

Workplace Issues Documentation Journal

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

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.

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:

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:

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:

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:

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:

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

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:

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

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

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:

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:

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
211377508		COURTNEY HENDERSON	FREDI		PA	56207	08/13/2025 18:00:00	O - Ordinance Unassigned 1 - Domestic Assault	10/03/2025 14:10:34
211377539		COREY BRYANT	FREDI		PA	56207	08/13/2025 18:00:00	O - Ordinance Unassigned 1 - Domestic Assault	10/03/2025 14:10:39
211377518		IRVING JONES	FREDI		PA	56207	08/13/2025 18:00:00	O - Ordinance Unassigned 1 - Domestic Assault	10/03/2025 14:11:01
211377546		TERRY TEAGUE	FREDI		PA	56207	08/13/2025 18:00:00	O - Ordinance Unassigned 1 - Resisting Arrest	10/03/2025 14:11:16
211377545		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
211377669		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

Summary of Findings

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