

August 29, 2014

The Honorable James J. O'Sullivan  
Sheriff  
City of Chesapeake  
401 Albemarle Drive  
Chesapeake, Virginia 23322

Dear Sheriff O'Sullivan:

We have completed our review of the Chesapeake Sheriff's Office (referenced as the "Department") for Fiscal Years 2012 and 2013. Our review was conducted for the purpose of determining whether the Department was providing services in an economical, efficient, and effective manner, whether its goals and objectives were being achieved, and whether it was complying with applicable City and Department policies and procedures of jail operations and financial administration regarding cash receipts, expenditures, and inventory.

We conducted this performance audit 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 conclusion 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.

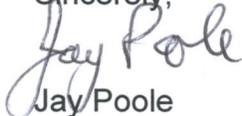
The Department operated and maintained the Chesapeake City Jail (City Jail) and the jail Work Force and Work Release programs. In addition, the Department served criminal warrants, orders, summons, and other civil processes issued by the courts, as well as probation and parole violations issued by the Probation and Parole Offices. The Department was responsible for maintaining order and security within the City's court buildings and provided support services to judges as situations dictated. Extraditions and the transportation of inmates also fell under the purview of the Department.

For Fiscal Year (FY) 2012-2013, the Department had an operating budget of over \$37.1 million and an authorized compliment of 400 full-time sworn and civil personnel. The Department received funds from Federal, State, and local sources. The Department's administration building and the City Jail was located in the Chesapeake Municipal Complex in Great Bridge.

Based on our review, we determined the Department had accomplished its overall mission of operating, and maintaining the City Jail, providing security services to the various courts, and process and warrant service. However, we did identify some issues that needed to be addressed. These issues included reducing use of non-PO vouchers, discontinuing use of locally created invoice numbers as well as fee, medical evaluation, staffing, safety, and maintenance issues.

This report, in draft, was provided to Department officials for review and response. Their comments have been considered in the preparation of this report. These comments have been included in the Managerial Summary, the Audit Report, and Appendix A. The Department's management, supervisors, staffs, and contractors, were very helpful throughout the course of this audit. We appreciated their courtesy and cooperation on this assignment.

Sincerely,



Jay Poole  
City Auditor  
City of Chesapeake, Virginia

c: The Honorable Alan P. Krasnoff and Members of the City Council  
James E. Baker, City Manager