



DEPARTMENT OF INSPECTOR GENERAL
OKALOOSA COUNTY, FLORIDA
JD PEACOCK II, CLERK OF CIRCUIT COURT AND COMPTROLLER



July 23, 2024

Nolan Weeks, Corrections Director | Chief
Okaloosa County Department of Corrections
1200 James Lee Blvd
Crestview, FL 32539

Chief Weeks,

At your request, our office completed an Administrative Review of the Okaloosa County Department of Corrections (OCDOC) cash bond collection process.

This request was initiated due to recent issues that have occurred with the cash bond collections. Our office reviewed policies, conducted interviews, and observed the current process of collecting cash bonds.

Our office found that the OCDOC central control policy for cash bond collection appears to be clear, well controlled, and targets some of the inherent risk that was specified by OCDOC leadership.

Our office observed three cash bond collections conducted by OCDOC: a mock, a live, and a video recorded session. The procedures that were used in these collections did not adhere to the current OCDOC policy. All three observations noted inconsistencies from one another, and all deviated from the OCDOC policy. Our office diagramed a flow chart for each process observed and a fourth for the policy.

During the process reviews, our office observed numerous distractions that the Central Control Officer (CCO) encountered while completing the cash bond collection process. While handling the cash, the CCO was answering telephone calls, interacting with the public at the window, monitoring the central control panel, and engaging in conversations with other officers. The inability of the CCO to solely focus on the cash bond collection process increases the risk of error. It is our recommendation that OCDOC either remove the distractions from the CCO while completing the cash bond collection process or remove the responsibility of the cash bond collection process from the CCO.

Our office observed inconsistencies in the procedures used during each session reviewed. Inconsistencies in the processes can lead to errors, and it is recommended that OCDOC follow the current policy for cash bond collection to minimize the potential for error or create an alternative

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process and update the policy. Policy that is *current and practiced* amongst all officers involved in the process would increase consistency and lower the risk of errors.

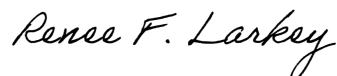
Two of the process reviews observed by this office revealed the envelope containing cash remained unsecured on the counter for more than two hours before being deposited into the safe. During this time, significant foot traffic took place in and out of central control, which increased the risk for the envelope of cash to be compromised. During one of the process reviews, the Lieutenant placed the envelope in a lockbox in the desk. The Lieutenant stated the envelope can usually be found either on the desk, the central control panel, or in the lockbox. It is recommended that OCDOC incorporate the use of the lockbox procedure into the policy.

During the process review, it was noted that the designation of initials and ID number on the wide tape of the cash envelope was not consistent throughout. Previously, all supervisors were instructed by Major McDaniel via email of this process; however, our office did not see this requirement memorialized in current policy. Without the OCDOC officer recording their initials and ID number on the tape of the cash envelope, it would be difficult to determine whether the envelope had been compromised. It is therefore recommended that OCDOC include this in their policy.

During the video recorded session of the process, it was observed that the bond information was retrieved from the first appearance sheet rather than the inmate's file. The first appearance sheet may not contain the correct bond amount, as it may be changed by the Judge during the hearing, resulting in the incorrect bond being collected by OCDOC. Our office recommends the OCDOC officers use the bond information found in the inmate's file to ensure the correct bond amount is collected.

We appreciate the opportunity to be of service and are available to answer any questions you may have related to this matter.

Respectfully,



Renee Fennell Larkey,
Inspector General