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February 16, 2005

Ronald E. Schleuter, Chief
Monroe Police Department
700 Wood Street
Monroe, LA 71201

Dear Chief Schleuter,

During our audit of the Prosecuting Division of the City of Monroe Legal Department (City Prosecutor), we examined certain records, processes, and procedures of the Monroe Police Department (MPD) as they relate to the City Prosecutor. As a result of this examination, certain matters came to our attention that we bring to the attention of management for consideration. We offer the following comments and suggestions.

Louisiana law¹ requires the chief administrative officer to:

- (1) issue citation books;
- (2) maintain a record of each book;
- (3) maintain a record of each citation contained in each book including those damaged or voided;
- (4) maintain a record of who each book and citation was issued to; and
- (5) require a receipt for each book issued.

This law also requires the chief administrative officer to maintain a record of the disposition of each citation including those damaged and voided.

¹ **Revised Statute 32:398.1A** provides, in part, that all traffic enforcement agencies shall provide traffic citations in appropriate form containing notices to appear, which shall be issued in books with citations in quadruplicate.

Revised Statute 32:398.1B provides, in part, that the chief administrative officer shall issue these books, maintain a record of each book and each citation contained therein issued to all individual members of the traffic enforcement agency and shall require and retain a receipt for each book issued.

Revised Statute 32:398.2D provides, in part, that the chief administrative officer shall require all traffic officers under his supervision to return to him a copy of every traffic citation which was issued by the officer for the violation of a traffic law or ordinance, and in addition shall require the return of all copies of every traffic citation which has been spoiled or upon which an entry has been made without having issued the citation to the alleged violator.

Revised Statute 32:398E provides, in part, that the chief administrative officer shall also maintain in connection with every traffic citation issued by an officer under his supervision a record of the disposition of the charge by the court.

Ronald E. Schleuter, Chief
Monroe Police Department
February 16, 2005
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Though citation books are issued properly and citations written are entered into the MPD computer system, there is no reconciliation to ensure that all citations issued to officers are entered into the computer. In addition, the disposition of all citations is not maintained by the MPD. The MPD should ensure accountability for each citation issued and its disposition.

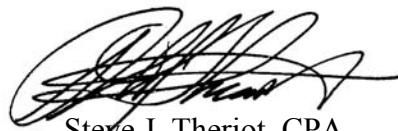
This could be accomplished by maintaining documentation that contains the history of the citation. For each citation issued, documentation should be maintained that reflects the date of issuance; the issuing officer; the cited offense; the court date; the disposition of the citation, including damaged and voided citations; and the fine, if any, paid. As new citation books are issued, the MPD should ensure that all previously issued books and citations have been turned in to be recoded in the computer. In addition, the MPD should, on a daily basis, update the disposition of citations to reflect current status.

Finally, having written policies and procedures will strengthen the MPD's current practices. Written policies and procedures also provide a framework for present and future employees to perform the business operations necessary to provide accurate accountability of assets and help prevent fraud.

Under Louisiana Revised Statute 24:513, this letter is distributed by the Legislative Auditor as a public document.

I trust that this information will assist you in the efficient and effective operations of the MPD. Should you have any questions, contact me at (225) 339-3839.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve J. Theriot", written over a horizontal line.

Steve J. Theriot, CPA
Legislative Auditor

ERH:JLM:DGP:dl

MPD05



Monroe Police Department

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Ronald E. Schleuter
Chief of Police

James E. Mayo
Mayor

January 21, 2005

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Major Leon Price
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ATTN: STEVE J. THERIOT
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Mr. Steve Theriot,

Thank you and your staff for bringing the traffic citation issue to my attention. Since my appointment in October 2003 I have found several procedural areas that needed modification. I have briefed my staff regarding this matter and corrective action is being taken.

If I or department can be of further assistance please feel free to contact us. Again, thank you for your time and consideration regarding this issue.

Respectfully,

Ronald E. Schleuter
Chief of Police

RES/ct

To Protect
And Serve