

**TAMPA POLICE DEPARTMENT  
TRAINING UNIT  
AUDIT 06-05  
MARCH 15, 2006**



# CITY OF TAMPA

Pam Iorio, Mayor

Internal Audit Department

Wayne Boytim, Acting Internal Audit Director

March 15, 2006

Honorable Pam Iorio  
Mayor, City of Tampa  
1 City Hall Plaza  
Tampa, Florida

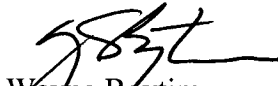
RE: Tampa Police Department, Training Unit, Audit 06-05

Dear Mayor Iorio:

Attached is the Internal Audit Department's report on Tampa Police Department, Training Unit.

We thank the management and staff of the Training Unit for their cooperation and assistance during this audit.

Sincerely,

  
Wayne Boytim  
Acting Internal Audit Director

cc: Darrell Smith, Chief of Staff  
Bonnie Wise, Revenue & Finance Director  
Steve Hogue, Chief of Police  
Gilbertina H. (Tina) Wright, Assistant Chief of Police – Administration

**TAMPA POLICE DEPARTMENT  
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Auditor

  
Acting Audit Director

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**INTRODUCTION**

The Tampa Police Department's Training Unit functions under the Personnel & Training Division, which is managed by a Police Sergeant. Besides the supervising Corporal, the Training Unit staff consists of a Training Specialist, Range Master, an Office Support Specialist, and three Police Officers. As with the 2002 audit, the scope of this audit will focus on police training with respect to maintaining required certifications and compliance with applicable Standard Operating Procedures (SOPs).

Article 31.1 of the City of Tampa/Police Benevolent Association contract states the City will make "a good faith effort to provide an average per employee of at least forty (40) hours of service training per year." To accomplish this, 16 hours of In-Service Training (IST) is considered required training for all employees below the rank of Major (SOP 504). In-service training consists of courses designed to address the needs of TPD as identified by the Police Chief and his staff and to maintain officer certification requirements. The balance of the 40 hours is provided through Advance and Specialized training opportunities. With the approval of their respective chains of command and based on their rank and assignment, personnel may request and receive alternate or supplemental training depending on specialized needs.

**STATISTICS**

The Tampa Police Department employed 1,107 sworn personnel during the audit period. According to the Training Unit's database 568 In-Service Training courses were conducted during 2005.

**STATEMENT OF OBJECTIVES**

This audit was conducted in accordance with the Internal Audit Department's FY06 Audit Agenda. The objectives of this audit were to ensure that:

1. Sworn personnel demonstrated adequate proficiency with their firearms and attended other required courses during the 2005 In-Service Training Program and
2. Sworn personnel were meeting the re-certification requirements of the Criminal Justice Standards and Training Commission.

## **STATEMENT OF SCOPE**

The audit period covered in-service training activity that occurred from January 1, 2005, to December 31, 2005. To verify compliance with recertification requirements, training activity of the last four years was reviewed. Source documentation was obtained from Training Unit files. Original records as well as copies were used as evidence and verified through physical examination.

## **STATEMENT OF METHODOLOGY**

All sworn officers were tested for compliance with the 2005 In-Service Training Program. Recertification tests were conducted using statistical sampling. The sample size and selection were statistically generated using a desired confidence level of 90%, expected error rate of 5% and a desired precision of +/- 5%. Statistical sampling was used in order to infer the conclusions of test work performed on a sample to the population from which it was drawn and to obtain estimates of sampling error involved.

To achieve the audit's objectives, reliance was placed on computer-processed data contained in the Training Unit's Training Database. We assessed the reliability of the data contained in the database and conducted sufficient tests of the data contained in it. Based on these assessments and tests, we concluded the data was sufficiently reliable to be used in meeting the audit's objectives.

## **STATEMENT OF AUDITING STANDARDS**

We conducted our audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to afford a reasonable basis for our judgments and conclusions regarding the organization, program, activity or function under audit. An audit also includes assessments of applicable internal controls and compliance with requirements of laws and regulations when necessary to satisfy the audit objectives. We believe that our audit provides a reasonable basis for our conclusions.

## **AUDIT CONCLUSIONS**

Based upon the test work performed and the audit findings noted below, we conclude that:

1. Most, but not all, sworn personnel demonstrated adequate proficiency with their firearms and attended other required courses during the 2005 In-Service Training Program and
2. Sworn personnel were meeting the re-certification requirements of the Criminal Justice Standards and Training Commission; however, not all sworn personnel were registered with the State of Florida.

## **IN-SERVICE TRAINING PROGRAM**

### **In-Service Training Process**

The Training Unit reviews the needs of officers whose certification are due to expire in the upcoming year. After the scope of training is developed and approved by TPD management, the Training Unit determines the class schedules and distributes class rosters via email and intranet. Personnel are expected to attend without further notification. The 2005 In-Service Training Program (IST) was divided into two halves with different courses offered depending on the officers needs.

### **2005 In-Service Training Requirements**

Every year, the IST includes a firearms proficiency test and physical abilities test. Neither of these tests is currently statutorily mandated (firearms qualification will be statutorily mandated beginning in June 2006), but they are required pursuant to the SOPs. SOP 643 requires all personnel to pass a firearm proficiency test. Offices failing to qualify with their service firearms are prohibited from carrying the weapon. SOP 505 considers any unexcused absences as failures. In the 2005 In-Service Training Program, CPR and Weapons of Mass Destruction or Weapons of Mass Destruction Updates, were common to the first and second half training schedules. The balance of provided courses depended on what was needed to meeting recertification requirements.

### **Audit Test Results**

After eliminating officers who did not have to attend IST because of retirement, duty status, etc., 992 officers were tested to determine whether they attended the four common training classes cited above. A list of 188 sworn personnel was compiled who missed one or more of the required IST training classes. The list was forwarded to the Training Specialist, who researched the causes for the missed training. Because of the exception rate calculated after reviewing the first 36 officers (25%), no further testing was deemed necessary. Nine of the 36 missed some required training and did not attend a makeup class. The balance had allowable reasons for not receiving the required training.

The last two audits (Audits 99-05 and 02-05) of the Training Unit found similar problems. In their response to the 2002 audit finding, TPD management stated that, "As of this year notices of failure or non-attendance in a scheduled in-service training class will cause discipline to be generated from the Major of the Administrative Division. Once a class is missed and all re-makes are failed or missed the officer will address a letter to the Major of the Administrative Division with an explanation of the non-attendance. The Major will then make a determination of the appropriate discipline or course of action. This procedure will be outlined in an SOP dealing with Department in-service." These actions did not occur because officers missing required training were not identified. This was supposed to be accomplished by running queries against the Training database (just like those used for this audit). However, due to a change in personnel, the methodology for developing and running the queries was not retained.

Because of its high liability, additional test work was performed on 36 officers who did not qualify with their service weapons during the 2005 IST. Of the 36, 6 retired (3 during the first half of the year and 3 after). Retiring officers is a recurring issue for the Training Unit. There is not a policy allowing retiring officers to miss the annual firearms training or any of the mandated classes. If they are allowed to miss the firearms training and are involved in a shooting, the City is at risk. Five of the 36 missed the training and were not rescheduled. These 5 were either assigned to the Tactical Response Team or acting in a Reserve Officer capacity. Both groups were not monitored by the Training Unit to ensure training attendance. The balance of the 36 did not qualify with their weapons for allowable reasons.

### **RECOMMENDATION 1**

Applicable Training Unit personnel should receive advanced MS Access training. Exception queries should be developed and used to ensure all personnel (including Tactical Response Team personnel and Reserve Officers) attend any mandatory in-service training. Upon request, Internal Audit will assist the Training Unit with developing the queries.

### **AUDITEE RESPONSE**

Concur. The applicable personnel within the Training Unit have received advanced MS Access training. In addition, advanced MS Access training has been scheduled for one additional employee with the Training Unit. The Internal Audit provided valuable assistance with accessing queries within our database, which had been requested from within our department with negative responses. The Training Unit will request assistance from the Internal Audit in developing the necessary queries.

### **RECOMMENDATION 2**

The process for reporting personnel, who fail to attend mandatory training, as outlined in SOP 504, should be followed.

### **AUDITEE RESPONSE**

Concur. The SOP will be adhered to and enforced.

### **RECOMMENDATION 3**

If exceptions to firearms training are allowed for retiring personnel, a policy should be developed based on when they are scheduled to retire.

### **AUDITEE RESPONSE**

Concur. While our current policy does not discuss those officers scheduled for retirement within their firearms qualifying year, it will be reviewed and updated if exceptions are to be allowed.

### **RECOMMENDATION 4**

The five officers who failed to qualify with their service weapons in 2005 should be required to attend the first available 2006 firearms class. Consideration should be given to revoking their authorization to carry firearms until this is accomplished.

### **AUDITEE RESPONSE**

Of the five officers, two have already qualified with their service weapons. Two of the remaining are scheduled to qualify at their next TRT training day scheduled for March 7, 2006. The remaining is a Reserve officer and is scheduled to complete qualification by March 13, 2006.

## **RECERTIFICATION REQUIREMENTS**

The Florida Legislature created the Criminal Justice Standards and Training Commission (CJSTC) to provide "leadership in the establishment, implementation, and evaluation of criminal justice standards and training for all law enforcement officers." Pursuant to Section 943.135, Florida Statutes, the Florida Administrative Code requires that all officers receive 40 hours of continuing education training every four years (Rule 11B-27.00212, F.A.C.). The Rule also details the following statutory mandated training requirements: Domestic Violence Training (Section 943.1701, F.S.), Human Diversity Training (Section 943.1716, F.S.), Juvenile Sexual Offender Investigation Training (Section 943.17295, F.S.) and Discriminatory Profiling and Professional Traffic Stops (Section 943.1758, F.S.).

There are specific minimum hour requirements for some of the statutory mandated training. Eight (8) of the 40 hours must be devoted to Human Diversity Training of which four (4) hours must be devoted to the topic of Discriminatory Profiling and Professional Traffic Stops. The domestic violence and juvenile sexual offender investigation training topics do not have minimum hour requirements.

A statistical random sample was taken of all sworn personnel using a 90% confidence level and 5% margin of error. The sample of 50 sworn personnel was traced to the Training database (deemed reliable for the purposes of this audit) to determine whether they obtained the required training. While no exceptions to the training requirements were discovered, one officer was not registered with the State of Florida. Because the Training Unit uses the State's database to determine when an officer's recertification is due, this officer's certification could have lapsed had it not been discovered. TPD's Personnel Unit is responsible for registering new police and auxiliary officers.

## **RECOMMENDATION 5**

The completeness of the State's database should be verified on an annual basis to ensure all employed sworn personnel are registered.

## **AUDITEE RESPONSE**

Concur. The database will be verified at least annually to ensure registration of all employed sworn personnel.