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JOHN P. DALEY
Chairman
Committee on Finance

**Commissioner – 11th District
Cook County Board of Commissioners**

May 19, 2015

The Honorable Tom Dart
Cook County Sheriff
Richard J. Daley Center
50 W. Washington, Room 704
Chicago, IL 60602

Dear Sheriff Dart:

In regards to the upcoming Audit Committee meeting I have some questions regarding # 15-2859, the Sheriff's Office Department of Corrections Payroll Overtime Processes Audit Report. These include:

- 1) In regards to the large overpayment, will the controls that have been implemented keep this from happening again?
- 2) What guidelines or policies are provided to the shift supervisors for assigning overtime to ensure proper justification is provided and how is the justification documented when overtime is approved?
- 3) Has the practice of timekeepers maintaining a separate handwritten form been discussed with the Merit Board to determine if a more efficient and reliable method could be implemented such as running a report from the system that is based on the same data?
- 4) Do you track and report on overtime by the business unit where the overtime actually occurred to help better manage the large volume of overtime?
- 5) Will you be implementing written policies and procedures to formalize the overtime controls?

Sincerely,


John P. Daley
Cook County Commissioner

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