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**INTERNAL AUDIT DEPARTMENT**

Job No. 2442

May 20, 2004

TO: Tony Rackauckas  
District Attorney

SUBJECT: Report on Control Self-Assessment by the Assistant District Attorneys

Attached is Internal Audit's final report on the Control Self-Assessment by the Assistant District Attorneys. Thank you for your courtesy and cooperation.

A handwritten signature in cursive script that reads "Peter Hughes".

Dr. Peter Hughes, CPA  
Director, Internal Audit

/PH:nmi

Attachment

cc: Members, Board of Supervisors  
Members, Audit Oversight Committee  
James D. Ruth, County Executive Officer  
Foreman, Grand Jury  
Darlene J. Bloom, Clerk of the Board of Supervisors  
Chuck Middleton, Chief Assistant District Attorney



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## INTERNAL AUDIT DEPARTMENT

DATE: May 20, 2004

TO: Tony Rackauckas  
District Attorney

SUBJECT: Control Self-Assessment by the Assistant District Attorneys  
(Job Number 2442)

The Internal Audit Department facilitated two Control Self-Assessment (CSA) workshops in the District Attorney's Office. CSA workshops were held with the Branch Court Assistant District Attorneys and Vertical Unit Assistant District Attorneys.

After the workshops, we provided the participant teams with workshop summaries showing their perceived strengths and concerns. As part of the process, each team prepares an internal action plan to address the issues brought forward during the workshop. We received action plans from each of the two workshops, which included items that had been initiated, planned, or were under development to address their issues.

Following each workshop, the facilitators asked participant teams to evaluate the CSA process by anonymously voting on five standard quality assurance statements. The participants reflected high ratings for the CSA process and their individual workshops as indicated by their voting. The average scores from the 16 participants evaluating the CSA process are shown below.

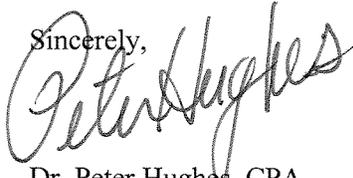
A score of 7 indicates the participants strongly agree with the statement. A score of 4 indicates they neither agree nor disagree. And a score of 1 indicates the participants strongly disagree with the statement.

Evaluation Statement	Average Score
I understand the purpose of Control-Self Assessment.	5.82
The workshop helped to highlight issues significant to this team.	5.88
I was able to express my opinions freely.	6.63
The (Internal Audit) facilitators did a good job.	6.44
I would recommend this process to other teams.	5.69

Tony Rackaukas  
May 20, 2004  
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If you have any questions or if I can be of further assistance, please do not hesitate to call me.

Sincerely,

A handwritten signature in cursive script that reads "Peter Hughes". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Dr. Peter Hughes, CPA  
Director, Internal Audit

/PH:nmi

cc: Members, Board of Supervisors  
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