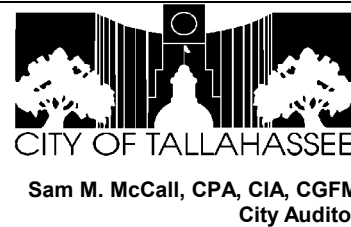


Final Audit Follow up

As of March 31, 2002



“Criminal Investigations Division”

(Report #0110, Issued January 24, 2001)

Report #0215

May 16, 2002

Summary

The Criminal Investigations Division (CID) of the Tallahassee Police Department (TPD) has completed all action plan steps identified in our previously issued report #0110, issued in January of 2001.

In audit report #0110, we identified areas that TPD could improve, such as performance measures, unit goals and objectives, staffing standards for each unit in CID, and timekeeping data collection system. We also recommended the development of standard operating procedures for the above areas and case management. TPD and CID have completed all action plan steps.

- Evaluate measures collected by the Criminal Investigations Division (CID) of the Tallahassee Police Department (TPD) by reviewing definitions, consistency with other police departments and recommended measures, and consistency and reliability within the Division;
- Evaluate the consistency and reasonableness of case management procedures; and
- Evaluate goals established for the CID.

Report #0215

This audit follow up focuses on the action plan steps that CID has implemented. We reviewed the documentation provided by CID.

Scope, Objectives, and Methodology

The audit and this subsequent follow up were conducted in accordance with generally accepted government auditing standards, and accordingly included such tests of the records and other auditing procedures as were considered necessary.

Report #0110

The scope of Report #0110 was a review of the Tallahassee Police Department’s Criminal Investigations Division. The primary objectives of the audit were to:

- Determine if the 4,000 cases identified as outstanding cases were solvable and should have been assigned for investigation;

Previous Conditions and Current Status

In Report #0110, the primary purpose was to determine if there were 4,000 outstanding solvable cases in selected units of the CID. Because the cases are active and changing daily, we were not able to verify the reported number of cases. However, in our review of a sample of cases that were not investigated, we agreed with the sergeants that given available information and limited resources it was more cost effective to not review these cases.

We also identified the need for Division goals and objectives, and policies and procedures regarding case management practices. Table 1 summarizes all the conditions identified in Report #0110 and shows the current status of each of the issues.

**Table 1
Conditions Identified in Report #0110 and Current Status**

Previous Conditions	Current Status
To ensure consistent and reliable reporting of performance measures	
<ul style="list-style-type: none"> Develop goals and objectives within the CID that are linked to department wide and citywide goals and objectives. 	<ul style="list-style-type: none"> ✓ TPD has developed a standard operating procedures manual for the Criminal Investigations Division. Policies, procedures, performance measures, goals and objectives, and position responsibilities have been established for each officer and each unit in CID.
<ul style="list-style-type: none"> Communicate goals and objectives to all employees within CID. 	
<ul style="list-style-type: none"> Develop and implement performance measures for the CID and ensure the measures are linked to accomplishing unit goals and objectives. 	
<ul style="list-style-type: none"> Communicate reporting procedures to all sergeants within the CID. 	
<ul style="list-style-type: none"> Establish and document performance measures definitions. 	
<ul style="list-style-type: none"> Develop staffing measures for each unit in CID. 	<ul style="list-style-type: none"> ✓ A staffing study was completed for each unit in the CID.
<ul style="list-style-type: none"> Continue to develop, implement, and document uniform reporting procedures for collecting and reporting performance data. 	<ul style="list-style-type: none"> ✓ CID has developed a uniform monthly report to track cases by type assigned to each investigator. Monthly hours are reported by investigator together with each unit total.
To improve control processes within the CID	
<ul style="list-style-type: none"> Develop and implement and approve standard operating procedures (SOP) for the case management procedures. 	<ul style="list-style-type: none"> ✓ TPD has adopted a standard operating procedures manual for the Criminal Investigations Division. The manual contains sections for each unit in CID, job descriptions and responsibilities for each position, procedures for case management, and general procedures for the Division.
<ul style="list-style-type: none"> Develop and adopt a timekeeping system for investigators to keep track of person hours and cases. 	<ul style="list-style-type: none"> ✓ A reporting system has been developed for each CID unit that tracks each investigator and the cases worked by the investigator.

Table Legend:

● Issue addressed in the original audit

✓ Issue addressed and resolved

We appreciate the cooperation of the Criminal Investigations Division and the assistance provided in this Audit Follow Up.

Appointed Official Response

City Manager:

We are pleased that the Police Department has completed all the action plan steps identified in this audit. We also appreciate the assistance provided by Auditing during the follow up process.

Copies of this Final Audit Follow Up or audit report #0110 may be obtained from the City Auditor’s web site (<http://talgov.com/citytlh/auditing/index.html>), via request by telephone (850 / 891-8397), by FAX (850 / 891-0912), by mail or in person (City Auditor, 300 S. Adams Street, Mail Box A-22, Tallahassee, FL 32301-1731), or by e-mail (dooleym@talgov.com).

Final Audit Follow Up conducted by:
 Jim Carpenter, Audit Manager
 Sam M. McCall, CPA, CIA, CGFM, City Auditor