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Merit Commission Audit

October 8, 2015

BACKGROUND

The Kane County Board established the Kane County Sheriff's Office Merit Commission (Commission) in 1966. The Commission is composed of three members: a chairman, a vice-chairman and secretary. The Commission meets monthly or at times of testing and screening applicants for positions with the Sheriff's Office. All deputized personnel of the Kane County (County) Sheriff's Office are under the jurisdiction of the Commission. The Commission ensures a fair and equal opportunity system for the employment, promotion, discipline and discharge of full-time deputy, sheriff, and merited rank positions.

The duties of the Commission are to accept applications and to screen applicants through written examinations, agility tests and oral interviews. Upon successfully qualifying applicants, the Commission prepares a certified list for the Sheriff's use. The Sheriff's Office conducts investigations of background, reputation, character, employment records, and a psychological test. The Commission also tests Sheriff's Office personnel for promotions and holds hearings on members of the Sheriff's Office when complaints have been filed in violations of the rules and regulations. The Commission also keeps a file on the deputy patrol officers and the corrections officers.

The Commission office is funded through the County's general fund 001.420. The table below presents the Commission's expenses for fiscal years ending 2013, 2014 and budget 2015.

	2013	2014	Budget - 2015
Salaries and Per Diems	\$68,753	\$73,306	\$74,638
Contractual Services:			
Testing	\$2,069	\$2,500	\$2,500
Trials and Costs of Hearing	\$240	\$2,000	\$2,000
Advertising	\$695	\$500	\$500
Employee Mileage Expense/Dues	\$6,477	\$6,300	\$6,300
Physical Agility Testing	\$3,210	\$3,000	\$3,000
Entrance/Promotional Testing	\$5,266	\$7,500	\$7,500
Commodities:			
Supplies*	\$862	\$1,000	\$4,750
Total	\$87,572	\$96,106	\$101,188

*Increase is due to an off year rotation recruitment of corrections officers. Because the corrections officers list had become depleted, the Sheriff requested additional recruitment in addition to the regular scheduled rotation of deputy officers in 2015.

SCOPE AND TESTING

The purpose of the audit is to determine compliance with the applicable Illinois Compiled Statutes and Kane County Ordinances and to evaluate internal control procedures regarding the rules and regulations of the Commission. The audit period covered the dates of December 1, 2013 through November 30, 2014. Review and testing included:

- Payments recorded in the New World System (NWS.)
- The roles of the three member Commission with the Commission Chairman regarding policies and procedures.
- Retention and destruction policies and procedures as outlined by the Secretary of State processes.
- Policies and procedures for public announcements regarding acceptance of applications, screenings, written examinations, agility testing, and verbal candidacy interviewing.
- Rotation process of hiring deputies and corrections officers in the appropriate designated rotation cycles (exception in 2015 as noted above in the financial table).
- The rules, regulations and promotions of current deputies and corrections officers.
- Policies and guidelines regarding disciplinary actions by the review board.

FINDINGS/RECOMMENDATIONS

Due to the 2015 correction officers recruitment (off year recruitment) costs, it is recommended that the Commission perform annual forecasting of deputy and correction officer rotation lists to project possible declines in eligible applicants from both lists. This would be beneficial in budgeting funds required for entrance, promotional testing and other costs related to preparing eligible lists of candidates.

Management response:

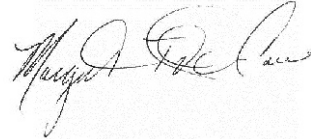
Neither Sheriff Kramer nor Chairman Wennmacher offered a response to the recommendation.

We would like to express our appreciation to the Commission Chairman, the Commission administration and Sheriff's Office for their generous assistance provided during this audit.

Respectfully Submitted,



Terry Hunt – Kane County Auditor



Margaret Todd-Cave – Staff Auditor