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Honorable Judge Thomas G. Jones
Justice of Peace, Precinct 1, Place 1
Dallas, Texas

RE: FINAL AUDIT REPORT **Justice of the Peace Precinct 1, Place 1 FY2024 (RBA)**

The Dallas County Auditor's Office Internal Audit Division performed procedures for the period October 1, 2023, through September 30, 2024.

The objectives of the engagement were to determine whether:

1. Ensure compliance with statutory requirements

2. Evaluate internal controls

3. Verify accuracy and completeness of reporting

4. Review controls over safeguarding of assets

Overall Results

A review of fiscal year 2024 dismissed and disposed cases identified multiple procedural and administrative deficiencies, including inaccurate case statuses, outstanding fees after dismissal, inaccurate fees charged, incomplete supporting documentation, and omissions in recorded disposition and plea entries.

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: 11/19/2025
RELEASED: NOVEMBER 19, 2025

REPORTABLE FINDINGS

ISS.25-JP11-22-02-01 Dismissed Cases:

A review of all six dismissed cases with balances due identified incorrect fee coding, extra transaction fees, and improper disposition entries. Additionally, two driver's safety course dismissal cases with balances due were missing completion certificates and defendant driving records in Odyssey.

Suggested Actions

- Ensure completion certificates and driving records are consistently uploaded and tracked in Odyssey.
- Implement a review process to confirm that all statutory requirements for driver's safety course dismissals are met prior to closing a case.
- Periodically provide staff training on statutory requirements, court policies, and Odyssey procedures.

Management Action Plan

The department did not provide a plan.

ISS.25-JP11-22-02-02 DA Dismissed Cases:

A review of nineteen District Attorney Dismissal cases with balances due (2.3% of the total DA Dismissal population) revealed all 19 cases had a combination of missing or unsigned dismissal motions in Odyssey, incorrect case statuses, outstanding fees after dismissal, and the use of a judge stamp without the initial of the clerk who used the stamp.

Suggested Actions

- Adhere to the Odyssey Quick Reference Guides to ensure fees are adjusted correctly as cases are dismissed.
- Establish a standard procedure for uploading all dismissal-related documentation, including Motions to Dismiss, Judge’s signatures, and clerk initials when stamps are utilized.
- Periodically verify that all required documentation is present in Odyssey for disposed cases.
- Review dismissed cases to confirm that FTA fees and holds are applied and cleared in accordance with statute.

Management Action Plan

The department did not provide a plan.

REPORTABLE FINDINGS

ISS.25-JP11-22-02-04 No Judgment - No Plea:

A review of all 3,883 fiscal year 2024 disposed cases revealed 732 (18.86%) cases with missing disposition types and 32 cases with missing plea types.

Suggested Actions

- Periodically review system reports and daily work for accuracy and staff compliance with established policies and procedures.
- Periodically train staff to follow the Odyssey Quick Reference Guides: Record a Criminal Judgment QRG; Record a Plea and Add a Judgment Conviction QRG; and the Record Deferred Disposition Completion QRG.

Management Action Plan

The department did not provide a plan.

cc: Darryl Martin, County Administrator