



Las Vegas

Agenda Item No.: 12.

AGENDA SUMMARY PAGE
AUDIT OVERSIGHT COMMITTEE MEETING OF: APRIL 23, 2009

DEPARTMENT: CITY AUDITOR'S OFFICE
DIRECTOR: RADFORD SNEEDING

Consent Discussion

SUBJECT:
Discussion and possible action on the audit: Detention and Enforcements Inmate Booking and Release Processes (1403-0809-05)

Fiscal Impact:

No Impact Augmentation Required
 Budget Funds Available

Amount:
Funding Source:
Dept./Division:

PURPOSE/BACKGROUND:

To review the audit report Audit of Detention and Enforcement's Inmate Booking and Release Processes (1403-0809-05)

This audit was part of the authorized Audit Plan FY 2008-2009.

RECOMMENDATION:

Approval

BACKUP DOCUMENTATION:

1. Audit of Detention and Enforcements Inmate Booking and Release Processes (1403-0809-05)
2. Submitted after Final Agenda - PowerPoint Slides 9-14

Motion made by PAUL WORKMAN to Accept the report

Passed For: 4; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 1
STEVE WOLFSON, PAUL WORKMAN, MICHAEL W. KERN, LOIS TARKANIAN;
(Against-None); (Abstain-None); (Did Not Vote-None); (Excused-JOSE TRONCOSO)

Minutes:

Nancy Beaty, the lead on this audit, presented the background, scope and findings using PowerPoint Slides 9-14. She acknowledged Michelle Hornstein, Deputy Chief of Detention and Enforcement, who was present.

Regarding the bullet point on Return of Inmate Funds upon Release, Member Wolfson asked Ms. Beaty to elaborate on why it is ineffective. Ms. Beaty explained that twice a day Finance and Business Services personnel had to stop whatever they were working on in order to take the time to process and prepare a check for the inmate being released. The cost of doing this for Finance was calculated at about \$11 for each check, with over 30 percent of the checks turned over to the

AUDIT OVERSIGHT COMMITTEE MEETING OF: APRIL 23, 2009

State of Nevada as unclaimed property because they were never cashed. Member Wolfson asked how this issue could be addressed. Ms. Beaty replied that Detention and Enforcement staff is studying the issue and trying to resolve it.

Doug Towner, Budget Analyst for Detention and Enforcement, stated that he has been working with Finance staff on locating a vendor for another source of funds upon release of an inmate. Both money orders and debit cards have been considered, but staff is leaning more toward the use of debit cards. The process is in final discussions with a vendor that will provide this service at a nominal fee.

Member Wolfson observed that the cost is being incurred by having to pull personnel from normal job duties twice a day. To improve this, he wondered if a waiting period of, per se, 48 hours could be implemented, if the inmates are not entitled to receive refunds upon release. Mr. Towner indicated that checks are no longer being cut twice daily. With the assistance of Finance, checks are now being cut once daily at a time that was determined to be the best for the office. This change has reduced staffing costs by about 50 percent. Member Wolfson requested another report on this at the next meeting.

Chairman Kern questioned the time period unclaimed property is being held before being turned over to the State, to which Ms. Beaty replied that it is being held for one year and remitted to the State by the Department of Finance and Business Services staff.

In response to Chairman Kern's query as to whether a proven money collection system has been found, Mr. Towner stated that staff is still looking in hopes of finding an automated system where cash can be deposited upon both intake and release of an inmate in order to limit cash handling by employees. Upon release of an inmate and issuance of a debit card, the vendor would be responsible for those monies. All disputes due to the loss of a card or forgotten pin number would have to go through the selected vendor rather than City staff.

Chairman Kern asked who controls funds that are not cashed in and if there is interest on those funds. Ms. Beaty stated that during the audit, each deposit was in the amount of about \$2,000, and the amount returned to the State in unclaimed property varied; in 2007, about \$32,500; in 2008, about \$17,000. Member Workman noted that the selected vendor would have use of those funds, unless an agreement is made that unused funds be returned to the City.

Mr. Towner remarked that it has not yet been determined who would pay for the cost of the card, but he anticipates that any costs incurred by the City for the cards would come from the Inmate Trust Fund, not the General Fund because it is for the benefit of the inmates.

Mr. Towner explained for Chairman Kern that a Commissary Account is for inmates to deposit money and use it to make purchases while incarcerated. That money is tracked through software and refunded upon release.

AUDIT OVERSIGHT COMMITTEE MEETING OF: APRIL 23, 2009

Chairman Kern confirmed with Deputy Chief Hornstein that the purpose of changing to the use of debit cards is to reduce staff time and to improve the system for inmates to get their belongings. He also confirmed with her that Ms. Beaty's finding that three of eleven inmates were not released in accordance with the manually calculated release date was accurate. Deputy Chief Hornstein stated that her staff will further test the three cases.

Ms. Beaty mentioned that Detention and Enforcement staff was very open and helpful during her audit, and she greatly appreciated it.

Member Workman commended Detention and Enforcement staff for looking into improving its systems.

