

To: [Agency Head]

From: [Agency Inspector General]

Date: []

Subject: Enterprise Background Screening Project

In 2012, the Executive Office of the Governor's Chief Inspector General (CIG) and agency Offices of Inspectors General performed an Enterprise Risk Assessment and developed an Enterprise Project Plan. Due to the potential risks and opportunities for cost savings to the enterprise, the Background Screening topic was selected as a project in the plan. This communication serves to inform you that this project will be formally initiated.

The project scope is limited to those background screenings where the payment of the screening is the responsibility of the State of Florida. This could include full-time equivalent (FTE) employees, other personal services (OPS) employees, contracted employees, sub-contracted employees, interns, students and volunteers. The project covers both Level 1 and Level 2 background screenings, as defined in Section 435.03(1), Florida Statutes. Both initial and renewal background screenings will be examined.

The objectives of this project are:

- Review applicable laws, rules and regulations regarding the background screening process;
- Identify opportunities for improved efficiencies and economies related to the background screening process and use of Livescan devices;
- Identify Livescan devices owned and operated for the purpose of screening State of Florida employees; and
- Review prior audits related to background screenings to determine if further follow-up is needed.

A team from the Offices of Inspectors General for the Department of Health, Department of Juvenile Justice, Florida Department of Law Enforcement, Highway Safety and Motor Vehicles, Department of Corrections, Department of Management Services and Department of Elder Affairs will conduct this project. Other IG personnel and subject matter experts may be consulted or added to the team based upon project need. Michael J. Bennett, Director of Auditing for the Department of Health, will be Team Lead. Michelle L. Weaver, Auditor for the Department of Health, will be the Assistant Team Lead.

While this project will not require an individual project and associated report be performed at each agency, the team may reach out to various agency staff for information and/or limited participation. Furthermore, the team plans to develop and distribute surveys to each agency to gather information regarding their individual background screening policy, procedures, processes and other relevant information. Depending upon agency specific roles and responsibilities, the survey may require collaboration among various offices, bureaus and other organizational units. Due to the variances among agencies, the survey will be routed through each Office of Inspector General to facilitate completion.

If you have any questions about this project, please contact [IG contact info].

cc: [Other relevant offices, bureaus and other organizational units]