



COUNTY OF ONONDAGA

Office of the
County Comptroller

James V. Mataro
Deputy Comptroller/Accounting

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Comptroller

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Philip M. Britt
Deputy Comptroller/Audit

February 7, 2014

The Honorable County Executive
The Deputy County Executive of Human Services
The Chair of the County Legislature
The Chair of the Ways and Means Committee
The Chair of the Public Safety Committee
The Clerk of the County Legislature
The Commissioner of Probation
The Director of Personnel

Please find enclosed our report on the Probation Department's travel reimbursement.

Our report and analysis concentrated on the distance claimed on the mileage report and time recorded on KRONOS. It was noted some employees use tele-time when out on home visits. In some cases these employees may be recording on their mileage sheet they are starting at the Civic Center where they should be able to use their employee ID card to punch in thereby not using tele-time.

It was noted employees are not always taking the most direct route during home visits of probationers. Per County of Onondaga Department of Audit & Control – Reimbursement for Personal Vehicle Use, Regulation 300-1 (12/95), effective 3/1/96 & Onondaga County Administrative Directive Manual – Travel and Entertainment Directive, Section I, dated 2/11/2010, "In all instances, travel will be by the most direct route possible. Additional mileage incurred by indirect routing is the employee's expense."

It was also noted that employees are not taking a meal period when working under eight hours. Per the NYS Department of Labor, section 162, "An employee who works a shift of more than six hours, which extends over the noonday meal period, is entitled to at least thirty minutes off within that period for the meal period" and per County Hand Book, 2009, section Work Hours, "Employees not covered by special regulations shall be granted an unpaid one hour lunch period each full working day, said lunch hour to be taken according to a schedule determined by the department head. Lunch hours should not be taken before 11:00 AM or after 2:00 PM." It is our belief that all employees should take a meal break every day they work six hours or more. Both the Probation Department and Audit Division have asked the Department of Personnel for an opinion on this matter.

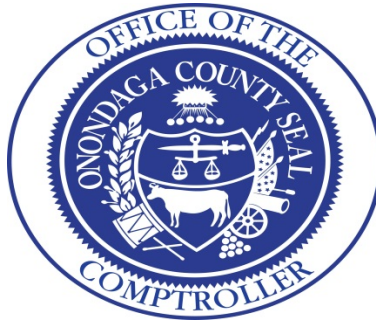
Our report details our recommendations and the analysis of the recommended options. The Probation Department has responded to the audit and those responses are attached to the Audit Report.

Sincerely,

Robert E. Antonacci, CPA

REA/nlc

enclosures



Overview:

Probation Department employees are entitled to mileage reimbursement for business related travel utilizing their privately owned vehicles. Reimbursement for business travel related to caseworkers for both night service and normal caseloads is addressed in this report.

Authoritative:

- Onondaga County Administrative Directive Manual – Travel and Entertainment Directive, Section I, dated 2/11/2010.
- County of Onondaga Department of Audit & Control – Reimbursement For Personal Vehicle Use, Regulation 300-1 (12/95), effective 3/1/96
- CSEA Union Agreement - Article 18, Section A & C
- Employee Handbook – Section Work Hours (2009)
- Internal Revenue Service Publication 17

Objective:

Determine if adequate internal controls exist within the Probation Department to ensure business mileage on Monthly Travel Reimbursement Claims is being incurred by employees.

Sample Size:

Fifteen Probation Officers were selected for the months of January, February, March, and April in 2013.

Overview of Reimbursement Procedures:

Probation Department employees are required to document business use of their personal vehicles on a *Daily Mileage Log Sheet* provided by the County. This form is to be signed by the employee and subsequently reviewed, approved and signed by the employee's supervisor.

Daily Mileage Log Sheets are to be compiled and attached to a *Straight Claim form (CL)* by the employee. The *Straight Claim* and *Daily Mileage Log Sheets* are to be signed by the employee and subsequently reviewed, approved and signed by the employee's supervisor. After the Probation

Department approval process is complete the reimbursement claiming package is required to be submitted to the claiming section of the County Comptroller’s Office for payment. The reimbursement claiming package is required to be submitted within 60 days from the end of the claiming period (per *Reimbursement for Personal Vehicle Use, Regulation 300-1 (12/95), effective 3/1/96*).

General Findings:

1. Per County of Onondaga Department of Audit & Control – Reimbursement for Personal Vehicle Use, Regulation 300-1 (12/95), effective 3/1/96 & Onondaga County Administrative Directive Manual – Travel and Entertainment Directive, Section I, dated 2/11/2010, *In all instances, travel will be by the most direct route possible. Additional mileage incurred by indirect routing is the employee’s expense.*

The number of miles claimed for each trip on the *Daily Mileage Log Sheets* was compared to the shortest route possible per Google maps. Based upon this comparison, the chart below shows the total mileage and dollar difference for each claim with a shorter distance per Google maps.

Claim Number	Month of Mileage	Miles Claimed	Miles Reimbursed	Shortest Route per Google Maps	Mileage Difference	Over/(Underpaid)
CL269440	Mileage 12/12	263.0	263.0	228	35	\$ 19.78
CL271068	Mileage 1/13	291	291	242	49	\$ 27.69
CL271088	Mileage 1/13	185	185	162	23	\$ 13.00
CL271099	Mileage 1/13	291	281	240	41	\$ 23.17
CL271933	Mileage 2/13	118	118	66	52	\$ 29.38
CL272716	Mileage 2/13	238	268	226	42	\$ 23.73
CL272718	Mileage 3/13	198	198	182	16	\$ 9.04
CL272743	Mileage 3/13	156	156	107	49	\$ 27.69

It is recommended County Policy be followed and the shortest distance to and from business destinations be claimed by the employee and reimbursed by the County.

2. *Some Daily Mileage Log Sheets* tested did not provide an adequate audit trail on the form.

➤ Client names were not documented on the *Daily Mileage Log Sheets*.

Per County of Onondaga Department of Audit & Control – Reimbursement for Personal Vehicle Use, Regulation 300-1 (12/95), effective 3/1/96, Section 2: CLIENT—PURPOSE under Trip Data Preparation Section states, “*If traveling on a client-oriented trip, show the clients name. Otherwise, indicate the trips purpose.*”

Section 3: Complete Address of the same regulation noted above requires the complete street address and the city, town or village of the starting point and destination be documented.

An adequate audit trail must be documented in accordance with the above regulations. Client name and the actual location should be documented on the Daily Mileage Log Sheets. If the monthly mileage claiming package is not in compliance with the regulations, payment should not be made until compliance is achieved and resubmitted for payment within 60 days of the end of the month being claimed.

3. Per County Hand Book, 2009, section Work Hours, “Employees not covered by special regulations shall be granted an unpaid one hour lunch period each full working day, said lunch hour to be taken according to a schedule determined by the department head. Lunch hours should not be taken before 11:00 AM or after 2:00 PM.” Per NYS Department of Labor guidelines, section 162, “An employee who works a shift of more than six hours, which extends over the noonday meal period, is entitled to at least thirty minutes off within that period for the meal period”. It was noted that several employees are working seven hours without a meal break on a regular basis, and in some instances they are earning comp time or overtime.

Best practice would recommend that every employee receive an uninterrupted meal period every day when they work more than six hours. It is the employer’s responsibility that this break occurs.

4. It was noted that several employees are punching in/out by using tele-time to record their work time in KRONOS for their home visits and their mileage form says they began and/or ended their work time at the Civic Center. If they were at the Civic Center, they should be punching in/out with their ID card inside the Civic Center. There were a few employees that called from their home telephone and claimed they started their home visits at the Civic Center.

It is recommended that all employees use their employee ID cards to record punches in/out. Tele-timing is only to be used when an employee is not at their regular place of work.

Findings by Claim:

5. Mileage claim CL269440 (December 2012):

- A total of 263 miles were claimed and reimbursed, but Google maps disclosed the shortest route for each trip claimed was 228 or a difference of 35 miles or \$19.78 more than the shortest route as prescribed by County of Onondaga Department of Audit & Control – Reimbursement for Personal Vehicle Use, Regulation 300-1 (12/95), effective 3/1/96.

6. Mileage claim CL271068 (January 2013):

- A total of 291 miles were claimed and reimbursed, but Google maps disclosed the shortest route for each trip claimed was 242 or a difference of 49 miles or \$27.69 more than the shortest route as prescribed by County of Onondaga Department of Audit & Control – Reimbursement for Personal Vehicle Use, Regulation 300-1 (12/95), effective 3/1/96.
- Two of the five days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. For each of those two days KRONOS Punch Origin Report

documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

7. Mileage claim CL271069 (January 2013):

- Four of the ten days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. Also, one of the ten days mileage was submitted, the employee documented they had started and/or ended at home. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

8. Mileage claim CL271081 (January 2013):

- Seven of the ten days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

9. Mileage claim CL271088 (January 2013):

- A total of 185 miles were claimed and reimbursed, but Google maps disclosed the shortest route for each trip claimed was 162 or a difference of 23 miles or \$13.00 more than the shortest route as prescribed by County of Onondaga Department of Audit & Control – Reimbursement for Personal Vehicle Use, Regulation 300-1 (12/95), effective 3/1/96.
- Nine of the thirteen days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

10. Mileage claim CL271087 (January 2013):

- Two of the six days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. Two of those days mileage was submitted for, the employee documented they had started and/or ended at home. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

11. Mileage claim CL271093 (January 2013):

- Four of the six days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

12. Mileage claim CL271099 (January 2013):

- A total of 291 miles were claimed and 281 miles were reimbursed, but Google maps disclosed the shortest route for each trip claimed was 240 or a difference of 41 miles or \$23.17 more than the shortest route as prescribed by County of Onondaga Department of Audit & Control – Reimbursement for Personal Vehicle Use, Regulation 300-1 (12/95), effective 3/1/96.

13. Mileage claim CL271100 (January 2013):

- Three of the six days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

14. Mileage claim CL271904 (January 2013):

- Three of the four days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

15. Mileage claim CL271906 (January 2013):

- Four of the twelve days mileage was submitted, the employee documented they had started and/or ended at home. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

16. Mileage claim CL271914 (January 2013):

- Two of the days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

17. Mileage claim CL271920 (February 2013):

- One of the four days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. Also, two of the four days mileage was submitted, the employee documented they had started and/or ended at home. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

18. Mileage claim CL271923 (February 2013):

- Two of the four days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. Also, one of the four days mileage was submitted, the employee documented they had started and/or ended at home. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

19. Mileage claim CL271924 (February 2013):

- One of the seven days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. One out of seven days mileage was submitted, the employee documented they had started and/or ended at home. Also, in five of the seven days mileage was

submitted for, the employee did not follow County procedures regarding the recording of their time by punches for night/weekend service. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

20. Mileage claim CL271925 (February 2013):

- Seven of the eight days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

21. Mileage claim CL271933 (February 2013):

- A total of 118 miles were claimed and reimbursed, but Google maps disclosed the shortest route for each trip claimed was 66 or a difference of 52 miles or \$29.38 more than the shortest route as prescribed by County of Onondaga Department of Audit & Control – Reimbursement for Personal Vehicle Use, Regulation 300-1 (12/95), effective 3/1/96.
- Two of the days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

22. Mileage claim CL271937 (February 2013):

- One of the eight days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. Also, two of the eight days mileage was submitted, the employee documented they had started and/or ended at home. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

23. Mileage claim CL271944 (February 2013):

- One of the twelve days mileage was submitted, the employee documented they had started and/or ended at home. For that day KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

24. Mileage claim CL271945 (January & February 2013):

- Five of the thirteen days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. Also, three of the thirteen days mileage was submitted, the employee documented they had started and/or ended at home. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

25. Mileage claim CL271948 (February 2013):

- Four of the twelve days mileage was submitted, the employee documented they had started and/or ended at home. For each of those days KRONOS Punch Origin Report documented that

the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

26. Mileage claim CL272707 (January & February 2013):

- Twenty-four separate days of mileage was claimed for these months. Fourteen of the twenty-four days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. Also, one of the twenty-four days mileage was submitted, the employee documented they had started and/or ended at home. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

27. Mileage claim CL272711 (March 2013):

- Eleven of the twelve days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

28. Mileage claim CL272712 (March 2013):

- One of the six days mileage was submitted, the employee documented they had started and/or ended at home. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

29. Mileage claim CL272716 (February 2013):

- A total of 263 miles were claimed and 268 miles were reimbursed, but Google maps disclosed the shortest route for each trip claimed was 226 or a difference of 42 miles or \$23.73 more than the shortest route as prescribed by County of Onondaga Department of Audit & Control – Reimbursement for Personal Vehicle Use, Regulation 300-1 (12/95), effective 3/1/96.
- Daily Mileage Log Sheets do not have names listed.
- Six of the seven days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

30. Mileage claim CL272718 (March 2013):

- A total of 198 miles were claimed and reimbursed, but Google maps disclosed the shortest route for each trip claimed was 182 or a difference of 16 miles or \$9.04 more than the shortest route as prescribed by County of Onondaga Department of Audit & Control – Reimbursement for Personal Vehicle Use, Regulation 300-1 (12/95), effective 3/1/96.
- Daily Mileage Log Sheets do not have names listed.

- Six of the eight days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.
- One instance is where the employee went to court and there are no time punches for that day.

31. Mileage claim CL272725 (March 2013):

- Three of the days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

32. Mileage claim CL272729 (March 2013):

- Twelve of the fifteen days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

33. Mileage claim CL272732 (March 2013):

- Two of the four days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. Also, one of the four days mileage was submitted, the employee documented they had started and/or ended at home. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

34. Mileage claim CL272734 (March 2013):

- Six of the ten days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. Also, one of the ten days mileage was submitted, the employee did not follow County procedures regarding the recording of their time by punches for night/weekend service. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

35. Mileage claim CL272737 (March 2013):

- Five of the seven days mileage was submitted the employee documented they had started and/or ended at the Civic Center. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

36. Mileage claim CL272738 (March 2013):

- One of the two days mileage was submitted, the employee documented they had started and/or ended at home. For each of those days KRONOS Punch Origin Report documented that the

employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

37. Mileage claim CL272743 (March 2013):

- A total of 156 miles were claimed and reimbursed, but Google maps disclosed the shortest route for each trip claimed was 109 or a difference of 49 miles or \$27.69 more than the shortest route as prescribed by County of Onondaga Department of Audit & Control – Reimbursement for Personal Vehicle Use, Regulation 300-1 (12/95), effective 3/1/96.
- Nine of the nine days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

38. Mileage claim CL272750 (March 2013):

- A total of 253 miles were claimed and reimbursed, but Google maps disclosed the shortest route for each trip claimed was 215 or a difference of 38 miles or \$21.47 more than the shortest route as prescribed by County of Onondaga Department of Audit & Control – Reimbursement for Personal Vehicle Use, Regulation 300-1 (12/95), effective 3/1/96.
- Twelve of the twelve days mileage was submitted, the employee documented they had started and/or ended at the Civic Center. For each of those days KRONOS Punch Origin Report documented that the employee either tele-timed or the punch editor function was used to record beginning of work day and/or end of work day.

Conclusions and Recommendations:

In order to ensure mileage claims in in compliance with County policy we suggest the Department follow recommendations 1 through 3 below. We will follow up with the County’s Personnel Department as to recommendation 4 as both the Audit Division and Probation Department have requested input regarding meal breaks.

1. Per County of Onondaga Department of Audit & Control – Reimbursement for Personal Vehicle Use, Regulation 300-1 (12/95), effective 3/1/96 & Onondaga County Administrative Directive Manual – Travel and Entertainment Directive, Section I, dated 2/11/2010, *In all instances, travel will be by the most direct route possible. Additional mileage incurred by indirect routing is the employee’s expense.*
 2. *Some Daily Mileage Log Sheets* tested did not provide an adequate audit trail on the form.
- Client names were not documented on the *Daily Mileage Log Sheets*.

Per County of Onondaga Department of Audit & Control – Reimbursement for Personal Vehicle Use, Regulation 300-1 (12/95), effective 3/1/96, Section 2: CLIENT—PURPOSE under Trip Data Preparation Section states, “*If traveling on a client-oriented trip, show the clients name. Otherwise, indicate the trips purpose.*”

Section 3: Complete Address of the same regulation noted above requires the complete street address and the city, town or village of the starting point and destination be documented.

An adequate audit trail must be documented in accordance with the above regulations. Client name and the actual location should be documented on the Daily Mileage Log Sheets. If the monthly mileage claiming package is not in compliance with the regulations, payment should not be made until compliance is achieved and resubmitted for payment within 60 days of the end of the month being claimed.

3. It was noted that several employees are punching in/out by using tele-time to record their work time in KRONOS for their home visits and their mileage form says they began and/or ended their work time at the Civic Center. If they were at the Civic Center, they should be punching in/out with their ID card inside the Civic Center. There were a few employees that called from their home telephone and claimed they started their home visits at the Civic Center.

It is recommended that all employees use their employee ID cards to record punches in/out. Tele-timing is only to be used when an employee is not at their regular place of work.

4. Per County Hand Book, 2009, section Work Hours, “Employees not covered by special regulations shall be granted an unpaid one hour lunch period each full working day, said lunch hour to be taken according to a schedule determined by the department head. Lunch hours should not be taken before 11:00 AM or after 2:00 PM.” Per NYS Department of Labor guidelines, section 162, “An employee who works a shift of more than six hours, which extends over the noonday meal period, is entitled to at least thirty minutes off within that period for the meal period”. It was noted that several employees are working seven hours without a meal break on a regular basis, and in some instances they are earning comp time or overtime.

Best practice would recommend that every employee receive an uninterrupted meal period every day when they work more than six hours. It is the employer’s responsibility that this break occurs.



Onondaga County Probation Department

Joanne M. Mahoney
County Executive

Andrew Sicherman
Commissioner of Probation

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Tuesday, October 15, 2013

Robert E. Antonacci, CPA, Esq.
Comptroller
Civic Center, 14th floor
Syracuse NY 13202

Dear Mr. Antonacci; *Jo*

I am in receipt of the results of the fiscal audit conducted by your office. Please allow this correspondence to serve as a response to the findings of the audit. First, I would like to thank your Auditor, Roxanne Bugnacki and Phillip Britt for their time and attention to detail during the completion of the audit.

The Probation Department takes great pride in the important work that we do. At the end of 2012, there were over three thousand offenders under probation supervision in Onondaga County. In our effort to hold these individuals accountable and protect the community, we make fieldwork, in the form of home visits, a priority. As you are probably aware, our Officers are required to use their own vehicles to conduct these visits.

The primary focus of the audit involved the process the Probation Officers follow in order to claim reimbursement for the expenses that they incur. The findings indicate that on several occasions, the Probation Officers did not follow the shortest route possible between stops, based on a comparison to Google Maps. In an effort to comply with the various County policies regarding travel expenses, we direct our employees to take the most direct route possible between home visits. Unfortunately, for various reasons this is not always possible. Issues included but not limited to construction, the need for unplanned stops and a lack of knowledge of a certain geographic area contribute to this. In a few instances, it was discovered that an Officer failed to adequately record an address or client's name. I have reminded all staff to consistently and accurately record this information on their mileage sheets. Additionally, it was noted that on several occasions Officers had used tele-time to record a punch in KRONOS but indicated on their mileage claim that they had started work from the Civic Center. I have instructed my Supervisors to remind all Officers to accurately record their starting and ending location and to use commuter-overlap where appropriate. In addition, I will be sending an e-mail to the staff.

During the course of the audit it was discovered that several Probation Officers are regularly working seven hours without a meal break on a regular basis. For several years, we have allowed Probation Officers to work seven hours without a meal break. It is our understanding that this practice is permissible under the law. However, based on the recommendations from your office, we have asked the Personnel Department to investigate this further.

Again, I appreciate the time that your staff dedicated to this audit and look forward to working with you in the future. If you have any questions, please call me at 435-7010.

Sincerely,

A handwritten signature in black ink, appearing to read "AS", written in a cursive style.

Andrew Sichertman
Commissioner of Probation