

# AUDIT REPORT

## Department of Corrections: Change of Director Audit



Bill Bradbury, Secretary of State  
Cathy Pollino, Director, Audits Division

### Summary

#### PURPOSE

This audit was conducted in compliance with Oregon Revised Statute 297.210, which requires the Audits Division to perform an audit or review when the executive head of a state agency leaves that position for any reason.

After seven years of service, Dave Cook retired as the director of the Oregon Department of Corrections on June 30, 2002.

#### RESULTS IN BRIEF

We found that the department took appropriate actions. We did identify some issues relating to internal controls and compliance with certain state rules that were of lesser significance and did not warrant reporting in an audit report. We reported these issues to the department in Management Letter No. 291-2002-10-01.

### Background

The Department of Corrections (department) was established as a separate department by the Legislature in 1987. The mission of the department is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. The department is responsible for the central administration of state correctional institutions. In addition, the department provides administrative oversight and funding for county community corrections activities and is responsible for evaluating the performance of community corrections. The department also provides central information and data services regarding felons statewide.

### Audit Results

We found that the department took appropriate actions upon the former

director's separation from the department. We did note some issues relating to internal controls that are of lesser significance and did not warrant reporting in an audit report. Accordingly, we conveyed them to the department in Management Letter No. 291-2002-10-01.

### Objectives, Scope and Methodology

This audit was conducted in compliance with *Oregon Revised Statute* 297.210, which requires the Audits Division to perform an audit or review when the executive head of a state agency leaves that position for any reason.

Our audit objective was to ensure that appropriate actions were taken to protect state assets when the former director separated from the department. We determined whether his access to state automated systems was terminated; assets assigned to him were returned;

travel, payroll and other reimbursements submitted or approved by him were appropriate and in compliance with applicable laws and regulations; and whether recent personal service contracts were in compliance with applicable laws and regulations.

Specifically, our audit included a review of travel claims, payroll, access to assets, access to statewide and agency systems, personal service contracts, severance payments and any internal/external investigations of the former director.

Our audit work included inquiries of department personnel and examination of various policies and documents relating to our audit objectives.

The audit was conducted from July 2002 through August 2002 in accordance with generally accepted government auditing standards.

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*This report, which is a public record, is intended to promote the best possible management of public resources. Copies may be obtained by mail at Oregon Audits Division, Public Service Building, Salem, Oregon 97310, by phone at 503-986-2255 and 800-336-8218 (hotline), or internet at [Audits.Hotline@state.or.us](mailto:Audits.Hotline@state.or.us) and <http://www.sos.state.or.us/audits/audithp.htm>*

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*The courtesies and cooperation extended by the officials and staff of the Department of Corrections were commendable and much appreciated.*

***Auditing to Protect the Public Interest and Improve Oregon Government***

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