



City of San Antonio

Agenda Memorandum

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Agenda Item Number: 3

Agenda Date: May 13, 2025

In Control: Audit Committee

DEPARTMENT: Office of the City Auditor

DEPARTMENT HEAD: Baltazar Vargas

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Acceptance of the Office of the City Auditor Report AU25-029 Audit of San Antonio Police Department - Mark43 System

SUMMARY:

Determine if incident reports within the Mark43 system are adequately reviewed and approved. Additionally, to determine if system controls surrounding user access and segregation of duties are adequate.

BACKGROUND INFORMATION:

Background

San Antonio Police Department (SAPD) officers are responsible for creating police reports using the Mark43 system. The officer submits his report electronically to his immediate supervisor, a

Police Sergeant; the Sergeant either approves or rejects the report back to the officer. The approved report is then placed in a queue for the UCR Office Management Analyst (MA) to review. The offense(s) listed, and the report narrative are closely reviewed to ensure completeness and accuracy with National Incident Based Reporting System (NIBRS) codes.

The primary responsibility of the Police Department's Uniform Crime Reporting (UCR) Office is to provide the Chief of Police, the Command Staff, and all levels of SAPD personnel with UCR information and analysis. The UCR Office uses the Mark43 records management system to review and compile all crime statistics and offenses included in police incident reports. The SAPD began using this system November 1, 2020.

Scope & Methodology

The audit scope was September through December 2024 for incident reports, and January 2025 for user access. We reviewed policies and procedures including the FBI National Incident-Based Reporting System (NIBRS) User Manual and UCR Office standard operating procedures. We also tested incident report approval, user access, segregation of duties, and training for the Mark43 system.

Conclusions

SAPD is adequately completing, reviewing, and approving incident reports within the Mark43 system. SAPD has developed and established sufficient standard procedures for crime reporting. Staff are appropriately reviewing incident reports to ensure offenses are accurately recorded with the appropriate information. Additionally, the SAPD is reporting crime data according to NIBRS standards.

However, controls could be improved for user access administration, specifically for separated users. Mark43 user accounts are not disabled in a timely manner. Management agreed with the recommendation and developed a corrective action plan.

ISSUE:

This item is presented for acceptance by the Audit Committee.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

RECOMMENDATION:

Staff recommends approval of this audit report.