



# City of San Antonio

## Agenda Memorandum

**File Number:**  
{{item.tracking\_number}}

---

**Agenda Item Number:** 9

**Agenda Date:** March 29, 2023

**In Control:** Audit and Accountability Committee

---

**DEPARTMENT:** Office of the City Auditor

**DEPARTMENT HEAD:** Kevin Barthold

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Acceptance of the Office of the City Auditor Report AU22-036 Audit SAPD Park Police Operations.

**SUMMARY:**

Determine if Park Police operations are managed effectively and efficiently to meet core mission objectives including deployment plans, equipment tracking, and compliance with training requirements.

**BACKGROUND INFORMATION:**

Background

The San Antonio Park Police (Park Police) are responsible for providing law enforcement to the more than 18,000 acres of park lands that make up the over 200 plus City-owned parks as well as

other facilities including swimming pools, gymnasiums, cemeteries, sports facilities, recreation centers, municipal golf facilities, and major tourist attractions. Park Police officers are also responsible for patrolling City trails on bicycles and all-terrain vehicles.

For FY 2022, Park Police had 198 authorized positions, of which 193 were sworn peace officers, and 5 were civilians. As of November 2022, 160 sworn peace officers were on staff leaving the Department understaffed by 33 officers.

Park Police officers have the same jurisdiction and law enforcement authority as the San Antonio Police Department officers and report to the Chief of Police. Park Police officers issue citations, make arrests, and have initial investigative responsibility for criminal offenses that occur in and around parks, and for on-sight criminal activity throughout San Antonio. Park Police officers respond to thousands of calls for service each year and patrol their assigned areas on foot, in cars, trucks and SUVs, as well as on bicycles, all-terrain vehicles, and patrol boats.

### Scope

The audit scope was Park Police operations for fiscal years 2021 – 2022 and included training requirements, deployment plans, equipment tracking, and IT systems used.

### Conclusions

Overall, Park Police operations are effectively managed to meet core mission objectives. We determined that the General Manual and Standard Operating Procedures are reviewed annually and appropriately approved. Officers are patrolling their assigned locations and are monitoring police reports for timely completion. Also, officers are patrolling within their assignments. We determined that Sergeants are monitoring police reports for timely completion and are performing monthly line inspections. Lastly, officers are adequately meeting internal training requirements and academy instructors are meeting the necessary qualifications to train other officers. However, we identified several areas of operations that could be improved.

We recommend that the Police Chief:

- Continue to pursue the staffing adjustment proposal to increase officer availability and address current patrol needs and review the minimum staffing and priority requirements to ensure requirements are still in line with current needs.
- Implement controls to ensure reported activity counts are compiled accurately and review and correct past reported data.
- Maintain Park Police ammunition supply at the SAPD firing range. In addition, update general manual procedures to reflect all adjusted practices.
- Evaluate bike parts management processes to determine where duties can be segregated so that parts ordering, inventory, and assignment are not managed by a single individual.
- Implement controls to ensure that deprovisioning requests for user accounts are sent to ITSD on the last day of the user's employment.

SAPD management agreed with the audit findings and has developed positive action plans to address them.

**ISSUE:**

This item is presented for acceptance by the Audit and Accountability Committee.

**FISCAL IMPACT:**

None.

**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

Staff recommends acceptance of this audit report.