

DATE: December 27, 2017

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, Director, Program Evaluation and Audit *Arleen Schilling*
Julia Quehl, Auditor, Program Evaluation and Audit *Julia Quehl*

SUBJECT: Inventory of MTPD Property Room

On December 21, 2017, Program Evaluation and Audit (Audit) conducted an 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 an inventory audit of the property room and confirm the accuracy and completeness of the MTPD's evidence records.

Audit staff conducted a 100 percent count of inventory in the safe, and a judgmental sample of the CDs. Audit also conducted a random sample of the inventory within the other locations in the property room using a 99% confidence level, 5% sample error and 5% expected error. Audit also conducted a 100 percent count of inventory for ten shelves in the property room to ensure there were not items on the shelves that were not in LOGIS.

Audit found all 134 items in the safe and the 14 CDs chosen as part of the judgmental sample. Of the 124 (out of 7,098) randomly sampled items from the other locations within the property room, Audit was able to locate all items. Additionally, of the ten shelves Audit reviewed in the property room, Audit did not find items on the shelves that were not in LOGIS.

MTPD conducted surprise audits of the safe throughout 2017. They also implemented cycle counting of the property room inventory. Based on the results of MTPD's practices and this audit it is Audit's intent to conduct a similar inventory in 2018. When MTPD is ready to move from the current location to the Heywood complex Audit will conduct a 100% inventory both before and after the move.

Audit appreciates the help provided by Lieutenant Bakeberg and the property room staff in conducting this inventory audit and looks forward to working together with MTPD on future inventory audits.