

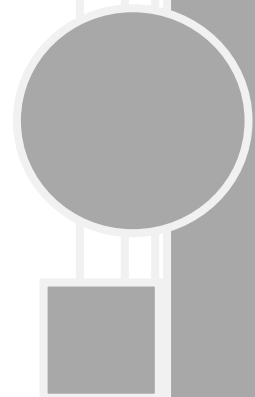


AUDIT REPORT

DALLAS COUNTY

JUVENILE INTAKE PROCEDURE REVIEW

Darryl D. Thomas
Dallas County Auditor
ISSUED: January 30, 2019
RELEASED: January 30, 2019



JUVENILE INTAKE PROCEDURE REVIEW

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This 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 a material weakness. It is the responsibility of the department to establish and maintain effective internal control over compliance with the requirements of laws, regulations, and contracts applicable to the department



DALLAS COUNTY
COUNTY AUDITOR

MANAGEMENT LETTER

Ayodeji Omoniyi
Superintendent - Medlock/Youth Village
Dallas, Texas

Attached is the County Auditor's final report entitled "**Juvenile Intake Procedure Review**" Report. In order to reduce paper usage, a hard copy will not be sent through in-house mail except to the auditee.

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,

A handwritten signature in blue ink, reading "Darryl D. Thomas".

Darryl D. Thomas
County Auditor

EXECUTIVE SUMMARY

The Dallas County Juvenile Department makes every effort to provide the best services, education, programs and opportunities to youth referred to the department through a juvenile court process known as adjudication. The youth are referred and recommended for a variety of programs that fit the needs and best interests of the youth and community. The Dallas County Juvenile Department is one of the largest juvenile departments in Texas, with over 1,000 employees and nearly 7,000 youth between the ages of 10 and 17 entering the formal juvenile system annually. Youth are provided rehabilitative services, juvenile programs, school campuses, and many community partnerships. Facilities and probation services are registered and follow standards set by the Texas Juvenile Justice Department and/or the Texas Department of Family and Protective Services. The Dallas County Juvenile campuses are Youth Village, Medlock Treatment Center, Letot Center (RTC and Shelter), Juvenile Detention Center, Hill Transition Center. These facilities provide juvenile programs including Short-Term Adolescent Residential Treatment Programs and various outpatient services. A review of the intake process in place during fiscal year 2018 at all juvenile facilities revealed the significant observations identified below:

Summary of Significant Observations

- Medlock Treatment Center and Juvenile Youth Village do not have surveillance cameras in the intake processing area.
- Juvenile Youth Village does not require sign-offs when personal property is released to a juvenile's parent.
- No significant observations were identified for the Letot (RTC and Shelter), Detention, and Hill Transition centers.

Repeat observations from Previous Audits:

- None

Only those weaknesses which have come to our attention as a result of the audit have been reported. It is the responsibility of the department management to establish and maintain effective internal control over compliance with the requirement of laws, regulations, and contracts applicable to the department.

INTRODUCTION

Dallas County Auditor's Office mission is to provide responsible, progressive leadership by accomplishing the following:

- Comply with applicable laws and regulations
- Safeguard and monitor the assets of the County utilizing sound fiscal policies
- Assess risk and establish and administer adequate internal controls
- Accurately record and report financial transactions of the County
- Ensure accurate and timely processing of amounts due to County employees and vendors
- Set an example of honesty, fairness and professionalism for Dallas County government
- Provide services with integrity
- Work in partnership with all departments to resolve all issues of the County
- Strive to utilize the latest efficient and effective technology in the performance of tasks
- Provide technical support and training in the development, implementation, and maintenance of information systems
- Hold ourselves accountable to the citizens of the County at all times
- Be responsive to the elected officials and department heads of Dallas County

The objectives of this audit are to:

1. Evaluate internal controls.
2. Review department intake procedures.

This review of Intake procedures covered the processes in place during fiscal year 2018.

The audit procedures will include interviews with key process owners, and observation/review of processes.

DETAILS

Medlock Juvenile Treatment Center

Best practices related to the intake process should include procedural controls that require separation of duties, surveillance of the intake process, limited access to resident property, and proper follow-up procedures when property is reported lost or stolen.

Review of intake and release procedures for Medlock Juvenile Treatment Center revealed internal control weaknesses including: a lack of surveillance over the intake and release process; the kitchen staff had access to the property room; and a lack of follow-up procedures for lost/stolen resident property. Lack of written procedures and a lack of management oversight have created an environment in which Dallas County could experience financial losses due to the inability to adequately defend against claims arising out of the intake process, including those related to lost/stolen property or the handling of juveniles.

Recommendation

Medlock Juvenile Treatment Center

The Medlock Juvenile Center administrators should implement the following to mitigate the chance of loss or stolen property and provide material evidence to possible claims:

- Pursue adding surveillance cameras during the intake and release process
- Limit access to property rooms to only supervisory personnel.
- Establish written procedures for processing claims for loss or stolen juvenile property.

Management Action Plan

Auditors Response

Youth Village Juvenile Center

Best practices related to the intake process should include procedural controls that require surveillance of the intake process, sign-off of for the release of all resident property, safeguards when inventorying property, and proper storage of property in a safe or locker(s).

Review of intake and release procedures for the Juvenile Youth Village revealed internal control weaknesses including: a lack of security or surveillance cameras over the intake process and storage of juvenile's personal property in individual Probation Officer's locked offices. When personal property is released to a juvenile's parents, the department does not require sign-offs. Lack of written procedures and a lack of management oversight have created an environment in which Dallas County could experience financial losses due to the inability to adequately defend against claims arising out of the intake process, including those related to lost/stolen property or the handling of juveniles.

Recommendation

Youth Village Juvenile Center

The Youth Village administrators should implement the following to mitigate the chance of loss or stolen property and provide material evidence to possible claims:

- Pursue adding surveillance cameras during the intake and release process
- Secure all Juvenile property in a safe or locked locker.
- Require a signature for the release of all personal property.

Management Action Plan**Auditors Response**

cc: Darryl Martin, Commissioners Court Administrator