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REPORT NO. 2017-02

TO: Teresa Del Rio, Director, Court and Operational Services Division
Rod Tabler, Manager, Civil Court Records

FROM: Hector Collazo Jr., Inspector General/Chief Audit Executive
Division of Inspector General 

DIST: Ken Burke, CPA, Clerk of the Circuit Court and Comptroller
Jeffrey Gates, Executive Director, Court and Operational Services Division

SUBJECT: Investigation of Civil Court Records Division Employee's Internet Usage

DATE: February 8, 2017

The Division of Inspector General's Public Integrity Unit (PIU) received an allegation of Fraud, Waste, and Abuse. We investigated the following allegation related to a Clerk's employee's internet usage.

The complainant alleges that a Clerk's employee (Respondent) in Civil Court Records Division:

Is using Clerk computers for online shopping, checking Amazon Orders, etc. Other Clerk staff are told not to use their workstation computers for personal matters, but the rules do not seem to apply to the named Clerk employee.

The complainant did not provide documentation to assist with the investigation.

To determine whether the allegation was substantiated, we reviewed policies, procedures, and any other records deemed appropriate. We also conducted interviews of staff and other parties, as needed. Our investigation was performed according to the *Principles and Standards for Offices of Inspector General* and *The Florida Inspectors General Standards Manual* from The Commission for Florida Law Enforcement Accreditation.



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The PIU reviewed and analyzed the Respondent's internet activity for a six month period. The analysis determined the Respondent's internet usage was not excessive or inappropriate as outlined in the Clerk's Office-Wide Policies and Procedures:

Chapter 9 Technology Policy –

- 1. Information Technology assets are provided for the furtherance of County business. Some limited personal use of equipment is acceptable, provided that such use is not excessive or inappropriate, and does not violate the provisions of the Limited Personal Use of County Office Equipment policy. Personal limited use is allowable during employee's non-work time.*

The Division of Inspector General's investigation of the allegation has determined that the allegation noted above is *unfounded*, as there is no credible evidence to support the allegation.

We want to thank the Civil Court Records Division management for their assistance and cooperation during this investigation.