



## Commission for Florida Law Enforcement Accreditation, Inc.

P.O. Box 1489 ~ Tallahassee, FL 32308  
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February 18, 2021

Inspector General John Scott  
Broward Office of Inspector General  
One North University Drive  
Plantation, FL 33324

Dear Inspector General Scott:

Congratulations!

We are pleased to inform you the Broward Office of Inspector General has met the required standards to become reaccredited by the Commission for Florida Law Enforcement Accreditation.

Your reaccredited status is official as of this date and will remain in effect for a period of three years. Compliance with any future standards approved by the Commission that may be applicable to your department is part of maintaining your accredited status.

You and your agency are to be commended for your continued diligence, professionalism, and commitment in maintaining this highest recognition among Florida's inspector general community.

We look forward to working with you and your agency in your continuous pursuit of excellence. On behalf of the Commission, we extend our thanks for your participation and congratulations on a job well done!

Sincerely,

Danielle Terrell  
Executive Director

**To: Commission for Florida Law Enforcement Accreditation, Inc.**  
**From: Team Leader Scott Glazier**  
**Date: December 17, 2020**  
**Re: Full Compliance Assessment Report**  
**November 12, 2020**  
**Broward Office of the Inspector General**

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**A. Agency/Assessment Information**

Chief Executive Officer: Inspector General John W. Scott  
Accreditation Manager: Assistant Inspector General Dylan Hughes

Standards Manual Version: 2.0

Previous Accreditation Dates: October 2014 and November 2017

Assessment Team Recommendation: Reaccreditation

**Assessment Team**

Team Leader: Scott Glazier  
Osceola County Sheriff's Office  
[sgla@osceola.org](mailto:sgla@osceola.org)

Doug Rau  
Florida Department of Corrections  
Office of the Inspector General  
[Edward.Rau@fdc.myflorida.com](mailto:Edward.Rau@fdc.myflorida.com)

**B. Standards Summary Tally**

Status	Mandatory Standards	% of <i>Applicable</i> Mandatory Standards	Other-than-mandatory Standards	% of <i>Applicable</i> Other-than-mandatory Standards	Total Standards
In Compliance	40	100.0%	0		40
Not in compliance	0	0.0%	0		0
Not applicable	6	15.0%	0		6
In Progress	0	0.0%	0		0
Not Set	0	0.0%	0		0
Total:	46	0.0%	0		46

Total <i>Applicable</i> "Other-than-mandatory" Standards	0
Maximum allowable number of Elected Standards	0

**C. Agency Profile**

The Broward Office of the Inspector General (BOIG) is a criminal justice agency created and established by the Broward County Board of County Commissioners in response to a charter amendment placed on the ballot and affirmed by the voters in November 2010, which assures the independence of the BOIG.

The BOIG functions as an independent watchdog for over 1.8 million residents of Broward County and its authority encompasses county and municipal budgets, more than 25,000 employees, and over 450 separate divisions and departments of government. In addition, the BOIG has oversight responsibility for more than 170 elected officials, including county commissioners, mayors, vice mayors, city commissioners, and town council members, as well as more than 36,000 registered vendors who provide goods or services to the county and municipalities.

The BOIG has three dedicated investigative units to fulfill their broad and varied jurisdiction: Investigations, Audit and Contract/Procurement Oversight, and Ethics. The Investigations Unit (IU) is staffed with a highly qualified team of individuals who are responsible for the investigation of allegations of misconduct and gross mismanagement by county and municipal elected officials, employees, and providers. In addition, the BOIG has enhanced its investigative function by participating in the Broward County Public Corruption Task Force. This taskforce is comprised of federal, state, and local investigators and prosecutors who are responsible for the identification, investigation, and prosecution of criminal public corruption cases. The BOIG received its initial accreditation in October 2014 from the Commission for Florida Law Enforcement Accreditation and was reaccredited in 2017. This will be its second reaccreditation assessment.

## **D. Assessment Summary**

Due to the coronavirus pandemic, the assessment for the BOIG was completed remotely. Before the assessment, Accreditation Manager Dylan Hughes provided an advanced packet to the assessment team. The material included a history and composite of the BOIG, information on the agency's written directives, a structured interview schedule, and an annual report. Before the commencement of the assessment, the assessors communicated regarding chapter assignments.

On the morning of Thursday, November 12, 2020, the assessment team conducted the entrance interview via teleconference. Present on the teleconference were Inspector General John W. Scott, Accreditation Manager Dylan Hughes, Assistant Accreditation Manager Monica Vidal, Deputy Inspector General Michael Mee, and General Counsel Carol "Jodie" Breece. Staff was introduced to the assessment team and welcomed the accreditation process. It was apparent they were eager to have the team review their agency. After the entrance interview, Accreditation Manager Dylan Hughes took the assessment team on a virtual walking tour of BOIG workspace and verified compliance with a number of accreditation standards.

After the entrance interview and tour, the team conducted remote file review activities and the corresponding interviews.

During the remote assessment the assessment team conducted teleconference interviews to verify compliance with applicable standards with the following members:

Dylan Hughes, Assistant Inspector General  
Monica Vidal, Assistant Accreditation Manager  
Michael Mee, Deputy Inspector General  
Carol "Jodie" Breece, General Counsel  
Amy Schmidt, Special Agent  
Hisae Tanaka, Special Agent  
Gil Suarez, Special Agent  
William Cates, Special Agent

**E. Standards Noncompliance Discussion:** None.

**F. Corrective Action Discussion:** None.

**G. Standards Elected for Exemption:** None.

**H. Standards Verified by the Team as COVID-19 Waiver Applicable:**

### **5.04M**

If the agency has criminal evidence, a written directive designates the position accountable for all evidence within their control, and addresses the following:

I. Bullets

- A. An annual audit of evidence is conducted by a staff member not routinely or directly connected with control of evidence. The annual evidence audit includes an examination of conformance with agency controls, policies and procedures;
- B. An unannounced inspection of evidence storage areas is conducted as directed by the agency's IG. The unannounced inspection includes a review of property and evidence storage areas for organization and orderliness;
- C. An annual inventory of evidence is conducted by the responsible staff member and a designee of the IG. The annual evidence inventory includes a full or partial accounting of evidence, as defined by the agency;
- D. Follow-up investigative procedures for lost, missing, or stolen property or evidence; and
- E. Purging by lawful methods.

II. Proofs of Compliance

Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)

Documentation demonstrating compliance with each element of the standard. (Qty Initial: 1 each) (Qty Reaccred: 1 each for each year)

Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Agency policy for inventory must specify amounts or percentages. Audits, inspections and inventories are to be documented separately. Evidence audits, inventories, and inspections may be conducted concurrently with property functions, but must be documented as separate functions.

The status of this standard was set as Not Applicable due to its relationship to the COVID-19 pandemic and was determined by the assessment team to be in full compliance with all the bullets for years one and two.

Year three was only in compliance for bullet C, regarding the annual inventory. Bullets A and B were out of compliance by over 12 weeks for bullet A (annual audit) and over 20 weeks for bullet B (unannounced inspection). The BOIG needed to conduct their annual audit on or prior to June 14, 2020, and their unannounced inspection on or prior to April 5, 2020, to meet the annual requirement of these activities.

A memorandum (attached) was included articulating the BOIG pivoting, as a result of the COVID-19 pandemic, to a remote working model on March 17, 2020. This shift to working remotely impacted their ability to comply with the annual requirement of this standard for the stated bullets. As of this report, the BOIG continues to work remotely.

**I. Standards Verified by the Team as “Not Applicable” to the Agency**

These standards were verified as not applicable because the BOIG does not employ law enforcement officers, does not handle criminal evidence, and is a non-state agency.

3.03M	5.04M	7.03M
3.04M	7.01M	7.05M

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

**K. Public Information Activities:**

The assessment team received no public information inquiries.

**L. Exemplary Policies/Projects/Procedures**

In August 2019, after several months of design and implementation efforts, the BOIG began using its new Investigative Management System (IMS). The IMS is a software-based system for governmental investigative agencies designed to accurately track and manage all tips, complaints, and matters throughout their duration.

The IMS combines the necessary ease of use and functionality the BOIG investigators require and contributes to an increase in the efficiency of the BOIG’s investigative and administrative operations. The implementation of the IMS has reduced the volume of hard-copy documents, enhanced the overall performance of the investigative process, and eased the transition to working remotely.

**M. Chapter Summaries**

**Chapter One – Organization and Governing Principles (Assigned Assessor: Scott Glazier)**

Written directives clearly outline the purpose, authority, and responsibility of the BOIG. A mission statement and organizational chart were posted. Assistant Inspector General Dylan Hughes verified compliance with related standards. The BOIG submitted their annual reports within the required timeframes. The BOIG notified the public of their assessment as required.

**Chapter Two – Personnel Practices (Assigned Assessor: Scott Glazier)**

All BOIG investigators are appropriately qualified. The BOIG complies with standards concerning the use of investigative teams and annual performance evaluations.

### **Chapter Three – Training (Assigned Assessor: Scott Glazier)**

BOIG written directive concerning new employee and in-service training complied with standards. Office Manager Monica Vidal verified compliance with applicable standards. It was confirmed standards 3.03 and 3.04 are not applicable.

### **Chapter Four – Investigative Process (Assigned Assessor: Doug Rau)**

The BOIG has succinct written directives outlining the process for intake, assessment, and assignment of complaints. A review of provided proofs of compliance confirmed BOIG written directives for processing the intake, assessment and assignment of complaints, case planning, investigative processes, the conducting of interviews, evidence review, documenting case supporting materials, and the preparation of investigative reports are in compliance with accreditation standards. The written directives consider all statutory and contractual requirements and require proper case planning and preparation by investigative staff as well as a legal sufficiency review. All staff interviewed are very knowledgeable of the written directives, the investigative process, and the required elements of an OIG investigative report.

### **Chapter Five – Case Supporting Materials and Evidence (Assigned Assessor: Scott Glazier)**

The BOIG has written policies and procedures outlining the security of the office and storage of case materials. The earlier virtual tour with Assistant Inspector General Dylan Hughes verified the security requirements addressed by the standards.

### **Chapter Six – Whistle-blowers Act (Assigned Assessor: Doug Rau)**

As the BOIG is not a state agency, nor is it a designated authority, it is exempt from the provisions of the Whistle-blowers Act. However, the BOIG has clearly written directives to ensure actions are taken concerning the review of each complaint for determination, the investigation and referral of potential whistle-blower complaints to an appropriate agency, the security of records, and the confidentiality of information received is maintained.

### **Chapter Seven – Notification Process (Assigned Assessor: Doug Rau)**

Section 12.01 of the Broward County Charter establishes the notification and reporting procedure that is represented in their written directives. The BOIG written directives allow for entities and individuals to receive preliminary investigative findings and provide written rebuttals to the investigative findings which are included in the final investigative report. The BOIG did not receive any complaints or allegations of misconduct related to its staff members from contracted entities or individuals substantially affected within the accreditation cycle. It was confirmed standards 7.01, 7.03, and 7.05 are not applicable.

## **Chapter Eight – Case Management (Assigned Assessor: Doug Rau)**

Office Manager Monica Vidal provided a thorough overview of BOIG's Investigative Management System (IMS) which confirmed all requirements concerning case tracking, file organization, and record retention are in compliance. A random review of investigative files showed they were well organized and clearly identified all requirements contained within standards. No records destruction occurred during the accreditation cycle; however, written directives clearly articulate the process.

## **Chapter Nine – Final Reporting Processes (Assigned Assessor: Doug Rau)**

The BOIG written directives clearly address conclusions of fact.

### **N. Summary and Recommendation**

The Broward Office of the Inspector General is an impressive criminal justice agency that demonstrated that it holds its organization to the highest standards. Throughout the assessment process their professionalism and commitment were readily identifiable and easily communicated during the remote assessment. The assessment team verified standard's compliance through file review, video presentation, and multiple interviews. It was evident the Broward Office of the Inspector General is a highly professional and well-organized agency. The accreditation manager and the assessment team adapted to the challenges of the remote assessment, and the agency showed immense professionalism throughout a difficult time making the assessment team feel welcome and appreciated. Based on the files, interviews, and information provided by the accreditation manager, it is evident that the Broward Office of the Inspector General has embraced accreditation. The assessment team unanimously recommends the Broward Office of the Inspector General for reaccreditation.

Submitted by Scott Glazier, Team Leader