



Audit of Municipal Court Case Filings

City of Milwaukee

Internal Audit Division

April 2022

Agenda

- Scope & Objectives
- Procedures
- Conclusions
- Results
- Findings

Audit Scope and Objectives

Scope

- The scope of the audit included cases filed with the City of Milwaukee Municipal Court from January 1, 2020 through April 30, 2021.

Objectives

- Ensure adequate internal controls exist over the Municipal Court case filing process and are operating effectively.
- Evaluate the case filing interdepartmental process for operating efficiencies and compliance with City ordinance and State statutes as applicable.

Audit Procedures

Audit activities consisted of:

- Process walkthroughs
- Observations
- Testing of controls

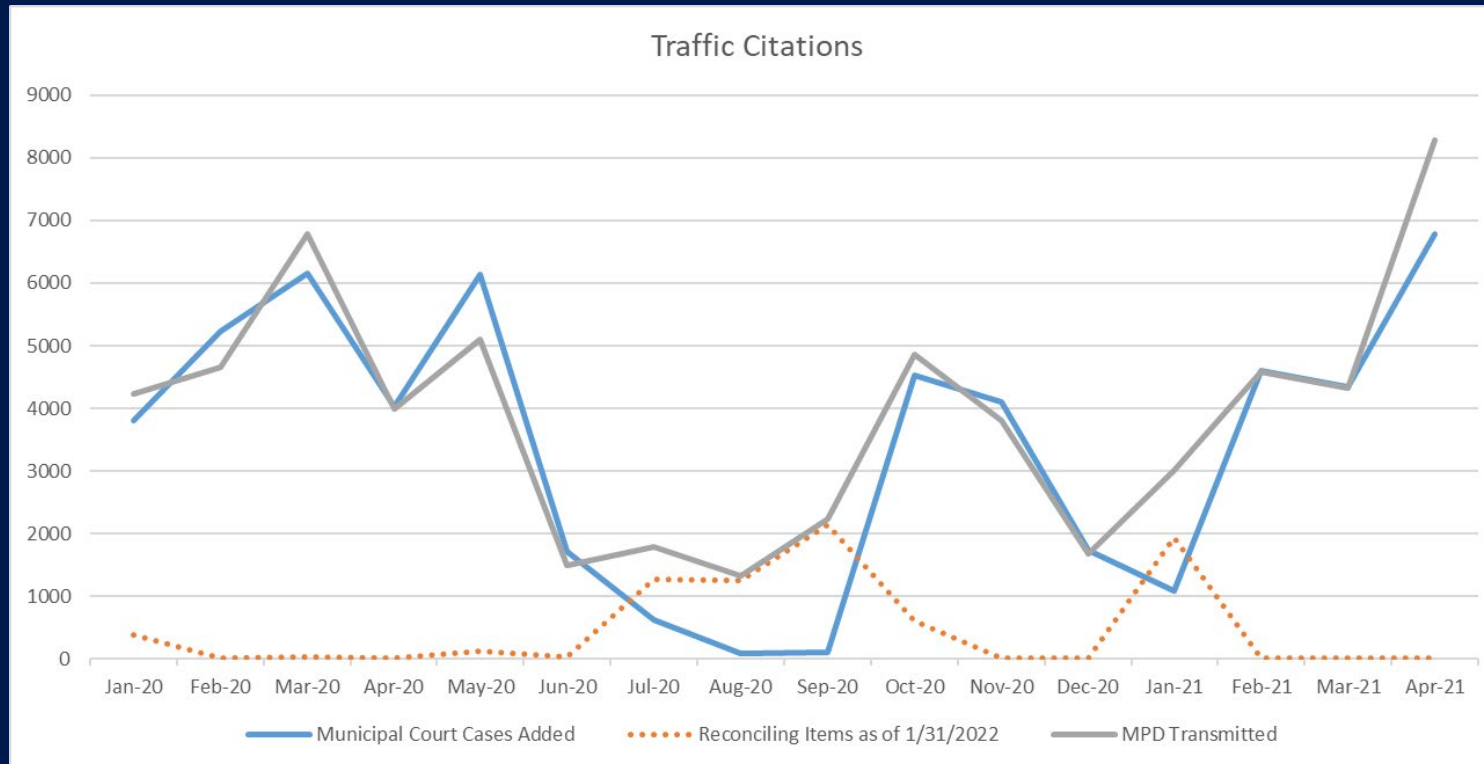


Audit Conclusions

Monitoring controls are not adequately designed to ensure that MPD-originated citations are received by Municipal Court.

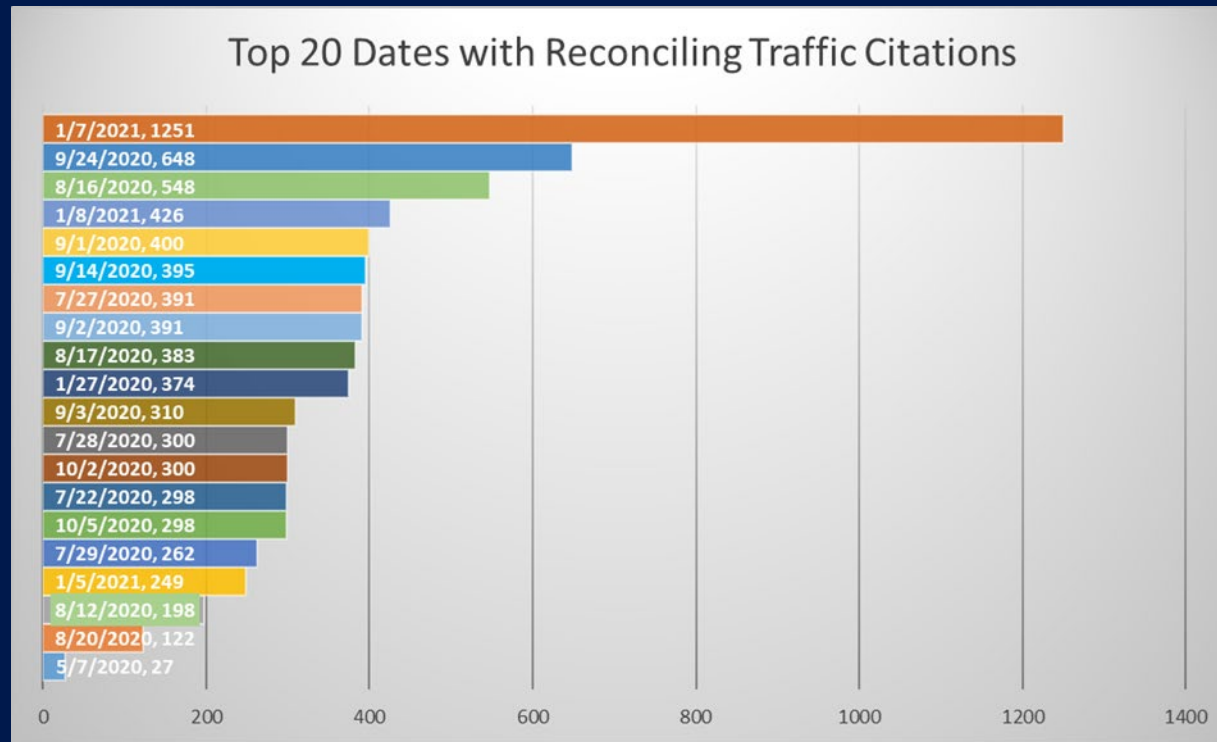
Controls over the transmission of citations originated by DPW, DNS, and MHD are adequately designed and operating effectively.

MPD Reconciling Traffic Citations



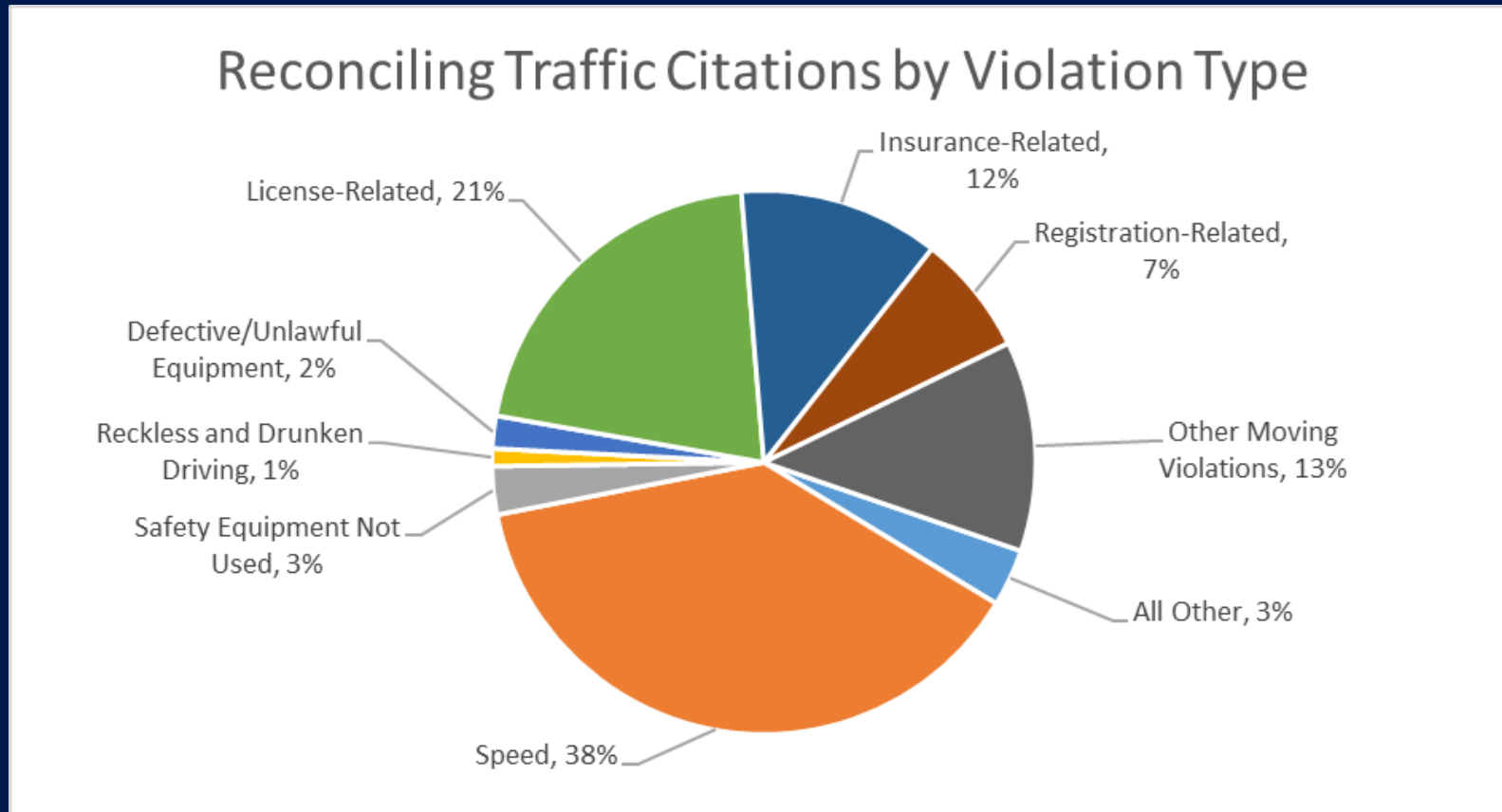
- Significant reconciling traffic citations still exist from July through October 2020 and January 2021
- 7,820 traffic citations on MPD report as sent, but not on Municipal Court report as received

Top 20 Dates with Reconciling MPD Traffic Citations

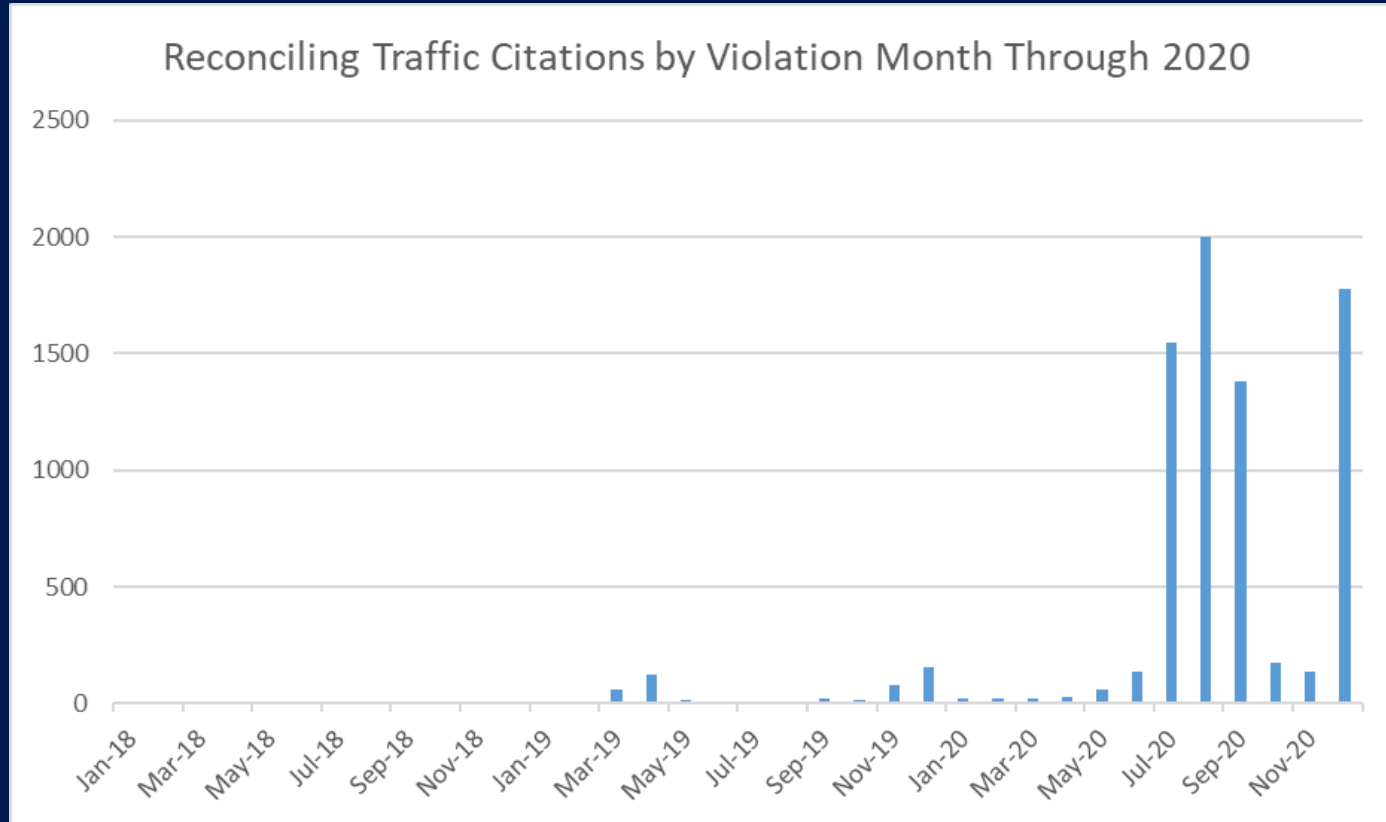


- Top 20 dates represent 97% of the reconciling traffic citations during the audit period from 1/1/2020 through 4/30/2021

Reconciling Traffic Citations by Violation Type

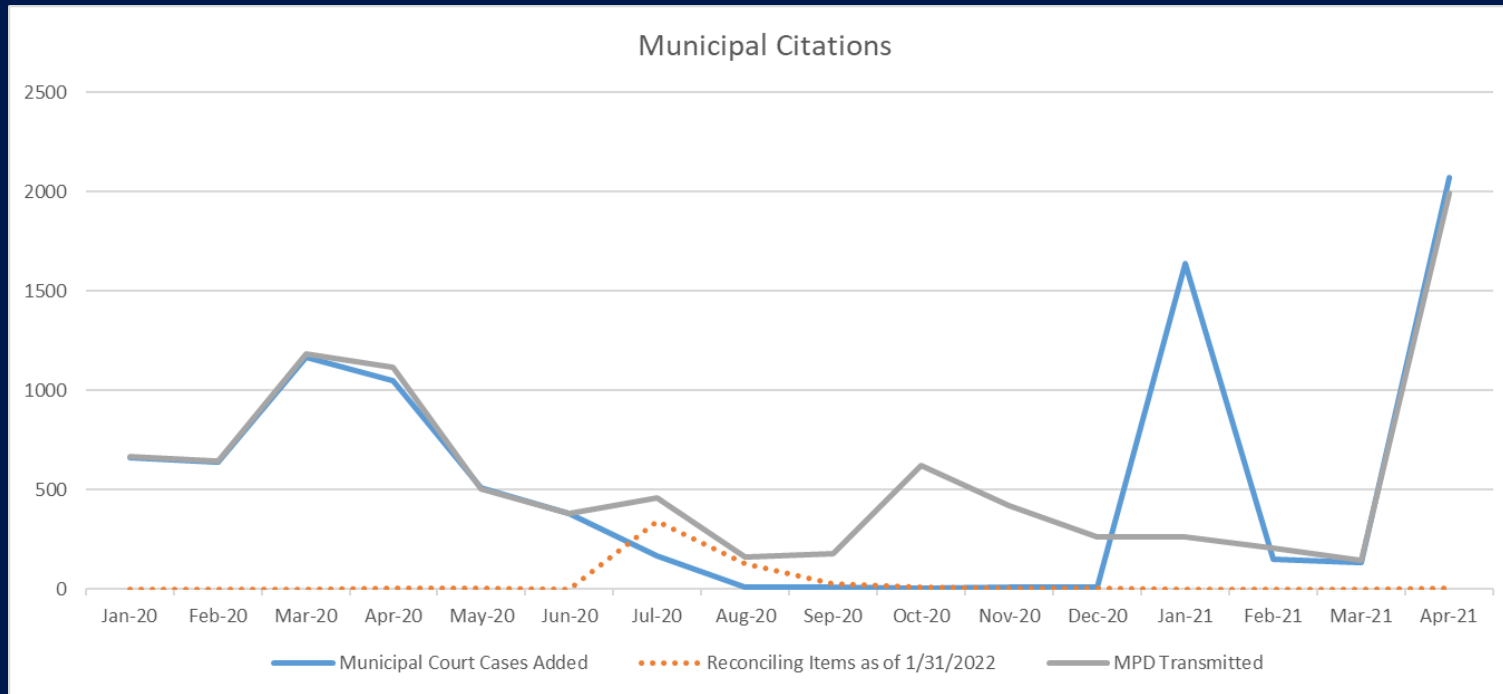


Violation Months of Reconciling Traffic Citations



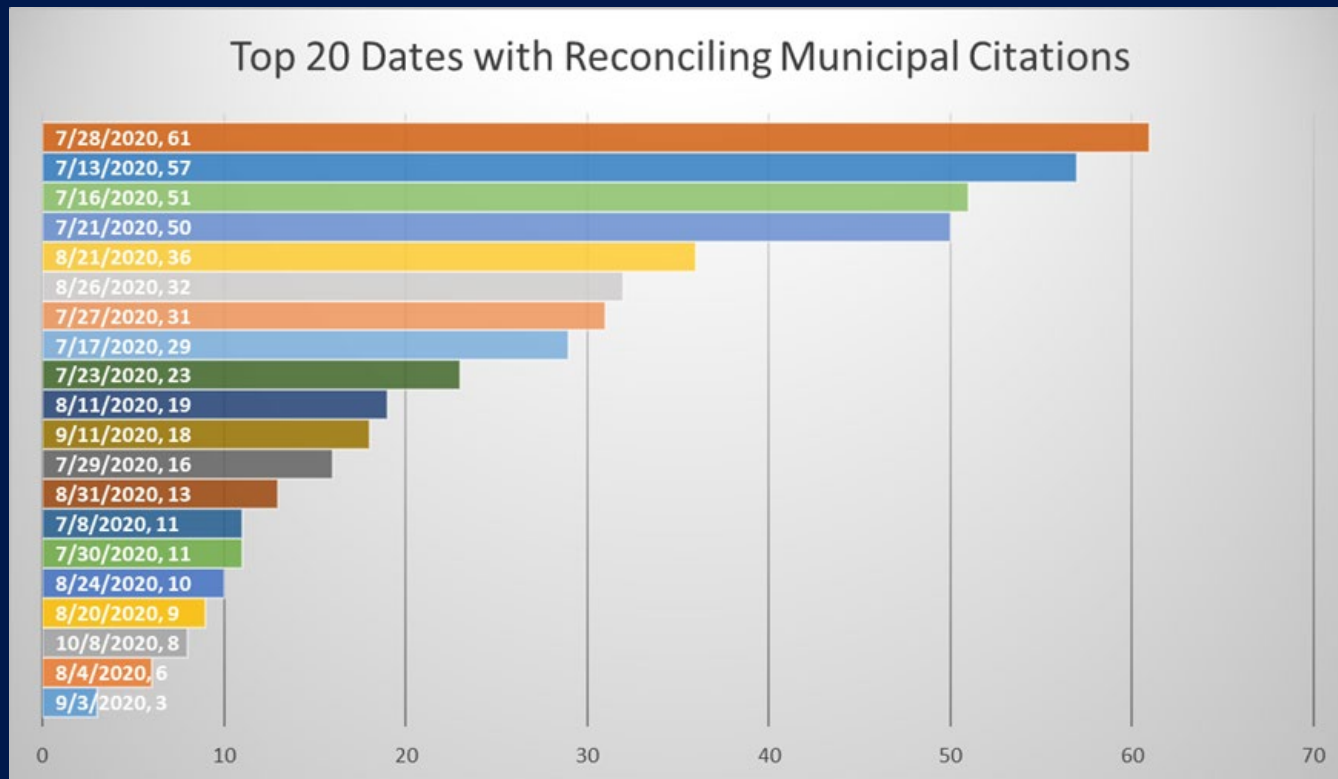
- The vast majority of reconciling traffic citations are within the 2 year window from violation date for reissue

MPD Reconciling Municipal Citations



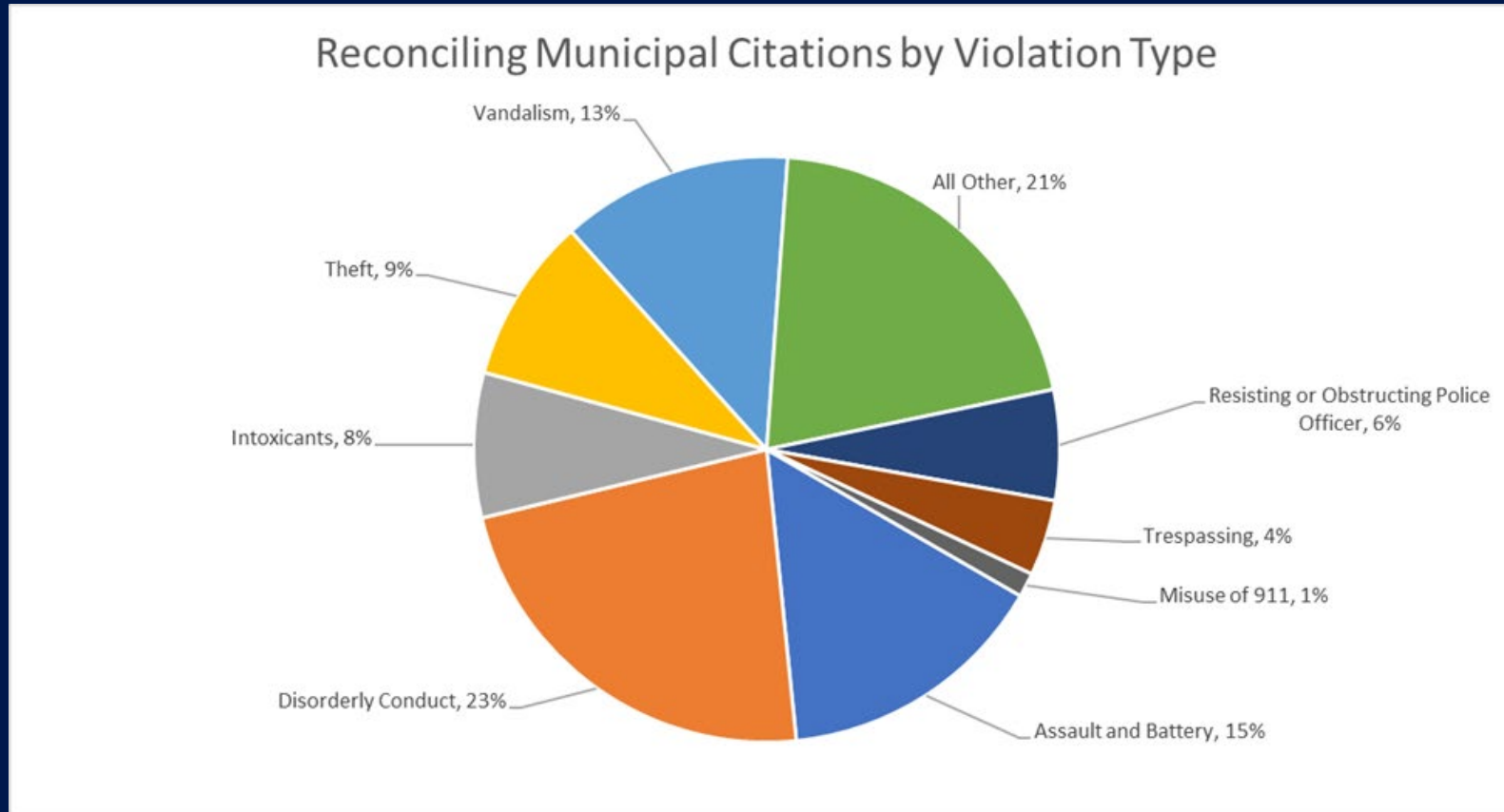
- Significant reconciling items remain from July through September 2020
- 525 municipal citations on MPD report as sent, but not on Municipal Court report as received

Top 20 Dates with Reconciling MPD Municipal Citations

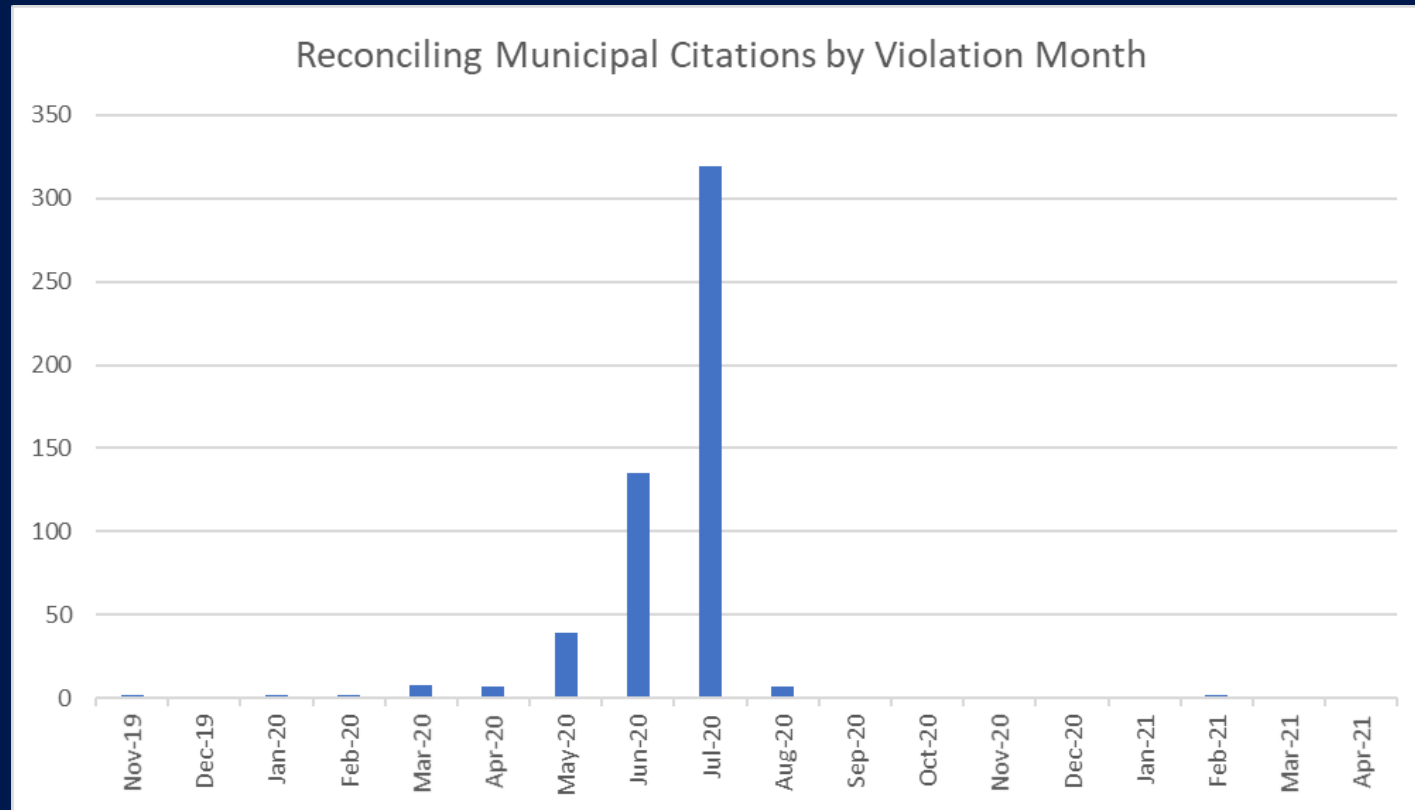


- Top 20 dates with reconciling municipal citations represent 94% of the reconciling municipal citations during the audit period from 1/1/2020 through 4/30/2021

Reconciling Municipal Citations by Violation Type



Citation Dates of Reconciling Municipal Citations



- The vast majority of reconciling municipal citations are within the 2 year window from violation date for reissue

Other Results

Citations sent by DPW/Duncan, DNS, and MHD were materially received by Municipal Court. Internal Audit conducted full population testing of DPW/Duncan, DNS, and MHD and the number of reconciling items were minimal.

Audit Finding #1

- **Finding:** Municipal Court did not receive 7,820 traffic citations and 525 municipal citations intended to be transmitted by MPD.
- **Risk:** Cited individuals may not be held accountable. Additionally, loss of potential judgment income.
- **Risk Severity:** High.
- **Recommendation:** MPD should evaluate for reissuance the citations not received. Additionally, MPD and Municipal Court should create a process for identifying, at least quarterly, citations MPD intended to send that Municipal Court did not receive.

Audit Finding #2

- **Finding:** Duncan Solutions, the vendor for parking, did not transfer \$1,073 to Municipal Court for citations sent to Court. Nineteen related cases had an outstanding Municipal Court judgment and 108 cases had no outstanding judgment.

The process is as follows: a person with a parking ticket must make a request of Duncan Solutions to set it for a Municipal Court hearing. Duncan Solutions schedules the Court date, then provides the Municipal Court and the defendant with the information. This action transfers jurisdiction of the matter to the Municipal Court and all payments must be made there. If Duncan Solutions accepts payment and does not transfer it to the Municipal Court, a hearing will be held. The defendant, unaware that payment has not been applied may ignore the hearing date. Without any payment noted on the case, on the day of the hearing if the defendant is absent the Municipal Court will enter a default judgment of guilty and a court alternative to payment: a vehicle registration denial. If a defendant then ignores the Notice of Judgment from the Court, 100 days post-judgment the alternative will be enforced.

Audit Finding #2 (Continued)

- **Risk:** People issued citations may lose their ability to renew their car registration. Additionally, loss of income from remittances not received from Duncan.
- **Risk Severity:** Medium.
- **Recommendation:** DPW Parking should work with Duncan for Duncan to regularly monitor for payments made on citations after the citations have been transferred to Municipal Court. DPW Parking should then work with Municipal Court to determine whether payment needs to be transferred to Court or returned to the defendant and then advise Duncan to take immediate action.



Request to Enter Closed Session



Thank You.

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