

Audit Report

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**Department of Public Safety and Correctional Services  
Hagerstown Region**

January 2010

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**OFFICE OF LEGISLATIVE AUDITS**  
DEPARTMENT OF LEGISLATIVE SERVICES  
MARYLAND GENERAL ASSEMBLY

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**Karl S. Aro**  
Executive Director

**DEPARTMENT OF LEGISLATIVE SERVICES**  
**OFFICE OF LEGISLATIVE AUDITS**  
**MARYLAND GENERAL ASSEMBLY**

**Bruce A. Myers, CPA**  
Legislative Auditor

January 6, 2010

Delegate Steven J. DeBoy, Sr., Co-Chair, Joint Audit Committee  
Senator Verna L. Jones, Co-Chair, Joint Audit Committee  
Members of Joint Audit Committee  
Annapolis, Maryland

Ladies and Gentlemen:

We have audited the Hagerstown Region of the Department of Public Safety and Correctional Services, which comprises the Maryland Correctional Institution – Hagerstown, the Maryland Correctional Training Center, and the Roxbury Correctional Institution, for the period beginning June 1, 2006 and ending June 30, 2009.

Our audit did not disclose any findings that warrant mention in this report.

We wish to acknowledge the cooperation extended to us during the course of this audit by the Region.

Respectfully submitted,

**Bruce A. Myers, CPA**  
Legislative Auditor



## **Background Information**

### **Agency Responsibilities**

The Hagerstown Region is a separate budgetary unit within the Department of Public Safety and Correctional Services and consists of the Maryland Correctional Institution – Hagerstown, the Maryland Correctional Training Center and the Roxbury Correctional Institution. These institutions are all medium security facilities for adult male offenders. As of June 30, 2009, the Region had a total population of 6,140 inmates and its fiscal year 2009 appropriation provided for 1,682 employee positions, including 1,271 correctional officers. According to the State's records, total Region expenditures were approximately \$166.2 million during fiscal year 2009.

### **Status of Findings From Preceding Audit Report**

Our audit included a review to determine the status of the two findings contained in our preceding audit report dated September 20, 2006. We determined that the Region satisfactorily addressed these findings.

## **Findings and Recommendations**

Our audit did not disclose any significant deficiencies in the design or operation of the Region's internal control. Nor did our audit disclose any significant instances of noncompliance with applicable laws, rules, or regulations. Other less significant findings were communicated to the Region that did not warrant inclusion in this report.

A draft copy of this report was provided to the Region. Since there are no recommendations in this report, a written response was not necessary.

## **Audit Scope, Objectives, and Methodology**

We have audited the Hagerstown Region of the Department of Public Safety and Correctional Services for the period beginning June 1, 2006 and ending June 30, 2009. The audit was conducted in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis

for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

As prescribed by State Government Article, Section 2-1221 of the Annotated Code of Maryland, the objectives of this audit were to examine the Region's financial transactions, records and internal controls, and to evaluate its compliance with applicable State laws, rules, and regulations. The areas addressed by the audit included procurements and disbursements, inmate and welfare funds, payroll, cash receipts, and equipment inventories. We also determined the status of the findings included in our preceding audit report.

In planning and conducting our audit, we focused on the major financial-related areas of operations based on assessments of materiality and risk. Our audit procedures included inquiries of appropriate personnel, inspections of documents and records, and observations of the Region's operations. We also tested transactions and performed other auditing procedures that we considered necessary to achieve our objectives. Data provided in this report for background or informational purposes were deemed reasonable, but were not independently verified.

The Region's management is responsible for establishing and maintaining effective internal control. Internal control is a process designed to provide reasonable assurance that objectives pertaining to the reliability of financial records, effectiveness and efficiency of operations including safeguarding of assets, and compliance with applicable laws, rules, and regulations are achieved.

Because of inherent limitations in internal control, errors or fraud may nevertheless occur and not be detected. Also, projections of any evaluation of internal control to future periods are subject to the risk that conditions may change or compliance with policies and procedures may deteriorate.

Our reports are designed to assist the Maryland General Assembly in exercising its legislative oversight function and to provide constructive recommendations for improving State operations. As a result, our reports generally do not address activities we reviewed that are functioning properly.

AUDIT TEAM

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