

HONOR AND INTEGRITY



OFFICE OF INSPECTOR GENERAL – INTAKE UNIT

What We Do:

The Office of Inspector General's Intake Unit actively reviews complaints and incidents that occur in any State of Florida's Correctional Institutions or office and/or incidents that involve Department staff, inmates, probationers, visitors, volunteers, or contractors as well as referrals from the Office of the Chief Inspector General (CIG), Florida Department of Law Enforcement (FDLE), other governmental entities and law enforcement partners. The Intake Unit also monitors the Prison TIPS line and the Fraud Waste and Misuse of Public Funds hotline. Five Inspectors along with a Crime Intelligence Analyst work together to ensure all complaints are reviewed and screened in a uniform manner. Once complaints are reviewed and a determination is made as to how the complaint is handled, the information is entered into the Inspector General's Investigative and Intelligence System and assigned to one of the Inspector General's field offices or specialized units for investigation. For those incidents not investigated by the Inspector General's Office, the Intake Unit notifies Security Operations or Community Corrections staff of the decision so that action can be taken as best deemed appropriate by the managing authority.

What We're Looking For:

Students who are interested in working in state government, with experience in the Criminal Justice Field and/ or with office work. The ideal candidate is a fast learner who can manage multiple tasks in a timely manner while paying close attention to detail. We are seeking students in their junior or senior year of their undergraduate degree, or any year of their master's degree.

What You'll Do:

- Interpret complaints from inmates, citizens, or other agencies.
- Utilize computer databases, electronic spreadsheets, word processing, Inspector General Intelligence, and Investigative system (IGIIS) for data entry and research.
- Responsible for Data Entry, uploading attachments, case noting information in database for tracking.

- 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.