

RESOLUTION NO. 025, SERIES 2017

**AN EMERGENCY RESOLUTION REQUESTING THE OFFICE OF INTERNAL AUDIT OF THE LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT TO CONDUCT A COMPREHENSIVE AUDIT OF CORRECTIONS. (AS AMENDED).**

**Sponsored By: Council Member Marianne Butler**

**WHEREAS**, KRS § 67C.103 grants Louisville/Jefferson County Metro Council ("Metro Council") with the power to request the Internal Auditor perform an audit concerning the affairs of Louisville Metro Government;

**WHEREAS**, Metro Council, pursuant to KRS § 67C.103, requests the Internal Auditor to perform an audit of Metro Corrections concerning the release of inmates and this audit request represents a formal request from Metro Council;

**WHEREAS**, Metro Council is concerned that the scope of the current audit is not ~~independent or~~ broad enough to fully evaluate the inmate population conditions and/or complications at Corrections and is expanding the scope with Exhibit A;

**WHEREAS**, Metro Council ~~seeks to financially assist the Internal Auditor by appropriating up to \$22,000 for a professional contract that provides~~ understands the complexity of the audit and is willing to assist the Internal Auditor with the academic resources, expertise, and oversight to fully manage the complex issues presented in the audit of the Louisville Metro Department of Corrections; and


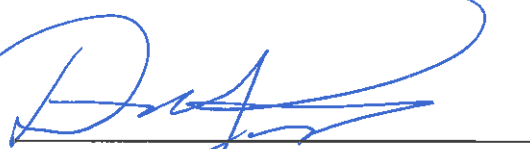
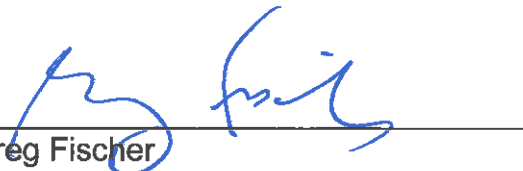
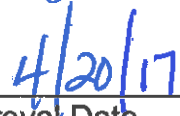
**WHEREAS**, Exhibit A outlines a recommended scope that Metro Council requests the Internal Auditor to include in her current audit of Corrections.

**BE IT RESOLVED BY THE LEGISLATIVE COUNCIL OF THE LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT (THE COUNCIL) AS FOLLOWS:**

**SECTION I:** Metro Council requests that the Internal Auditor modify the scope of the current inmate release audit of the Louisville Metro Department of Corrections as outlined in Exhibit A with a preliminary report date of May 30, 2017 and a completion date of August 30, 2017 for the original scope and subsequent expanded scope audit.

**SECTION II:** ~~Metro Council resolves to appropriate up to \$22,000 for professional contract to allow the Internal Auditor the resources, expertise, and oversight to fully manage the complex issues presented in the audit of the Louisville Metro Department of Corrections.~~ Metro Council understands the need for a criminal justice/jail policy subject matter expert to ensure industry standard definitions, clarifications, and terminology. Should the Internal Auditor need outside assistance, the Internal Auditor should make this request to the Office of the Metro Council President.

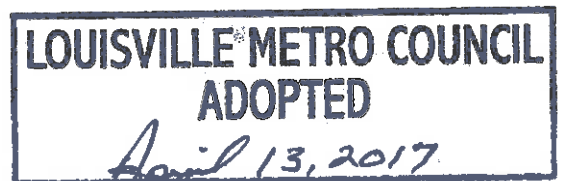
**SECTION III:** This Resolution shall take effect upon its passage and approval.

 _____ H. Stephen Ott Metro Council Clerk	 _____ David Yates President of the Council
 _____ Greg Fischer Mayor	 _____ Approval Date

**APPROVED AS TO FORM AND LEGALITY:**

Michael J. O'Connell  
Jefferson County Attorney

BY:   
\_\_\_\_\_



## **Exhibit A – Recommended Scope of Audit**

### **Methodology**

Conduct an evaluation from January 2016 through February 2017 that examines the first 100 judicial directions, instructions, and/or orders of the month, beginning with the first day of the month; evaluate Correction's compliance with the judicial directions, instructions, and/or orders; examine timeliness and reasons for any non-compliance of judicial directions, instructions, and/or orders.

### **Questions and concerns to consider as part of the audit of the Louisville Metro Department of Corrections:**

1. Evaluate the methods by which the Jefferson County Circuit Court Clerk's Office communicates judicial directions, instructions, and orders with Corrections;
2. Of the detainees committed to custody in a 12-month period, determine the nature and number of the charges against the detainee to include the number of new charges and probation or parole violations based on previous charges;
3. Determine the number of judicial bodies involved with arrestees, including but not limited to the Jefferson County District Court, Jefferson County Circuit Court, and other administrative entities who issue directives against detainees;
4. Determine the number of court and administrative clerks with jurisdiction to initiate court orders;
5. Determine the number of orders sent to Corrections each day; and the number of clarifications or explanations requested by Corrections employees about orders;
6. Determine the number of Corrections staff assigned to respond to these orders per shift; and
7. Evaluate the methods and accuracy by which the court ordered directives (COD) are transmitted to Corrections records division.

### **From the data gathered, we should be able to determine:**

- Determine the staffing levels needed to properly and timely manage the COD assignments;
- Determine whether an exception report is generated when an error is detected and whether an incident based reporting system documents COD exceptions;

- Determine the number of COD errors reported;
- Determine whether individual Corrections employees/management are responsible for COD errors; whether times of day or frequency and severity have been addressed in reporting Corrections employees errors; and whether Correctional employees have been disciplined for errors in COD processing;
- Determine whether Correctional employees receive specific training in COD accuracy;
- Determine the number of COD related complaints filed with Administrative staff or a court; the number of judiciary COD complaints filed; the number of court clerks COD complaints filed; the number of private attorneys and/or court appointed lawyer COD complaints filed; and the number of family and or friends COD complaints filed.