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Lynn Hadnot
Executive Director of Juvenile Services
Dallas, Texas

RE: FINAL AUDIT REPORT Juvenile Department - FY2025

The Dallas County Auditor's Office Internal Audit Division performed procedures for the period October 1, 2024 through September 30, 2025.

The objectives of the engagement were to:

1. Ensure compliance with statutory requirements
2. Evaluate internal controls
3. Verify of accuracy and completeness of reporting
4. Review controls over safeguarding of assets

Overall Results

A review of the Juvenile Department's operations for fiscal year 2025 identified instances in which a county vehicle was used for personal purposes during scheduled work hours.

We appreciate the cooperation of the department and the staff during our review. If you prefer that released reports be emailed to a different (or additional) recipient, please inform me of the name and the change will be made.

Respectfully,

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ISSUED: 9/1/2026
RELEASED: SEPTEMBER 29, 2026

REPORTABLE FINDINGS

ISS.26-Juvenile-43.01 GPS Review:

Risk Rating: Medium

At the time of review, the department did not have access to the GPS system and was not monitoring employee vehicle usage. A sample review of GPS and Kronos reports for fiscal year 2025 identified six instances in which the same employee used a County vehicle for personal reasons during the employee's scheduled work shift. The duration of each personal use was between 36 minutes and two hours.

Following the initial review of GPS tracking data, an expanded review of 931 additional vehicle trips from October 1, 2024, to September 30, 2025, was conducted to determine whether the activity was isolated or indicative of a broader issue, identifying 60 additional instances of personal use of a County vehicle by the same individual during scheduled work hours, each lasting approximately one hour to two hours and 30 minutes.

Suggested Actions

- Ensure County-owned vehicles are not driven for personal use in accordance with Dallas County Code 90-129.
- Periodically review vehicle activity reports and investigate exceptions that may indicate personal use.

Management Action Plan and Target Date

Target Date: 3/16/2027

Based on the findings of the expanded review, the Juvenile Budget Office recommended that the Department establish and implement a formal system of checks and balances for County vehicle usage. Recommended controls include:

- Review the documented findings and determine whether disciplinary action is warranted in accordance with applicable County policies and procedures. **Status:** Completed summer 2026.
- Implement periodic reconciliations of vehicle GPS records, trip logs, employee work schedules, and timekeeping records for employees assigned County vehicles. **Status:** In progress. Communication has gone out to the department about County vehicle usage and monitoring.
- Establish procedures requiring routine monitoring, review, and approval of vehicle usage, including after-hours travel, regardless of normal program operating hours. **Status:** In progress. Communication has gone out to the department about County vehicle usage and monitoring.

REPORTABLE FINDINGS

- Document all corrective actions taken and maintain supporting documentation for future audit reviews and follow-up. **Status:** Completed summer.
- Provide staff with guidance and training regarding appropriate County vehicle usage, timekeeping requirements, and applicable policies and procedures. **Status:** In progress. Communication has gone out to the department about County vehicle usage and monitoring.
- Perform a department-wide review of employees who are required the use County vehicles for daily job duties to determine whether similar conditions exist elsewhere within the Juvenile Department. **Status:** In progress. One additional staff member has been identified, and corrective action has been taken.

cc: Darryl Martin, County Administrator

The report is intended for the information and use of the agency/department. While we have reviewed internal controls and financial reports, this review will not necessarily disclose all matters of material weakness. It is the responsibility of the department to establish and maintain effective internal control over compliance with the requirements of law, regulations, and contracts applicable to the department.