

COUNTY COUNCIL OF WICOMICO COUNTY, MARYLAND

2019 Legislative Session

Legislative Day No. 03

Resolution No. 44-2019

Introduced by: The President of the Council

A RESOLUTION ACCEPTING THE WICOMICO COUNTY DEPARTMENT OF CORRECTION'S INMATE TIME AND MOTION AUDIT REPORT.

WHEREAS, under Section 305, titled "County Internal Auditor" of the Charter of Wicomico County, Maryland, the Internal Auditor is charged with the duty to report on internal accounting controls, administrative and operating practices and procedures, and other pertinent financial and compliance matters within Wicomico County; and

WHEREAS, the Internal Auditor has submitted an Audit Report on the Wicomico County Department of Correction's time and motion on transporting inmates from the Department of Corrections to outside facilities. The objective of the audit was to assess whether reasonable staffing levels exist for inmate transportation.

NOW, THEREFORE, BE IT RESOLVED, by the County Council of Wicomico County, Maryland that the Wicomico County Department of Correction's Inmate Time and Motion Audit Report, attached as Exhibit A, is accepted.


Done at Salisbury, Maryland, this 5th day of February, 2019.

ATTEST:

COUNTY COUNCIL OF
WICOMICO COUNTY, MARYLAND



Laura Hurley,
Council Administrator



John T. Cannon,
Council President

CERTIFICATION

This Resolution was Adopted , Adopted with Amendments ____, Failed ____, Withdrawn ____ by the County Council on February 5, 2019.

Certified by 

Laura Hurley, Council Administrator



Wicomico County, Maryland
OFFICE OF THE INTERNAL AUDITOR

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December 5, 2018

Internal Auditor's Report

As part of the FY2019 Audit Plan, we performed a study of staffing levels for transportation of inmates at the Department of Corrections (DOC) to outside facilities. The main objective of the study was to assess whether reasonable staffing levels exist for inmate transportation. We met with DOC Management to understand the unique circumstances surrounding transportation needs, as well as any policy or legal requirements that have an effect on duties.

The DOC provides transportation for various reasons, including: court dates, bond hearings, medical emergencies, and transfer to another facility (another prison or a treatment center). Most transports require at least two officers, but some calls allow for only one officer and occasionally three are required. A requirement that affects the available staff pool is at least one officer has to be firearm trained and sometimes an assignment will require both officers to be armed. Management schedules transports in advance when circumstances allow and attempt to keep the schedule confined to the four officers designated as transporters. However, the DOC is obligated to provide many types of transports that require immediate (or next day) attention regardless of scheduling capacity. When the designated transporters are unavailable, Management has to choose whether to pull staff from a post or call-in staff to perform the transport in overtime. Medical transports, in particular, create a unique challenge because medical facilities are insecure when compared to courts and prisons. Further, the transporters find themselves responsible for the safety of the inmate and the public in these situations, which makes it ideal to have highly experienced transporters.

We analyzed transportation data of sixty-four regular working days¹ for the period July 1, 2018 – October 10, 2018. We performed an analysis of the data logs provided:

Total amount of transportation hours worked during period	1,957
Hours that the primary transport team of four were able to complete	1,290
Hours that exceeded their capacity and required staff vacancies or overtime	667

¹ We did not include Saturdays in our analysis because scheduled transports occur only on normal business days and the eight Saturdays in the sample all consisted of emergency medical calls. As a matter of course, Saturday transports will require additional assignment regardless of transporter staffing levels because of scheduling.

From the matrix above, we determined the current transport team had the capacity to cover about 66% of the assignments. Each of the four transporters provided an average of 323 transportation hours during the period. We then simulated what effect a fifth transporter would have had if available during the sample period. The simulation involved counting the amount of time one particular individual could have provided coverage:

Hours that exceeded the capacity of the team of four	667
Hours that could have been covered by a fifth full-time transporter	317
Hours that would have exceeded the capacity of a team of five	350

We are not offering a projection of the future demand for inmate transport services. Our analysis revolves around past data and Management should use it in conjunction with their expertise of industry trends, factors, and other known circumstances to help gauge future transportation needs. Management may want to consider adding another staff member as a designated transporter to help reduce vacancies in the facility and reduce overtime. Without around-the-clock coverage and an overabundance of transporting staff, there will realistically be circumstances that create vacancies in the facility or overtime because of the random nature of demand for transports.

We would like to thank Management and staff at the Department of Corrections for their thorough and timely assistance in this study.

Respectfully Submitted



J. Stephen Roser, CPA