

**CITY OF FORT LAUDERDALE
INTERNAL AUDIT OFFICE
AUDIT REPORT**

Operational Review of the City Jail



**AUDIT NO. 02/03-XX-14
DATED OCTOBER 10, 2003**

MEMORANDUM NO. 04-05

DATE: October 10, 2003

TO: Chief of Police/Bruce G. Roberts

SUBJECT: *Operational Review of the City Jail*

Enclosed is a copy of the Final Report of Audit of the Operational Review of the City Jail.

Allyson C. Love
Internal Audit Director

1 Attachment - Final Report of Audit

c: City Manager/Alan Silva
Assistant City Manager/Bud Bentley
Assistant City Manager/Greg Kisela
Finance Director/Terry Sharp

ACL/cs

REPORT OF AUDIT NO. 02/03-XX-14

DATE: September 9, 2003

TO: Chief of Police/Bruce G. Roberts

FROM: Internal Audit Director/Allyson C. Love

VIA: Staff Auditor/Stacey Thomas/5364

SUBJECT: *Operational Review of the City Jail*

BACKGROUND

On January 31, 1983, the City of Fort Lauderdale (herein "City") Police Department opened the only municipal jail in the State of Florida. At that time the jail had capacity for 89 inmates. Since that time the jail has expanded to four holding cells and capacity to house 112 inmates. The City Jail mission is:

To provide a support service for Fort Lauderdale police officers in their efforts to rid the City's streets of the criminals that adversely affect the quality of life for its citizens. Further, to accept and process all arrests from these officers to allow them to return to service immediately.

The City Jail provides support to police officers and improves the quality of life for citizens by:

- Increasing sworn officer patrol time;
- Increasing productivity;
- Reducing crime and discouraging transient type street crime; which promotes a better home and business atmosphere;
- Improving the deterrent effect on local criminals because officers have an alternative to releasing misdemeanants;
- Providing free labor to the City through the Trustee Program; and,
- Encouraging inmates to return to society as better people.

The City, to keep overhead down and defray the cost of operating the City Jail, rents space to Immigration and Naturalization, the United States Marshal's Service, Drug Enforcement Agency, Border Patrol, and the

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Federal Bureau of Investigation. As a result of the rentals, the City generates approximately \$630,000 in revenue to the General Fund.

Staff consisting of Detention Officers and a Jail Commander are responsible for the daily operation of the City Jail. The City contracts with Prison Health Services (PHS) to provide medical care to inmates and Aramark Correctional Services provides food service to the City Jail and Police Department Cafeteria. These costs, in addition to salaries, represent the bulk of operating expenses for the City Jail.

SCOPE

Our overall objective was to become familiar with the operations of the City Jail and identify areas or procedures to improve efficiency and internal controls. We specifically reviewed cash handling controls, inmate property controls, the intergovernmental service agreement, medical and food service contracts, documentation of inmate processing, use of inmates as Trustees and the Inmate Welfare Fund. We reviewed documents from January 2002 through June 2003. We observed operations and performed certain tests of internal controls. The review was conducted in accordance with generally accepted government auditing standards during the months of June and July 2003.

OVERALL EVALUATION

Management procedures used over City Jail operations were generally adequate. However, we identified certain procedures/processes, which could be strengthened. Internal controls were not adequate to account for cash bond monies collected and to make claim on bond monies turned over to Broward County. Procedures were not in place to independently verify the accuracy of telephone commission revenues. Furthermore, internal controls were not adequate to properly inventory, account for and secure property of new inmates and property was not always returned upon an inmate's release or transfer. PHS's performance bond had insufficient and/or inadequate information and the City paid PHS in advance of services received. We also noted Detention Officers did not receive required training on defibrillator machines.

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Cash Controls

FINDING 1

Internal controls are not adequate to account for every cash bond collected and to show two individuals verified the bond money and signed cash bond log(s).

City Jail Policies and Procedures, Chapter 2, Section 8, Guidelines for Preparing Cash Appearance Bond, Procedure 27 states money (cash or money order) must be placed in a cash bond envelope. The envelope will be stamped for cash bond, with the name of the defendant, the arrest number, the bond number and the amount of money.

- a. The Detention Officer will place the money in the unsealed envelope. The bond will be recorded on the cash bond log and turned over to the Lieutenant on duty.*
- b. The Duty Lieutenant (or acting) will verify the amount of money for the bond and seal the envelope. The money can now be dropped into the safe.*
- c. The Lieutenant will sign off on the cash bond log by signing their name where the bond was recorded.*

Our review of 303 cash bond log entries¹ totaling \$23,984 revealed the following.

- a. One bond for \$25 could not be located when the safe was opened for the weekly cash bond verification process. We observed the process on May 29, 2003;*
- b. Thirty-six bonds totaling \$3,625 did not have two individuals account for/verify the amount of monies stored in the envelope;*
- c. Four bonds totaling \$325 were not initially listed/accounted for on the cash bond log. However, at the time of our review, the envelopes with the funds were added to the log; and,*
- d. One pre-numbered bond was not voided on the log.*

¹ Transactions posted April 9, 2003 through May 23, 2003.

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The Jail Commander was not aware the established procedure requiring the signature of two individuals on the cash bond log was not being followed.

Strengthening of the controls over the cash bond process will encourage compliance with policies and procedures and hold losses to a minimum.

RECOMMENDATION 1

The Jail Commander should enforce the requirement that two different people (Jail Staff) witness the cash bond amount on the cash bond log.

MANAGEMENT COMMENT

Management concurred with the finding and recommendation and stated:

“It is our goal to make sure that every policy and procedure is followed. The City Jail writes more than 2,000 cash bonds per year and this is a time consuming process. The cash bonds are written primarily by the Command Post Officer, this is an additional duty and is reviewed by the Shift Lieutenant. Unfortunately, the Jail continues to have a severe shortage of staffing and this requires Detention Officers to perform more than one duty. Lieutenants must work both booking and housing units to insure safety and proper coverage. During this past year only one cash bond was lost. I would prefer that every cash bond be accounted for, however, staff shortages and workloads require staffing. The Jail Commander will make weekly review of the cash bond logs to correct this problem. The current policy does not need to be changed. The closing of the Residential Component of the Jail will also help resolve this issue.” **This item is closed.**

FINDING 2

The City did not initiate actions to claim portions of \$1,418,035 in unclaimed bond money that was forfeited to Broward County Commissioners.

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Florida Statute 116.21 Unclaimed monies; limitation. Section (3) states persons having or claiming any interest in such funds or any portion of them shall file their written claims with the Sheriff or Clerk of the Court of the County having custody of such funds within the time specified by the notice and shall make sufficient proof to the Sheriff or Clerk of their ownership and upon so doing shall be entitled to receive any part of the monies so claimed. For the purposes of this section, any municipality that has a municipal detention facility and that prosecutes through its own municipal prosecutor shall have a claim against any unclaimed monies collected due to violations of that municipality's ordinances within the territorial jurisdiction of the county and for which a claim has not been made by the person entitled to such funds. Unless claim is filed within such time as aforesaid, all claims in reference thereto are forever barred.

The last eight advertisements for unclaimed cash bond monies revealed the following.

Date Advertisement Published	Due Date to Claim Money	Number of Bonds	Date Forfeited	Amount Forfeited to County Commissioners
July 6, 2003	9/4/03	2404	Not Available	Not Available
January 26, 2003	3/27/03	2309	4/9/03	\$ 237,146.75
July 7, 2002	9/5/02	1150	9/16/02	104,190.55
February 3, 2002	4/5/02	3329	5/17/02	351,405.00
July 1, 2001	9/1/01	Not Available	9/14/01	207,697.85
January 7, 2001	3/8/01	Not Available	4/17/01	258,618.75
July 2, 2000	8/31/00	Not Available	9/14/00	159,520.25
January 30, 2000	3/31/00	Not Available	5/2/00	99,456.04
Total				\$ 1,418,035.19

The City does not have procedures in place to ensure claims for its portion of unclaimed bond money are submitted to the Broward County Sheriff's (BSO) Cash Bond Office prior to forfeiture to the Broward County Commissioners. Also, no one is responsible for performing the steps/process needed to monitor advertisements for unclaimed monies and to claim the money.

Establishment of a process to timely collect unclaimed bond money from the BSO Cash Bond Office will provide additional revenue to the City.

RECOMMENDATION 2

The Chief of Police should work with the City Attorney to determine who should be responsible and accountable for the development and

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implementation of procedures and processes to collect unclaimed bond money from the BSO Cash Bond Office.

MANAGEMENT COMMENT

Management concurred in principle with the finding and recommendation and stated: “The Jail responsibility is to collect, secure and deliver the cash bonds to the Broward Sheriff’s Office Cash Bond Unit. The tracking of court cases and forfeitures come under the jurisdiction of the City Prosecutor. The Jail can work with the Information Services Division on a program to list the name, booking number, date and amount of each bond. The final disposition would have to be tracked by the City Prosecutor’s Office to determine final disposition of the case. The Chief’s Office is currently reviewing this procedure.” **This item is open.**

Inmate Welfare Fund and Inmate Fund

FINDING 3

The City erroneously paid from the Inmate Welfare Fund \$109.52 for cleaning supplies, which is not an authorized use of the fund according to Florida Statutes.

Florida Statute 945.215 Inmate Welfare Trust Funds. Section (1) (b) states funds in the Inmate Welfare Trust Fund be used exclusively for the following purposes at correctional facilities operated directly by the department:

- 1. To operate inmate canteens and vending machines...;*
- 2. To employ personnel to manage and supervise the proceeds from telephone commissions;*
- 3. To develop, implement, and maintain the medical copayment accounting system;*
- 4. To provide literacy programs, vocational training programs, and educational programs that comply with standards of the Department of Education...;*
- 5. To operate inmate chapels, faith-based programs, visiting pavilions, visiting services and programs, family services and programs, libraries, and law libraries...;*
- 6. To provide for expenses associated with various inmate clubs;*
- 7. To provide for expenses associated with legal services for inmates;*

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8. *To provide inmate substance abuse treatment programs and transition and life skills training programs...;*
9. *To provide for the purchase, rental, maintenance, and repair of electronic or audiovisual equipment; and*
10. *To provide for the purchase, rental, maintenance, and repair of wellness equipment, unless otherwise prohibited by this chapter.*

Our review of 12 expenditures from the Inmate Welfare Trust Fund revealed one transaction in the amount of \$109.52 was for cleaning supplies; which is not an allowable expense.

Jail Administration staff inadvertently paid the cleaning supply invoice out of the Inmate Welfare Fund checking account.

Payment of invoices according to State Statutes will maintain the integrity of the Inmate Welfare Fund.

RECOMMENDATION 3

The Jail Commander should immediately take action to reimburse the Inmate Welfare Fund for \$109.52 which is the cost of the cleaning supplies.

MANAGEMENT COMMENT

Management concurred with the finding and recommendation and stated: “This item was an oversight and we do not order cleaning supplies through this vendor. A new Lieutenant wasn’t aware of the policy. A check has been requested from the City to reimburse \$109.52 to the Inmate Welfare Fund. New lists of suppliers have been distributed to all staff.” **Estimated completion date November 10, 2003.**

FINDING 4

The Jail does not have procedures in place to independently verify the accuracy of \$22,531 in telephone commission revenues paid by BellSouth, nor can they independently confirm that the person accepting the collect call is charged the contracted rate.

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Florida Statute 945.215, Inmate Welfare Trust Funds (1) (a) 3 requires the department to develop and update, as necessary, administrative procedures to verify:

- a) Contracted telephone companies accurately record and report all telephone calls made by inmates incarcerated in correctional facilities under the department's jurisdiction;*
- b) Persons who accept collect calls from inmates are charged the contracted rate; and*
- c) The department receives the contracted telephone commissions.*

From January 2002 through May 2003, the Inmate Welfare Fund received from BellSouth \$22,531 in telephone commissions. Internal Audit was unable to validate the accuracy and completeness of the submittals.

The contract with BellSouth did not contain provisions to provide the City with an avenue to validate the accuracy and completeness of telephone commission revenue paid to the Inmate Welfare Fund.

Establishment of a means to validate the accuracy of the telephone commission revenues will provide assurance the Inmate Welfare Fund is paid correctly.

RECOMMENDATION 4

The Jail Commander should incorporate in future contracts for telephone use in Jail facilities, provisions to allow for review of the detail information used to support the basis for telephone commission payments.

MANAGEMENT COMMENT

Management concurred with the finding and recommendation and stated:
“The current inmate telephone contract was issued in 2003 and was based on the 1997 system. The Request for Proposal (RFP) addressed this issue, however, the cost was prohibitive based on the Jail size. BellSouth has a SMARTSYSTEM, which can be installed and utilized to monitor the system. This would be a rental agreement and the cost was too high. Additionally, we would have to train and staff someone to verify the information, another 16 to 20 hours a month. It was determined that the BellSouth Service Center was better equipped to handle this program,

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netting more money for the contract. A new RFP has been awarded effective December 2003, and this issue has been incorporated in that contract at no cost to us.” **This item is closed.**

Inmate Personal Property

FINDING 5

Internal control procedures were not adequate to properly inventory, account for and secure the property of newly admitted inmates processed into the jail facility.

City Jail Policies and Procedures Chapter 2, Section 1, Personal Property, Procedure 4 states all inmate bulk property must be tagged with the name, booking number and date of arrest. The property will be placed in the bulk storage shed, in a numbered bin. The storage number will be called in and written on the inmate locator card. NO FOOD, PERISHABLES, ALCOHOL or FLAMABLE MATERIALS WILL BE STORED.

City Jail Policies and Procedures Chapter 2, Section 1, Personal Property, Procedure 3 states all inmate property will be placed in secured storage. All cash and negotiable funds will be placed in a sealed plastic envelope. All items of value, jewelry, watches and such will also be placed in a sealed plastic envelope. Both plastic envelopes will be placed in a numbered accordion style envelope and placed in the safe security locker. If for any reason the property envelope or cash envelope needs to be reopened after inventory, the property sheet will be signed by the officer and changes notated, or a receipt placed in the cash envelope for any funds removed.

On June 6, 2003, the auditor observed the following.

- About ten to fifteen duffle bags, fanny packs, back packs, and other assorted bulk items were placed on storage shelves on the side of the Jail across from the bulk item storage shed. The items were unsecured (totally out of view of anyone).
- About five to ten bulk items were sitting in front of the booking window for longer than one day.
- A huge bin was filled to the top with inmate bulk property.

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To capture/glimpse the type of items which were stored in the storage shed, Internal Audit physically examined the types of inmates' bulk personal items stored (**Schedule 1**).

Jail personnel, when new inmates are processed, do not routinely inventory all inmate personal property, but limit inventory of personal items to items found on their person.

Enforcement of established procedures will improve security for inmate bulk property.

RECOMMENDATION 5

The Jail Commander should enforce the requirement that Detention Officers inventory all inmate personal property and document the items on the inventory sheet and place the items in the applicable storage area for security and accountability.

MANAGEMENT COMMENT

Management concurred with the finding and recommendation and stated: "All incoming arrests must be processed and a determination made if the prisoner is going to be cash bonded, held for magistrate or transported to the County Jail. Individual property including money, credit cards, jewelry, cell phones and other valuable items are inventoried and secured in an individually numbered pouch. Bulk property is tagged with the arrest number, date and name of the individual arrested. This property is secured until the determination is made for classification. The bulk items are placed in the secured shed at the end of each shift for all processing prisoners. The Jail Commander met with the Shift Lieutenants and ordered this policy be followed. A logbook is maintained to verify the process." **This item is closed.**

FINDING 6

The City did not always return an inmate's personal property upon their release or transfer.

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City Jail Policies and Procedures Chapter 2, Section 6, Release, Procedure 4 requires inmates to sign for all items returned at the time of release and the officer returning the property will countersign the form.

Thirty-two (67 %) of 47 envelopes contained valuables for inmates that were still in the City's possession after the inmates were released and/or transferred (**Schedule 2**).

The City Jail does not have a system in place to follow up and return inmate personal property/valuables to inmates who may be taken to court or a hearing and end up not returning to the City Jail to claim their belongings.

Institution of a process to return inmate personal property when they leave will relieve the City of any further responsibility and liability.

RECOMMENDATION 6

The Jail Commander should establish written procedures to return inmate personal property to inmates who do not receive their property at time of departure from the City Jail. This would include identification of the whereabouts of inmates once released from the City Jail in order for their belongings to be forwarded to their destination.

MANAGEMENT COMMENT

Management concurred with the finding and recommendation and stated: "A review procedure has been instituted regarding all releases in a twenty-four hour period. The list will be reviewed and signed off by the Alpha Shift Lieutenant. Any unclaimed property will be traced to the booking or admitting agency for follow up. The Jail Commander will review weekly." This item is closed.

Prison Health Services, Inc.

FINDING 7

The City may not be able to be readily compensated for losses if PHS defaults on the contract terms since the performance bond had insufficient/incorrect information.

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According to contract #222-8663, Provision 23 states PHS will execute and deliver to the City, within fifteen (15) working days after notification of award, a Performance Bond, or Unconditional Irrevocable Letter of Credit payable to the City, in the face amount of fifty thousand dollars (\$50,000) as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal of each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida, and having a resident agent...

Our analysis of the Performance Bond submitted by PHS revealed the following issues:

- The bond contained language related to a “construction contract”. The City Attorney’s Office rendered an opinion this wording was unacceptable to the City.
- The Performance Bond contained a rider limiting the term of the bond to the first year (6/1/02 – 6/1/03) of the contract. However, the contract extends beyond this prescribed period.
- No evidence existed to confirm that the Assistant Treasurer listed had the authority to bind PHS. The City Attorney’s Office called to question this issue as a result of their review of the performance bond.

City Procurement and Materials Management staff did not obtain clarity on outstanding issues and did require PHS to revise the unacceptable language contained in the performance bond.

Submission of an acceptable bond will allow the City to be compensated for any losses in the event of nonperformance.

AUDITOR’S NOTE

During the course of our audit, Procurement and Materials Management staff obtained from PHS, a performance bond for \$50,000 with the

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necessary revisions and/or obtained clarity on outstanding issues. Thus, no further recommendation required.

FINDING 8

The City routinely paid PHS in advance of services received which is a violation of City policy.

Purchasing Manual policy requires invoices to be paid only after the City receives materials and services.

Provision 16.4 states base monthly payments to contractor will be made on or before the tenth day of each calendar month, the month following in which the services were received.

Eight (47%) of 17 paid invoices totaling \$249,734.04 were paid prior to the services being actually received **(Schedule 3)**.

Police Finance staff routinely paid invoices without regard to actual dates of service. PHS processes their invoices in advance and/or during the month of the services, however payment for invoices are not due until the 10th of following month after services are provided.

Review and monitoring of invoice dates of services will ensure the City makes payment only after services have been received.

RECOMMENDATION 7

The Chief of Police should require the Police Budget Coordinator to only pay invoices after services have been rendered.

MANAGEMENT COMMENT

Management concurred with the finding and recommendation and stated: “The Prison Health Service contract will expire on November 1, 2003. There will be no more invoices after this date. The policy issue has been addressed and noted.” **This item is closed.**

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FINDING 9

The City did not require Detention Officers to attend required training on the Automatic Emergency Defibrillator (AED) machine.

Contract #222-8663 provision 21 (b) states Prison Health Services is specifically required to furnish an Automatic Emergency Defibrillator (AED) machine and provide training for medical as well as detention staff as to the proper uses of the machine.

Twenty (62%) of 32 detention officers did not receive training on the AED machine (**Schedule 4**).

While PHS did offer initial training session on the AED machine, not all officers attended. No actions were taken by the Jail Commander to require detention staff to attend training; nor do procedures exist for PHS to have subsequent follow up training.

Proper training on the use of the AED machine by Detention Officers will assist in the handling of an emergency medical situation.

RECOMMENDATION 8

The Jail Commander should require the Health Services Administrator for PHS to conduct training sessions periodically to ensure all detention staff are trained on how to use the AED machine. These training sessions should be documented via an attendance roster.

MANAGEMENT COMMENT

Management concurred with the finding and recommendation and stated: “The A.E.D. distributor conducted the original training class. The training dates conflicted with our own in-house mandatory training and mandatory overtime. We have been working with P.H.S. to reschedule training classes. This will depend on the Jail remaining open, as the equipment is the property of P.H.S.” **This item is closed.**

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LiveScan 3000

FINDING 10

Jail operations could be more efficient if the LiveScan booking system was fully operational.

COPS MORE 98 grant provisions provide for technology purchases for applications and equipment to improve efficiency in the booking area of the City Jail and make operations more effective to help advance community policing efforts.

The City purchased, with a grant from the Department of Justice, a LiveScan 2000/3000 booking system and upgrades beginning in February 1999 for a total cost of \$378,615, as follows.

LiveScan Equipment Expenditures

Amount paid for LiveScan System and Upgrades		
Date	Equipment	Amount paid per FAMIS
9/17/99	Video Printer	\$ 12,000.00
2/11/99	Auto Fingerprint Station	90,000.00
2/14/02	System Upgrades	249,000.00
2/14/02	Delivery of Add-Ons	3,600.00
6/24/02	LiveScan System Final	3,600.00
	Total for system	\$ 358,200.00
Amount paid for Maintenance Contracts		
Date	Maintenance Period	Amount paid per FAMIS
7/20/00	One month	\$ 1,875.00
12/29/00	10/00 – 9/01	9,000.00
10/31/01	10/01 – 9/02	9,540.00
	Total for Maintenance	\$ 20,415.00
	Total Expenditures	\$ 378,615.00

It appears Police Information Technology attempted to render the LiveScan System operational; however, due to technology and workflow issues the system has not been brought online.

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Use of the LiveScan system could improve the efficiency and effectiveness of the booking process.

RECOMMENDATION 9

The Chief of Police should direct the Jail Commander to work with the appropriate individuals to resolve technical and workflow issues that prevent use of the LiveScan equipment.

MANAGEMENT COMMENT

Management concurred with the finding and recommendation and stated: “The Live Scan equipment is working and should be fully operational on November 1, 2003. The Detention staff will complete the NCIC/FCIC training course required by October 30, 2003. We are waiting on the installation of a new terminal in booking. This will complete all non-requirements for daily operation.” **This item is closed.**

EVALUATION OF MANAGEMENT COMMENTS

Management comments provided and actions taken and/or planned are considered responsive to the recommendations.

Inmate Bulk Property in Storage Shed

Bulk #	Arrest Number	Arrest Date	Bulk Items Inventoried
1	03-44625	4/5/02	Briefcase – Clothing, ceramic figurines, medication, food items (cookies, bagel) , calculator, razor and a lighter.
2	03-61265	5/9/03	Duffle bag – Lotion, shampoo, napkins and clothes.
3	02-1399	2/9/02	Duffle bag – Identification (Driver’s License) , belt, wallet, gold jewelry , shoes, vitamins, books, misc. papers.
4	02-2595	3/13/02	Small purse – clothing items.
5	03-4075	4/4/03	Small black backpack – 2 new cell phones approximate value \$400, \$1 in change, expensive leather wallet, identification, credit card , sunglasses, about \$40 in new batteries, pager (\$100), \$100 phone card, yogurt drink , box cutter.
6	02-4206	4/15/02	Briefcase – keys, misc. papers and plastic coffee mug.
7	03-43623	5/16/02	Small purse - 2 cameras , cosmetics, calculator, clothing and dental floss.
8	02-05416	5/14/02	Duffle bag – checkbooks and Block Buster card for G. McBride , clothing, identification and social security card for M. Anderson .
9	02-12055	10/25/02	Backpack – Clothes, razors, mouthwash, manicure set, and camera .
10	02-11383	4/16/02	Clothing, 3 pkgs. of cigarettes, large nail clipper and approximately \$.75 .

Note: Bulk number represents multiple items belonging to the inmate and the **Boldfaced** items represent valuables and sensitive items.

Inmate Personal Property Locked in File Cabinet

	Folder #	Date Arrested	Release Date	Arrest #	Contents
1	2130	2/8/2003	2/9/2003	02-1470	\$ 1.82
2	1004	4/21/2003	4/23/2003	Border Patrol	205.00
3	1003	1/10/2003	1/11/2003	03-346	1.20
4	1002	2/13/2003	2/14/2003	INS	2.00
5	984	6/5/2003	6/12/2003	INS	0.58
6	906	3/19/2003	2/14/2003	INS	0.50
7	904A	4/21/2003	4/23/2003	INS	15.41
8	903	2/11/2003	2/12/2003	INS	3.35
9	903	11/17/2002	11/18/2002	02-12891	-
10	902	2/13/2003	2/14/2003	INS	12.53
11	900	4/9/2003	4/10/2003	USM	-
12	898	2/5/2003	2/10/2003	USM	30.00
13	897	8/17/2002	10/1/2002	INS	-
14	890	4/4/2003	4/7/2003	USM	-
15	887	5/17/2003	5/22/2003	Border Patrol	0.98
16	870	11/15/2002	11/17/2002	FED or INS	0.80
17	861	3/11/2003	3/24/2003	USM	134.00
18	868	7/4/2002	7/5/2002	INS	-
19	860	1/8/2003	1/16/2003	03-297	-
20	859	4/21/2003	4/23/2003	INS	4.00
21	818	10/26/2002	10/30/2002	02-12141	1.38
22	816	11/1/2002	11/10/2002	DEA	0.45
23	811	10/1/2002	10/1/2002	02-10952	0.15
24	810	9/20/2002	9/21/2002	02-10486	-
25	1001	12/10/2002	12/12/2002	USM	141.00
26	100A	3/19/2003	3/20/2003	USM	0.06
27	1	11/14/2002	11/15/2002	USM	0.25
28	6	9/16/2002	10/1/2002	INS	0.45
29	5	4/3/2003	4/4/2003	USM	3.00
30	4	11/21/2002	11/23/2002	02-13053	12.56
31	2	1/21/2003	2/15/2003	03-705	0.08
32	2002	11/2/2002	11/3/2002	02-12369	4.92
					\$ 576.47

Legend:	
USM	United States Marshall
INS	Immigration and Naturalization Services
DEA	Drug Enforcement Agency
	Envelopes may have contained other types of valuables, e.g., watch, wallet, etc. in addition to money.

**Prison Health Services Invoices Paid
January 2002 through May 2003**

#	Service Month	Date Received	Contract Payment Due Date	Date Paid	Amount Paid prior to Service Provided	Paid by 10th of following month	Paid after the 10th of the following month
1	Jan-02	12/4/2001	2/10/2002	1/24/2002	\$ 28,903.02		
2	Feb-02	1/7/2002	3/10/2002	2/14/2002	28,903.02		
3	Mar-02	2/8/2002	4/10/2002	4/4/2002		\$ 28,903.02	
4	Apr-02	4/18/2002	5/10/2002	7/31/2002			\$ 29,304.69
5	May-02	4/18/2002	6/10/2002	7/31/2002			29,914.63
6	Jun-02	7/16/2002	7/10/2002	7/31/2002			31,988.00
7	Jul-02	7/16/2002	8/10/2002	7/31/2002	31,988.00		
8	Aug-02	7/15/2002	9/10/2002	9/17/2002			31,988.00
9	Sep-02	8/2/2002	10/10/2002	9/17/2002	31,988.00		
10	Oct-02	9/10/2002	11/10/2002	11/8/2002		31,988.00	
11	Nov-02	10/7/2002	12/10/2002	11/8/2002	31,988.00		
12	Dec-02	11/12/2002	1/10/2003	2/5/2003			31,988.00
13	Jan-03	12/3/2002	2/10/2003	2/5/2003		31,988.00	
14	Feb-03	1/8/2003	3/10/2003	2/5/2003	31,988.00		
15	Mar-03	2/4/2003	4/10/2003	3/17/2003	31,988.00		
16	Apr-03	3/4/2003	5/10/2003	5/23/2003			31,988.00
17	May-03	4/7/2003	6/10/2003	5/23/2003	31,988.00		
				Total	\$ 249,734.04	\$ 92,879.02	\$ 187,171.32

