



# **Audit of Detention and Enforcement's Inmate Booking and Release Processes**

**CAO 1403-0809-05**



# Background

- **The Department of Detention and Enforcement operates the City's detention center.**
- **Individuals booked on misdemeanor offenses within the City are booked into and serve their sentence at this facility.**
- **Between November 2007 and August 2008:**
  - **26,468 inmates were booked**
  - **25,849 inmates were released**



# Scope

- **Inmate booking and release processes**
- **Includes the period of November 2007 through August 2008**



# Audit Findings

- **Controls over Inmate Funds:**
  - **Cash receipted during the Booking Process**
  - **Placed on Account for Inmates**
  - **Business Office Inmate Fund Deposit Process**
- **Return of Inmate Funds upon Release**



- **Safeguarding Checks Used for Federal Inmates**
- **Voiding Bail Transactions and the Audit of Bail Deposits**
- **Inmate Sentence Calculation**
- **Computer System Access:**
  - **Offendertrak**
  - **Municipal Court Mainframe Computer**



**Questions?**