MEMORANDUM

To: Lt. Casey Mullins
From: Joe Anzivino, Internal Auditor
Date: July 11, 2017
Subject: Evidence Room Inventory June 26-30, 2017 After Actions Report

SUMMARY: The Internal Audit Office provided inventory assistance to the LCPD Evidence Unit from 6/26-6/30 2017. Audit staff was paired with an Evidence Room Technician or Supervisor to verify the physical location of each catalogued item identified on the inventory sheets. On the spot corrections for items identified as misplaced were made as needed by the supervisor or technician. Inventory teams did not encounter any "could not locate" or missing items during the timeframe of our assistance. The Primary Evidence Room (along with associated vaults, storage yards, and storage sheds) holds approximately 18,000 - 18,600 items. Audit and Evidence personnel completed inventory on 5,065 (27%) of items located in the primary evidence room during the subject dates.

We noted several opportunities exist to enhance the physical and operational work environment and offer suggestions for management consideration.

**Two ergonomic computer desks with dual monitors.** The first ergonomic station is suggested for the front window area and would include rubberized floor matting to relieve foot and leg stress generated by long periods of standing. This station would also benefit from a dual monitor setup, allowing the technician to perform records and inventory research on multiple databases concurrently. The second station is recommended for the primary evidence room where the items are inventoried and catalogued for database entry. Recommend the use of a "Vari-desk" standup desk in addition to a dual monitor configuration. Rubberized matting is also recommended to complete the work area.

**Use of light duty personnel (non-police type) to assist in remainder of inventory count.** Consider using the return to work/light duty program to assist evidence room personnel in meeting the September 2017 deadline for completion of 100% inventory. Personnel would follow the requirements as outline in LCPD General Order for volunteer workers (see below). Selected personnel would be under the direct supervision of evidence room personnel and would not be permitted to handle evidence intake, processing, or data entry. Personnel would be limited to annotating the inventory check sheets as technicians read the cataloging information for each item.

LCPD General Order 300.08 VOLUNTEER WORKERS. Volunteer workers may be assigned to assist evidence technicians with their duties. Volunteer workers assigned to the Evidence Unit must pass a background check and abide by all applicable sections of the PM, CMP, General Orders, and rules and regulations.
Volunteer workers are responsible for maintaining the security and confidentiality of files and records they work with and for duties assigned by the CIS commander or designee. Volunteers specifically authorized for work in the Evidence Room will only be allowed to work directly with supplies and equipment, and shall not be allowed to work directly with active evidence. Volunteers are not authorized to handle drugs, money, or firearms under any circumstances.

Reducing inventory items reviewed: Based on our time assisting with the inventory counts, we believe completing the 100% inventory by September 2017 will consume a substantial number of personnel hours along with increased overtime costs. Switching to a random sampling of remaining inventory items maybe a viable option and could produce a level of assurance at a reduced cost of personnel and overtime. If random sampling reveals missing or cannot locate items then it reverts to the 100% level. The LCPD General Order (below) identifies a sampling level of 10%.

LCPD General Order 300.05 AUDITS AND INSPECTIONS.

A. Audits are intended to minimize the risk of loss or unauthorized release of property. Evidence technicians, storage facilities, and employees involved in the property management function may be subject to these audits and inspections.
B. Inventories are conducted to account for the physical location of each piece of property held by the department.
C. The City Office of the Internal Auditor shall conduct an audit of the Evidence Unit every two (2) years. The Professional Standards Unit (PSU) shall be responsible for conducting internal audits and inspections at the direction of the Chief of Police. PSU shall inspect the Evidence Unit at least annually for overall compliance. A sampling of at least ten (10) percent shall be used.
D. Employees shall assist and cooperate with audits and inspections as requested. Failure to do so may result in disciplinary action.
E. Inspections to ensure adherence to procedures used for the control of property shall be conducted quarterly by an evidence technician.
F. Whenever an evidence technician is assigned to, or reassigned from the Evidence Unit an inventory of property, to ensure that records are correct shall be conducted jointly by the newly assigned evidence technician and a member of PSU.
G. Annual audits shall be conducted by PSU.
H. Unannounced inspections of property storage areas shall be conducted at the direction of the Chief of Police.

Note: No missing or could not locate items were discovered during the subject time.

General Safety: A check of the eyewash/saline container expiration dates indicates both bottles should be replaced with new units.

This after-action summary is provided for your records. No formal response is required. Thank you for the opportunity to assist and help.

cc: Chief Jamie P. Montoya, LCPD
cc: Stuart C. Ed, City Manager
cc: Audrey Evins, City Auditor