

# Workplace Issues Documentation Journal

**Employee:** Jaleesa King  
**Position:** Court Administrator  
**Department:** Municipal Division  
**Date Started:** April 2025

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## Purpose

This journal documents financial, administrative, and procedural issues discovered during the course of employment. All entries are factual observations made during normal job duties.

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## Issues Identified

### 1. Undeposited Money Orders

**Date Discovered:** [05/14/2025]

**Issue:** Old money orders found that were never deposited into bank accounts (neither Simmons nor Regionals accounts).

**Status:** Some money orders had a date that passed the limitations for deposit; most were successfully deposited to bank account in the month of June 2025

**Notes:**

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### 2. Deposit Routing Discrepancies

**Date Discovered:** 05/14/2025

**Issue:** Money orders, checks, and cash deposits are processed through:

- Digital Check Teller Scan (for checks or money orders)
- Loomis (for cash)

Upon investigation, cash deposited via Loomis was not linked to the Show Me Courts (SMC) accounts as expected:

- Expected accounts: ending in -1209 or -8062
- Actual deposit location: account ending in -4945 (confirmed by bank representative)

**Status:** Under investigation

**Notes:**

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### **3. Unsigned Tickets**

**Date Discovered:** [05/05/2025]

**Issue:** Multiple tickets found that were never signed by the PA's (Prosecuting Attorney's) office.

**Status:** Pending resolution

**Notes:**

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### **4. Improper Storage of Confidential Files**

**Date Discovered:** [04/21/2025]

**Issue:** Confidential files were stored in an unlocked location, creating a security risk and potential compliance violation.

**Status:** Completed on 07/02/2025-JK

**Notes:**

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### **5. Improper File Retention**

**Date Discovered:** [04/21/2025]

**Issue:** Files have not been properly retained according to established retention policies and procedures and mixed with city files.

**Status:** Ongoing concern

**Notes:**

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### **6. Incomplete Administrative Orders**

**Date Discovered:** [April 2025]

**Issue:** Administrative orders have not been completed dating back to 9/16/2024. This predates my hire date of April 2025 by approximately 7 months.

**Status:** Backlog requiring attention

**Notes:** Majority of warrants have been recalled due to judge admin order and majority of cases 12/31/2015 and before (w/ no fines assessed and the exclusion of non minor traffic violations) have been dismissed

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## 7. Missing Credit Card Machine Deposit Trail

**Date Discovered:** [May 2025]

**Issue:** Credit card machines labeled for court use show no trail of where funds were deposited. No deposits reflected in court accounts:

- Account ending in -1209
- Account ending in -8062

**Status:** Under investigation

**Notes:**

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## 8. Open Bonds in Legacy System

**Date Discovered:** 09/10/2025

**Issue:** In the legacy system (IMDS+), there are over \$30,000 worth of open bonds that require reconciliation.

**Status:** Requiring immediate attention

**Notes:** Currently pulling files that are able to be located

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## 9. Bank Reconciliation Not Performed

**Date Discovered:** 06/17/2025

**Issue:** Bank reconciliation has not been completed since before my hire date (April 2025). This represents a significant gap in financial oversight.

**Status:** Critical issue requiring immediate attention

**Notes:** As of 12/01/2025 reconciliation is still being completed as communicated by OSCA Accounting Manager-Angela Fisher

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## 10. Miscellaneous Money

**Date Discovered:** [05/14/2025]

**Issue:** There was over \$200 worth of cash in courts cash till (Total:381.50)

**Status:** \$181.50 of Money was deposited into bank account ending in -8062

**Notes:**

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## 11. Court Account Overdrawn

**Date Discovered:** [06/11/2025]

**Issue:** Account overdrawn after sending monthly checks

**Status:** city deposited \$5000 on 6/12/2025 and OSCA is currently doing bank reconciliation to help clarify how this issue came about; still ongoing and anticipating an update by the end of the week of 12/1/2025

**Notes:**

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## 12. Tickets filed past court dates

**Date Discovered:** [ONGOING ISSUE]

**Issue:** Traffic tickets are being filed a few days before court date or after court date passes

**Status:** ONGOING ISSUE

**Notes:** Spoke with officers and PA Assistant; issue tends to have been resolved as of December 2025

Filing Ref/Confirmation No	Case Id	Style of Case/Name	Docket Filed	View Documents	Filing Source	Filer	Court Date	Nature of Action	Submission Date	U
121377508		COURTNEY HENDERSON	FREDI		PA	56207	08/13/2025 18:00:00	O - Ordinance Unassigned 1 - Domestic Assault	10/03/2025 14:10:34	
121377539		COREY BRYANT	FREDI		PA	56207	08/13/2025 18:00:00	O - Ordinance Unassigned 1 - Domestic Assault	10/03/2025 14:10:39	
121377518		IRVING JONES	FREDI		PA	56207	08/13/2025 18:00:00	O - Ordinance Unassigned 1 - Domestic Assault	10/03/2025 14:11:01	
121377546		TERRY TEAGUE	FREDI		PA	56207	08/13/2025 18:00:00	O - Ordinance Unassigned 1 - Restiting Arrest	10/03/2025 14:11:16	
121377545		TERRY TEAGUE	FREDI		PA	56207	08/13/2025 18:00:00	O - Ordinance Unassigned 1 - Fail To Obey Lawful Order	10/03/2025 14:11:19	
121377669		KRISDEON JONES	FREDI		PA	56207	08/13/2025 18:00:00	O - Ordinance Unassigned 1 - Leaving The Scene Of A Motor Vehicle Accident	10/03/2025 14:11:41	

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## Summary of Findings

**Total Issues Documented:** 12 (as of 12/01/2025)

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