



# CITY OF ORLANDO

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Office of Audit Services and Management Support

## MEMORANDUM

To: Karin Weaver, Police Deputy Chief

From: J. T. Sirak, CPA, Audit Program Manager  
Office of Audit Services and Management Support

Re: Follow-Up Review of Evidence Procedures of the OPD Property and  
Evidence Unit Audit (Report No. 09-04)

Date: February 27, 2009

Attached is a summary of the status of recommendations as determined from our follow-up review of the Audit of Evidence Procedure of the OPD Property and Evidence Unit (*Report No. 08-07*), issued March 6, 2008. Our review procedures consisted of a review of the status of the recommendations provided by the Orlando Police Department, inquiries of management, and examination of certain documents.

Our follow-up was made in accordance with generally accepted government auditing standards. The standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives.

**Ten of the eleven recommendations contained in the original report have been implemented. One recommendation is planned for implementation.** The recommendation planned for implementation is expected to be implemented by March 2009 when an internal policy and procedure change is finalized.

We would like to thank the officials and personnel of the Orlando Police Department affected by these recommendations for their cooperation during this follow-up review.

Christopher Polke, Strategic Performance Manager, performed this follow-up review.

JTS/am  
Attachment

c: Honorable Buddy Dyer, Mayor  
Mayanne Downs, City Attorney  
Byron W. Brooks, Chief Administrative Officer  
Val Demings, Police Chief  
Rebecca W. Sutton, Chief Financial Officer  
Jody M. Litchford, Deputy City Attorney  
Conrad C. Cross, Chief Information Officer  
Susan Manney, Police Lieutenant  
Robert Beal, Police Support Services Manager

**REPLY AND IMPLEMENTATION SUMMARY**  
**FOLLOW-UP REVIEW OF EVIDENCE PROCEDURES OF THE OPD PROPERTY AND EVIDENCE UNIT AUDIT**

#	RECOMMENDATIONS	RESPONSE	CURRENT STATUS	IMPLEMENTATION DATE	AUDITEE COMMENTS
	The Property and Evidence Unit should:				
1.	Increase the physical safeguards over the storage of bulk evidence items and develop procedures to accurately track the chain of custody at the towing and wrecker vendor locations. (HIGH)	Concur	Implemented	January 2008	Large evidence items are stored in 40 feet containers and locked in an enclosed area at Orlando Police headquarters. Only the property and evidence personnel have a key to access the room. A policy was placed to note the operational change.
2.	Ensure the physical safeguarding of evidence in temporary storage at substations by collecting the access keys from employees no longer authorized for access or by changing the locks. (MEDIUM)	Concur	Implemented	January 2008	OPD collected the access keys to the physical evidence room from all non-authorized employees and changed the physical evidence room locks.
3.	Implement a dollar limit of \$5,000 or less for cash evidence that can be placed in temporary storage and transported by courier without an escort. (HIGH)	Concur	Planned for Implementation	March 2009	Amendment to Policy and Procedure 1123.9 in the works.
4.	Require the courier to carry a police radio when transporting evidence. (MEDIUM)	Concur	Implemented	July 2008	The courier transporting evidence now carries a police radio.
5.	Document existing procedures for P&E Unit employees who transport evidence. (MEDIUM)	Concur	Implemented	February 2008	Documentation about the transport of police evidence was included in OPD's policy and procedures.
6.	Conduct a meeting with OPD management to determine how to ensure that accountable personnel (officers and other personnel who submit evidence) submit approved purge reports to the P&E Unit every six months. (MEDIUM)	Concur	Implemented	January 2008	A meeting was held with staff about submittal of Property and Evidence Unit purge reports.

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#	RECOMMENDATIONS	RESPONSE	CURRENT STATUS	IMPLEMENTATION DATE	AUDITEE COMMENTS
7.	Contact the Technology Management Division to create efficient electronic access to individual purge reports for accountable personnel. (MEDIUM)	Concur	Implemented	June 2008	Technology Management was contacted about creating electronic purge reports. The project was included on Technology Management's project list.
8.	Amend Orlando Police Department Policy and Procedures Section 1123.7 "Property and Evidence," to ensure accountability over purged evidence, in particular evidence in the custody of an officer who leaves City employment. (HIGH)	Concur	Implemented	June 2008	OPD policy and procedures section 1123.7 was amended to include accountability over purged evidence for current and departing employees.
9.	Document in written Policies and Procedures the existing practice to require the Video Tape Unit to be present for Law Enforcement Trust Fund deposit verifications. (LOW)	Concur	Implemented	August 2008	OPD policy and procedure 2106.1 was amended to include assistance from the Video Tape Unit during Law Enforcement Trust Fund deposit verifications.
10.	Evaluate and determine whether the current barcode scanner system should be replaced or updated and whether to implement further automated processes for evidence. (MEDIUM)	Concur	Implemented	February 2009	OPD evaluated the current barcode scanner system and determined it needs to be replaced. OPD is still searching for a software program and scanners that is compatible with current software.
	The Staff Inspections Unit should:				
11.	Document detailed procedures for the Staff Inspection Unit's annual inspections, inventory, and Law Enforcement Trust Fund deposit verifications for the P&E Unit. (LOW)	Concur	Implemented	August 2008	Detail procedures about the Staff Inspection Unit's annual inspections, inventory, and LETF deposit verifications were included in policy 2106.1, section 5.2.