



**BOARD OF COUNTY COMMISSIONERS
OFFICE OF THE COMMISSION AUDITOR**

M E M O R A N D U M

TO: Honorable Chairman Dennis C. Moss
and Members, Board of County Commissioners

FROM: Charles Anderson
Commission Auditor 

DATE: September 30, 2010

SUBJECT: Follow-up and Closure of Audit of Implementation of Light Vehicle
Reductions and Internal Controls

When the May 11, 2010 Government Operations Committee received our report, Audit of Implementation of Light Vehicle Reductions and Internal Controls, dated April 19, 2010, we were requested by Commissioner Rebeca Sosa to provide follow-up on take-home vehicle utilization by "Court Specialists." We have completed follow-up on this question and on General Services Administration (GSA) responses to audit findings and recommendations.

Court Support Specialists are employees in the Miami-Dade Police Department (MDPD). As of September 29, 2010, there were a total of 52 Court Support Specialist positions, of which 49 positions were filled. Job descriptions for Court Support Specialist I and II are appended as Attachments 1 and 2. MDPD indicated that these positions share 21 pool cars (20 Toyota Prius and 1 Ford Taurus) on a daily basis as part of the Court Services Bureau's pool vehicle fleet. MDPD confirmed that none are assigned as take-home (24-hour assignment) vehicles.

GSA concurred with the findings and recommendations cited in our report, and we are satisfied with GSA's Management Response and actions as documented in our audit report. Specifically, GSA's response, in part, included the following.

As part of the annual review and re-justification process in both 2008 and 2009, County departments were asked to review their 24-hour vehicle assignments. All departments, including Police and Fire, responded and the database was last updated at the end of 2009. In order to account for every agency, GSA now requires that even departments that do not have take home vehicles, provide a written statement to this

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effect. Since 2007, the number of take home vehicle assignments has significantly decreased. Additionally, to facilitate the review and updating of information on take home vehicles by departments, a report showing approved take home vehicle assignments is now available on GSA Fleet's customer reporting portal. Departments are now responsible for reviewing and updating this online report on a monthly basis to ensure that is accurate.

Additionally, from the GSA Fleet Reporting Portal online database of 24-Hour Vehicle Assignments by Department, which does not include MDPD and Miami-Dade Fire Rescue (MDFR), we observed that take-home vehicle assignments had decreased from 584 on May 6, 2009 to 529 on September 30, 2010.

Based on the responses described above, this audit is considered closed.

We appreciate the courtesies and assistance extended to our staff during the audit process.

Attachments

C: Honorable Carlos Alvarez, Mayor
 George Burgess, County Manager
 R.A. Cuevas, Jr., County Attorney
 Chris Mazzella, Inspector General
 Wendi Norris, Director, General Services Administration
 Cathy Jackson, Director, Audit and Management Services Department
 Ana B. Gutierrez, Director, GSA Fleet Management Division

Attachment 1

MDPD Court Support Specialist 1

NATURE OF WORK

This is field work in the serving of writs, subpoenas, jury summons, and other court process actions.

Employees in this class serve various legal documents issued by a proper authority, typically working within an assigned field area. Work involves locating persons named in the legal instrument, serving the document, or contacting attorneys or plaintiffs to obtain additional information or to advise on the status of process serving. Duties require the use of judgment in completing service actions where there are erroneous addresses on documents or where individuals evade being served, and knowledge of current court rules governing civil, criminal and juvenile process. Employees are required to work after-hours and on non-work days as the need demands to complete emergency or rush service. Assignments are carried out independently in the field. Supervision is received from a technical superior who evaluates work, primarily through satisfactory service of assigned papers within time schedules and from periodic field supervision.

ILLUSTRATIVE TASKS

Serves and accounts for all civil, criminal, and juvenile writs, criminal witness subpoenas, jury summons and other process actions within the area of assignment; enters the appropriate statistics on the daily report sheet; keeps office staff advised on process served in assigned zone.

Attempts to locate inaccessible persons based on information received as to whereabouts of individuals; attempts to obtain correct addresses where address information is in error so as to complete the serving of documents.

Maintains frequent telephone contact with attorneys and plaintiffs to advise on status of process or obtain additional information to assist in making service.

Assembles papers in proper order for service and makes counter services when required.

Accounts for all assigned equipment, material, supplies, and vehicles.

Performs related work as required.

Attachment 2

MDPD Court Support Specialist 2

NATURE OF WORK

This is supervisory work in the serving of civil, criminal, and juvenile non-enforceable writs, subpoenas, jury summons, and other court process directed to the Sheriff of Dade County from world-wide courts and entities as well as process for violations of Dade County Metropolitan Code to be served in Dade County.

Employees in this class supervise Court Support Specialists 1 who serve various legal documents issued by civil criminal, and juvenile authorities. Work involves assigning the various civil, criminal, and juvenile process to subordinates, coordinating their field schedules, and providing the necessary instructions to carry out the required service. Work is performed in accordance with established statutory and departmental provisions, but incumbents must exercise independence and discretion in accomplishing the assigned workload within the prescribed schedule. Supervision is exercised over subordinate Court Support Specialists 1 by assignment and review of work and by providing advice and assistance on unusual or difficult tasks. Supervision is received from an office superior who reviews and evaluates work primarily through satisfactory service of assigned papers within time schedules in compliance with legal directives and periodic field supervision.

ILLUSTRATIVE TASKS

Plans, assigns, supervises, and evaluates Court Support Specialists 1 in the serving of civil, criminal, and juvenile non-enforceable writs process.

Prepares periodic control reports and maintains statistical data to equalize workloads by properly forming zones or work areas by volume of work received.

Maintains continual contact with all field personnel for daily control of routine and emergency service assignments.

Receives and examines for correctness all process directed to the Sheriff of Dade County.

Maintains frequent personal contact with the public, attorneys, and plaintiffs concerning all process directed to the Sheriff of Dade County.

Examines no-service returns and jury summonses which have been returned for possible further action.

Trains Court Support Specialists 1; recommends improvements in work techniques and procedures to superiors; advises superiors on training needs and assignment transfers.

Prepares and conducts roll calls.

Attachment 2

Inspects personal appearances for conformance to departmental standards.

Investigates and prepares supervisory reports concerning injuries and vehicle crashes.

Supervises the assembly of papers in proper order for service and makes counter services when required.

Makes recommendations regarding hiring and discipline of Court Support Specialists 1.

Accounts for all equipment, materials, supplies, and vehicles assigned to the unit to assure proper inventory levels and operational readiness.

Substitutes for section supervisor when required.

Performs related work as required.