

**COMMISSION FOR FLORIDA LAW  
ENFORCEMENT ACCREDITATION, INC.**



**THE FLORIDA INSPECTORS GENERAL  
STANDARDS MANUAL  
EDITION 1.0.04**

## INTRODUCTION

The Inspectors General of Florida have worked diligently with the Commission for Florida Law Enforcement Accreditation (CFA), to develop a set of professional standards for Florida's Inspectors General Investigations function. These standards have been drafted by the Chief Inspector General, the Inspectors General Accreditation Standards Workgroup and CFA for the purpose of awarding Inspectors General Investigation Accreditation status. The standards were developed after comprehensive research was conducted of: Florida Statutes, the Principles and Standards for Offices of Inspector General adopted by the national Association of Inspectors General, CFA operating standards, and Florida Corrections Accreditation Commission operating standards. The standards are divided into eight chapters, which include:

Organization and Governing Principles, Personnel Practices, Training, Investigation Process, Whistle-Blower Act, Notification Process, Case Management, and Final Reporting Processes. These are minimum recommended operating standards for an Inspectors General investigations function.

## **ACKNOWLEDGMENTS**

**We will thank everyone individually, who participated in this process.**

# **CHAPTER 1**

## **ORGANIZATION AND GOVERNING PRINCIPLES**

This chapter addresses the purpose, authority and responsibility for establishing an investigative function within the Office of Inspector General.

### Authority

Standard		Review methods	Assessor Guidelines
1.01M A directive states the purpose, authority, and responsibility of the Office of Inspector General investigations function.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

### Mission Statement

Standard		Review methods	Assessor Guidelines
1.02M The Office of Inspector General investigations function has a written mission statement that is posted or distributed to all investigative staff members.		O	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Mission statement	1	1	
Documented proof of distribution or observation of posted statement.	1	3YD	

### Inspectors General Code of Ethics

Standard		Review methods	Assessor Guidelines
1.03M A directive requires all investigative staff members receive a copy of and abide by a code of ethics.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Code of Ethics.	1	1	
Proof of receipt.	1	3YD	

## Organizational Chart

Standard		Review methods	Assessor Guidelines
1.04M The Office of Inspector General distributes or posts an organizational chart showing components/functions, and demonstrates the Inspector General reports directly to the agency head. The chart is updated as changes occur.		O	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Current organizational chart(s).	1	3YD	
Proof of distribution or posting.	1	3YD	

## Independence From Impairments

Standard		Review methods	Assessor Guidelines
1.05M A directive requires each investigative staff member to complete an annual attestation of independence from impairments, to include, at a minimum:		I	
A. Personal;			
B. Organizational;			
C. External; and			
D. Reporting requirements if impairment occurs.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Attestations(s).	1	3YD	The annual attestation is required separate from any individual statements that may be used for each investigation.

## Confidentiality

Standard		Review methods	Assessor Guidelines
1.06M A directive establishes procedures for the release of information to the public in accordance with Florida Statutes.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to Florida Statute Chapter 119.
			Change notice 1.0.04 10/14/2010

Notification to Officials

Standard		Review methods	Assessor Guidelines
1.07M A directive establishes protocols for notification to appropriate officials concerning significant investigative issues.		I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA Annual Report

Standard		Review methods	Assessor Guidelines
1.08M The Office of Inspector General investigations function submits an annual report to the Commission to report compliance efforts with accreditation standards.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Annual reports.	N/A	3YD	An annual report is not required in the year an assessment occurs.

Written Directive System

Standard		Review methods	Assessor Guidelines
1.09M The Office of Inspector General Investigations function has a written directive system which includes:			
A. A description of the format for each type of directive;			
B. <i>Procedures</i> for numbering, indexing or searching, and revising directives, as appropriate;			Applies to formal directives, but may not be necessary for informal communications, such as memoranda or interoffice emails.
C. A system for keeping the directives current;			
D. Statements of policy;			
E. <i>Procedures</i> for carrying out activities;			
F. <i>Procedures</i> for staff review and/or approval of proposed policies, <i>procedures</i> , and <i>rules and regulations</i> prior to their promulgation; and			Assessors should review additional examples.
G. Identification of individuals or <i>positions</i> within the Office of Inspector General investigations function having authority to issue written directives.			
H. <i>Procedures</i> for dissemination to affected members.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Receipt by affected members of new and revised policies, procedures, rules and regulations, and any other directives when specified by the agency.	1 each	1 each 3YD	
Observation of disseminated written directive manuals or electronic access system.			
Examples of written directives used.	1 each type	1 each type	
Proof of review and/or approval process in Bullet F.	1 each type	1 each type	

ADA Coordinator

Standard		Review methods	Assessor Guidelines
<b>1.10M</b>	The agency has a designated ADA coordinator in accordance with 28 C.F.R. 35.107.	I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
28 C.F.R. 35.107	1	1	
Documentation designating the ADA Coordinator.	1	1	The ADA Coordinator may be within the jurisdiction of the agency.

New standard

Change notice 1.0.03 07/01/2010

## **CHAPTER 2**

### **PERSONNEL PRACTICES**

This chapter addresses personnel practices and staff qualifications applicable to the Office of Inspector General that are in compliance with established laws, rules, policies and procedures.

### Investigator Qualifications

Standard		Review methods	Assessor Guidelines
2.01M A written directive requires investigators assigned to conduct investigations to have, at a minimum:			
A. A baccalaureate degree from an accredited college or university; or			
B. Relevant employment experience as determined by the agency.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Diploma and/or official transcript, if applicable.	Sampling	Sampling	For reaccreditation, show proof for new members only.
Application or resume.	Sampling	Sampling	For reaccreditation, show proof for new members only.
Employment verification documentation.	Sampling	Sampling	For reaccreditation, show proof for new members only.

### Investigative Teams

Standard		Review methods	Assessor Guidelines
2.02M A directive states the Inspector General or designee is responsible for ensuring that investigative teams possess the necessary skills to conduct the investigation. The directive addresses, at a minimum:		I	
A. Familiarity with the programs and policies of the agency being investigated, as required;			
B. Prior investigative experience in the subject area;			
C. Training in the subject matter;			
D. Educational background in subject area;			
E. Preliminary research of program area; or			
F. Specialized skills.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

### Position Description

Standard		Review methods	Assessor Guidelines
2.03M The Office of Inspector General maintains a position description for each investigative <i>staff member</i> in the investigation section. Each investigative <i>staff member</i> will sign their position description.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Signed position descriptions.	Sampling	Sampling	

## Performance Evaluation

Standard		Review methods	Assessor Guidelines
2.04MA directive requires a documented annual performance evaluation of each investigative <i>staff member</i> who reports directly or indirectly to the Inspector General, to include at a minimum:			
A. Performance evaluation based only on the performance during the rating period;			
B. Evaluation criteria specific to the position(s) occupied by the employee during the rating period;			
C. <i>Investigative Staff members</i> are rated by their immediate supervisors;			
D. The immediate supervisor and the <i>investigative staff member</i> review, discuss and acknowledge the evaluation; and			
E. The Inspector General will review all <i>investigative staff members'</i> performance evaluations.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed performance evaluations.	Sampling	3YD	For reaccreditation, show evaluations for three staff members.

## **CHAPTER 3**

### **TRAINING**

This chapter addresses the training and continuing education requirements for investigative staff members.

## New Investigator Training

Standard		Review methods	Assessor Guidelines
3.01MA directive requires that within six months of being hired into an investigative position, the individual receive the following training, at a minimum:		I	
A. Office of Chief Inspector General;			FS 14.32
B. Agency Inspectors General Act;			FS 20.055
C. Public Records Law;			FS Chapter 119
D. Code of Ethics for Public Officers and Employees;			FS Chapter 112, Part III
E. Law Enforcement and Correctional Officers' Rights;			FS Chapter 112, Part VI
F. Florida Whistle-blower's Act;			FS 112.3187 – 112.31895
G. Principles and Standards for the Office of Inspector General;			
H. Agency specific statutes, rules, regulations, and directives;			
I. Minimal standards of conduct for state employees; and			DMS Rule 60L-36.005
J. Florida accreditation standards and process.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation verifying member training.	Sampling	Sampling	A checklist may be used for training documentation.
Lesson plan, if used.	1	1	

## New Investigative Support Staff Orientation

Standard		Review methods	Assessor Guidelines
3.02MA directive requires that within six months of being hired into an investigative support staff position, the individual receive orientation in the following areas, at a minimum:			
A. Office of the Chief Inspector General;			FS 14.32
B. Agency Inspectors General Act;			FS 20.055
C. Public Records Law;			FS Chapter 119
D. Code of Ethics for Public Officers and Employees;			FS Chapter 112, Part III
E. Law Enforcement and Correctional Officers' Rights;			FS Chapter 112, Part VI
F. Florida Whistle-blower's Act;			FS 112.3187-112.31895
G. Principles and Standards for the Office of Inspector General;			
H. Agency specific statutes, rules, regulations, and directives;			
I. Minimal standards of conduct for state employees; and			DMS Rule 60L-36.005
J. Florida accreditation standards and process.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation verifying member training.	Sampling	Sampling	A checklist may be used for orientation documentation.

## Continuing Education

Standard		Review methods	Assessor Guidelines
3.03M  A directive requires investigators, the Director of Investigations, and the Inspector General receive a minimum of 40 hours of documented continuing education every two years, with at least 12 of the 40 hours in subjects directly related to their primary responsibility.		I	Interview training records custodian.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Training documentation.	Random sampling	Random sampling	

Standard		Review methods	Assessor Guidelines
<b>3.04M</b>	A directive requires that members authorized to carry weapons receive <i>in-service training</i> which includes:	I	View lesson plans for each training topic identified in the standard (not necessary to be in the file); verify full agency compliance (including upper-command staff). Remember to verify training for civilian members carrying weapons, e.g., batons, OC spray, etc.
A.	Annual demonstration of proficiency with firearms authorized to carry;	I, OR	
B.	Annual use of force training;	I, OR	Requirements for use of force training topics are contained in CJSTC Rule 11B-27.00212.
C.	Annual Dart-Firing Stun Gun training in accordance with Florida Statute;		
D.	<i>Biennial</i> less-lethal weapon training (for weapons other than the Dart-Firing Stun Gun); and	I, OR	
E.	Applicable legal updates.	I, OR	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Proof of training for each element of the standard.	Sampling	3YD	
Florida Statute 943.1717.	1	1	

New standard

Change notice 1.0.01 07/01/09

Change notice 1.0.04 10/14/2010

## **CHAPTER 4**

### **INVESTIGATION PROCESS**

This chapter addresses the procedures for reviewing and processing complaints, conducting investigations, and preparing and disseminating reports. This chapter also addresses the responsibility of the Office of Inspector General to exercise due professional care throughout the investigative process.

## Complaint Intake, Assessment, and Assignment

Standard		Review methods	Assessor Guidelines
4.01MA directive establishes protocols for reviewing and tracking all complaints, to include:			
A. Receipt and documentation;			
B. Categorization;			
C. Disposition;			Disposition refers to assignment to investigative staff, referral to management or other appropriate official, or to file.
D. Written notification of disposition to complainant; and			
E. Required timeframe from receipt to disposition, with documented supervisory approval for exceptions.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Complaint tracking documentation.	Sampling	3YD	
Disposition documentation.	Sampling	3YD	
Complainant notification documentation.	Sampling	3YD	

## Elements of Investigations

Standard		Review methods	Assessor Guidelines
4.02MA directive requires each investigation include the following elements, at a minimum:			
A. Written case plan;			
B. Evidentiary support for findings;			
C. Interviews;			
D. Documented investigative activity;			
E. Written report;			
F. Bill of Rights/union contracts, when applicable; and			
G. Timeframe from assignment to case closure, with documented supervisory approval for extensions.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

## Case Planning

Standard		Review methods	Assessor Guidelines
4.03M A directive requires investigators complete a written case plan that includes the following, at a minimum:		I	
A. Elements of the complaint and the potential violation;			
B. Case plan updates, as necessary;			
C. Documented supervisory review and approval prior to implementation of the plan; and		OR	
D. Documented supervisory review and approval of any plan updates.		OR	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed case plan.	1	1	
Documentation of supervisory review and approval of plans.	1	1	
Documentation of supervisory review and approval of updates.	1	1	

## Evidence Review

Standard		Review methods	Assessor Guidelines
4.04M A directive requires the Inspector General, or the Director of Investigations, document their review of cases to ensure evidence:		OR	
A. Is relevant;			
B. Has logical, sensible relationships to the allegation;			
C. Is consistent with the facts; and			
D. Is sufficient to support conclusions.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Review documentation.	1	1	

## Interviews

Standard			Review methods	Assessor Guidelines
4.05M A directive establishes requirements for conducting interviews that includes, at a minimum:			I	
A. The complainant is interviewed, with exceptions documented;				
B. Witnesses are interviewed, with exceptions documented;				
C. The subject of the investigation is interviewed regarding all allegations prior to case completion, with exceptions documented;				
D. Interviews are taken under oath, with exceptions documented;			I	
E. Interviews are audio recorded or documented, with exceptions documented; and			I	
F. Documented supervisory review.			OR	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		
Case file documentation demonstrating elements of the standard.	1 each bullet	1 each bullet		
			Change notice 1.0.04 10/14/2010	

## Documenting Receipt of Supporting Materials

Standard			Review methods	Assessor Guidelines
4.06M A directive establishes a requirement for documenting the receipt of case supporting materials.			OR	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		
Documentation of receipt.	1	1	Receipt may be documented electronically or on the case file itself.	

Change notice 1.0.01 07/01/09

## Report Preparation

Standard			Review methods	Assessor Guidelines
4.07M A directive establishes requirements for preparing reports that include, at a minimum:				
A. A format for reports, with the following major sections at a minimum: predicate, allegations, findings, and recommendations when applicable;				
B. Proved or disproved allegations are based on developed facts related to governing directives;				
C. An attestation that the investigation was conducted in compliance with the Quality Standards for Investigations found within the Principles and Standards for Offices of Inspector General; and				
D. Documented supervisory review.			OR	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		
Principles and Standards for Offices of Inspector General.	1	1		
Documentation of supervisory review.	1	1		

## Bill of Rights and Union Contracts

Standard			Review methods	Assessor Guidelines
4.08M A directive requires investigative staff members to comply with constitutional, statutory and employee union/bargaining unit requirements when conducting investigations.				
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		

### Legal Consultation

Standard		Review methods	Assessor Guidelines
4.09M A directive establishes procedures for the Office of Inspector General to obtain a review of cases for legal sufficiency when necessary.		I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

### Security of Records

Standard		Review methods	Assessor Guidelines
4.10M The Office of Inspector General investigations function establishes measures to ensure the privacy and security of investigation records.		OF,OS	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of records area and related security.			

### Chain of custody

Standard		Review methods	Assessor Guidelines
<b>4.11M</b>	A directive specifies procedures for recording the chain of custody of evidence to include, at a minimum:	O	Assessor will conduct random sampling of evidence submission documentation.
A.	Date, time, and method of transfer;	OR	
B.	Receiving person's name and responsibility; and	OR	
C.	Reason for the transfer;	OR	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed evidence recording document.	Sampling	3YD	

New standard

Change notice 1.0.01 07/01/09

### Security of evidence

Standard		Review methods	Assessor Guidelines
<b>4.12M</b>	All evidence and <i>case supporting materials</i> are kept in designated secure area(s).	OS	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of secured areas.			

New standard

Change notice 1.0.01 07/01/09

Change notice 1.0.02 10/28/2009

### Evidence control

Standard		Review methods	Assessor Guidelines
<b>4.13 M</b>	If the agency has evidence, a directive designates the position accountable for all evidence within their control, and addresses the following, at a minimum:		
A.	An annual audit of evidence is conducted by a member not routinely or directly connected with control of evidence;	I	Audit: The examination of records and activities to ensure compliance with established controls, policies, and operational procedures.
B.	An unannounced annual inspection of evidence storage areas is conducted as directed by the agency's IG; and	I	This inspection does not necessarily include the inventory of evidence, which is addressed in bullet C.
C.	An annual inventory of evidence is conducted by the responsible person and a designee of the IG.		Inventory: The act or process of cataloging through a full or partial accounting, as defined by the agency, of the quantity of goods or materials on hand.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation of inventories, inspections, and audits.	1 each	3YD	

New standard

Change notice 1.0.02 10/28/2009

## **CHAPTER 5**

### **WHISTLE-BLOWER'S ACT**

This chapter addresses the requirements for meeting the provisions of the Whistle-blower's Act. The Office of Inspector General has a primary role in coordinating the activities of the Act and investigating allegations made by employees of state agencies and independent contractors of state agencies who report certain violations of law.

## Whistle-blower's Act

Standard		Review methods	Assessor Guidelines
5.01M A directive establishes requirements for ensuring compliance with the Florida Whistle-blower's Act, to include:			
A. A documented review of each complaint for whistle-blower determination;			
B. Confidentiality;		I	
C. Statutory timeframes, with exceptions justified and documented;			
D. Notification to the Florida Department of Law Enforcement, when applicable;			
E. Provisions for whistle-blowers to respond to the final report; and			
F. Procedures for dissemination of the final report to mandated recipients.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to FS 112-3187 – 112.31895
Whistle-blower determination documentation.	Sampling	3YD	
Proof of notification.	Sampling	3YD	
Notice of opportunity to respond.	Sampling	3YD	
Documentation of dissemination.	Sampling	3YD	
			Change notice 1.0.04 10/14/2010

## CHAPTER 6

### NOTIFICATION PROCESS

The standards outlined in this chapter address the procedures for Offices of Inspector General to notify *entities contracting with the state* and *individuals substantially affected* as defined in Section 20.055, Florida Statutes, of their opportunity to respond to findings. In addition, the chapter also addresses the procedures for Offices of Inspector General to notify the agency head and the Office of the Chief Inspector General when complaints are received from *entities contracting with the state* and *individuals substantially affected* as defined in Section 20.055, Florida Statutes. (Change notice 1.0.01 07/01/09)

## Contractor Investigation Notification

Standard		Review methods	Assessor Guidelines
6.01M A directive requires <i>entities contracting with the state</i> that are the subject of an investigation are provided the following:			
A. Investigative findings;			
B. Notification in writing that they may submit a written response within timeframes specified by statute, ordinance, or rule after receipt of the findings; and			
C. Notification that their responses, and the Inspector General's rebuttal to the response, if any, will be included in the final investigative report.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Proof of notifications.	1 each bullet	1 each bullet 3YD	

### Contractor Employee Investigation Notification

Standard		Review methods	Assessor Guidelines
6.02M A directive requires that information is provided to <i>individuals substantially affected</i> by the findings, conclusions or recommendations of an Inspector General investigation, but not currently afforded an existing right to an independent review process. Information includes:			
A. Investigative findings;			
B. Notification in writing that they may submit a written response within timeframes specified by statute, ordinance, or rule after receipt of the findings; and			
C. Notification that their responses, and the Inspector General's rebuttal to the response, if any, will be included in the final investigative report.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Proof of notifications.	1 each bullet	1 each bullet 3YD	

### IG Complaint Notifications

Standard		Review methods	Assessor Guidelines
6.03M A directive requires the Inspector General to provide the agency head with copies of complaints or allegations of misconduct related to the Office of Inspector General or its employees. For agencies under the Governor's jurisdiction, the Inspector General will also provide copies to the Chief Inspector General.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation showing dissemination.	Sampling	Sampling 3YD	

# **CHAPTER 7**

## **CASE MANAGEMENT**

This chapter outlines the elements necessary for data tracking, file organization and records retention regarding investigative cases.

## Case Tracking System

Standard		Review methods	Assessor Guidelines
7.01M A directive establishes a tracking system for the Office of Inspector General investigation function to include the following, at a minimum:		O	
A. Type of case;			
B. Assigned investigator;			
C. Date assigned;			
D. Summary or listing of allegations; and			
E. Current status.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of system.			

## Case File Organization

Standard		Review methods	Assessor Guidelines
7.02M Investigative case files will include the following documentation, at a minimum:		OR	
A. Intake form;			
B. Initial complaint;			
C. Initial case plan;			
D. Florida Whistle-blower analysis, if applicable;			
E. Interviews;			
F. Evidence and supporting documentation;			Supporting documentation includes electronic records.
G. Referral documentation			
H. Final report of investigation with exhibits/and attachments; and			
I. Management's response to Inspector General's recommendations.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of completed investigative case files.	Random sampling	Random sampling	
			Change notice 1.0.04 10/14/2010

## Record Retention

Standard		Review methods	Assessor Guidelines
7.03M A directive establishes procedures for the storage, receipt, and archival of case file materials.		I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to Florida Records Retention Schedule GS1-SL and GS2.
Destruction documentation.	1	3YD	
Observation of storage and archival systems.			
			Change notice 1.0.04 10/14/2010

## **CHAPTER 8**

### **FINAL REPORTING PROCESSES**

This chapter addresses investigative conclusions, distribution of final reports, post investigative activities and notification of criminal allegations to appropriate law enforcement agencies.

### Conclusions of Fact

Standard		Review methods	Assessor Guidelines
8.01M A directive describes the various conclusions of fact used by the Office of Inspector General investigations function.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

### Final Report Distribution

Standard		Review methods	Assessor Guidelines
8.02M A directive establishes procedures for distributing final Office of Inspector General investigative reports.		I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

### Post Investigative Responses

Standard		Review methods	Assessor Guidelines
8.03M A directive establishes guidelines for addressing post investigative responses to reports, to include at a minimum:			
A. A documented review of issues raised; and			
B. Response documentation, if appropriate.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Review documentation.	Sampling	3YD	
Response documentation.	Sampling	3YD	

Law Enforcement Notification

Standard		Review methods	Assessor Guidelines
8.04M A directive requires documented timely notification to appropriate law enforcement officials when there are reasonable grounds to believe a criminal violation has occurred.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation of notification.	Sampling	3YD	