



Office of Inspector General

Section 20.055, Florida Statutes, establishes an Office of the Inspector General in each state agency “as a central point for coordination of and responsibility for activities that promote accountability, integrity and efficiency in government.” Under the Inspector General’s (IG) guidance, the office aims to educate employees and agency stakeholders and performs audits, investigations and other engagements to promote economy and efficiency in the administration of the Department of Management Services’ (DMS) programs and operations. The Office of the Inspector General also prevents and detects fraud, waste and abuse within DMS.

Mission

To promote effectiveness, efficiency and quality within the Department of Management Services. We provide independent reviews, assessments and investigations of department programs, activities and functions to assist the department in accomplishing its overall mission.

It is up to you to report employee misconduct, fraud, waste and abuse.

Contact us when you think:

- You have information to share regarding emerging risks and changes in objectives for DMS;
- You need to consult regarding process improvements;
- You need advice regarding a new project or process implementation;
- A department employee or contractor is misusing state resources;
- A department employee or contractor is violating law, rule or policy;
- A vendor is misleading the department for financial gain; or
- Someone is taking some benefit for “looking the other way.”

Telephone:

Main line
850-488-5285

Fax:

850-921-3066

Email:

OIGInvestigations@dms.myflorida.com

Stop by our office in Southwood or write to us:

Office of Inspector General
4030 Esplanade Way, Suite 250
Tallahassee, FL 32399-0950

Inspector General Responsibilities

- Direct and coordinate audits, investigations and management reviews;
- Promote economy and efficiency;
- Prevent and/or detect fraud, waste, and abuse;
- Recommend corrective action for fraud, abuses, weaknesses and deficiencies;
- Report expeditiously to the appropriate law enforcement agency whenever the IG has reasonable grounds to believe there has been a violation of criminal law;
- Advise in the development of performance measures, standards and procedures for evaluating agency programs, and administrative policies and procedures.

The IG also ensures an appropriate balance between audit, investigative and other accountability activities. Accordingly, the office is composed of three sections: Internal Audits, Retirement Compliance Audits, and Investigations.

Internal Audits

The Internal Audit section provides independent, risk-based, objective assurance and consulting services designed to add value. Internal Audits aims to help DMS accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance process.

Retirement Compliance Audits

Pursuant to Section 121.193, Florida Statutes, the Retirement Compliance Audit section conducts audits of the payroll and personnel records of participating agencies to determine the accuracy of reports submitted to the Department and to assess the degree of compliance with applicable statutes, rules, and coverage agreements.

Investigations

When an allegation of employee misconduct is reported, the Investigations section conducts an investigation to determine whether a violation of a law, rule or policy occurred. The section’s goal is to prevent trustworthy and ethical employees from unintentionally becoming involved in misconduct that may result in disciplinary action by management. To achieve this goal, the Investigations section continually works to detect, deter and prevent fraud, waste and abuse within the department.

Standards

Audits and investigations are conducted in accordance with applicable:

- Government Auditing Standards issued by the U.S. Comptroller General
- International Standards for the Professional Practice of Internal Auditing
- Association of Inspectors General Principles and Standards for Offices of Inspector General
- Florida Inspectors General Standards Manual developed through the Commission for Florida Law Enforcement Accreditation, Inc.

Background Screening

The Office of Inspector General conducts security background screening of candidates for DMS employment. This may require taking the candidate’s fingerprints. The screenings help determine whether the candidate passes a criminal history check and qualifies for employment. Not all criminal convictions will disqualify a candidate. If an employee or contractor is arrested or convicted of a crime, pursuant to policy, the employee or contractor should report the arrest or conviction to the Office of Inspector General. While the arrest or conviction may not be a basis for termination of employment, the failure to report may.