

Law Enforcement Advisory Board Meeting JUNE 12, 2017

Meeting was called to order by Tony Carter at 4:00pm with the following in attendance: x denotes presence

X Paul Soptick
Patrick Dunn

X Scott Mackey

X Reed Partridge
Lee Brown

X Dixie Kaster
Don Jolley

X Tony Carter
Maria Cecilia

X Terry Zeigler
Tyrone Garner

Don Ash

Mary Hopkins

Rodney Smith

Kelli Bailiff

JoanDeMoss

Carol Diehl

Dan Soptic

x Jeffry Fewell

Tony Carter opened the meeting at 4:00pm

Jeffery Fewell for Don Ash gave a brief report on the new youth center construction.

Following persons present:

Judge Lampson
Judge York
Judge Griffin
Doug Bach
DA Dupree
Bill Burns
Anita Cash
Phil Lockman

Note:

- 168 spaces will be displaced with the new construction, tentatively scheduled for Spring 2018, cost of \$23,349,031
- Lot behind Memorial Hall will be constructed as the UG is buying up the current properties. They own two, will be declaring imminent domain on the remaining four. This area will allocate 200 parking spaces on the slope
- Phase I, II, III, IV
- Phase I incorporates 11 beds for Sanction House. Judge York and Phil want these to be converted into emergency beds for CINCs.
- It's going to be a three story building on a slope, so it will appear to be two story
- The \$23M price tag will be turnkey operation. All furniture, equipment, security, electronic, cameras, laundry, kitchen, is included.
- The issue of medical and food contract renegotiation was brought up.
- Construction begins in Spring with completion late 2019.

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Chief Zeigler announced the new class of recruits started June 2 had 8 persons in class.

Very tough to find applicants with 30 to 40% washing out before or during the training.

The next class is scheduled for January 2018 and is looking for at least 24 applicants.

A discussion about the current opioid epidemic was initiated by Dixie Kaster. Chief Zeigler remarked that a large part of the problem was due to Dentist prescribing pain killers and the subsequent illegal use by the patients . It was there were 1400 persons that od'ed in New York City recently.

Chief Zeigler discussed the ACT program that was in place in the ACT zone (7th street on the east to 18th street on the west, and Pacific Ave on the South to Grandview Blvd on the north. The program was started on June 1 and the PD will release the data as soon as it is available.

Reed Partridge presented the Inmate Trust Fund Follow-Up Audit of the Sheriff Department with management agreeing with the conclusions presented.

BACKGROUND

In March 2016, the Legislative Auditor's Office released the Inmate Trust Fund Audit. This follow-up audit reviewed the progress made toward implementing the recommendations made in that audit report.

The March 2016 report contained two findings. The findings and recommendations pertained to updating existing controls and increased monitoring of Inmate Trust Fund disbursements.

Inmate Trust Fund

The Wyandotte County Sheriff's Office (WYSO) operates the Wyandotte County Jail (Jail). In this role, as directed by Kansas statute (K.S.A. 75-5257), it is the responsibility of the WYSO to take charge of any money or property which any inmate may have at the time of incarceration at the Jail. As it pertains to money, the WYSO established the Inmate Trust Fund (Fund) to carry out this responsibility.

The Fund operates as a checking account independent from the Unified Government General Ledger. Most activity from the Fund consists of the deposit and return of inmate money. As inmates enter the Jail, any money in their possession is taken and deposited in a checking account. The WYSO contracts with a third party (Aramark) to establish a system to track individual accounts for each inmate. When inmates are released from the Jail, funds held on their behalf are returned.

Additional Deposits

In addition to monies taken during intake, inmate account balances include deposits from other sources. Those other sources stem from friends or relatives of the inmate. Deposits from friends and relatives are done over the phone, via the web or utilizing a kiosk in the Jail lobby.

Commissary and Other Transactions

Inmates use the balance of funds in their individual accounts to purchase commissary items. Commissary items available for purchase include meals, candies, snacks, health / beauty items (including haircuts) and limited clothing options. Inmate funds are also used for charges unrelated to commissary like postage, copies, notary services, and medical and dental co-pays.

Along with tracking the individual inmate accounts, Aramark operates the commissary. Aramark purchases the commissary items for sale. Aramark deducts the commissary purchased from the inmate's account balance. Aramark then retains the proceeds from commissary sales less a 12% commission payable to the Unified Government (UG). Some items such as stamps, telephone usage charges, and sales tax are exempt from 12% commission.

Aramark also tracks inmate charges unrelated to commissary such as medical and dental services, and other inmate supplies provided by the WYSO. Those charges are deducted from inmate accounts and deposited into the UG Jail Commissary Fund.

Audit

The March 2016 audit reported the controls over the Fund were helpful in detecting errors and minimizing risks. Nevertheless, the March 2016 report contained recommendations related to updating existing controls and increased monitoring of Inmate Trust Fund disbursements.

RESULTS

Original Finding 1

The original audit noted two areas where the internal control system of the Fund can be improved.

❖ The March 2016 audit found two of the nine employees authorized signers on the Fund checking account retired in 2015. One was a retired WYSO employee and the second was a retired employee of the UG Treasury.

Original Recommendation

We recommended those two individuals be removed as authorized signers on the Fund checking account.

Status: Completed – We verified employees authorized as signers on the Fund checking account are active employees

❖ The March 2016 audit reported the Standard Operating Procedures (SOP) pertaining to inmate cash handling at intake do not align with current procedures. The WYSO reported they were updating those SOP documents.

Original Recommendation

We recommended the WYSO update SOP documents to ensure they aligned with appropriate Jail practices.

Status: Completed – The WYSO updated SOP documents to reflect approved procedures for inmate cash handling at intake.

Original Finding 2

The March 2016 audit reported the WYSO's principal means to monitor the Fund was the Accounting Division's reconciliation between the bank account and Aramark's system of inmate account tracking. However, the original audit explained additional monitoring could help WYSO detect errors and abuse the reconciliation may not. We recommended the WYSO consider the feasibility of performing monitoring in two additional areas.

❖ The March 2016 audit found that Aramark supplied summary reports of commissary sales.

Original Recommendation

We recommended the WYSO obtain detailed spreadsheets of inmate charges from Aramark that support the monthly commissary sales report and periodically verify those charges agree with commissary sales reports.

Status: In Process – Since the original audit the WYSO received detailed reports from Aramark of inmate charges. However, during the field work of this follow-up audit we identified reports that may be better suited for reviewing commissary sales. Aramark agreed to begin submitting these reports to the WYSO as additional support for commissary sales.

❖ The March 2016 reported Aramark did not provide the WYSO with a listing of checks issued against the Fund; only the Accounting Division received a listing of checks issued.

Original Recommendation

We recommended the WYSO obtain reports of checks issued against the Fund. Further, we recommended the WYSO periodically review the list for checks made payable to UG employees, Aramark employees, and other inappropriate vendors or for unusual amounts.

Status: Completed – We verified the WYSO obtained a listing of checks issued against the Inmate Trust Fund and reviewed the listing for checks made payable to UG employees, Aramark employees, and other inappropriate vendors or for unusual amounts.

We adjourned at 4:50

Submitted 7-12-2017