City of San Antonio

Legislation Details (With Text)

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Sponsors:	
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Date	Ver.	Action By	Action	Result

AUDIT COMMITTEE SUMMARY
February 19, 2019
Follow-Up Audit of San Antonio Police Department
Armory Inventory Management
Report Issued January 22, 2019

Audit Objective

Determine if recommendations made in the prior audit of the Armory Inventory Management Process have been effectively implemented.

Background

In June 2017, the Office of the City Auditor completed an audit of the SAPD Armory Inventory Management Process. The objective of the audit was to determine if inventory controls at the SAPD Armory are effective and efficient and in accordance with relevant policies and procedures.

The Office of the City Auditor concluded that that inventory controls were not effective, efficient, and in accordance with relevant policies and guidelines. Our office provided recommendations to assist in providing assurance that the armory has adequate controls in place and is effectively managed.

Standard policies and procedures had not been established to direct and control the maintenance and distribution of all firearms and equipment by the Armorer. Additionally, physical inventories were insufficiently documented and SAPD firearms assigned to the Property and Evidence room were not being periodically reconciled. Further, firearm transfers from the Property and Evidence room exceeded the available storage capacity at the armory. OCA recommended developing a plan to sell or destroy excess firearms and ensure all weapons have an asset tag.

Finally, OCA recommended the Armory periodically reconcile Quarter Master personnel records with

the SAPD Mainframe and SAP to identify any discrepancies in active SAPD personnel, re-establish a maintenance agreement with the software vendor, and periodically review Quarter Master user access.

Audit Scope and Methodology

The audit scope was limited to the recommendations and corrective action plans made in the original report for the time frame from October 2017 to October 2018.

Audit Conclusions

We determined that SAPD Management addressed all issues identified in the original audit has established effective controls over Armory Inventory Management. SAPD has effectively implemented controls to:

- Establish policies and procedures for processes related to intake, issuing, and maintaining firearms and equipment

- Ensure physical inventories of firearms are performed by someone other than the armorer and are adequately documented

- Develop a plan to sell or destroy firearms currently being stored in the armory that were transferred from the Property & Evidence Room

- Reconcile SAPD firearms to the Property and Evidence Room

- Appropriately identify retired and separated officers

- Establish a vendor maintenance agreement and review user access to the Armory inventory management system

As we had no findings, we made no recommendations.