



City of San Antonio

Agenda Memorandum

File Number:
{{item.tracking_number}}

Agenda Item Number: 4

Agenda Date: March 28, 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 AU24-033 Audit of SAPD Body Worn Protective Equipment

SUMMARY:

The objective of this audit was to determine if inventory of SAPD body worn protective equipment is adequately managed and properly accounted for.

BACKGROUND INFORMATION:

Background

SAPD has 2,512 sworn officers across various units. To protect officers, body worn protective equipment (BWPE) is worn in the field. While BWPE is first assigned to each officer upon training academy completion, as officers transfer to various units throughout SAPD, they may be assigned additional unit specific equipment. Examples of BWPE include soft body worn vests, rifle rated

vests, DuoDote auto-injectors, ballistic shields, riot suits, and gas masks.

The training academy uses the Apptricity system to track all equipment located at and assigned by the training academy. Specialized units track equipment using various spreadsheets and forms. While officers are expected to monitor equipment and notify their immediate supervisor if equipment becomes expired or requires replacement, the training academy monitors expiration of DuoDote auto-injectors and provides replacement as needed. Expired or damaged soft body worn vests and DuoDote auto-injectors are returned to the training academy for disposal. All other equipment remains with the corresponding units which are responsible for disposal.

The Labor Relations Committee (LRC) is responsible for vetting and recommending the purchase of new types of equipment. However, routine purchases for equipment require management approval and are based on funding availability.

Scope & Methodology

The audit scope was September 2022 through October 2024. We reviewed purchases for appropriate approval. We tested whether BWPE is properly assigned, maintained, returned upon unit departure, and properly disposed of. We reviewed inventory listings to determine whether they were accurately documented, and inventories were performed. Lastly, we tested system access to Apptricity for appropriateness.

Conclusion

SAPD is managing purchases of BWPE. We confirmed purchases are appropriately approved and amounts paid were in accordance with applicable agreements. In addition, SAPD is appropriately working with the LRC regarding the purchase of new types of equipment. Lastly, we confirmed access to Apptricity is appropriate.

However, controls should be developed over inventory management and expired equipment. Inventory listings are not accurately documented, and inventories are not consistently performed. Additionally, expiration dates are not tracked for all applicable BWPE, and expired equipment was in use.

Management agreed with the recommendations and developed corrective action plans.

ISSUE:

This item is presented for acceptance by the Audit Committee.

FISCAL IMPACT:

NA

ALTERNATIVES:

NA

RECOMMENDATION:

Staff recommends approval of this audit report.