

**DATE:** October 13, 2016

**TO:** John Harrington, Metro Transit Police Chief

**CC:** Brian Lamb, Metro Transit General Manager  
A.J. Olson, Metro Transit Police Deputy Chief  
Steven Bakeberg, Metro Transit Police Administrative Division Lieutenant

**FROM:** Arleen Schilling, Program Evaluation and Audit Director  
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**SUBJECT:** Inventory of MTPD Property Room

As per the recommendation described in the October 5<sup>th</sup>, 2015 'Special Review Metro Transit Property Room Inventory' report, Program Evaluation and Audit (Audit) conducted an annual inventory audit of Metro Transit Police Department's (MTPD) property room. The *Thrive MSP 2040* principle of accountability includes a commitment to monitor and evaluate the effectiveness of our policies and practices toward achieving shared outcomes and a willingness to adjust course to improve performance. The purpose of this audit, in alignment with the accountability principle, was to conduct a 100 percent inventory audit of the property room and confirm the accuracy and completeness of the MTPD's evidence records prior to personnel changes and replacement of MTPD's inventory tracking database (LETG).

On May 18<sup>th</sup> and May 19<sup>th</sup> of 2016, Audit staff conducted a 100 percent count of inventory in the property room and a judgmental inventory of the CDs. After the initial inventory counts by Audit on May 18<sup>th</sup> and 19<sup>th</sup>, MTPD staff conducted a follow-up search of the property room for items that could not be found by Audit. Items later found by the MTPD staff were spot-audited on July 11<sup>th</sup> and updated in Audit's inventory report. The results within this report include property room items that had been located by Audit and MTPD up through July 11, 2016.

## Results

### ***No Evidence for active cases was missing***

There were nine (9) items out of 18,324 that couldn't be located. Eight (8) of these items were from 2012 and none of these items were part of evidence for an active case.

Eleven (11) items found during the audit that weren't included in the inventory were items that were pre-LETG.

### ***Changes since previous review***

Number of inventory items increased from 12, 829 (December of 2014) to 18, 324 (May, 2016).

MTPD is implementing a new records management system, LOGIS Record Management System, this fall. MTPD and Audit will work together during the implementation phase of the new record management system to ensure that the new system includes all previously identified inventory.

Since the 2014/15 audit the MTPD has increased the staffing for the Property and Evidence Room to two full time employees. With this change they are better able to maintain an accurate inventory.

Periodic surprise reviews have been conducted by either the Administrative Lieutenant or the Internal Affairs department with no inventory discrepancies noted.

### **Conclusions**

The MTPD Property Room inventory has improved significantly (88% to 99.95% items confirmed) since the 2015 special review. No evidence from any active case was missing. Surprise reviews have found no missing items. While these results are very promising, as the size of the police inventory continues to grow; requirements for staffing and accountability will likely need to grow and become more robust as well. Continuing to periodically review staffing needs will help ensure accuracy of the evidence records. In addition, in the future, inventory management strategies such as cycle counting could act as an ongoing internal control. Going forward, Audit will continue to conduct an annual inventory of the Property and Evidence room based on a statistical sample of the inventory.