

# OFFICE OF AUDITS & ADVISORY SERVICES



## PROBATION DEPARTMENT OFFICERS' TRANSITION AUDIT

*FINAL REPORT*

Chief of Audits: [Juan R. Perez](#)  
Audit Manager: [Lynne Prizzia, CISA, CRISC](#)  
Auditor I: [Peter Serwach, CPA](#)

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# County of San Diego

**TRACY DRAGER**  
AUDITOR AND CONTROLLER

AUDITOR AND CONTROLLER  
OFFICE OF AUDITS & ADVISORY SERVICES  
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Phone: (858) 495-5991

**JUAN R. PEREZ**  
CHIEF OF AUDITS

July 19, 2021

TO: Cesar Escuro, Interim Chief  
Probation Department

FROM: Juan R. Perez  
Chief of Audits

**FINAL REPORT: PROBATION DEPARTMENT OFFICERS' TRANSITION AUDIT**

Enclosed is our report on the Probation Department Officers' Transition Audit. We have reviewed your response to our recommendations and have attached it to the audit report.

The actions taken and/or planned, in general, are responsive to the recommendations in the report. As required under Board of Supervisors Policy B-44, we respectfully request that you provide quarterly status reports on the implementation progress of the recommendations. You or your designee will receive email notifications when these quarterly updates are due, and these notifications will continue until all actions have been implemented.

If you have any questions, please contact me at (858) 495-5661.

A handwritten signature in blue ink, appearing to read "Juan R. Perez".

JUAN R. PEREZ  
Chief of Audits

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Enclosure

c: Holly Porter, Deputy Chief Administrative Officer, Public Safety Group  
Tracy Drager, Auditor and Controller  
Rosemarie Degracia, Group Finance Director, Public Safety Group

## INTRODUCTION

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|--------------------------------------|--|
| <b>Audit Objective</b>               | The Office of Audits & Advisory Services (OAAS) has completed an officers' transition audit for the Probation Department (Probation). The objective of the audit was to determine if there is reasonable assurance that the outgoing officer, Adolfo Gonzales, and incoming officer, Cesar Escuro, took appropriate actions and filed required reports as of January 29, 2021 in compliance with California Codes, County regulatory requirements, and County policies and procedures. These requirements were explained in the instruction letter provided to each officer. |
| <b>Background</b>                    | The County Charter, Section 801.1(a), requires that OAAS conduct such an audit when County officers leave or assume office to determine if certain affidavits, authorizations, disclosures, and reports are properly completed and processed. These actions provide for an orderly transition of officers, establish proper accountability for public assets, and promote the County's General Management System (GMS); including its key disciplines of accountability, transparency and ethical conduct, fiscal stability, and continuous improvement and innovation.      |
| <b>Audit Scope &amp; Limitations</b> | <p>The reports are the responsibility of the officer who signs them. OAAS' responsibility is to provide an opinion on the reports based upon the audit.</p> <p>This audit was conducted in conformance with the International Standards for the Professional Practice of Internal Auditing prescribed by the Institute of Internal Auditors as required by California Government Code, Section 1236.</p>   |
| <b>Methodology</b>                   | OAAS reviewed all the reports filed by the outgoing and incoming officers, obtained supporting documentation, and performed limited internal control testing.  |

## AUDIT RESULTS

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|-------------------|---|
| <b>Summary</b>    | In our opinion, there is reasonable assurance that the outgoing and incoming officers took appropriate actions and filed required reports in compliance with California Codes, County regulatory requirements, and County policies and procedures in connection with an officer's transition. However, we noted the following exceptions:       |
| <b>Finding I:</b> | <p><b>Internal Controls Over Capitalized Property Need Improvement</b></p> <p>Audit testing identified capital assets with no asset decals affixed; 2 out of 3 (66%) capital assets sampled did not have "Property of the County of San Diego" decals attached. The items missing asset decals are listed in Table 1 on the following page.</p> |

**Table 1: Capital Assets Missing Asset Decals**

| Description             | Recorded Value |
|-------------------------|----------------|
| Medium Conference Table | \$12,125.66    |
| Mugshot Capture System  | \$23,381.25    |

According to Probation staff, they were unaware that some items were missing asset decals.

The County of San Diego Administrative Manual (Admin Manual) Item No. 0050-02-1 requires department heads to be responsible for all County property (assets) in their charge. These responsibilities include identification and control of these assets, filing of inventories, and submission of reports as specified by the Board of Supervisors. Decals must be affixed to assets in a spot that is easily visible when conducting inventories.

Insufficient accountability for capital assets increases the risk of theft, loss, and/or misappropriation of assets without detection.

**Recommendation:** To improve controls over capital assets and ensure compliance with the Admin Manual, Probation should:

1. Provide refresher training to staff responsible for managing capital assets to ensure that they are aware of County policies related to the administration of capital assets.
2. Ensure that asset decals are affixed to items sighted.

## Office of Audits & Advisory Services

Compliance Reliability Effectiveness Accountability Transparency Efficiency

VALUE

**DEPARTMENT'S RESPONSE**  
**(PROBATION DEPARTMENT)**



# San Diego County Probation Department

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www.sandiegocounty.gov/probation



## Cesar Escuro, Interim Chief Probation Officer

July 16, 2021

TO: Juan R. Perez  
Chief of Audits

FROM: Cesar Escuro, Interim Chief Probation Officer  
Probation Department

DEPARTMENT RESPONSE TO AUDIT RECOMMENDATIONS: PROBATION  
DEPARTMENT OFFICERS' TRANSITION AUDIT

**Finding I:** Internal Controls Over Capitalized Property Need Improvement

**OAAS Recommendation:** Provide refresher training to staff responsible for managing capital assets to ensure that they are aware of County policies related to the administration of capital assets. Ensure that asset decals are affixed to items sighted.

**Action Plan:** We agree with the audit recommendations. Responsible staff will review the County of San Diego Administrative Manual Item No. 0050-02-01 ("Control of Capital Assets and Minor Equipment") and review the available training presentations for inventory and capital assets provided on Insite by Auditor and Controller. Responsible staff will obtain replacement asset decals and affix them to the appropriate items. We also plan to implement a periodic review of capital assets to include selecting a random sample of items, sighting those items, and verifying the placement of their asset decals.

**Planned Completion Date:** The review of policies and training presentations and the placement of decals has been completed as of July 16, 2021. The first periodic review will take place by December 31, 2021.

**Contact Information for Implementation:** Heather Rice, Departmental Budget Manager; Karl Peralta, Departmental Budget Manager

If you have any questions, please contact me at (858) 514-3173.

CESAR ESCURO  
Interim Chief Probation Officer

CE:kp