



## COUNTY OF PLACER

## OFFICE OF AUDITOR-CONTROLLER

ANDREW C. SISK, CPA  
Auditor-Controller  
E-mail: [asisk@placer.ca.gov](mailto:asisk@placer.ca.gov)

NICOLE C. HOWARD, CPA  
Assistant Auditor-Controller  
E-mail: [nhoward@placer.ca.gov](mailto:nhoward@placer.ca.gov)

June 19, 2014

Mr. Marshall Hopper, Chief Probation Officer  
Placer County Probation Department  
2929 Richardson Drive, Suite B  
Auburn, CA 95603

Re: "VW" Document Types Review

Dear Mr. Hopper:

The Internal Audit Division of the Auditor-Controller's Office performed a review of confidential "VW" document types generated by County Departments during the period from January 1, 2013 through December 31, 2013. Confidential "VW" documents are those that contain "personal information" as deemed by the California Civil Code Section 1798. The term "personal information" means any information in any record about an individual that is maintained by an agency, including, but not limited to, his or her education, financial transactions, medical or employment history.

The purpose of this review was to determine whether adequate internal controls exist to provide reasonable assurance that document type "VW" is used appropriately, "VW" payments are properly authorized, documentation is adequately retained and supports the payment and sensitive information is not being submitted to our office, in accordance with County policy.

Based on our review, internal controls over document type "VW" are operating as designed within the Probation Department. We appreciate the Department staff's courtesy and cooperation throughout the course of this review.

Respectfully,

Nicole C. Howard, CPA  
Assistant-Auditor Controller

cc: Chris Artim, Senior Administrative Services Officer  
Placer County Audit Committee