



Transmitted via e-mail

March 9, 2012

Ms. Kim Garcia, Assistant Director of Administration
Office of Traffic Safety
2208 Kausen Drive, Suite 300
Elk Grove, CA 95758

Dear Ms. Garcia:

Management Letter—San Diego County Probation Department, Office of Traffic Safety Grant Audit

The Department of Finance, Office of State Audits and Evaluations, has completed its audit of the San Diego County Probation Department's (San Diego) California Probation Felony and Repeat DUI Offender Program grant AL0962, for the period October 1, 2008 through September 30, 2010. San Diego served as the grant administrator for 11 other participating counties including Butte, Contra Costa, Fresno, Kern, Los Angeles, Placer, Sacramento, San Bernardino, San Joaquin, Santa Barbara, and Stanislaus. San Diego entered into a memorandum of agreement with each county, and is responsible only for the fiscal oversight of the claims submitted. The Office of Traffic Safety (OTS) is responsible for oversight regarding whether the objectives are met for the other participating counties.

In performing our audit of San Diego grant AL0962, we evaluated whether the objectives required by the memorandum of agreement for the County of Sacramento Probation Department (Sacramento) were met and supported. The results reported in the Quarterly Data Sheet - Schedule C were supported. However, Sacramento did not meet two objectives: office contacts (objective 5) and alcohol and other drug tests (objective 7). Sacramento should implement procedures to ensure objectives are met or submit revised objectives to OTS for approval.

We appreciate the assistance and cooperation of San Diego and Sacramento staff. If you have any questions regarding this letter, please contact Kimberly Tarvin, Manager, or Rick Cervantes, Supervisor at (916) 322-2985.

Sincerely,

Original signed by:

David Botelho, CPA
Chief, Office of State Audits and Evaluations

Enclosure

cc: Mr. Ron Miller, Regional Coordinator, Office of Traffic Safety
Ms. Deborah Hrepich, Associate Accounting Analyst, Office of Traffic Safety
Mr. Don Meyer, Chief Probation Officer, County of Sacramento Probation Department
Ms. Suzanne Collins, Assistant Chief Probation Officer, County of Sacramento Probation Department
Ms. Kristina Thompson, Assistant Probation Division Chief, County of Sacramento Probation Department



COUNTY OF SACRAMENTO

Probation Department

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DON L. MEYER
CHIEF PROBATION OFFICER
COUNTY PAROLE OFFICER

SUZANNE M. COLLINS
ASST. CHIEF PROBATION OFFICER
ASST. PAROLE OFFICER

March 2, 2012

Ms. Kimberly Tarvin, Manager
Department of Finance
Office of State Audits and Evaluations
915 L Street
Sacramento, CA 95814

SUBJECT: AUDIT OF SAN DIEGO COUNTY OFFICE OF TRAFFIC SAFETY GRANT
NUMBER AL0962 – MEMORANDUM OF UNDERSTANDING WITH THE
SACRAMENTO COUNTY PROBATION DEPARTMENT

Dear Ms. Tarvin:

Thank you for providing the opportunity to review and comment on the draft management letter for the audit of the San Diego County Office of Traffic Safety grant number AL0962 and the Memorandum of Understanding with the Sacramento County Probation Department. The recommendation to implement procedures to ensure objectives are met or submit revised objectives to the Office of Traffic Safety for approval, has been put into practice. The Sacramento County Probation Department now has an Administrative Services Officer II from the Research, Analysis and Grants Unit (Grants Unit), specifically assigned to oversee the Office of Traffic Safety grant that is currently in progress. Monthly oversight meetings are occurring between the field officers and the Grants Unit staff to ensure all objectives are met in accordance with the grant agreement. If there appears to be an objective that will not be met, the Grants Unit staff will promptly contact the Office of Traffic Safety and request approval for a revision. These actions should ensure that all objectives are met for both current and future Office of Traffic Safety Grants.

If you have any questions, please contact the Research, Analysis and Grants Unit Manager Nicole Woodman at (916) 876-5352.

Sincerely,

Original signed by:

Don L. Meyer
Chief Probation Officer