

## Supplement to Submitted Audit Report

**Audit Title:** Milwaukee County Jail Correctional Management Review

**Submission Date:** November 2024

**Prepared By:** Stephen Spaulding, Audit Program Manager / Company Managing Director

**Purpose of Supplement:** This document serves as a supplement to the previously submitted audit report dated October 2024. The purpose of this supplement is to provide additional clarifications, updates, or corrections identified post-submission at the Committee on Audit hybrid meeting held on Monday, December 2, 2024.

### Section 1: Additional Supporting Data

Table of Contents is provided below.

### Section 2: Updates to Report

#### 1. Cover Letter – Page 3:

- **Add the signature line:**  
Stephen Spaulding  
Audit Program Manager  
Creative Corrections Managing Director

#### 2. Correctional Staffing: (See Attachment A) – Page 30:

- **Add verbiage to clarify Staffing Analysis (Attachment A) Page 36:**  
During the audit, the security subject matter expert conducted a staffing analysis of the correctional department. The staffing analysis involved identifying all correctional posts within MCJ and classifying them as 5-, 6-, or 7-day posts. After identifying these posts, a relief factor was developed, incorporating various factors such as staff days off, vacation, training, and sick leave. This relief factor is then applied to the actual posts to ensure adequate staffing levels for the MCJ operation. The red highlighted positions on the staffing analysis (attachment A) indicate a need to further justify if these positions are needed.

#### **Recommendation:**

The Jail Administrator of MCJ and their leadership team should consult with the security subject matter expert to thoroughly review the correctional roster and identify the requirements to meet the facility's security needs. This roster management plan could reduce overtime and enhance staff work-life balance.

3. **Add “Attachment B” to the Occupant Questionnaire Result – Page 37**
  4. **Add “Attachment C” to the MCJ Mental Health and Medical graph – Page 38**
  5. **Add “Attachment C” to the MCJ Administration & Supervision graph – Page 39**
  6. **Add "Attachment C" to the MCJ Employee Engagement graph – Page 40**
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## **Conclusion**

This supplement aims to enhance the accuracy and utility of the submitted audit report. The additional information and corrections provided herein are intended to ensure stakeholders have the most reliable and comprehensive data for decision-making.

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