

# Audit and Accountability Committee



## Audit of SAFD Arson Bureau

Presented by: Kevin Barthold, City Auditor

December 6, 2022

# Objective and Conclusion

## SAFD Arson Bureau

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### **Audit Objective**

Determine if Arson Bureau operations comply with policies and procedures and whether case management is effective and timely.

### **Overall Conclusion**

The program is operating efficiently and effectively. Positive results in the following areas:

- Case load is managed effectively
- Equipment inventory is managed and tracked
- Case closure rates are accurate

However, opportunities exist to strengthen controls for:

- Evidence inventory records are not accurate
- User access is excessive
- Evidence room is lacking security cameras
- Policies and procedures still in draft form

# Results

## SAFD Arson Bureau

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### **Evidence Inventory**

- Evidence logged in system not in storage room
- Evidence in storage room not logged in system

### **User Access**

User access to FileOnQ is excessive

### **Security Camera**

Evidence storage room lacking camera surveillance

### **Policies and Procedures**

Still in draft form and do not encompass all Bureau activities

# Additional Recommendations

## SAFD Arson Bureau

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### **Complaint Process**

No formal policies to address complaints against investigators

### **Performance Metrics**

- Case Closure Rate calculation methodology is not consistent with State and FBI calculations
- Performance measures do not encompass all the Bureau's activity

# SAFD Arson Division

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SAFD management have agreed with the recommendations and have developed action plans to address the issues.

Anticipated completion: March 2023

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