

**Audit of Orange County
Corrections Department
Probation Unit**

**Report by the
Office of County Comptroller**

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September 26, 2012

Teresa Jacobs, County Mayor
And
Board of County Commissioners

We have conducted an audit of the Orange County Corrections Department Probation Unit. The audit was limited to a review of the revenue collection controls of the Probation Unit and the Unit's compliance with applicable laws, rules, and regulations. The period audited was October 1, 2009 through March 31, 2011.

We conducted this audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Responses to our Recommendations for Improvement were received from the Manager of the Community Corrections Division and are incorporated herein.

We appreciate the cooperation of the personnel of the Corrections Department during the course of the audit.

Martha O. Haynie, CPA
County Comptroller

c: Ajit Lalchandani, County Administrator
Michael Tidwell, Chief of Corrections
Cindy Boyles, Manager, Community Corrections Division

EXECUTIVE SUMMARY

Executive Summary

We have conducted an audit of the Orange County Corrections Department Probation Unit. The audit scope was limited to a review of the Unit's revenue collection controls and compliance with applicable laws, rules, and regulations. The period audited was October 1, 2009 through March 31, 2011. The objectives of the audit were to determine whether the Probation Unit's:

- 1) Court ordered supervision of offenders complied with terms of the probation; and the applicable laws, rules, and regulations for supervised offenders, and
- 2) Controls over the receipt and deposit of probation fees and the telephone reporting revenue were adequate.

Based on the results of our testing, the Orange County Probation Unit's court ordered supervision of offenders complied with terms of the probation and the applicable laws, rules, and regulations for supervised offenders. In our opinion, internal controls over the receipt and deposit of probation fees and the telephone reporting revenue were adequate. Specifically, we noted the following:

We noted instances where probation case numbers assigned to offenders in error were deleted from the system without documentation. No list or record of the numbers purged with appropriate documentation to support the deletion was maintained.

During the audit period, the Probation Unit did not have a system to ensure that all offenders sentenced to probation reported to serve their court ordered supervision.

Offenders sentenced to probation are required to pay a monthly Cost of Supervision (COS) fee. During our review, we noted that 43 percent of fees for offenders who successfully completed probation during our audit period were not collected. In addition, cases with outstanding balances are not routinely monitored (by officer) or reconciled to the data in the financial system.

The Community Corrections Division contracts with a vendor to provide a telephone reporting system (in lieu of face-to-face visits) for some low-risk offenders. The offenders pay a monthly fee directly to the vendor and the vendor provides the County \$2 per month for each active paying offender. We noted there is no reconciliation performed of the \$2 fee received to the Division's records of offenders who are currently enrolled in the program.

Management concurred with all the Recommendations for Improvement and steps to implement the recommendations are underway. Responses to each of the Recommendations for Improvement are included herein.

ACTION PLAN