



# Richmond City Council

*The Voice of the People.*

*Richmond, Virginia*

## OFFICE OF THE CITY AUDITOR

REPORT # 2011-01

AUDIT

*of the*

### **City of Richmond Police Department Property and Evidence Room**

July 2010

## OFFICIAL GOVERNMENT REPORT

*Richmond City Council*

### **OFFICE OF THE CITY AUDITOR**

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*Committed to increasing government efficiency, effectiveness,  
and accountability on behalf of the Citizens of Richmond.*

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City of Richmond  
City Auditor

## **Executive Summary**

July 6, 2010

The Honorable Members of Richmond City Council  
The Richmond City Audit Committee  
Mr. Byron C. Marshall, CAO

### **Subject: Audit of the Police Department – Property and Evidence Room Unit**

The City Auditor's Office has completed an operational audit of the Police Department Property and Evidence Room Unit. The audit was conducted in accordance with Generally Accepted Government Auditing Standards. The following are the salient findings of the audit:

- Auditors concluded that internal controls are adequate. However, there is an opportunity to enhance the existing controls as follows:
  - The Unit stores items that are highly vulnerable to the risk of theft due to their street value and potential for misuse. Therefore, security of these properties is critical. Auditors concluded and the Unit staff concurred that security of these items can be improved.
  - Narcotics are not weighed or measured by the property technician at the time of receipt nor are narcotics tested or weighed prior to disposal. Not documenting the volume or weight of a narcotics item at the time of disposal increases the likelihood that evidence can be stolen without discovery.
  - The Unit policy does not require maintaining a physical list of the items destroyed and it does not require a signature from the person observing the disposal. An independent, documented verification of disposal of property will limit potential for removal of property items (i.e. laptops, cameras, iPods) with monetary value for personal gain.
- The audit identified opportunity for the following staffing changes that can generate substantial savings without much impact on the operations:

- The Sergeant position appears to perform several responsibilities that can be performed by the Lieutenant or Technician Supervisor.
- The Tow Officer is responsible for collecting tow vouchers from the 3<sup>rd</sup> party tow company, but processes less than two vehicles per working day.
- The Fleet Officer processes only 14 vehicles per month and appears have administrative responsibilities which could be redistributed to another member of the Division or a member of the Finance Department.
- The number of daily responsibilities for the Asset Forfeiture Unit does not appear to require two people.

Eliminating the Sergeant, Tow Officer, Fleet Officer and one of the Assets Forfeiture personnel and reallocating their duties to other positions as needed could result in a savings of approximately \$329,000.

- The Unit is located in a building in poor and possibly unsafe working conditions. Relocating the Unit to a more appropriate facility is desirable.

The City Auditor's Office appreciates the Police Department's cooperation during this audit. A written response to the report has been received and is included with this report.



Umesh Dalal, CPA, CIA, CIG  
City Auditor

#	<b>COMPREHENSIVE LIST OF RECOMMENDATIONS</b>	<b>PAGE</b>
1	<i>Install cameras in the vulnerable locations such as: Narcotics Cage Entrance, Interior Narcotics Cage, Multiple cameras in Firearms Cage, Cameras monitoring multiple locations within the Evidence Warehouse and all entrances to the Evidence Warehouse.</i>	5
2	<i>Increase capacity of surveillance unit to retain footage for several weeks. If current equipment cannot be enhanced, require it to be upgraded.</i>	5
3	<i>Periodically, conduct random review of camera footage to monitor for abnormal activities.</i>	5
4	<i>Use tamper-proof clear plastic bags to store evidence. Exceptions should be made for biological evidence and other evidence that would spoil if kept in plastic bags.</i>	7
5	<i>Update the SOP to require the technicians and Internal Affairs to weigh narcotics and document the results prior to disposal and compare the results to the weight recorded by the laboratory.</i>	7
6	<i>Evaluate, and if necessary, mitigate the risk of an unarmed employee transporting narcotics to an offsite laboratory.</i>	7
7	<i>Update the current Property and Evidence Operating Manual and include procedures that address retention of documentation of all disposals, not only firearms and narcotics.</i>	8
8	<i>Require all disposals to be witnessed by at least two employees.</i>	8
9	<i>Eliminate the Tow Officer and the Fleet Officer sworn positions and consolidate their responsibilities into existing civilian positions within the P&amp;E Unit.</i>	12
10	<i>Reduce the Asset Forfeiture Unit to one position.</i>	12
11	<i>Eliminate the Sergeant position and redistribute the responsibilities to the P&amp;E Supervisor and P&amp;E Lieutenant.</i>	12
12	<i>Update the Property and Evidence SOP and require that descriptive fields, such as additional description, brand/make, model and serial number be entered in the TraQ system.</i>	13
13	<i>Work with the City's Real Estate Division to relocate the P&amp;E unit to a more appropriate facility.</i>	14

## **Introduction, Methodology, Management Responsibility & Background**

### ***Introduction***

The City Auditor's Office has completed an operational audit of the Police Department Property and Evidence Room Unit. This audit covers the activities of the Unit during the 12 month period that ended June 30, 2009. The objectives of this audit were:

- To verify that the Property and Evidence Room Unit has sufficient controls surrounding the process of collecting, storing and securing all police evidence and personal property; and
- To evaluate the efficiency and effectiveness of operations.

This audit was conducted in accordance with Generally Accepted Government Auditing Standards promulgated by the Comptroller General of the United States. The standards provide a reasonable basis for the conclusions regarding the internal control structure over the Property and Evidence Room and the recommendations presented.

### ***Methodology***

To complete this audit, the auditor performed the following procedures:

- Utilized the internal control questionnaire and documented department guidelines as a basis for performing the audit steps.
- Interviewed the supervisor and the staff.
- Observed the staff process items from the Overnight Room.
- Walked through the facility.
- Reviewed records and performed various tests.
- Benchmarked other localities.
- Performed other audit procedures as deemed necessary.

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## ***Management Responsibility***

The management of the City of Richmond is responsible for ensuring resources are managed properly and used in compliance with laws and regulations, City programs are achieving their objectives, and services are being provided efficiently, economically and effectively.

## ***Background***

The Property and Evidence Room Unit (P&E) is part of the Finance Division within the Police Department. The Unit is responsible for the storage and legal disposition of all abandoned, found and seized property, impounded vehicles, and evidence in criminal cases. The Unit is comprised of a Lieutenant who supervises a staff of 14 employees.

During FY 2009, the Unit received 18,739 new property and evidence items. 4,652 of those items had been disposed of at the time of the audit.

## **Observations and Recommendations**

### ***Internal Controls***

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***General internal controls are adequate with some enhancements required***

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According to Government Auditing Standards, internal control, in the broadest sense, encompasses the agency's plan, policies, procedures, methods, and processes adopted by management to meet its mission, goals, and objectives. Internal control includes the processes for planning, organizing, directing, and controlling program operations. It also includes systems for measuring, reporting, and monitoring program performance.

Based on the results and findings of the audit methodology employed, auditors concluded that internal controls are adequate. However, there is an opportunity to enhance the existing controls as discussed throughout the report.

### ***Security***

The Police Department stores found, abandoned, confiscated, and evidential matters in the Property Room. The Unit is the custodian of properties, such as cash, narcotics, and firearms. These items are highly vulnerable to the risk of theft due to their street value and potential for misuse. Therefore, security of these properties is critical. To address this need, the Police Department installed:

- Six cameras, which are strategically placed in various locations as follows:
  - Property Room entrance,
  - Front Public Counter,
  - Inside and outside of the loading dock entrance, and
  - Two inside the Overnight Room
- Alarm System with a key pad entry code. Each person has an individual, unique access code.



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*Additional  
security  
measures are  
needed*

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This is a positive step in the right direction. However, the security measures utilized by the Police Department to monitor the Property and Evidence Room do not appear to be sufficient. Security cameras do not monitor some vulnerable areas, such as:

- Two main doors that allow entry into the warehouse;
- Three side doors that allow entry into and out of the warehouse; and
- The narcotics cage, firearms cage and the evidence storage warehouse.

According to the Property and Evidence Room personnel, the multiple entrances into the evidence storage warehouse are the result of the evidence warehouse being located in an older building that was not specifically designed for evidence storage.

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*Security  
surveillance  
units retain  
history for an  
inadequate  
length of time*

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Additionally, the security cameras only retain three days of footage on their digital storage devices. The footage history is erased after the third day in order for the system to continue recording. Under the current circumstances, relevant footage for an investigation of missing items would not be available due to the limited capacity.

Furthermore, the Property and Evidence Room management does not review the camera footage to look for irregular activities. The footage is only reviewed if a known issue occurs, such as a break-in or if an Overnight Room locker is left open. Also, 10 of the 15 staff members in the P&E Unit have a key to each of the five doors. Those staff have unrestricted access to each area. There are no cameras installed in the warehouse where the bulk of the property is being stored. If an item is

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removed from the property warehouse using one of the side doors, it may not be detected in a timely manner.

### ***Recommendations:***

1. ***Install cameras in the vulnerable locations such as:***
  - ***Narcotics Cage Entrance***
  - ***Interior Narcotics Cage***
  - ***Multiple cameras in Firearms Cage***
  - ***Cameras monitoring multiple locations within the Evidence Warehouse***
  - ***All entrances to the Evidence Warehouse***
  
2. ***Increase capacity of surveillance unit to retain footage for several weeks. If current equipment cannot be enhanced, require it to be upgraded.***
  
3. ***Periodically, conduct random review of camera footage to monitor for abnormal activities.***

### ***Evidence Storage***

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***Not measuring narcotics at receipt or disposal could result in a significant risk of the evidence being stolen***

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The P & E Room is an 11 hours per day operation. Properties received after hours are stored in secured lockers and collected the next morning in the unit's Overnight Evidence Room. Evidence bags or boxes are not opened to examine evidence items, except for firearms. Firearms are inspected to ensure they are not loaded. Narcotics are placed in clear plastic bags along with other evidence items to allow the technicians to visually compare the evidence to the description input by the police officer. However, narcotics are not weighed or measured by the property technician at the time of receipt nor are narcotics tested or weighed prior to disposal. Not documenting the volume or weight of a narcotics item at the time of disposal increases the likelihood that evidence can be stolen without discovery. At the conclusion of the

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court case, when the evidence is no longer needed and listed for disposal; the evidence item's weight should be confirmed.

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***Controls for the removal of narcotics from the property room need to be improved***

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All narcotic evidence is delivered to a 3<sup>rd</sup> party lab for analysis to confirm the suspected narcotic item matches the description assigned by the arresting officer. Narcotics are removed from the property room by a drug liaison and delivered to the 3<sup>rd</sup> party on a daily basis. An audit inquiry identified that the laboratory will only accept narcotic evidence that is contained in a sealed plastic bag and initialed by the individual sealing the bag. However, the auditor confirmed that the laboratory will accept narcotic evidence items that are sealed and signed by the drug liaison. Occasionally, the liaison will reseal the bags if they are not sealed properly by the arresting officer. The unmonitored removal of unmeasured narcotics exposes the Property and Evidence unit to the risk of tampering. Currently, the procedures allow an individual to collect, review and certify the accuracy of narcotic evidence. This lack of segregation of duties represents an internal control deficiency.

In addition, auditors found that the liaison transports the narcotics to the laboratory in an unmarked vehicle and is unarmed. This situation exposes the employee to the risk of bodily injury.

The Police Internal Affairs Office audits the P&E Room on a quarterly basis. However, these audits cannot verify that evidence stored in non-clear packages matches the 'additional description' field in the computer system. This is a result of the restrictions from the necessary chain of custody policy. To overcome this difficulty, some property room units use tamper-proof clear plastic bags for evidence storage.

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This method allows an independent reviewer to verify the property without the constraints from the chain of custody issues.

***Recommendations:***

- 4. Use tamper-proof clear plastic bags to store evidence. Exceptions should be made for biological evidence and other evidence that would spoil if kept in plastic bags.***
- 5. Update the SOP to require the technicians and Internal Affairs to weigh narcotics and document the results prior to disposal and compare the results to the weight recorded by the laboratory.***
- 6. Evaluate, and if necessary, mitigate the risk of an unarmed employee transporting narcotics to an offsite laboratory.***

***Disposal of Properties***

Evidence items that have been designated for disposal are disposed of by the P&E technicians on a daily basis with the exception of firearms and narcotics. Firearms and narcotics items listed for disposal are disposed of during specific timeframes with a 3<sup>rd</sup> party company with Internal Affairs supervision. Once the daily disposal is completed, the disposed items are recorded in the TraQ System. These procedures expose evidence items that have monetary value to the risk of being stolen.

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***Controls over the disposal of property and evidence items need improvement***

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The disposal Policy and Procedures Manual does not require maintaining a physical list of the items destroyed and it does not require a signature from the person observing the disposal. The policy and procedures manual should specifically address the disposal procedures for all property and evidence under the custody of the P&E Unit. These enhanced controls will limit the opportunity for property

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items (i.e. laptops, cameras, iPods) with monetary value to be removed for personal gain.

***Recommendations:***

***7. Update the current Property and Evidence Operating Manual and include procedures that address retention of documentation of all disposals, not only firearms and narcotics.***

***8. Require all disposals to be witnessed by at least two employees.***

***Staffing***

As depicted in the following organizational chart, the P&E Room Unit is staffed with 15 positions. Seven of those positions are staffed with sworn police officers.

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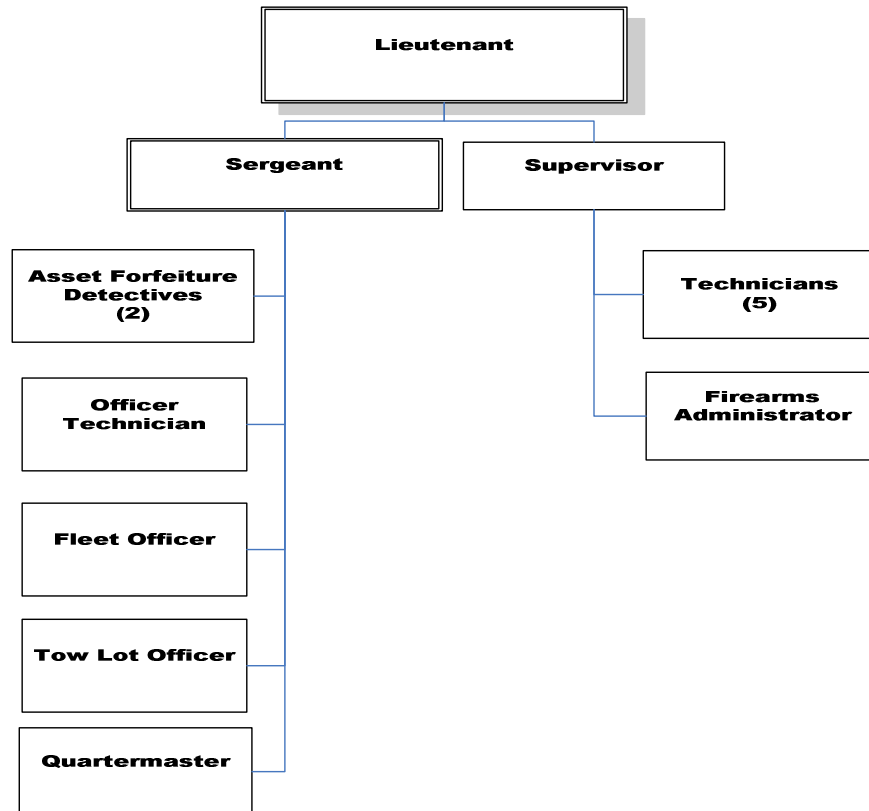
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## Property and Evidence Room



According to the City Attorney’s Office, the difference between a civilian employee and a sworn officer is that a sworn officer is certified by the state to carry a firearm and has the power to make an arrest. According to the International Association for Property and Evidence – Property Room Standards, employees assigned to the property function may be non-peace officers, as police officers’ powers are generally not required. Sworn officers, whose responsibilities within the Property and Evidence Unit do not require the powers of arrest, unnecessarily increase the operating cost of the Unit. These positions can be reallocated to other core activities within the Police Department. Auditors reviewed the duties performed by the sworn staff and noted that

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*Sworn officers are not required for most P&E functions*

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some of those positions can be handled by non-sworn personnel. Also, based on workload analysis, auditors noted that some positions can be eliminated:

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*P&E has seven sworn positions*

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*A Sergeant is performing several duties that can be performed by the Lieutenant*

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*The Tow Officer receives less than 2 vehicles per working day which does not require a full time position*

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*In 2009, the Fleet Officer input an average of slightly less than one vehicle accident per day*

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- Seven of the 15 positions currently available in the P&E Room are sworn officers. With the exception of the Lieutenant, the responsibilities for the remaining six positions do not require a sworn officer.
- The Sergeant position appears to perform several of the responsibilities that can be performed by the Lieutenant or Technician Supervisor. Examples include:
  - Ensuring monthly reconciliation of currency in the Credit Union,
  - Ensuring proper storage and accountability of towed vehicles, and
  - Assisting with processing of property and evidence.
- The Tow Officer is responsible for collecting tow vouchers from the 3<sup>rd</sup> party tow company and inputting the vehicle information into the evidence recording software. In FY2009, there were 436 vehicle items entered into the TraQ system, which is less than two vehicles per working day. Based on the number of vehicles, this position could be redistributed to another member of the Division or a member of the Finance Department.
- The Fleet Officer is responsible for entering police vehicle accidents in the Police Department database, assigning new vehicles to officers, and reviewing vehicle repair timeframes. There were a total of 168 fleet accidents in CY2009, which is an average of 14 vehicles per month. The Fleet Officer appears to be a position with administrative responsibilities that could be

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***Based on the workload, Asset Forfeiture does not require two positions***

redistributed to another member of the Division or a member of the Finance Department.

- The number of daily responsibilities for the Asset Forfeiture Unit does not appear to require two people. There were 694 currency items recorded in FY2009, which averages approximately three items per work day.

Auditors benchmarked the City's P&E Unit and noted that the City has a higher staff count as depicted on the following table.

Locality	# of employees	# sworn officers	Avg. items collected/ year
<b>Richmond</b>	<b>15</b>	<b>7</b>	<b>18,739</b>
Midland, TX	4	1	38,782
Lawrence, KS	3	2	10,605
Chesterfield, VA	12	1	12,200
Henrico, VA	6	2	7,952
Norfolk, VA	7	4	9,100

Richmond has the highest number of sworn officers assigned to the property room.

## ***Conclusion***

Based on the workload analysis, there appears to be an opportunity to make staffing changes without impacting service. Eliminating some positions and reallocating personnel to other Police functions based on needs would be cost beneficial to the City. These changes could result in an annual savings of approximately \$329,000. The savings could be



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achieved in conjunction with a RIF (reduction in force) of the Police Department.

### ***Recommendations:***

***9. Eliminate the Tow Officer and the Fleet Officer sworn positions and consolidate their responsibilities into existing civilian positions within the P&E Unit.***

***10. Reduce the Asset Forfeiture Unit to one position.***

***11. Eliminate the Sergeant position and redistribute the responsibilities to the P&E Supervisor and P&E Lieutenant.***

### ***Automation***

The P&E Room maintains evidence items in the TraQ System, record retention software. During FY2009, the Unit collected 18,739 new evidence items, which were entered into the TraQ System. The auditor noted that the TraQ System is not currently configured to require certain fields such as additional description, brand/make, model and serial number.

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***1,309 items in the P&E database did not have sufficient descriptive information to be identified***

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The Auditor noted that 1,309 (7%) of these items did not contain sufficient descriptive information. The information that is currently required to be input into the TraQ system is not sufficient to verify an evidence item during an inspection. Missing or substituted items may not be identified due to lack of information.

According to the International Association for Property and Evidence – Property Room Standards, serial numbers on all serialized property and evidence (including weapons) should be verified upon receipt. The

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Police Department may not be in a position to readily identify evidence needed for a case.

***Recommendation:***

***12. Update the Property and Evidence SOP and require that descriptive fields, such as additional description, brand/make, model and serial number be entered in the TraQ system.***

***Other Issues***

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***A 2009 consultant's report identified unsafe conditions for employees***

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The P&E Unit is located in the Public Safety Building, which has been identified as having several unsuitable working conditions for employee habitation. The auditor obtained a copy of a report dated 7/2/2009, which was issued by a consultant. The consultant performed an evaluation of the air flow, ventilation, and handling of biohazard material in the P&E Unit's operating areas. The report identified unsafe conditions that included the identification of mold in several areas. The report also identified that the 'ventilation was completely inadequate in the overnight room.'

The P&E Unit's building has structural issues that have resulted in water leakage into the evidence warehouse. The ceiling leaked in various places and buckets were placed throughout the warehouse. While evidence has not been completely damaged, some pieces of evidence had water damage during the auditors' walkthrough as depicted in the following picture:

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***Unsafe working conditions could expose the City to liability***

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Poor working conditions, such as the presence of asbestos or mold, could cause health hazards for employees who work in the Public Safety Building. The unsafe working conditions could expose the City to liability. These conditions could also compromise evidence due to water leaks or excessive temperatures. Damaged evidence could severely affect the outcome of criminal court cases.

All these issues are caused by the age and overall poor condition of the building. The building conditions have been described as unsafe by the current Chief of Police in a letter dated 9/23/2009, which was sent to the former Director of General Services. The City has yet to act on improving conditions for employees at the time of this review.

***Recommendation:***

- 13. Work with the City's Real Estate Division to relocate the P&E unit to a more appropriate facility.***

**ATTACHMENT A: MANAGEMENT RESPONSE FORM  
POLICE DEPARTMENT**

**PROPERTY & EVIDENCE ROOM - 2010-12**

#	RECOMMENDATION	CONCUR Y-N	ACTION STEPS
1	<b><i>Install cameras in the vulnerable locations such as: Narcotic's Cage Entrance, Interior Narcotic's Cage, Multiple cameras in Firearms Cage, Cameras monitoring multiple locations within the Evidence Warehouse and all entrances to the Evidence Warehouse.</i></b>	Y	Complete a cost analysis to enhance our current camera system to include additional cameras at listed locations and server capacity to record and store multiple cameras. Analysis to be completed by RPD technology unit with cost recommendations forwarded to the Chief of Police by July 28, 2010.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	RPD IT Manager		28-Jul-10
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
			If costs are budgeted for, bids and implementation will begin with RPD and Procurement immediately.
#	RECOMMENDATION	CONCUR Y-N	ACTION STEPS
2	<b><i>Increase capacity of surveillance unit to retain footage for several weeks. If current equipment cannot be enhanced, require it to be upgraded.</i></b>	Y	Retention of video will comply with the State Archival and Records Management Services Division Records Retention and Disposition Schedule General Schedule No. 17, Law Enforcement Records All Locality Law Enforcement Activities, number 100796 Recordings, Surveillance or Monitoring: Not Used as Evidence. This series documents the surveillance of an area and the actions of police.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	RPD IT Manager		upon completion of #1
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
#	RECOMMENDATION	CONCUR Y-N	ACTION STEPS
3	<b><i>Periodically, conduct random review of camera footage to monitor for abnormal activities.</i></b>	Y	Policy change to include random reviews to be implemented upon completion of project
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Lieutenant - P & E		upon completion of item #1
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
#	RECOMMENDATION	CONCUR Y-N	ACTION STEPS
4	<b><i>Use tamper-proof clear plastic bags to store evidence. Exceptions should be made for biological evidence and other evidence that would spoil if kept in plastic bags.</i></b>	Y	Clear storage bags to be implemented whenever possible or applicable
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Lieutenant - P & E		1-Jul-10
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION

#	RECOMMENDATION	CONCUR Y-N	ACTION STEPS
5	<b>Update the SOP to require the technicians and Internal Affairs to weigh narcotics and document the results prior to disposal and compare the results to the weigh recorded by the laboratory.</b>	N	Continue current practice of having a visual inspection of the tamper-proof, pre-numbered, evidence bag by Internal Affairs in light of the fact that it is an accepted practice by National and State Accreditation, and that other new measures are in place to off-set the risk.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Lieutenant - P & E		1-Jun-10
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
#	RECOMMENDATION	CONCUR Y-N	ACTION STEPS
6	<b>Evaluate, and if necessary, mitigate the risk of an unarmed employee transporting narcotics to an offsite laboratory.</b>	Y	One of the sworn police officers assigned to Property & Evidence will escort the civilian drug liaison to and from the state lab.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Lieutenant - P & E		1-Jun-10
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
#	RECOMMENDATION	CONCUR Y-N	ACTION STEPS
7	<b>Update the current Property and Evidence Operating Manual and include procedures that address retention of documentation of all disposals, not only firearms and narcotics.</b>	Y	Operating Manual to reflect all applicable laws and departmental policies impacting all disposals.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Lieutenant - P & E		1-Jul-10
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
#	RECOMMENDATION	CONCUR Y-N	ACTION STEPS
8	<b>Require all disposals to be witnessed by at least two employees.</b>	Y	Implement a process for 2 employees to witness disposals.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Lieutenant - P & E		1-Jul-10
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
#	RECOMMENDATION	CONCUR Y-N	ACTION STEPS
9	<b>Eliminate the Tow Officer and the Fleet Officer sworn positions and consolidate their responsibilities into an existing civilian positions within the P&amp;E Unit.</b>	Pending staffing study	RPD shall complete a staffing study which impacts item #9, #10, and #11. The study shall include civilianization, sworn oversight, and risk to staff and case management. The study shall be sent to City Administration thru the Chief of Police for further action.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Assistant Chief		1-Aug-10

	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
#	RECOMMENDATION	CONCUR Y-N	ACTION STEPS
10	<b>Reduce the Asset Forfeiture Unit to one position.</b>	Y	RPD shall complete a staffing study which impacts item #9, #10, and #11. The study shall include civilianization, sworn oversight, and risk to staff and case management. The study shall be sent to City Administration thru the Chief of Police for further action.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Chief of Police		1-Aug-10
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
#	RECOMMENDATION	CONCUR Y-N	ACTION STEPS
11	<b>Eliminate the Sergeant position and redistribute the responsibilities to the P&amp;E Supervisor and P&amp;E Lieutenant.</b>	Pending staffing study	RPD shall complete a staffing study which impacts item #9, #10, and #11. The study shall include civilianization, sworn oversight, and risk to staff and case management. The study shall be sent to City Administration thru the Chief of Police for further action.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Assistant Chief		1-Aug-10
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
#	RECOMMENDATION	CONCUR Y-N	ACTION STEPS
12	<b>Update the Property and Evidence SOP and require that descriptive fields, such as additional description, brand/make, model and serial number be entered in the TraQ system.</b>	Y	Train staff on proper documentation and data entry into the Q system and adjust Policies and manuals where applicable.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	P & E Supervisor		1-Jul-10
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
#	RECOMMENDATION	CONCUR Y-N	ACTION STEPS
13	<b>Work with the City's Real Estate Division to relocate the P&amp;E unit to a more appropriate facility.</b>	Y	Previous request denied due to budget restraints in the 2011 C.I.P. Budget process. Request will be submitted in the 2012 C.I.P. Budget.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	RPD Deputy Director of Finance		11/1/10
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION