



R. B. "Chips" Shore

CLERK OF THE CIRCUIT COURT AND COMPTROLLER OF MANATEE COUNTY

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MEMORANDUM

To: Brenda Rogers, Director of Community Services Department

From: R. B. "Chips" Shore, Clerk of the Circuit Court and Comptroller

Date: March 20, 2015

Subject: Probation Supervision Follow-up #2

The Internal Audit Department has completed a follow-up audit of the Community Services Department's Probation Division for the three-month period ending September 30, 2014. The follow-up audit consisted of reviewing and testing the management action plans included in the previous follow-up memorandum dated January 22, 2014 to ensure corrective actions have been implemented by the Probation Division.

We are pleased with the corrective actions taken by management to successfully address the issues identified in the previous follow-up audit. The Probation Division has made significant improvements to its policies and procedures, and provided additional training to staff, which has greatly improved the documentation of probationer visits and verification of probationers' identity.

We would like to thank you and your staff for the attention given to the audit findings and the cooperation given to the Internal Audit staff. An additional follow-up audit will not be necessary.

RBS/LJS/BJW

Cc: Board of County Commissioners
Ed Hunzeker, County Administrator
Jennifer Burgh, Probation Services Manager

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Clerk of the Circuit Court – Clerk of Board of County Commissioners – County Comptroller – Auditor and Recorder