



Florida Department of Agriculture and Consumer Services  
CHARLES H. BRONSON, Commissioner  
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Please Respond to:  
Office of Inspector General  
2005 Apalachee Parkway, Suite E  
Tallahassee, FL 32399-6500

MEMORANDUM

DATE: May 29, 2008

TO: Charles H. Bronson  
Commissioner

FROM: Joseph R. Martelli *JRM*  
Inspector General

SUBJECT: Follow-up to Concealed Weapons Licensing for the period March 1, 2005, through February 28, 2007, Report No. 2008-054, dated December 2007

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As part of the Office of Inspector General's follow-up activities to the Auditor General's audit of Concealed Weapons Licensing for the period March 1, 2005, through February 28, 2007, the status of the findings and recommendations is described in the enclosed report.

If you have any questions, please call me or Gary Braddock, Director of Auditing, at 245-1360.

JRM/nh  
Enclosure

cc: Terry L. Rhodes, Assistant Commissioner  
Buddy Bevis, Director of Licensing  
David McInnes, Legislative Affairs Director  
Representative Carl Domino, Chair, Legislative Auditing Committee  
David W. Martin, Auditor General



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Florida Agriculture and Forest Products  
\$97 Billion for Florida's Economy



**Auditor General Report No. 2008-054  
Concealed Weapons Licensing  
Department Operational Audit  
AT A GLANCE**

This audit dated December 2007 by the Auditor General presented four findings and recommendations regarding the Department's Concealed Weapons Licensing Program.

**FINDINGS:**

1. Data Accuracy	Satisfied
2. Timeliness of Initiating Administrative Actions	Satisfied
3. Process Enhancements	Satisfied
4. Warrant Information	Closed

**FINDINGS DETAIL**

**Finding No. 1: Data Accuracy**

For fiscal years 2005-06 and 2006-07, the Department's legislatively-approved performance measures and standards required that 90 percent of license revocations or suspensions be initiated within 20 days after receipt of disqualifying information. Audit tests disclosed that Department staff did not accurately record the date upon which reports of disqualifying events or conditions were received.

**Recommendations:** To improve the reliability of Department data related to the timeliness of concealed weapons and firearm license suspensions and revocations, match report dates should be accurately recorded. Department management should also periodically monitor staff compliance with Department procedures requiring the accurate recording of the date match reports are received.

**STATUS: Satisfied**

The match report was reformatted to improve the accuracy of recording the date on which the match report was received. Division management has implemented procedures to periodically verify staff compliance with procedures requiring the accurate recording of the date match reports are received.

**Finding No. 2: Timeliness of Initiating Administrative Actions**

Upon receipt of information concerning disqualifying events and conditions, the Department did not always timely initiate administrative actions to suspend, revoke, or deny licenses. Additionally, we noted that the Department did not always timely initiate application suspensions.

**Recommendations:** To promote the efficient handling of license application suspensions and ensure that concealed weapons or firearms licenses are not issued to and held by unqualified persons, we recommend the Department increase its efforts to initiate administrative actions within 20 days of the receipt of disqualifying information.

**STATUS: Satisfied**

Prioritization of Division activities has improved efforts to initiate administrative activities within 20 days of the receipt of disqualifying information.

**Finding No. 3: Process Enhancements**

The Department sometimes sent unnecessary correspondence to concealed weapon and firearm licensees and error or omission letters which did not properly reflect actual deficiencies in the applications received.

**Recommendation:** We recommend the Department review the instances cited above and consider whether processing enhancements, including the implementation of service of process guidelines, may be appropriate.

**STATUS: Satisfied**

The Division has formalized service of process guidelines to provide an acceptable level of due diligence on the part of Division staff when processing licensure actions.

**Finding No. 4: Warrant Information**

The Department, in consultation with FDLE, should consider developing a methodology that would allow the efficient use of outstanding warrant information to identify licensees and applicants who are awaiting disposition of formal charges relating to a disqualifying crime. To fully evaluate the cost-effectiveness of the use of warrant information, the Department should initially approach using the information through a pilot project.

**Recommendation:** The Department, in consultation with FDLE, should consider developing a methodology that would allow the efficient use of outstanding warrant information to identify licensees and applicants who are awaiting disposition of formal charges relating to a disqualifying crime. To fully evaluate the cost-effectiveness of the use of warrant information, the Department should initially approach using the information through a pilot project.

**STATUS: Closed**

The Department will continue to use current methods for obtaining information concerning disqualifying events or conditions as there is no indication that the use of outstanding warrant information will yield better results or more efficient processing.

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This follow-up engagement was conducted in accordance with applicable standards for the Professional Practice of Internal Auditing and Information Systems Auditing as published by the Institute of Internal Auditors and the Information Systems Audit and Control Association, respectively.

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