# FISCAL YEAR 2020
# ANNUAL AUDIT PLAN

Texas Board of Criminal Justice
Internal Audit Division

August 21, 2019

| | |
|---|---|
| Chris Cirrito, CIA, CGAP, CFE | Director |
| Renee Russell, CGAP | Deputy Director – Audit Services |
| Kevin Campbell | Deputy Director – Support Services |
| Kristy Bailey, CGAP | Audit Manager |
| Charlotte Jeffcoat, CGAP | Audit Manager |
| Cheryl Foreman, JD, CIA | Audit Manager |

| PROJECT NUMBER | PROJECT TITLE, DIVISION(S) & PROJECT HOURS | JUSTIFICATION | OBJECTIVE |
|---|---|---|---|
| 2001 | **Operational Review Consultation**<br><br>*Administrative Review and Risk Management Division*<br><br>Project Hours: As needed. | The concept of self-auditing began within the Texas Department of Corrections in 1984, with the establishment of the Office of Compliance in response to monitor reports regarding specific functional areas prepared by the Special Master of the Ruiz case. When the final Ruiz case judgment was issued in December of 1992, this function was renamed Operational Review and expanded to monitor and determine policy compliance with all aspects of unit level operations.<br><br>Currently, the Operational Review program utilizes 34 functional area checklists consisting of questions developed by each proponent to conduct unit, division, and division level follow-up compliance reviews of operations on both TDCJ and privately operated units.<br><br>We will assist management by providing non-audit advisory services during agency efforts to revise methodologies related to the division level compliance review. This would include providing advice related to determining whether the review covers the most important areas and whether review methodology identifies areas in need of management action.<br><br>This project was included on our fiscal year 2019 audit plan as consultation (1902). This consultation project remains ongoing. | To provide advice related to determining whether the review covers the most important areas and whether review methodology identifies areas in need of management action. |
| 2002 | **Parole Case File Consultation**<br><br>*Board of Pardons and Paroles*<br><br>*Parole Division*<br><br>*Executive Administrative Services* | A parole case file is a physical parole file created and maintained for each parole eligible offender until the offender discharges the Texas Department of Criminal Justice's supervision. These files contain important information and documentation for use by various entities making offender parole supervision decisions. Requested parole case files are boxed, transported, and delivered throughout the state via truck mail couriers, hand delivery, and commercial or U.S. Postal Service mail.<br><br>To address the ongoing transition of physical paper records to electronic records using new and evolving information technologies, the TDCJ created the Records Management Department. The first priority of the department is to digitize | To provide advice regarding risks and internal controls during joint efforts to image parole case files. |

| PROJECT NUMBER | PROJECT TITLE, DIVISION(S) & PROJECT HOURS | JUSTIFICATION | OBJECTIVE |
|---|---|---|---|
| | *Information Technology Division* <br><br> Project Hours: As needed. | approximately 173,000 parole case files utilizing a streamlined method of scanning and indexing currently managed by the Central File Coordination Unit of the Parole Division. The TDCJ and Board of Pardons and Paroles requested we serve as consultants to this project and provide advice related to risks and internal controls. <br><br> This project was included on our fiscal year 2019 audit plan as consultation (1910). This consultation project remains ongoing. | |
| **2003** | **Corrections Information Technology System Consultation** <br><br> *Information Technology Division* <br><br> Project Hours: As needed. | According to the Information Technology Division, the TDCJ's legacy mainframe system is more than 40 years old, costs the agency approximately $450 thousand per month, and does not interface with current technology. Fifty percent of the Information Technology Division's programming time is spent on mainframe system maintenance using antiquated programming language no longer taught in the profession. <br><br> At the close of the 86th Legislative Session, the TDCJ was appropriated $24.2 million in funding for fiscal years 2020 and 2021 to modernize the current legacy mainframe system. The new cloud based Corrections Information Technology System (CITS) will replace 41 legacy applications, 96 stand-alone Access databases, and will integrate business intelligence applications such as digital dashboards, data analytics, and ad-hoc reporting. <br><br> We will assist management by providing non-audit advisory services during agency efforts to purchase and implement the new system. | To provide advice regarding risks and internal controls during efforts to implement the Corrections Information Technology System. |
| **2004** | **Public Funds Investment** <br><br> *Business and Finance Division* | The Texas Department of Criminal Justice operates an account system of offenders' money. This money is held in trust for offender use while incarcerated. In total, these trust funds have historically averaged approximately $20 million which the agency invests in short-term, liquid investments. The Windham School District operates 12 months a year, but is funded monthly over the nine month school year by the Texas Education Agency. The funds not | To determine whether the Texas Department of Criminal Justice and the Windham School District are in compliance with the Public Funds Investment Act. |

| PROJECT NUMBER | PROJECT TITLE, DIVISION(S) & PROJECT HOURS | JUSTIFICATION | OBJECTIVE |
|---|---|---|---|
| | *Windham School District*<br><br>Project Hours: 492 | immediately necessary for operations have historically averaged approximately $10 million and are invested in short-term, secure, liquid investments.<br><br>The State Auditor's Office performs a legislatively mandated bi-annual, statewide audit of these investments and we anticipate they will request our assistance in the performance of that audit. Therefore, as in prior years, we have included this audit in our proposed plan. | |
| **2005** | **Employee Clearances**<br><br>*Human Resources Division*<br><br>Project Hours: 1968 | The TDCJ employs more than 36,000 employees within approximately 268 job classification categories. Before a conditional offer of employment is made, the Human Resources Division's Employment Section conducts clearances of selected applicants to ensure eligibility for agency, contract, volunteer, and select vendor positions, as well as retirees.<br><br>The clearance process varies depending on the nature of the position and whether the selected applicant is currently employed by the TDCJ, an outside applicant, or has retired from a state agency. The clearance process includes a review of application documents for completeness and eligibility, a criminal record check to determine whether the applicant has any pending criminal charges or prior criminal convictions, a review for prior positive illegal substance test results, and a review of ERS retirees to ensure separation from employment is in accordance with the required time period for the position. For selected applicants currently employed by TDCJ, a review is conducted to ensure the applicant is not currently on disciplinary probation. Subject to the position, a criminal record check may be performed to determine whether the applicant has any pending criminal charges or prior criminal convictions.<br><br>For fiscal year 2018, the Human Resources Division reported the Selections and Clearances section processed a total of 20,503 clearance requests associated with agency applicants (4,343), volunteers (5,248), contract medical (4,036), private facilities (3,414), contract facilities maintenance (520), and contract agribusiness (2,942). | To evaluate the efficiency of clearing selected applicants for employment. |

| PROJECT NUMBER | PROJECT TITLE, DIVISION(S) & PROJECT HOURS | JUSTIFICATION | OBJECTIVE |
|---|---|---|---|
| **2006** | **Warrants Section**<br><br>*Parole Division*<br><br>Project Hours: 1968 | Texas Government Code Chapter 508, authorizes the Parole Division director or a designated agent to issue a warrant if an offender is erroneously released, arrested for a new offense, in violation of a rule or condition of release, or considered a danger to society based upon reliable evidence that requires an immediate return to custody. As such, the Parole Division Warrants Section is responsible for the issuance, modification, confirmation, and withdrawal of pre-revocation warrants.<br><br>The warrant process begins upon submission of a violation report by a parole officer and approval by a parole unit supervisor or receipt of an electronic monitoring alert alleging an offender violated the terms of parole or mandatory supervision. Upon receipt of a notice of violation, staff at the Command Center (or at a District Parole Office) review the violation to determine if warrant issuance is necessary. If a warrant is issued, TLETS staff may subsequently supplement offender information in a warrant modification to aid in the apprehension of an offender. The warrant remains active until a confirmation request is received from a local law enforcement agency prior to executing a warrant and taking an offender into custody. A warrant may also be withdrawn by the Parole Division at any time before the setting of a revocation hearing continuing the offender's supervision. | To evaluate the effectiveness of processes to issue warrants within required timeframes. |
| **2007** | **Security Equipment**<br><br>*Correctional Institutions Division*<br><br>*Information Technology Division*<br><br>Project Hours: 2460 | Security Operations provides technical assistance and operational support to Correctional Institutions Division administration and correctional facilities in the areas of staffing, video surveillance, armory, research and technology, budget, security review, and field and canine operations.<br><br>All agency correctional facilities and training locations maintain an armory operation. These operations are responsible, at the local level, for ensuring adequate supplies of necessary security equipment are available and maintained in proper working condition. Security related equipment includes items such as chemical agents and delivery systems, restraint equipment, protective gear, recording and viewing equipment, firearms and ammunition, and communication equipment. Other related security equipment used to detect the | To determine whether correctional units are allotted adequate inventories of security equipment and the equipment is effectively maintained. |

| PROJECT NUMBER | PROJECT TITLE, DIVISION(S) & PROJECT HOURS | JUSTIFICATION | OBJECTIVE |
|---|---|---|---|
| | | introduction of contraband into correctional facilities and aid in its confiscation includes body-orifice scanning chairs, walk-through and hand held metal detectors, and parcel scanners. | |
| 2008 | **Social Media Governance**<br><br>*Executive Administrative Services*<br><br>Project Hours: 984 | Social Media technology facilitates the sharing of thoughts, ideas, and information through the building of virtual networks and communities. Originally designed to communicate and share content such as personal information, photos, and videos with family and friends, social media has now become an influential tool used in business and government to communicate simultaneously with customers, constituents, and employees throughout the world.<br><br>As such, the TDCJ has adopted the use of social media to communicate and share agency information with its employees and the public. The Communications Department provides management and oversight of the agency's 19 social media channels and content. | To evaluate the effectiveness of processes to inform, direct, manage, and monitor social media content. |
| 2009 | **Employment Services**<br><br>*Reentry and Integration Division*<br><br>Project Hours: 1968 | Obtaining sustainable employment with living wages is a significant barrier offenders experience after release from prison. To prepare offenders for a successful return to the community, the Reentry and Integration Division provides a three-phased reentry program. The third phase, Community Reentry Services, provides post-release individual case management, employment readiness training, and employment services with an emphasis on assisting the formerly incarcerated with obtaining sustainable employment.<br><br>Employment service efforts include hosting job fairs; leveraging technology such as social media and the Website for Work to match qualified released offenders with employers; and, partnering with local community service providers offering job skills training such as basic computing skills, completing employment applications, resume writing, interviewing, and dressing for success.<br><br>Management requested this audit. | To determine the effectiveness of efforts to assist parole supervision clients in obtaining appropriate and sustainable employment. |

| PROJECT NUMBER | PROJECT TITLE, DIVISION(S) & PROJECT HOURS | JUSTIFICATION | OBJECTIVE |
|---|---|---|---|
| **2010** | **OIG Information System Security**<br><br>*Office of Inspector General*<br><br>Project Hours: 1476 | As the investigative and law enforcement entity for the Texas Department of Criminal Justice, the Office of the Inspector General investigates allegations of misconduct or criminal violations by agency employees, criminal violations occurring on agency property, and allegations of excessive or unnecessary use of force. As such, identifying, classifying, and safeguarding information resources is critical to the success of the Office of the Inspector General's investigatory processes.<br><br>To provide guidance to agencies in mitigating systems security risks, the Texas Department of Information Resources developed and published information security standards in the Texas Administrative Code, Title 1, Part 10, Chapter 202. All state agencies are required to have an information resources security program consistent with these standards. Chapter 202 further identifies owners, custodians, and users of information resources and defines responsibilities for the classification and protection of these information resources. | To evaluate the Office of the Inspector General's compliance with Chapter 202 of the Texas Administrative Code. |
| **2011** | **AD - 10.20 Program**<br><br>*Facilities Division*<br><br>Project Hours: 3280 | Identifying and reporting deficiencies to ensure facilities are maintained in proper operating order is the responsibility of every TDCJ employee. The Administrative Directive (AD) - 10.20 Program is a standardized facility deficiency detection and reporting process which is system wide and involves coordination and cooperation across multiple divisions. Employees are designated by department heads as the AD-10.20 representative responsible for deficiency detection within all department areas.<br><br>Using a daily inspection log, representatives for each area of responsibility conduct an inspection and record all deficiencies or safety and health hazards. Self-help issues (e.g. burned-out light bulbs and clogged toilets, drains and sinks, etc.) are identified, corrected, and documented by these representatives. All other identified deficiencies requiring repair are forwarded to the unit maintenance department for work order issuance and prioritization. | To determine the effectiveness of the AD – 10.20 Program. |

| PROJECT NUMBER | PROJECT TITLE, DIVISION(S) & PROJECT HOURS | JUSTIFICATION | OBJECTIVE |
|---|---|---|---|
| **2012** | **SAFPF/ISF Placements**<br><br>*Community Justice Assistance Division*<br><br>Project Hours: 1968 | The Continuum of Care for Substance Abuse Treatment is a statewide intervention model for offenders on community supervision who have substance abuse problems.  As alternatives to incarceration, substance abuse treatment intervention options include the use of secure Intermediate Sanction Facilities (ISF) and Substance Abuse Felony Punishment Facilities (SAFPF).<br><br>The Community Justice Assistance Division's Field Services, in coordination with local Community Supervision and Corrections Departments, place eligible offenders into these facilities for substance abuse treatment.  Offenders assessed as medium to high risk are placed in an ISF for substance abuse treatment up to 90 days.  Offenders assessed as high risk or have a history of treatment failure are placed in a SAFPF for a six month substance abuse treatment program.<br><br>Management requested this audit. | To evaluate the efficiency of processes to identify and place offenders in Substance Abuse Felony Punishment and Intermediate Sanction Facilities. |
| **2013** | **Unit Schedules**<br><br>*Correctional Institutions Division*<br><br>Project Hours: 2624 | Unit schedules are required to facilitate the management of both security and offender activities throughout 104 correctional facilities.  Developing and following unit schedules involves coordination and cooperation across multiple divisions.  Examples of scheduled unit activities include offender meals, showers and necessities exchange, recreation, commissary, education, healthcare appointments, and religious programs, as well as, various offender workforce turnouts to maintain and operate the facility.<br><br>The development of unit schedules requires the organization, optimization, and prioritization of unit activities within available timeframes while also ensuring a sufficient number of security staff are available to supervise the offender population. | To evaluate the effectiveness of aligning unit schedules with available security resources. |
| **2014** | **Program Referrals**<br><br>*Parole Division* | Offenders released on parole or mandatory supervision may have special conditions imposed by a parole panel requiring program participation and completion as a condition of their supervision.  Program referrals may also be made by the supervising parole officer should specific needs be identified to | To determine the effectiveness of the processes to identify Parole Division clients for |

| PROJECT NUMBER | PROJECT TITLE, DIVISION(S) & PROJECT HOURS | JUSTIFICATION | OBJECTIVE |
|---|---|---|---|
| | Project Hours: 1968 | assist the offender's reintegration within the community. Examples of these programs include anger control training and counseling, cognitive skills and parenting classes, battering intervention and prevention programming and domestic violence counseling, basic educational and vocational training, sex offender treatment and counseling, substance abuse treatment and counseling, substance abuse recovery support groups, special needs offender programming, and employment assistance and training.<br><br>Identifying, referring, and enrolling offenders into these programs is completed by the supervising parole officer during the offender's initial office visit or no later than five business days after the offender's initial report day or special condition imposition.<br><br>Management requested this audit. | programs and make appropriate referrals. |
| **2015** | **Action Plan Follow Up and Tracking**<br><br>*Internal Audit Division*<br><br>Project Hours: As needed. | We track implementation of audit recommendation action plans on an ongoing basis and determine if or when implementation verification is required. Based on our assessment, we perform audit follow up review and/or testing, as needed. This project encompasses our efforts for the review and tracking of those audit recommendations and their implementation status. | To determine the status of implementation for audit recommendations. |
| **2016** | **Various Walk Throughs**<br><br>*Internal Audit Division*<br><br>Project Hours: As needed. | Conducting walk throughs of functional areas enables the Internal Audit Division to update our risk analysis on a regular basis and ensures attention to those areas of the agency that would not otherwise be reviewed. | To assist in the development of future audit plans by increasing our knowledge of unaudited areas of the agency. |