



City of San Antonio

Agenda Memorandum

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In Control: Audit and Accountability Committee

AUDIT COMMITTEE SUMMARY
September 19, 2017
Audit of San Antonio Police Department
Armory Inventory Management
Report Issued June 29, 2017

Audit Objective

Determine if inventory controls at the SAPD Armory are effective and efficient and in accordance with relevant policies and guidelines.

Background

The SAPD Armory and Supply Unit ("Armory") is responsible for the distribution and safe operation of all SAPD weapons and equipment. In fulfilling this responsibility, Armory personnel maintain, store and distribute all weapons, equipment, riot control chemicals, and ammunition to about 2,200 officers. The Armory is a standalone structure located at the SAPD Training Academy.

Armory personnel are also responsible for tracking firearms used by SAPD officers as duty weapons. Currently, firearm tracking is being performed in the Quarter Master system. There is one armorer and one administrative assistant charged with issuing, repairing, and maintaining all firearms. Currently there are 3,940 SAPD firearms in the Quarter Master system, 1,422 of which are currently being stored in the Armory.

Audit Scope and Methodology

The audit scope was from fiscal year 2016 through August 31, 2016.

We reviewed the physical security of the Armory and inventory control processes. In addition, we tested for the completeness and accuracy of firearm inventory purchases, transfers, and deposits. We also tested the general and application controls of the Quarter Master system.

Audit Conclusions

Inventory controls at the SAPD Armory are not effective, efficient, and in accordance with relevant

policies and guidelines. We identified the following deficiencies:

- Standard policies and procedures are not established to direct and control the maintenance and distribution of all firearms and equipment.
- A lack of evidence to show periodic physical inventories are performed of the firearms in the gun vault.
- The Quarter Master system was not accurate in reflecting the current disposition of five firearms that were or are currently being stored at the Property and Evidence Room.
- Armory inventory exceeds the available storage capacity to adequately store and maintain firearms and the lack of proper identification of firearms.
- The Quarter Master system did not accurately reflect the current disposition of firearms and former SAPD Officer's employment status.
- SAPD does not have a maintenance agreement in place for the vendor to provide updates to the Quarter Master system and users had excessive access.

We made recommendations to address these areas. The SAPD Police Chief concurred with the recommendations and developed positive corrective action plans.