

CONSOLIDATED AUDIT REPORT: 2015 AUDIT SUMMARY

In 2015, audits were completed in the following areas:

- A. Communications and Dispatch
- B. Property

INTERNAL AUDITS

A. Communications and Dispatch

The purpose of this audit was to examine the Communications / 911 Unit Standard Operating Procedures and Training Manual for coverage of the procedures and processes outlined in directive AO-02-002, to determine whether the reporting requirements prescribed in the directive are followed, and to conduct equipment checks on the appropriate storage of radios.

*Summary of Findings*

1. The Communications / 911 training manuals cover all procedures and processes outlined in the directive and the policing guideline.
2. There has not been an annual report submitted by the Inspector of Communications for several years. It is recommended that an annual report be made part of the reporting process in compliance with the directive.
3. With the exception of the annual report, the reporting process in the Communications / 911 Unit is compliant with the requirements outlined in the directive.
4. Officers are 98% compliant with the directive in the storage of their radios in their gun lockers and they are 99% compliant with the directive for proper storage of the radio batteries in the chargers. In order to maximize compliance with proper storage procedures, the S/Sgt. at each division should consider conducting random checks for personal issued radios in the gun lockers.

B. Property

The objective of this audit is to conduct a test of inventory controls on the general exhibits in Property in order to determine whether the items in the property database are found in the warehouse accordingly, and whether items located in the warehouse are accurately documented within the Property database.

*Summary of Findings*

1. As of November 2015, the results of a database-to-shelf test on the general exhibits in Property show that although there were no lost or missing exhibits, there are inaccuracies in the property control records and items that have been misfiled on the shelves. Six of the 398 sample items in the database need to be revised and verified. This represents an error rate of 1.5% which exceeds the expected error rate of 0.5% based on the last audit of the general property area which was conducted in 2012.

2. A random selection of 101 shelf locations found that all boxes were found in the position identified in the database. An inventory of the contents of the boxes, totalling 1,002 items, revealed that 11 of these items did not correspond with their database entry. This includes one item that was not found at the designated shelf location during the inventory and was determined to be missing. This represents an error rate of 1% which exceeds the expected error rate of 0.5% based on the last audit of the general property area.