



June 2, 2025
AUDIT
REPORT NO. 25-01

Performance Audit of Police-Support/City Jail Bureau

| REPORT HIGHLIGHTS: | PAGE: |
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| • Lack of preventative maintenance schedule for the power generator | 5 |
| • No formal checklist for items such as toilets and handwashing lavatories | 5 |



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The Council
City of Shreveport

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June 2, 2025

Councilwoman Tabatha Taylor
Chairman, Shreveport City Council

Dear Councilwoman Taylor:

Subject: Audit No. 25-01 – Performance Audit of Police-Support/City Jail Bureau

Attached please find the report mentioned above. Management comments are included in the report.

Sincerely,

Leanis L. Steward

Leanis L. Steward, CPA, CIA
City Internal Auditor

TS

EXECUTIVE SUMMARY

Performance Audit of Police-Support/City Jail Bureau

Why We Did This Audit

We have completed an audit of Police Support – City Jail Bureau. This audit was conducted as one of our regularly scheduled audits included in the Annual Audit Plan developed by the City Internal Auditor.

Our objective was to determine the adequacy and effectiveness of internal controls over the safety and well-being of inmates and jail staff.

What We Recommended:

- Develop a preventative maintenance schedule for the emergency power generator.
- Establish a formal checklist for items such as toilets and handwashing lavatories inside the City Jail.

What We Found

The City of Shreveport City Jail houses inmates with misdemeanor offenses such as drunk driving, petty theft, drug paraphernalia.

The jail can house up to 300 inmates and there were about 58 inmates housed at the jail at the start of the audit.

There were 29 working jailers including the Jail Superintendent (25 full time and 4 part time). There was funding for 38 jailers to work at the jail.

Shreveport City Jail began working with other city partners to begin the process of improving and upgrading the City Jail utilizing voter-approved bond money. The upgrades started in 2024 such as new chairs and equipment in the admission area and upgrades to the Alpha dormitory area.

We did not observe any violations for areas inside the jail such as intake, kitchen, and inmates medical.

We have identified the following areas that need improvement:

- Power generator for handling emergency situations
- Critical items such as working toilets and handwashing sinks for inmates' well-being and health

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Introduction

The Performance Audit of Police Support - City Jail Bureau aims to assess the operational processes, internal controls, and performance of the City Jail. The audit focused on City Jail management's adherence to applicable laws and regulations, as well as evaluated the efficiency and effectiveness of current operations and controls. The audit encompassed a thorough review of the City Jail's daily operations to ensure that they are optimized to meet the controls documented within the City Jail Manual 2019.



Shreveport City Jail. Source: Internal Audit



AUDIT NO. 25-01 December 3, 2024

There is one (1) finding and two (2) recommendations in this report. [Appendix A](#) contains the risk descriptions for the recommendation risk levels throughout the report.

The objective of this audit was to:

- **Determine the adequacy and effectiveness of internal controls over the safety and well-being of inmates and jail staff.**

Scope and Methodology

The scope of this audit was limited to the Police Department City Jail. The period reviewed was from January 2022 to December 2023. To answer our objective, we reviewed relevant internal controls and developed audit procedures that included, but were not limited to, the following:

- Interviewed management to enhance the understanding of the process
- Reviewed City Ordinances pertaining to the City Jail
- Reviewed City Jail Manual 2019
- Reviewed the Odyssey Data Management System
- Observed City Jail operations

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, conclusions, and recommendations based on our audit objectives.

The Internal Audit Office expresses appreciation to the management and personnel of the Police Department City Jail for their cooperation and assistance provided during the audit.





Objective: Determine the adequacy and effectiveness of internal controls over the safety and well-being of inmates and jail staff.

Finding 1: Maintenance Issues

The emergency power generator is a critical part for the operation of the City Jail. It provides emergency power for command modules, doors, locks, cameras, and other critical equipment within the jail.

If there was a problem with anything within the Jail, management would contact maintenance from SPAR or third-party outside vendors to fix problems with equipment, but there is no formal preventative maintenance for the power generator.

Other items related to inmates' health and welfare such as handwashing sinks and toilets do not have a formal checklist to regularly inspect to ensure they are in good working order.

Louisiana State Health Inspectors make in-person inspections at facilities that provide food to consumers. Violations fall into two main categories, (1) Critical, (2) Non-Critical. Critical violations, if left uncorrected, are more likely to directly contribute to food contamination or illness. Non-Critical violations are not directly related to the cause of food borne illness, but if left uncorrected, could become critical.

The State Health Inspectors reported in July 2024 critical violations for hot water not working for some food equipment and handwashing, cold water not working for handwashing, and toilets not working in several areas.

Per the State Health Inspectors, handwashing sinks and toilets are critical items related to inmates' well-being and health, therefore, they should be in working order in order to provide adequate health and basic hygiene standards for inmates.

Recommendation:

- 1.City Jail management should have a formal maintenance schedule for the emergency power generator. The generator should be tested regularly to ensure it is ready whenever the power goes out.
- 2.City Jail management should have a formal checklist for critical items for inmates' health and hygiene such as handwashing sinks and toilets. **Risk: High**



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Management Response:

The generator runs test every night around 0200hrs, also the jail is in the process of getting a 200KW generator to run the power of the whole entire jail. Maintenance issues are sent out on a daily basis when something is broken and needs to be fixed. Hygiene items are passed out daily and placed on the check list, also Byrnes Mechanical Contractors are in the process of fixing all Maintenance issues including replacing all broken items. We are currently waiting on a Water Tank to be delivered for water pressure issues. The City Jail was inspected on 04/16/2025.

Due Date: 6 to 12 Months





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December 3, 2024

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c: City Council
Clerk of Council
Mayor
Chief Administrative Officer
Carr Riggs and Ingram
City Attorney
Police Chief
City Jail Superintendent



Appendix A: Findings Risk Ranking Criteria

The chart below summarizes our evaluation of risk for the recommendations outlined in the report. Each recommendation was assessed at a high, medium, or low risk level based on a qualitative assessment of exposure and/or corrective action priority.

| Risk Levels | Risk Description |
|--------------------|--|
| High Risk | Represents a significant level of risk exposure to city assets, public safety, or achievement of objectives or mission. Corrective action should have the highest priority. |
| Medium Risk | Represents a moderate level of risk exposure to the city from extensive operating inefficiencies or high-level non-compliance issues. Corrective action should occur expeditiously. |
| Low Risk | Represents a minimal level of risk exposure to the city from inefficiencies or low-level non-compliance issues. Corrective action should occur as appropriate. |