



AUDIT SUMMARY

Division of Criminal Justice

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Fiscal Years Ended June 30, 2021, 2022, and 2023

ABOUT THE AGENCY



The Division of Criminal Justice is responsible for the investigation and prosecution of certain criminal matters in the state, including traffic violations, housing court, juvenile

issues, misdemeanor crimes, and felony cases. Each state's attorney is responsible for the operations within their respective district. The Office of the Chief State's Attorney is responsible for the statewide administrative functions of the Division of Criminal Justice and provides administrative oversight, assistance, or guidance when it is requested.

ABOUT THE AUDIT

We have audited certain operations of the Division of Criminal Justice in fulfillment of our duties under Section 2-90 of the Connecticut General Statutes. The scope of our audit included, but was not necessarily limited to, the fiscal years ended June 30, 2021, 2022, and 2023. The objectives of our audit were to evaluate the:

1. Division's internal controls over significant management and financial functions;
2. Division's compliance with policies and procedures internal to the division or promulgated by other state agencies, as well as certain legal provisions; and
3. Effectiveness, economy, and efficiency of certain management practices and operations, including certain financial transactions.

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 conclusions 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.

[Link to full report](#)

8 Findings

3 Repeat Findings

Our audit identified internal control deficiencies; instances of noncompliance with laws, regulations, or policies; and a need for improvement in practices and procedures that warrant management's attention.

NOTEWORTHY FINDINGS



Findings



Recommendations

1. Our review of the Division of Criminal Justice's drug asset forfeiture receivable records as of June 30, 2023, continued to disclose \$43,526 in delinquent receivables, including one dating back to 1998. Of this amount, the City of Bridgeport has \$18,174 in receivables for 21 cases, which includes \$2,327 of receivables for which we could not determine how long they were outstanding.

Recommendation: The division should strengthen internal controls over drug asset forfeiture receivables to comply with the State Accounting Manual.
2. The division continues to use paper timesheets rather than the electronic Core-CT process.

Recommendation: The division should implement the electronic Core-CT Employee Self-Service timesheet process to improve its ability to promptly and efficiently process and monitor employee time and labor.
3. In our review of ten new hires and two promotions we found the division did not maintain proper supporting documentation or lacked required approvals for three new hires and one promotion.

Recommendation: The division should strengthen internal controls to ensure the hiring and promotion process is adequately supported in accordance with its policies and procedures.
4. Our review of 20 employees' medical leaves of absence disclosed nine instances in which the division did not have the required certificates on file and three instances in which it had incomplete or insufficient information on file.

Recommendation: The division should continue to improve its monitoring of employee medical leave to ensure its employees provide medical certificates using a standard form prescribed by the Commissioner of Administrative Services.
5. Our review of 120 monthly vehicle usage reports for ten pool and ten assigned vehicles found four employees submitted eight reports between two days and six months late, four supervisors and one employee did not sign and/or date nine reports, one employee signed two reports before recording all mileage for the month and three reports included mileage errors.

Recommendation: The division should strengthen internal controls over its vehicles to ensure compliance with established policies and procedures and the efficient use of state resources.