

# HONOR AND INTEGRITY



## OFFICE OF INSPECTOR GENERAL – RECORDS UNIT

### What We Do:

The Office of Inspector General serves as an independent and objective inspection, audit, and investigative body to promote effectiveness, efficiency, and economy in the Department of Corrections' programs and operations, and to prevent and detect crime, fraud, abuse, misconduct, mismanagement, and waste. The OIG Records Unit processes requests for investigative records in response to legal action, outside law enforcement investigations, background inquiries, and public records requests.

### What We're Looking For:

Students interested in working in a law enforcement branch of state government who would like to obtain experience in a professional office setting. Emphasis placed on individuals with strong reading comprehension and attention to detail. Must be able to handle confidential and sensitive information..

### What You'll Do:

- Interpret requests for records from private citizens, media, or other government agencies.
- Gather responsive investigations, audio, video, and other records from electronic databases and physical files.
- Identify and remove confidential information from responsive records.
- Be responsible for data entry, uploading attachments, and case noting information in databases for proper request and statistical tracking.
- ☑ Assist with special projects..

- Location: Leon – Central Office
- Work Hours: 20- 40 hours per week
- Academic Terms: Fall 2022 and Spring 2023

To apply, click [here](#).

Have questions?  
Contact the Internship  
Coordinator at (850) 717-3924 or  
[HRAdmin@fdc.myflorida.com](mailto:HRAdmin@fdc.myflorida.com).