

**TAMPA POLICE DEPARTMENT
RECORDS SECTION AND CRIME REPORTING
AUDIT 17-13
AUGUST 31, 2017**



CITY OF TAMPA

Bob Buckhorn, Mayor

Internal Audit Department

Christine Glover, Internal Audit Director

August 31, 2017

Honorable Bob Buckhorn
Mayor, City of Tampa
1 City Hall Plaza
Tampa, Florida

RE: TPD Records Section and Crime Reporting, Audit 17-13

Dear Mayor Buckhorn:

Attached is the Internal Audit Department's report on 17-13 TPD Records Section and Crime Reporting.

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

Sincerely,

/s/ Christine Glover

Christine Glover
Internal Audit Director

cc: Dennis Rogero, Chief of Staff
Sonya Little, Chief Financial Officer
Brian Dugan, Interim Chief of Police
Michael Baumaister, Major
Eddie Preston, Lieutenant

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/s/ Debbie Abbott

Debbie Abbott, Auditor

/s/ Christine Glover

Christine Glover, Audit Director

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BACKGROUND

Records Section

The function of the Records Section is to serve as the central repository for all police reports originated by the Tampa Police Department (TPD). This Section receives and remains accountable for all criminal and traffic reports written by TPD personnel; answers public records requests and court ordered subpoenas; and delivers copies of public records to the general public as mandated in Florida Statute 119.

Crime Reporting

TPD participates in the State of Florida's Uniform Crime Reporting (UCR) program, which is administered by the Florida Department of Law Enforcement (FDLE). The reported statistics are then forwarded by the FDLE to the national UCR program, which is administered by the Federal Bureau of Investigation. Crime statistics are reported twice per year (January-June and January-December, cumulative).

STATEMENT OF OBJECTIVE

This audit was conducted in accordance with the Internal Audit Department's FY2017 Audit Agenda. The objective of this audit was to ensure the system of internal control was adequate for TPD's Records and Crime Reporting Sections.

STATEMENT OF SCOPE

We evaluated the adequacy of the internal control system as of July 2017. Assessments were performed to determine whether the management and staff of the sections were fulfilling their stated duties and responsibilities in an effective and efficient manner.

STATEMENT OF METHODOLOGY

Standard procedures were reviewed, and interviews were conducted to determine if TPD was conducting its responsibilities effectively and whether the City faced any material and substantial risk from these activities. Reports and internal documents were used as evidence of activities and grounds for our conclusions. Florida Statute 119 and the Uniform Crime Reports Guide Manual provided by FDLE were reviewed as well as reports and statistics. At the conclusion of this work, we conducted a risk analysis and found no substantial risk existed to merit additional testing.

STATEMENT OF AUDITING STANDARDS

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

AUDIT CONCLUSION

Based upon the audit work performed, we conclude that TPD's Records Section and Crime Reporting have adequate internal control systems in place.