of Inspector General
2900 Apalachee Parkway
Tallahassee, Florida 32399

Dear Inspector General Leftheris:

Enclosed you will find a copy of the team leader's final report from your accreditation assessment. The Commission's next meeting is scheduled for Wednesday, September 25, 2013, at the Hyatt Regency, 1000 Boulevard of the Arts, Sarasota, Florida 34236. The Commission meeting agenda is enclosed.

Your agency will be reviewed by a committee of Commissioners prior to the regular business meeting. You have been assigned for review by Committee B. Committee reviews will begin at 8:00am, followed by the general business meeting at 10:00am. At the beginning of your agency's review, you will be given the opportunity to give a brief description of your agency size and service community. Please keep your comments to no more than two minutes. You will also be given the opportunity to make additional remarks after the Committee vote is taken. At the general business meeting, your agency's accreditation will be voted on by the full Commission.

The Commission expects the agency Chief Executive Officer will attend the Commission meeting. In the event the Chief Executive Officer is unavailable to attend, a high ranking agency official should be present to represent the agency. The very nature of the Committee Review and Commission Review processes may require a level of expertise and institutional knowledge commensurate with this level of authority.

If you have any questions, or require any additional information, please do not hesitate to contact me.

We look forward to seeing you in Sarasota!

Sincerely,

Lori Mizell
Executive Director

AGENCY REVIEW PROTOCOLS
September 25, 2013

Committee A: Commissioners Small, Foster, Chudnow and B. Holloway
Chairperson: Commissioner Chudnow
Staff Support: Program Manager Debbie Moody
Time: 8:00am – 10:00am

Agencies being reviewed:

Port Canaveral Police Department
Lake County Sheriff's Office
Lakeland Police Department
Largo Police Department
Orange County Sheriff's Office
Palm Bay Police Department
Palmetto Police Department

Committee B: Commissioners Marcus, Loar, Dennis, Adkinson
Chairperson: Commissioner Marcus
Staff Support: Program Manager Billy Walls
Time: 8:00am – 10:00am

Agencies being reviewed:

Tallahassee Community College Police Department
Neptune Beach Police Department
Florida Department of the Lottery Inspector General
Citrus County Sheriff's Office
Santa Rosa County Sheriff's Office
Department of Highway Safety and Motor Vehicles Inspector General

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Committee B: Commissioners Arenal, Benton, Hansell, A. Holloway
Chairperson: Commissioner Benton
Staff Support: Program Manager Danielle Desilet
Time: 8:00am – 10:00am

Agencies being reviewed:

Boynton Beach Police Department
Cape Coral Police Department
Collier County Sheriff's Office
Coral Springs Police Department
Delray Beach Police Department
Port St. Lucie Police Department
Golden Beach Police Department

Committee Review Protocols:

1. Call to order – Chairperson
2. Presentation of Agencies:
   Agency Introduction
   Review Leader begins review process
   CEO gives agency profile and introduces staff and guests
   Team Leader gives report
   Questions by Review Leader
   Questions by Committee members
   Review Leader makes a motion regarding agency status
3. Chairperson calls for a vote from Committee members
4. CEO gives closing comments
5. Next agency is called forward
6. Process begins again
7. Chairperson adjourns meeting after all agencies have been reviewed

Commission Meeting – General Business: 10:00am – 12:00pm

Opening Agenda will remain the same for business meeting.

Agency review will consist of Agency Review Leader giving a report to the Commission on their earlier findings regarding each agency being reviewed.

Each candidate agency up for review will come forward to the podium for any questions Commissioners may have, and to make closing comments.

- Committee Review Leader makes a motion for each individual agency that should be seconded by another committee member, preferably the Committee Chair.
- The Commission Chairperson accepts the motion, and asks for any discussion.
- After any discussion, the Commission Chairperson calls for the vote.
- CEO is offered the floor to make any closing comments.

Candidate agency personnel shake the Commissioner's hands and stand for a picture in front of the CFA display board.

Commission meeting agenda will continue as before.

Meeting adjourns.

To: Commission for Florida Law Enforcement Accreditation, Inc.
From: Major Amy M. Schmidt
Date: July 30, 2013
Re: Full-Compliance On-Site Assessment Report
Florida Department of Highway Safety and Motor Vehicles
Office of the Inspector General
Inspector General Standards Manual 1.0.05

A. Dates of On-site Assessment: July 17, 2013

Key Agency Personnel:

Chief Executive Officer: Inspector General Julie Leftheris
Accreditation Manager: Laura Lawrence
Accreditation Team: Randy M. (Marty) Snow, Director of Investigations
Captain Harold Schweinsberg, Asst. Director of Investigations

B. Assessment Team:

Major Amy M. Schmidt - Team Leader
Florida Fish and Wildlife Conservation Commission, Office of Inspector General
620 South Meridian Street
Tallahassee, FL 32399
(850) 488-6068
amy.schmidt@myfwc.com

Mr. Ron Tudor – Team Member
Florida Department of Health
Office of Inspector General
4052 Bald Cypress Way
Tallahassee, Florida 32399-0400
(850) 245-4444 ext. 2144
Ronald.tudor@doh.state.fl.us

Captain Robert Brongel (Ret.)– Team Member
(941) 915-1515
bob139@verizon.net

Special Agent James Mazer – Team Member
Miami-Dade Office of the Inspector General
19 West Flagler Street, Suite 220
Miami, Florida 33130
(305) 350-0657
JMAZER@miamidade.gov

C. Standards Summary Tally:

M = Mandatory
N = Non-Mandatory

	Total Number of Standards	Number of Standards Not Applicable (By Function)	Number of Standards Waived	Number of Non-Waived, Applicable Standards	Number of Standards Elected for 20% Exemption	Number of Applicable Non-Elected Standards In Compliance	Percent of Applicable Non-Elected Standards In Compliance
M	42	0	0	42	0	42	100.00%
N	0	0	0	0	0	0	0

D. Agency Profile

Inspector General: Julie Leftheris
Authorized Positions: 17 Investigative Staff & Support Staff
Sworn Law Enforcement Officers: 11
Civilian Employees: 6

The Florida Department of Highway Safety and Motor Vehicles (DHSMV) was created by Chapter 20.24 Florida Statutes. The mission of DHSMV is *"Providing Highway Safety and Security Through Excellence in Service, Education, and Enforcement"* by providing services in partnership with county tax collectors; local, state, and federal law enforcement agencies to promote a safe driving environment; issue driver licenses and identification cards; and provide services related to consumer protection and public safety.

The DHSMV, Office of Inspector General (OIG) manages a comprehensive internal auditing program, monitors agency compliance with standards, and conducts investigations relating to allegations of fraud, waste and abuse. The OIG is the central point for the coordination of, and responsibility for, activities that promote accountability, integrity and efficiency in the Department.

The OIG Investigation Unit is responsible for management and operation of criminal and administrative investigations designed to detect, deter, prevent and/or eradicate fraud, waste, mismanagement, misconduct and other abuses involving the Department's law enforcement and civilian members as well as contractors or vendors. Investigations are conducted in accordance with the Association of Inspectors General *Quality Standards for Investigations*.

Inquiries and complaints regarding Department activity are received from many sources, including the Whistle-blower's Hotline, the Chief Financial Officer's Get Lean Hotline, the Attorney General's Office, the Chief Inspector General's Office and the Governor's Office. Complaints are also received from people who do business with the Department and from Executive Leadership and members within the Department. Some complaints are broad and address entire programs while others may have a more limited scope.

A large percentage of OIG investigations involved complaints against sworn members of the Florida Highway Patrol. These members have significant public contact. They are responsible for providing highway safety and security for the millions of Florida residents and visitors, 24 hours a day, seven days a week, every day of the year. During Fiscal Year 2011-2012, they patrolled over nine million miles and issued over one million citations. While most encounters between Patrol members and the public are positive, negative encounters occurred and resulted in complaints being made against the troopers involved.

E. On-site Assessment Summary

The assessment team was met by Accreditation Manager Laura Lawrence on Wednesday morning at the OIG office. The assessment team held an entrance meeting with Inspector General Leftheris and members of her accreditation staff at 9:15 a.m. Present were Inspector General Julie Leftheris, Accreditation Manager Laura Lawrence, and Director of Investigations Randy M. Snow. The conduct of the assessment and the responsibilities of the team to the Commission were discussed. Also present during this assessment was new assessor Dwight Chastain from the Florida Department of Health Office of Inspector General who was acting as an observer.

The assessment team was then provided an agency tour and introduced to other members of the OIG's Headquarters' staff. While Assessors Schmidt and Tudor were assigned to the OIG's headquarters, Assessor Brongel was traveling to visit two Tampa area field offices and Assessor Mazer was traveling to visit the Broward County field office and the Miami-Dade County field office.

Significant interviews were conducted with:

Inspector General Julie Leftheris
Laura Lawrence, Accreditation Manager
Randy M. (Marty) Snow, Director of Investigations
Management Review Specialist Bridget Royster
Records Technician Matt Altomaro
Management Analyst Angel Dollard
Lieutenant Maurice Hensley, FHP Troop C Headquarters, Tampa
Lieutenant Frank A. Troffo, FDLE Tampa Regional Operations Center
Lieutenant Kevin Strickland, FHP Troop L Headquarters, Broward County Office
Lieutenant Ed Jones, FHP Troop E Headquarters, Miami-Dade County Office

During the assessment, the team reviewed all files, interviewed several agency members and found no areas of concern or non compliance issues. All individuals interviewed were knowledgeable in the accreditation process and with the policies and procedures of the agency.

The assessment team held an exit meeting at 4:00 p.m. Present were Inspector General Julie Leftheris, Accreditation Manager Laura Lawrence, and Director of Investigation Randy M. Snow. Each assessor discussed highlights of their review and the reviews of the field assessors were discussed by the team leader. Because of the exceptional preparedness of this agency for the assessment, there were no issues to address during the exit interview. The assessors were very complimentary of the contact with staff as well as the organization and completeness of the accreditation files. Inspector General Leftheris was very supportive of the process in her remarks and thanked the team for their hard work and dedication. The final review by the Commission was discussed by the team leader. There were no team or agency conflicts.

F. Standards Noncompliance Discussion: None.

G. Corrective Action Discussion: None.

H. Waiver Concurrence/Nonconcurrence Discussion and Recommendation: None.

I. Standards Verified by the Team as "Not Applicable": None.

J. Standards, the Status of Which, Were Changed by Assessors: None.

K. Exemplary Policies/Projects/Procedures: None.

L. Quality of Inspector General Service:

The Florida Department of Highway Safety and Motor Vehicles (DHSMV), Office of the Inspector General (OIG) has established an Investigation Unit that has the authority and responsibility to carry out the investigative duties and responsibilities to initiate, conduct, supervise, and coordinate criminal and administrative investigations designed to detect, deter, prevent, and eradicate fraud, waste, mismanagement, misconduct, and other abuses in state government. They draw their authority from Florida Statutes creating an OIG in each state agency to "promote accountability, integrity, and efficiency in government."

The investigative staff, including a Captain, 10 Lieutenants, non-sworn Management Review Specialist, Management Analyst and Records technician report directly to the Director of Investigations, who reports to the Inspector General (IG) who reports to the Executive Director of the DHSMV. Tables of Organization are posted electronically on the DHSMV on the intranet for both the DHSMV and the OIG.

The DHSMV intranet provides access to all written directives. Links are provided to specific information sources, such as MyFlorida.com to access Florida Statutes. The written directives were found to be well-written, easy to follow, detailed and organized in a logical manner. There was a format for each type of directive and a system for keeping the directives current. The policies have procedures to carry out activities, staff review and approval, and dissemination. Only the Inspector General has the authority to approve policy. Other DHSMV intranet links provide access to training opportunities, employee directories, and similar internal services, including the OIG Mission Statement.

The DHSMV OIG completed the required CFA annual reports (per Standard 1.08M), based on the date they were awarded initial accreditation by the Commission. This resulted in a three month delay on their first annual report from the date of their initial accreditation assessment date (December 2010). Upon discussion with IG Leftheris, the DHSMV OIG was found to have met the spirit and intent of the standard requiring

annual CFA reports, and had calculated the due dates of their annual reports from the "Date of Original Accreditation" that was posted on the Florida Accreditation Office's website (which was February 2011). Based on that date, (February 2011), the DHSMV OIG was in full compliance with standard 1.08M.

The DHSMV OIG also requires each employee to sign a position description detailing all aspects of the investigative staff members' position. The performance evaluation process utilized by the OIG is fair, impartial, and designed for improving staff members' performance through constructive criticism. Staff members and their supervisor review, discuss, and acknowledge the evaluation.

The OIG directives addressing handling of complaints ensure consistent documentation that all complaints receive timely review, disposition, and notification to affected parties. The electronic complaint form used for documenting intake of complaints also requires notation that the complaint received review for consideration of Whistle-blower status, pursuant to Sections 20.055 and 112.3187-112.31895, Florida Statutes. The directives also state the intake staff member will assess the complaint to determine if the subject may be a person(s) substantially affected or a contractor and include the assessment on the complaint intake form.

The directives used by the OIG adhere to the requirements regarding basic elements of investigations. This was demonstrated through evaluation of completed investigative reports. The reports also demonstrated that proper procedures were followed in taking sworn statements during recorded interviews and the evidence collected was relevant, logical, consistent and sufficient to support the findings and conclusions of the matter under investigation. In addition to a review of case files and reports, an interview was conducted with Mr. Randy M. (Marty) Snow, Director of Investigations. Director Snow stated that interviews are routinely conducted as sworn and are digitally recorded. Any exception to conducting a specific interview is documented in the report with an explanation, such as the subject of the complaint being under criminal investigation. Director Snow added that another exception is when a witness is a non-employee who refuses to participate in recorded interviews.

The assessment team also interviewed IG Julie Leftheris, who confirmed that all investigative findings receive legal review by a DHSMV attorney assigned to review the OIG investigative reports.

The OIG directives require review and approval of the evidence collected in support of investigative findings. Evidence of compliance is provided via signature of the Director of Investigations and the IG on all completed investigative reports. Evidence and other supporting material are documented on an exhibit list electronically attached to each final report. Compliance was verified during case file reviews by the assessment team.

The OIG directives specifically address the security and privacy of investigative records. The current OIG records management system is electronic with access restricted unless

specially granted by the IG. This system was implemented in January of 2011. The paper records of investigations closed prior to January 2011 are maintained in locked file cabinets within the restricted access OIG suite of offices. Access to closed paper Whistle-blower files are maintained in a separate locked file cabinet located directly in front of the IG's and Accreditation Manager's office suite, within the secure OIG suite.

The OIG has directives specifying proper documentation of chain of custody for evidence. In addition to documenting the proper steps for chain of custody for administrative evidence, the OIG directives also provide instructions for documenting and submitting criminal evidence according to guidelines published by the Florida Department of Law Enforcement. A random review of case files requiring use of a chain of custody form confirmed adherence to OIG directives.

The OIG directive concerning evidence and property (E/P) includes a Memorandum of Understanding (MOU) with the DHSMV, Florida Highway Patrol (FHP) for the temporary storage of OIG E/P at approved FHP temporary storage facilities. The directives require submission of the approved chain of custody forms by the OIG investigator. The OIG/FHP MOU notes that FHP is also accredited by both the Commission for Florida Law Enforcement Accreditation, Inc. (CFA) and the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), to include evidence handling and storage. The assessment team contacted the CFA program office to confirm FHP's CFA and CALEA accreditation is current.

The OIG has a directive which establishes the requirements to ensure compliance with the Florida Whistle-blower's Act to include confidentiality requirements. A memorandum in the accreditation files confirmed that there were no completed investigations designated as Whistle-blower cases during the current accreditation review cycle. Whistle-blower determination forms were included in the support documentation. IG Leftheris was interviewed concerning OIG procedure for notification or updates to DHSMV management concerning ongoing Whistle-blower investigations.

The OIG directives require that investigative case files be organized to include the initial complaint, an intake form, approved case plan with any updates reviewed and approved, documentation of interviews conducted, evidence gathered, referral documentation, a final report and responses from management to any OIG recommendations. A random sampling of the electronic case files confirmed adherence to the directives.

The OIG has directives requiring the notification of external contractors and individuals who may be substantially affected by the outcome of in investigation. During the reaccreditation period, there were no investigations involving external entities that would have required such notification. There were no allegations of misconduct alleged against any OIG employee during the period of review covered by this assessment; therefore no notifications to the Executive Director of DHSMV were required.

The OIG has a well-developed electronic case management and tracking system identified as the "Administrative Investigations Management System" (AIM). The assessment team interviewed Records Technician Matt Altomaro, and Management Analyst Angel Dollard, who demonstrated the AIM system. The OIG directive on case management specifically states that limited access to Whistle-blower investigative reports will be determined by the Director of Investigations. The OIG directives require, at a minimum, that AIM provide for logging in each case of the complaint intake form information, assigned case numbers, and the master case files, correspondence, recordings of interviews, final investigative reports and associated exhibits and any response from management to OIG recommendations.

The OIG directives require all open investigative files be kept in the assigned investigative staff member's secure location within the secured OIG office suite. No investigative files are to be out in plain view.

The OIG directives require compliance with all provisions established by the Department of State for storage, receipt, archiving and purging of official records.

The DHSMV utilizes standardized conclusions of fact when a case is completed. Copies of the report are distributed for review as needed depending on the division the subject employee(s) or contractors are subject to. During interviews with the IG and Director of Investigations, both advised that in DHSMV the OIG conducts briefings with the appropriate staff from the Human Resource Management, General Counsel and the affected Division prior to disseminating finished investigative reports. The purpose of these meetings is to ensure that the investigation sufficiently addressed the allegations of the complaint and did not overlook possible evidence.

A process is in place to address any post investigation responses that may be received. Should it become necessary, the OIG will notify any external law enforcement agency that may have jurisdiction over any criminal violations discovered during the course of their investigation.

M. Field Operations Reviews:

An onsite assessment of four field offices of the DHSMV OIG was conducted Wednesday, July 17, 2013.

1. Florida Highway Patrol Troop "C" Headquarters, 11305 North McKinley Drive, Tampa, Florida 33612 - Lieutenant Maurice Hensley

Assessor Brongel was met by Lieutenant Hensley at approximately 1000 hours in the lobby of the Florida Highway Patrol Troop "C" Headquarters. Lieutenant Hensley is currently the only assigned IG staff member at this location. Future plans include moving an IG from a second Tampa location (see below) to an office adjacent to Lieutenant Hensley's.

Lieutenant Hensley introduced Assessor Brongel to the Troop Commander, Major Michael J. Thomas. Major Thomas expressed his appreciation of the accreditation process and offered his assistance as needed.

The OIG office is located in a separate, secure wing of the building within the FHP Bureau of Criminal Investigations. Access to the wing is controlled by keypad and only those assigned to this area have the access code. Lieutenant Hensley's office is secure and is accessed by a key lock. Only Lieutenant Hensley and Lieutenant Frank Troffo (OIG assigned to the second Tampa office) are allowed in Lieutenant Hensley's office. As Major Thomas is responsible for the entire physical plant, he has a key to Lieutenant Hensley's office, but only would enter in case of an emergency. Working files are kept in a locked filing cabinet and only Lieutenant Hensley and Lieutenant Troffo have keys.

Lieutenant Hensley outlined the duties and responsibilities of the Office of Inspector General. Although located physically in Tampa, he conducts complaint investigations statewide.

Complaints, regardless of type are forwarded to the FHP Office of Professional Compliance. A determination is then made as to whether the complaint will be handled at the Troop level or assigned to the OIG. Only complaints of a serious nature (e.g., corruption, excessive force, etc.) are assigned to the OIG. The types of complaints to be handled by the OIG are delineated in policy.

Once an investigation is initiated, the case file is maintained on a secure, electronic server, known as the "T" drive. Exhibits can be uploaded to the server and only members of the OIG have access to the "T" drive. OIG supervisors are able to check the progress of an investigation and review/approve reports. Upon completion, the file is transferred to the case management system, known as the "Administrative Investigations Management System" (AIM). This system is password protected and only personnel with a need to review an investigation are given access. For example, the Troop Commander of a Trooper who has been under investigation can be given access to AIM in order to review the case and determine discipline. This access is provided on a case by case basis. The OIG never recommends discipline and only reports findings upon completion of an investigation.

Prior to an investigation, Lieutenant Hensley submits a case plan, which is reviewed by his Captain at Tallahassee Headquarters. As new information becomes available, Lieutenant Hensley is able to change the case plan, but supervisory approval is required every time the case plan changes.

Annual attestations of independence are required by the OIG, and Lieutenant Hensley produced copies for Assessor Brongel.

Evidence is held at Troop "C" Headquarters. Evidence/Property Custodian Cindy Robinson was interviewed regarding OIG evidence. Only one piece of physical evidence is currently being held for the OIG. Robinson required Assessor Brongel to sign a log prior to entering the evidence vauLieutenant A single filing cabinet drawer is devoted to the OIG, and contained paperwork related to the single piece of evidence. A separate set of storage shelves is designated for OIG evidence. Evidence is never comingled with other FHP evidence and is easily tracked in their computerized system.

Lieutenant Hensley has been assigned to the OIG since June, 2011. He stated that within one week of his assignment he received training on conducting OIG investigations, the Whistleblower Act, law enforcement officers bill of rights, accreditation and other subjects related to the OIG. He has received updated training annually through the OIG. His CJSTC training is kept current and is monitored by the Troop "C" training officer, Lieutenant Eric Madill, who ensures that law enforcement related training opportunities are provided.

2. Florida Department of Law Enforcement (FDLE), Tampa Regional Operations Center, 4211 North Lois Avenue, Tampa, Florida 33614 – Lieutenant Frank A. Troffo

Lieutenant Troffo met Assessor Brongel in the lobby of the Tampa Regional Operations Center (TROC) of the Florida Department of Law Enforcement at approximately 1300 hours. The OIG office is in a secure section of the building devoted to investigations. Lieutenant Troffo's office is kept locked, and only he and Lieutenant Hensley have keys to the office. The Special Agent in Charge (SAC), Rick Ramirez has a key to the office for emergencies. Working files in the office are kept in a locked filing cabinet and only Lieutenant Troffo and Lieutenant Hensley have keys.

The current office will be vacated within the next sixty days, and Lieutenant Troffo will be moving to offices located in the Troop "C" Headquarters adjacent to Lieutenant Hensley's office.

Lieutenant Troffo outlined the duties and responsibilities of the OIG. The OIG has a comprehensive "Investigative Procedures Manual" which was reviewed by Assessor Brongel along with a copy of the FHP complaint intake form. Lieutenant Troffo provided an explanation of the "T" drive and "AIM" which was identical to that provided by Lieutenant Hensley. No evidence is kept at TROC, but is held at Troop "C" Headquarters as described earlier.

Lieutenant Troffo was asked about "impairment" in an investigation. He explained impairment would be triggered if he was assigned an investigation on in individual with whom he had a close personal relationship, such as a former supervisor, relative or friend. A copy of the OIG code of ethics was provided, and it is expected that personnel assigned to the OIG adhere to stringent ethical requirements.

Lieutenant Troffo receives regular training, both on IG related issues and through the Troop "C" training officer, Lieutenant Madill for law enforcement related issues. Lieutenant Troffo is certified through the Association of Inspectors General (AIG).

Both Lieutenant Hensley and Lieutenant Troffo were extraordinary professionals and well versed in their duties.

3. Florida Highway Patrol Troop "L" Headquarters, 14190 State Road 84, Davie, FL 33325 - Lieutenant Kevin Strickland

At 0830 hours, Assessor Mazer arrived at the Florida Highway Patrol (FHP), Troop L Headquarters. Assessor Mazer was greeted at the reception area by Lieutenant Kevin Strickland and escorted to his office. The door to Lieutenant Strickland's office was locked; he explained that the office is always locked whenever he is not in the room.

The CFA and the assessment process were discussed. Lieutenant Strickland has been with FHP for twelve years, but has only been in his current position in the OIG for a little over one month. Lieutenant Strickland was very enthusiastic and well versed in the procedures of the OIG. Many of the observable standards were satisfied during the initial conversation, including the mission statement, organizational chart and the availability of a procedures manual on the T-drive of his computer.

Lieutenant Strickland advised that shortly after reporting to his new assignment he attended a week long training session in Tallahassee which was geared for new investigators assigned to the OIG. Lieutenant Strickland advised that during this orientation he recalled completing an *Attestation of Independence From Impairments* form and a *Code of Ethics* form. Lieutenant Strickland stated that even though he is new to this assignment, he understands that he will be qualifying with his firearm and receiving use of force training on a semi-annual basis. He also stated the FHP lieutenants assigned to the OIG do not carry Tasers.

According to Lieutenant Strickland, all paperwork and reports are completed electronically. Lieutenant Strickland's supervisor in Tallahassee reviews and approves his reports via the computer. Lieutenant Strickland pointed out the IG office in Broward does not have its own evidence room. Any evidence collected by Lieutenant Strickland is placed into the FHP evidence room located in the same building. The Broward County office of the Florida Department of Highway Safety and Motor Vehicles OIG was found to be in compliance with all applicable standards.

4. Florida Highway Patrol Troop "E" Headquarters, 1011 NW 111th Avenue, Miami, FL 33172 - Lieutenant Ed Jones

At 1130 hours, Assessor Mazer arrived at the Florida Highway Patrol, Troop E Headquarters. Assessor Mazer was met at the reception area by Lieutenant Ed Jones and escorted to his office.

The assessment process and the purpose of the visit were discussed. Lieutenant Jones has been with FHP for 22 years and has been in his current position in the OIG for a little over a year. Lieutenant Jones was very knowledgeable and professional. Lieutenant Jones had the mission statement, the organizational chart and the procedures manual available on his computer.

Lieutenant Jones confirmed that he completes an annual *Attestation of Independence From Impairments* form. He mentioned that the annual attestation forms are completed in July each year, coinciding with the start of the new fiscal year.

Lieutenant Jones advised he attended a week long orientation in Tallahassee shortly after being assigned to the OIG. Within the past year, he attended two separate 40 hour in-service training courses, fulfilling the continuing education requirements. Lieutenant Jones advised he receives firearms training on a semi-annual basis. He confirmed that most FHP lieutenants and above do not carry Tasers (the exception being those assigned to the Florida Turnpike).

Lieutenant Jones discussed the security of his office. He advised that whenever he leaves his office, he locks his door. All case files maintained in his office are secured in a locked cabinet. Lieutenant Jones stated the OIG computer system is protected and only accessible to OIG staff members. Lieutenant Jones advised the OIG does not have its own dedicated evidence storage facility; when needed he checks evidence into the FHP evidence room in the building.

All written case plans and reports are submitted to his supervisor electronically through the AIM (Administrative Investigative Management) System. Lieutenant Jones stated he notifies his supervisor of all significant investigative issues. The Miami-Dade County office of the Florida Department of Highway Safety and Motor Vehicles OIG was found to be in compliance with all applicable standards.

N. Summary and Recommendation:

OVERALL CONCLUSIONS: The assessment team found the Florida Department of Highway Safety and Motor Vehicles Office of Inspector General to be in compliance with all 42 mandatory standards. There were no corrective actions needed.

The effort and dedication put into the accreditation process is commendable and therefore it is the unanimous recommendation of the assessment team that the Florida Department of Highway Safety and Motor Vehicles Office of Inspector General be reviewed favorably by the full Commission for reaccredited status.

NON-COMPLIANCE SUMMARY: None.

Signed: _____
Major Amy M. Schmidt, Team Leader