

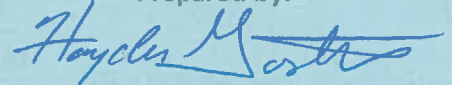
Audit #17-11:

Sarasota Police Department Property and Evidence


Executive Summary Report

Office of the City Auditor and Clerk
Internal Audit

Prepared by:

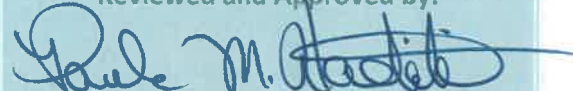


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EXECUTIVE SUMMARY

AUDIT #17-11 SPD PROPERTY AND EVIDENCE

AUDIT PURPOSE AND SCOPE

This audit was undertaken to ensure that items located in property and evidence are properly recorded and safeguarded according to established standards. The completion of an independent internal audit of property and evidence was included in the 2016 City Risk Assessment.

The time period reviewed during the audit was October 1, 2015 to January 31, 2017.

REPORT CONTENT AND LIMITATION OF USE

This executive summary report is limited in detail. In order to obtain the full background on a particular item, please contact Internal Audit prior to drawing conclusions based on the limited information contained in this report. Objective ratings indicate the levels at which the objectives were met.

AUDIT CONCLUSIONS

The results of our review indicate that controls over the recording and accounting of items in property and evidence storage were generally satisfactory with the exceptions of the currency being held in evidence and property and evidence reporting software reliability.

Physical security controls were generally adequate for the safeguarding of items placed within the property and evidence unit.

Compliance with state and internal standards was generally achieved. However, there was an exception to an internal standard operating procedure identified. For a complete list of audit items, see pages 3-4 of this report.

This audit focused on the following objectives:

Audit Objective	Objective Rating		
1.) Determine whether controls were in place and functioning as intended to provide reasonable assurance that items of property and evidence were properly accounted for and recorded;		X	
2.) Determine whether physical security controls were adequate for the safeguarding of items placed within the Property and Evidence Unit; and	X		
3.) Determine whether the department was in compliance with both internal policies and state accreditation standards related to property and evidence.	X		

Green – A green control rating indicated that the controls reviewed at the time of the audit indicated a satisfactory or acceptable state of control, where risk appears to be minimized and appropriately managed.

Yellow – A yellow control rating denotes opportunities for improvement exist relating to the controls reviewed.

Red – A red control rating denotes significant risk or exposure to the City that requires immediate attention and remediation efforts.

AUDIT #17-11 OBSERVATIONS AND RECOMMENDATIONS

#	Subject	Priority	Observation	Recommendation	Concur Yes/No	Management Response	Committed Action Item Due Date
1	Currency Maintained in Evidence	High	Currency on hand is currently in locked cabinets, however during the workday hours cabinets are unlocked so that staff can perform their daily duties.	<p>Currency should be in a locked location at all times, including during workday hours.</p> <p>One option is to deposit all currency received by the Property and Evidence into SPD bank accounts unless there are evidentiary or other reasons to maintain the original currency (IAPE Standard 10.3: Money – Documentation of Movement Standard).</p> <p>Another option is to keep all currency in a safe that is only accessed by select staff or requires two individuals to gain access.</p>	Yes	There are many safeguards already in place and the Police Department meets and/or exceeds accreditation standards. Access to the building is restricted as are the elevators and stairwells that require access codes. Once on the 5th floor to gain access to the Property room, a key fob and finger print scan are required. The currency is then kept in a locked vault within the unit. Once inside the vault the currency, along with weapons and narcotics have separate secure locking mechanism. Assigned personnel have thorough background checks. The SAO requests that currency be retained in the Property Unit for trail purposes. Currency not needed for those purposes anymore is taken to fiscal for deposit in the City Fund. The Property Unit will continue to research and develop ways to improve security and accountability regarding how currency is handled.	Completed
2	ICAD Data Records	High	Based upon our audit procedures, the ICAD and NewWorld software reports of property and evidence items do not provide a accurate listing of all property and evidence currently in the custody of the property and evidence department.	<p>The two software systems, at a minimum, should be able to provide an accurate count and description of all items maintained within the division.</p> <p>A process should be performed with the division's software vendors to determine the cause and solution for the inaccurate reports and determine if the current software is capable of properly accounting for items held in property and evidence.</p>	Yes	Research programs other agencies are utilizing and how they compare to the City of Sarasota's needs. Appointments are scheduled to meet with software vendors for a standalone system.	2/28/18

AUDIT #17-11 OBSERVATIONS AND RECOMMENDATIONS

#	Subject	Priority	Observation	Recommendation	Concur Yes/No	Management Response	Committed Action Item Due Date
3	Found Property Procedures	Medium	The audit identified an instance of found property that was not received in accordance with SPD Standard Operating Procedure 731.76.	Employees that are responsible for receiving found property should be fully aware of the procedures that are currently in place for found property and document the found property accordingly.	Yes	Ensure employees are trained during AST, and Field Training regarding proper handling and documentation of found property.	Completed

EXHIBIT A INTERNAL AUDIT RECOMMENDATION PRIORITIES

Internal Audit utilizes the following classification scheme applicable to internal audit recommendations and the appropriate corrective actions:

Priority Level ¹	Description	Implementation Action ³
High	Fraud or serious violations are being committed or have the potential to occur, security issues, significant financial or non-financial losses are occurring or have the potential to occur. ²	Immediate
Medium	A potential for incurring moderate financial or equivalent non-financial losses exists. ²	Within 60 days
Low	A low priority observation indicates that the controls reviewed at the time of the audit indicated a satisfactory or acceptable state of control however operation or administrative process may be improved if certain additional changes are implemented.	60 days to 6 months

¹ The City Auditor and Clerk is responsible for assigning internal audit recommendation priority level categories. A recommendation that clearly fits the description for more than one priority level will be assigned the higher priority level.

² For an audit recommendation to be considered related to a significant financial loss, it will usually be necessary for an actual loss of \$25,000 or more to be involved, or for a potential loss (including unrealized revenue increases) of \$50,000 to be involved. Equivalent non-financial losses would include, but not be limited to, omission or commission of acts on behalf of the City which would be likely to expose the City to adverse criticism in the eyes of its citizens.

³ The implementation time frame indicated for each priority level is intended as a guideline for establishing target dates. Determining proposed action dates is the responsibility of the Charter Official(s) over the area(s) or function(s) audited.

NOTE: Please note that this exhibit is a standard form which appears in every audit and is meant to be utilized to aid management in understanding the seriousness or potential seriousness of an audit observation. A "High" or "Medium" priority rating assigned to an audit observation should not be construed to mean that fraud or wrongdoing is, in fact, occurring but rather fraud or wrongdoing has the potential to occur in the absence of adequate internal controls.