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Department of Transportation

## **AUTHORITY, MISSION, AND ORGANIZATION OF THE OFFICE OF INSPECTOR GENERAL**

### **PURPOSE:**

To identify the authority under which the Office of Inspector General (OIG) operates, and specify its mission, and describe its organization.

### **AUTHORITY:**

Sections 20.023(3)(a) and 334.048(3), Florida Statutes (F.S.)

### **REFERENCE:**

**Section 20.055, F.S.**, establishes an Office of Inspector General 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 its duties and responsibilities, this statute specifies:

It is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to this section **[20.055, F.S.]**. Beginning July 1, 2015, each contract, bid, proposal, and application or solicitation for a contract shall contain a statement that the corporation, partnership, or person understands and will comply with this subsection **[20.055(5), F.S.]**.

The inspector general and staff shall have access to any records, data, and other information of the state agency he or she deems necessary to carry out his or her duties. The inspector general may also request such information or assistance as may be necessary from the state agency or from any federal, state, or local government entity.

## **SCOPE:**

This procedure impacts all Florida Department of Transportation (Department) employees.

## **BACKGROUND:**

Consistent with the *Principles and Standards for Offices of Inspector General*, published by the Association of Inspectors General, the OIG's authority is defined in statute. This procedure formally defines the purpose, authority, and responsibility of the OIG, as required by the *International Standards for the Professional Practice of Internal Auditing*, published by The Institute of Internal Auditors.

## **GENERAL:**

The OIG provides a central point for coordination of, and responsibility for, activities that promote accountability, integrity, and efficiency in the Department. By conducting independent and objective assurance and consulting services, the OIG determines compliance with established rules, policies, and procedures to assess the efficiency and effectiveness of Department operations. The OIG ensures effective coordination and cooperation between the Department and the Auditor General, federal auditors, and other governmental bodies. The OIG also conducts contract fraud and significant employee misconduct investigations relating to personnel, programs, and/or operations under the control of, or financed by, the Department. The OIG keeps the Department Secretary and the Chief Inspector General informed concerning the results of these activities, recommends corrective actions, and reports on the progress made in implementing these corrections.

## **1. MISSION, VISION, and VALUES**

The mission, vision, and values of the OIG are intended to provide a foundation for all OIG activities.

**Mission:** The mission of the OIG is to promote integrity, accountability, and process improvement in the Department by providing objective, fact-based assessments to the Department team.

**Vision:** Our vision is to be:  
championed by our customers;  
benchmarked by our counterparts; and  
dedicated to quality in our products and services.

**Values:** Our values are Integrity, Respect, Commitment, One FDOT, Trust, and Customer Driven.

## 2. PERFORMANCE OF WORK

All work in the OIG is conducted in accordance with *The Principles and Standards for Offices of Inspector General*, published by the Association of Inspectors General. Audit engagements are performed in conformance with applicable industry standards, which include *International Standards for the Professional Practices of Internal Auditing*, published by The Institute of Internal Auditors; *Government Auditing Standards*, published by the United States Government Accountability Office; and/or *Standards for IS [Information Systems] Audit and Assurance*, published by ISACA (previously known as the Information Systems Audit and Control Association). The OIG Investigations Section performs investigative activities in accordance with accreditation standards as set forth by the Commission on Accreditation for Law Enforcement Agencies, Inc.

## 3. CODE OF ETHICS

All OIG staff have a responsibility to conduct themselves so their actions and integrity are not open to question. Professional behavior must conform to the *Governor's Code of Ethics*, the *Department's Ethics Policy*, the *OIG's Code of Ethics and Standards of Conduct* procedure, and *The Institute of Internal Auditors' Code of Ethics*.

## 4. ORGANIZATION

The Chief Inspector General, who reports to the Governor both administratively and functionally, appoints the Department's Inspector General. The Inspector General shall be under the general supervision of the Department Secretary for administrative purposes, shall report to the Chief Inspector General, and may hire and remove staff within the OIG in consultation with the Chief Inspector General, but independently of the Department.

The OIG is divided into three functional sections: (1) Audit, (2) Investigations, and (3) Quality Assurance and Operations Support. The responsibilities of each section are described below.

### 4.1 AUDIT

The Audit Section prepares independent appraisals of the performance of Department programs and processes, including the appraisal of management's performance in meeting the Department's information needs while safeguarding its resources. The Audit Section ensures costs proposed and charged to the Department through contracts and agreements are accurate, reasonable, and comply with applicable federal and state procurement regulations. The Audit Section has three units and an external audit liaison position as described below.

### **4.1.1 Contract Audit**

The Contract Audit unit carries out agreed upon procedures and performs audits, examinations, reviews, and special analyses of Department contracts and agreements to ensure costs proposed and charged to the Department by consultants, contractors, and other external groups are accurate, reasonable, and comply with applicable federal and state regulations. The work of this unit consists of reviewing contracts and letters of engagements related to Professional Services consultants, construction contractors, and other contractors.

### **4.1.2 Intermodal Audit**

The Intermodal Audit unit performs audits and reviews to determine if recipients of state financial assistance and subrecipients of federal pass-through funds are carrying out the program's purpose and if associated costs are allowable. The work of Intermodal Audit consists of engagements related to rail labor additive rates and invoices; transportation authorities; seaport, airport, and transit grants; utility relocation costs; indirect cost allocation and fringe benefit rates; and various accounting services.

### **4.1.3 Performance and Information Technology Audit**

The Performance and Information Technology Audit unit conducts performance audits and management reviews of organizational units, programs, activities, and functions in accordance with applicable professional standards. The term performance audit is used generically to include work classified as program evaluations, program effectiveness and results audits, economy and efficiency audits, and operational audits. The work of this unit consists of performance audits, financial audits, performance measures assessment, risk assessment, information technology audits, Information Technology Review (ITR) compliance, and computer forensics.

### **4.1.4 External Audit Liaison**

The External Audit Liaison ensures effective coordination and cooperation between the Department and the Auditor General, federal auditors, and other governmental bodies with a view toward avoiding duplication. The External Audit Liaison is also responsible for managing the Recommendations and Action Management System.

## **4.2 INVESTIGATIONS**

The Investigations Section detects, deters, and investigates allegations of internal and external crimes or misconduct impacting the Department. This section receives complaints concerning Department personnel and programs and coordinates all Department activities required under Florida's Whistle-blower's Act. The Investigations Section establishes and maintains close working relationships with key Department staff, investigative counterparts, and other agencies to pursue and resolve all allegations, to include prosecution, if required. Additionally, the Investigations Section also develops and delivers awareness briefings to identify and counter fraud vulnerabilities.

### **4.3 QUALITY ASSURANCE AND OPERATIONS SUPPORT**

The Quality Assurance and Operations Support Section performs internal assessments as required by auditing standards, conducts the annual risk assessment in conjunction with the Audit Director, assists in developing the OIG's audit work plan, prepares and publishes the annual report, and maintains the OIG's policies and procedures. This section reviews reports and audit working papers to ensure such products meet office procedures and conform to professional auditing standards as outlined in Section 2 above, Performance of Work. The Quality Assurance and Operations Support Section also maintains the OIG's operational functions, such as the budget, purchasing, human resources, facilities management, records management, inventory, travel, and production of newsletters; monitors staff training requirements and completion dates in compliance with professional standards; administers and maintains the OIG's workforce management software, and generates quarterly report information for the Chief Inspector General.