

INTRADEPARTMENTAL CORRESPONDENCE

April 11, 2018
14.2

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: METROPOLITAN DIVISION FIREARMS INVENTORY AUDIT
(AUDIT NO. 17-006)

RECOMMENDED ACTIONS

It is recommended that the Board of Police Commissioners REVIEW and APPROVE the attached Metropolitan Division Firearms Inventory Audit.

DISCUSSION

Audit Division conducted the Metropolitan Division Firearms Inventory Audit to evaluate compliance with Department policies and procedures.

If additional information regarding this audit is required, please contact Mr. Arif Alikhan, Director, Office of Constitutional Policing and Policy, at (213) 486-8730.

Respectfully,



CHARLIE BECK
Chief of Police

Attachment

LOS ANGELES POLICE DEPARTMENT

***METROPOLITAN DIVISION FIREARMS
INVENTORY AUDIT
(AD No. 17-006)***



Conducted by
AUDIT DIVISION

CHARLIE BECK
Chief of Police

March 2018

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AD No. 17-006

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METROPOLITAN DIVISION FIREARMS INVENTORY AUDIT

Conducted by
Audit Division
2017

PURPOSE

In accordance with the Los Angeles Police Department (Department) Annual Audit Plan for 2017, Audit Division (AD) conducted the Metropolitan Division Firearms Inventory Audit. The purpose of this audit is to evaluate the accuracy of the record keeping process, inventory maintenance, and adherence to Department policies and procedures for firearms purchased and maintained by the Metropolitan (Metro) Division Armory.

We conducted this performance audit in accordance with generally accepted government auditing standards (GAGAS), except AD has not obtained the required external peer review. 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.¹

BACKGROUND

The Metro Division Armory is responsible for purchasing firearms, ammunition, and other weapons for Metro Division.

Metropolitan Division Vault Policies and Procedures, rev. October 1, 2012, Chap. 11, "Budget and Funds Management," ver. 7/19/2012, p. 1, states:

The Metro Armory is responsible for managing four of Metro's recurring Budget accounts:

1. **Account 3010 (Serial #90278): Ammo – Metro Consolidated.** This account pays for ammunition, replacement weapons, weapon parts, and weapon accessories.
2. **Account 3090 (Serial #90285): Armory Expense – Metro/SWAT Expense Fund.** This account pays for servicing and maintenance of SWAT sniper rifles and Kimber pistols. It also pays for specialized tools and parts for these weapons.
3. **Account 4430 (Serial #90287): Metro Safety Equipment (Non-Tactical).** This account pays for uniforms, name tags, eye protection, ear protection, and safety equipment.
4. **Account 4430 (Serial #90279): Metro Safety Equipment (Tactical).** This account pays for body armor, specific ballistic helmets, ballistic shoulder armor, and other safety equipment.

¹Audit Division has tentatively scheduled external peer review for 2018. Lack of peer review did not affect the audit and the assurance provided. (U.S. Government Accountability Office, *Generally Accepted Government Auditing Standards*, December 2011 Revision.)

Armory personnel make new purchases by preparing a Supply Order Form, Form No. 15.11.00, which is reviewed and approved by the Commanding Officer (CO), Metro Division, and submitted to Fiscal Operations Division. Upon receipt of new inventory, Armory personnel enter the firearms purchased into the Kitroom Inventory Tracking System (KITS). A barcode label is attached to each new firearm. The Armory uses KITS for tracking all serialized inventory, issuing firearms to Metro Division personnel, and documenting the disposition of firearms. The Metro Division Armory is part of "A" Platoon and provides support to all Metro Division platoons:

- A Platoon – Administrative Support and Underwater Dive Unit;
- B Platoon – Crime Suppression;
- C Platoon – Crime Suppression;
- D Platoon – Special Weapons and Tactics (SWAT);
- E Platoon – Mounted Unit;
- G Platoon – Crime Suppression;
- H Platoon – Headquarters Unit composed of Municipal Executive Protection Detail; and,
- K-9 Platoon – Canine Unit.

PRIOR AUDITS

There have been no prior audits of Metro Division Firearms Inventory.

SCOPE AND METHODOLOGY

Audit Division reviewed Department policies and procedures; *Divisional Order No. 3-05*, July 15, 2003, "Metropolitan Division Armory Inventory Control"; and *Metropolitan Division Vault Policies and Procedures*, rev. October 1, 2012.

- Auditors interviewed the CO, Metro Division, and Armory personnel regarding internal controls. The list of all officers assigned to the Metro Division Armory was provided by Metro Division clerical staff by order of the CO, Metro Division;
- Audit Division personnel reviewed all firearms acquisitions and dispositions from fiscal year (FY) 2015/16 through May 2017 to determine whether the transactions were recorded in KITS. Auditors acquired lists of officers who separated from Metro Division by means of transfer from January 1, 2015, through May 31, 2017;²
- Auditors reviewed all documentation of firearms that were to be destroyed or salvaged from January 1, 2015, through July 31, 2017. This list of firearms was provided by Metro Division Armory personnel and corroborated by the Gun Investigation Unit, Gang and Narcotics Division;
- Audit Division inspected unassigned firearms that were in the Main Vault and inventoried as of May 1, 2017;
- Auditors reviewed the monthly audits conducted by Armory personnel from April 1, 2016, through July 31, 2017; and,

²Auditors obtained additional information from the Department's Information Technology Bureau regarding weaponry assignments to particular officers.

- Auditors inspected a statistically valid sample of unassigned firearms stored in the Main Vault that have been accounted for as of May 1, 2017.

NOTE: For the purposes of this audit, auditors reviewed the first two accounts, No. 3010 and No. 3090, because they are specifically used for weapons and ammunition. Additionally, auditors reviewed other, non-Department related accounts (i.e., Federal, grants, donations, etc.) with regard to firearm purchases.

SUMMARY OF FINDINGS

This audit consisted of a total of seven objectives. Overall, the Department met the standards except for two objectives: Objective No. 4 – Accounting of Destroyed and Salvaged Firearms, and Objective No. 6 – Metropolitan Division Weekly Weapons Audit.

The low compliance rate for Objective No. 4 is due to *Metropolitan Division Vault Policies and Procedures* not being followed. The risks associated with this objective could be theft/loss of weapons when the procedures and policies are not adhered to as required.

The low compliance rate for Objective No. 6 is due to Metro Division conducting one audit per deployment period and not a weekly audit as stated in their procedures and policies. The risks associated with a monthly audit are the additional time it could take to detect a missing weapon.

The following table provides a summary of findings for each objective.

Summary of Findings

| Objective No. | Description of Audit Objective | Number Meeting Standards | Percent Meeting Standards |
|---------------|---|--------------------------|---------------------------|
| 1 | Armory is Secure and Accessible to Authorized Personnel | 12/12 | 100% |
| 2 | Purchased Firearms Were Accurately Recorded | 52/52 | 100% |
| 3 | Accounting of Firearms From Separated Employees | 85/85 | 100% |
| 4 | Accounting of Destroyed and Salvaged Firearms | 0/1 | 0% |
| 5 | Metropolitan Division Armory Vault Storage | 21/21 | 100% |
| 6 | Metropolitan Division Weekly Weapons Audit | 13/64 | 20% |
| 7 | Metropolitan Division Unassigned Firearms | 78/78 | 100% |

DETAILED FINDINGS

Objective No. 1 – Armory is Secure and Accessible to Authorized Personnel

Criteria

Metropolitan Division Vault Policies and Procedures, rev. October 2012, Chap. 1, “Security Procedures/Vault Security Protocols,” May 20, 2012, p. 1, states:

During business hours the Vault, and the associated storage locations, will be staffed by Armory personnel. Non-Armory personnel shall not enter the Vault, Skunk Works, Wall Street Cage, or Conex boxes without escort by Armory officers. . . .

Access to the Vault or the associated storage locations during off-hours requires the approval of a lieutenant OIC or an acting OIC and is limited only to supervisors. . . .

Only the following employees are authorized to have the access codes and combinations to the Vault, Skunk Works, Wall Street Cage, and the Conex boxes:

- Metro Commanding Officer
- Metro Assistant Commanding Officer
- A-Platoon Lieutenant
- Armory Sergeant
- All Armory Officers

Audit Procedures

Audit Division personnel acquired a roster of all Metro Division Armory personnel. The list was composed of the Metro Division COs (two), the A-Platoon lieutenant (one), the Armory sergeant (one), and Armory officers (eight). One Armory officer was out on bonding leave and was removed from the population for this objective, leaving 12 personnel with access to the Metro Division Armory Vault. The vault is secured in a room that is only accessible with a key card. The interior of the room has three security cameras. Access to the vault is controlled by a digital dial combination lock similar to a bank vault.

To test this objective, auditors requested the above personnel recite combinations or demonstrate accessibility to the Main Vault.

The Department met the standards if the above listed personnel could show accessibility to the vault by demonstrating the ability to operate the digital dial combination or reciting the combination without the assistance of an electronic device, such as a phone, or without referring to the combination written on a piece of paper.

Findings

All (100%) Metro Division Armory personnel demonstrated accessibility to the main vault. Nine armory personnel were able to recite the combination and three opened the vault.

NOTE: Armory personnel immediately changed the Vault's combination at the conclusion of this objective's testing.

Objective No. 2 – Purchased Firearms Were Accurately Recorded

Criteria

Metropolitan Division Vault Policies and Procedures, rev. October 2012, Chap. 5, "Purchases and Acquisitions of Weapons & Equipment/Purchase & Acquisition Procedures," ver. 3/28/2012, Step 4, "Receipt of Equipment," p. 2, states:

- All serialized items shall be added to the Metro Armory KITS System and tagged with a bar code sticker for future tracking. . .
- Copies of the 15.11, bills of sale, packing receipts, and all other paperwork related to the purchase shall be filed in the Metro Armory acquisition files.

Audit Procedures

Audit Division obtained a list of firearms delivered to the Armory within FY 2015/16 through FY 2016/17 from Supply Division. Audit Division obtained and examined the Supply Order Forms, invoices, and packing slips for all firearms received during that period. Auditors traced the manufacturer's serial numbers of all purchased firearms and determined if they were accurately recorded in KITS. Audit Division personnel determined that Metro Division received 52 firearms within the above-mentioned time period.³ The Department met the standards if those firearms were accurately recorded in KITS.

Findings

Each (100%) of the 52 firearms delivered to the Metro Division Armory were inventoried and accurately recorded into KITS.

Objective No. 3 – Accounting of Firearms From Separated Employees

Criteria

Metropolitan Division Vault Policies and Procedures, rev. October 2012, Chap. 2, "Manual Weapons & Equipment Check-Out/Check-In Forms and Procedures," *Divisional Order No. 14-02*, August 25, 2014, "Metropolitan Division Armory Inventory Control-Revised," p. 1, states:

³Auditors defined "firearms" as fully functional weapon systems (lethal and non-lethal alike) that need no additional parts to become fully functional.

Equipment checked out from the Armory must be returned at the Armory (Equipment trades between employees are not allowed, and the armorers will not accept equipment in the field, because records cannot be properly updated). The Armory will issue a receipt for each transaction. . . .

At the conclusion of an officer's assignment to Metropolitan Division . . . it is their responsibility to return all of the equipment issued from the Armory before completion of transfer.

Audit Procedures

Currently the KITS system does not retain the history of firearm assignments. Additionally, Metro Division does not maintain documentation to account for the return of issued firearms from separated officers. However, KITS does contain information on the current firearm assignments.

Auditors utilized a roster of employees from Metro Division records and identified employees who separated from Metro Division via retirement or transferred between January 1, 2015 and May 31, 2017. The roster indicated 103 employees retired or transferred from Metro Division. Of those, 18 employees returned to Metro Division from injured-on-duty status or were determined to be on loan, thus resulting in 85 employees who left the division by means of transfer or retirement.

Each Metro employee is issued a shotgun and a rifle. Auditors obtained and reviewed a complete and current KITS firearms inventory list to determine proper accounting.

The Department met the standards if firearms, which were issued to officers who subsequently separated from Metro Division, were returned to the Armory.

Findings

Each (100%) of the 85 separated Metro Division officers' firearms were returned to the Armory and accounted for according to Metro Division Standard Operating Procedures (SOP).⁴

Additional

Metro Division Armory conducts a monthly audit accounting for all unassigned inventory. Additionally, Metro Division Armory personnel also verify the entire inventory of firearms assigned to Metro Division officers on an annual basis. Audit Division personnel were unable to reconcile which officers were assigned specific firearms and when those firearms were assigned.⁵ The firearms that are assigned to Metro Division officers are specialized weapons that are not issued to any other officers in the Department. The misappropriation, loss, or misuse of any of

⁴Auditors were only able to determine the return of these weapons by examining KITS inventory lists. Metro Division Armory personnel did not retain return receipt documentation (see Recommendation No. 1).

⁵Currently the KITS system does not capture and retain the history of firearms assignments.

these firearms are high risk, and it is imperative that a history exists to determine location and assignment (see Recommendation No. 1).

Objective No. 4 – Accounting of Destroyed and Salvaged Firearms

Criteria

Metropolitan Division Vault Policies and Procedures, rev. October 2012, Chap. 8, “Destruction of Surplus or Obsolete Weapons & Equipment/Salvage Procedures,” ver. 6/21/2012, p. 1, states:

The following procedures shall be completed whenever there are weapons or equipment that are no longer suitable for use:

Step No. 1. Information Gathering

Step No. 2. Fact Sheet to Commanding Officer, Metropolitan Division (RCMDR)

Step No. 3. Prepare Requisition to Salvage, Form 15.11

Step No. 4. Prepare Equipment for Salvage or Return

Step No. 5. If firearm: Prepare 15.02 to Records and Identification Division to remove firearm in Automated Firearm System (AFS)

Audit Procedures

This objective only tested Step Nos. 3-5 from the criteria. Auditors did not assess Step Nos. 1-2 because those Steps did not elicit any risks.

Auditors determined that since 2015, Metro Division only collected firearms once for destruction/salvage. This objective focused on the one event, wherein 131 firearms were identified for removal. Of the 131 firearms, auditors removed two silencers and two Gas Launchers from the population because these weapons are not included in the Automated Firearm System (AFS). The total firearms remaining for removal was 127.

The Department met the standards if the Salvage Procedures identified in the Metro Division SOP were followed.

Findings

Auditors evaluated one destruction/salvage event for this objective. The standards were not met, resulting in a zero percent compliance rate. During the course of the audit, AD learned that Metro Division did not follow the Salvage Procedures identified in the Metro Division SOP (see Recommendation No. 2). The discrepancies were as follows:

- Step No. 3: Although the Metro Division SOP refers to the utilization of a Requisition to Salvage form, there was no indication that such form was in use. Instead, Metro Division used the Property Report, Form No. 10.01.00, to itemize firearms to be salvaged.
- Step No. 4: Metro Division did not contact or forward the necessary documents to

Supply Division for salvage and disposal. Instead, Metro Division contacted and forwarded the documents to the Gun Investigations Unit (GIU), Gang and Narcotics Division, for salvage and destruction.⁶

- Step No. 5: An Intradepartmental Correspondence, Form No. 15.02.00, was to be prepared for Records and Identification Division (R&I) requesting removal of the firearms from AFS; this was not completed. Instead, GIU has been forwarding the Property Report to R&I, where the weapons are subsequently removed from AFS.

Of 127 firearms to be destroyed, five were not listed as “destroyed” in AFS. Auditors learned the discrepancies were due to an administrative error, and R&I subsequently updated the five firearms as “destroyed” in AFS. Audit Division personnel interviewed members of GIU and determined the Department lacks a memorialized policy formalizing the steps needed to properly dispose of institutional firearms.

Cause

The GIU picks up the firearms to be destroyed from the Metro Division Armory. Metro Division personnel and GIU personnel itemize the firearms to be destroyed on a Property Report. The GIU then transports the firearms to their facility where a supervisor inspects the firearms and signs the Property Report. The firearms are then boxed, sealed, and transported to Property Division for storage until the next destruction day.⁷ When the next scheduled destruction day happens, an officer unit from GIU goes to the destruction site. Once there, officers then visually inspect each weapon for the facility manager to destroy. After this process, the original Property Report is submitted to R&I. At this point R&I personnel enter all firearms listed on the Property Report as “destroyed” in AFS.

NOTE: The most effective procedure would be to list all the firearms scheduled for destruction on the Department’s Property Report. After firearms are destroyed, they should be itemized on Intradepartmental Correspondence addressed to R&I for the removal of the listed firearms in AFS. This procedure has not been followed as required in the Metro Division Armory’s *Metropolitan Division Vault Policies and Procedures*.

After interviewing Metro Division Armory personnel and GIU personnel, auditors learned there is no known mandate for GIU to retrieve the weapons for destruction, which apparently has been taking place for over two years. Accountability for this procedure cannot be upheld without proper Department mandates.

⁶The GIU, Gang and Narcotics Division, is the entity responsible for the destruction of firearms. The GIU schedules firearms destruction whenever necessary and manages the event.

⁷In this instance, the firearms destruction day was a full three months after the initial pick up of the firearms.

Additional

Auditors checked the 127 salvaged/destroyed firearms to determine if they were removed from Metro Division's KITS system, and all were removed.

Objective No. 5 – Metropolitan Division Armory Vault Storage

Criteria

Metropolitan Division Vault Policies and Procedures, rev. October 2012, Chap. 9, "Storage of Weapons & Equipment/Vault Storage Rules," ver. 6/25/2012, states:

The following items shall be stored in the respective locations:

Main Vault

- All live firearms and weapons not assigned or checked out to employees
- Beanbag shotguns
- Spare radios
- Spare digital recorders
- Armorer repair tools
- Batteries

Skunk Works

- All live ammunition
- All simunition ammunition
- Blank ammunition
- Breaching tools
- SWAT explosives (kept in a locked storage box)

Wall Street Cage

- Tac Vests
- Tac Vest plates
- Tac Vest pouches
- Uniforms
- Holsters
- Weapons belts
- Web gear accessories
- Blank Guns
- Blank ammunition
- Patriot Systems
- Assembled flash bangs (locked cabinet)
- Less Lethal ammunition (37mm, 40mm & beanbag rounds)
- Extra less lethal weapons (37mm & 40mm)

CONEX Boxes

- SWAT Records
- Chemical Agents

Audit Procedures

Metro Division recently relocated to a new facility and developed compatible storage procedures for the new location. Metro Division now maintains inventory items in the following manner:

Main Vault

- All live firearms and weapons not assigned or checked out to employees;
- Bean Bag Shotguns;
- Blank Firearms;
- Armorer Repair Tools;
- Batteries; and,
- 37mm and 40mm.

Room G33 (Formerly Skunk Works)

- Ammunition;
- Simunition; and,
- Blank Ammunition.

Room G36 (Formerly Wall Street Cage)

- Tactical Vests;
- Tactical Plates;
- Tactical Helmets;
- Tasers;
- Web Gear Accessories;
- Patriot Systems;
- Assembled Flash Bangs;
- Less Lethal Ammunition; and,
- Spare Radios.

Room G37 (Formerly CONEX Boxes)

- Chemical Agents.

CONEX Box (Formerly CONEX Boxes)

- Breaching Tools; and,
- SWAT Records.

Audit Division personnel determined that, although Metro Division did not update their *Metropolitan Division Vault Policies and Procedures* manual to reflect the new rooms/locations for inventory storage, the above listed storage areas are much more secure and comparable in method to the standards adhered to in the years prior. Therefore, to test this objective, AD personnel held the Metro Division Armory to the criteria standards stated above (see Recommendation No. 2).

Auditors examined each of the listed locations/rooms to determine if the correct items were stored at their respective locations as required. Audit Division identified 21 items (listed above) that should have been properly stored in five locations. Any that were incorrectly stored should have been reviewed and documented. The Department met the standards if the items were stored properly.

Findings

Each (100%) of the 21 items were properly stored in the correct locations as required.

Objective No. 6 – Metropolitan Division Weekly Weapons Audit

Criteria

Metropolitan Division Vault Policies and Procedures, rev. October 2012, Chap. 15, “Audit Rules and Guidelines/Weapons & Equipment Audit Schedule,” ver. 6/21/2012, p. 1, states:

The Metro Armory is responsible for conducting a series of audits of the weapons and equipment assigned to Metro. The audit types and frequency are listed below:

KITS Weapons & Equipment Audit

Weekly: Every Wednesday

Audit Procedures

Auditors reviewed the documentation of the weekly weapons audits that Metro Division conducted for the past 16 months (March 1, 2016, through July 31, 2017). Metro Division was required to complete 64 weekly audits within this time period. The Department met the standards if the Metro Division Armory audits were completed on a weekly basis.

Findings

Thirteen (20%) of 64 weekly inventory audits had been documented by Armory personnel. After observing Metro Division Armory conduct their required weekly audit and interviewing Armory personnel, auditors determined that the audit of weapons in the Metro Division Vault has only been conducted once per Deployment Period (DP) for the past 18 months. The

Metro Division's prior command opined that due to weaknesses in security at the Metro Division offices (prior to their current office location), the *Metropolitan Division Vault Policies and Procedures* manual required that a weekly audit be conducted to strictly adhere to Metro Division weapon security. After Metro Division moved to the new location, the prior command no longer required a weekly audit, and instead decided a single monthly (once every DP) audit would be sufficient, due to increased vault security and accountability. Notwithstanding, if AD had tested the new protocol methodology for a monthly Armory audit, the results would still be less than ideal, as the Metro Division Armory provided documentation for 11 of 17 (65%) audits (see Recommendation No. 3).

Objective No. 7 – Metropolitan Division Unassigned Firearms

Criteria

Metropolitan Division Vault Policies and Procedures, rev. October 2012, Chap. 9, "Storage of Weapons & Equipment/Vault Storage Rules," ver. 6/25/2012, p. 1, states:

The following items shall be stored in the respective locations:

Main Vault

All live firearms and weapons not assigned or checked out to employees

Audit Procedures

Metro Division provided auditors with an Excel file derived from KITS, which listed the firearms and equipment assigned to the Metro Division Armory Vault as of May 1, 2017. Audit Division focused only on the firearms from the list provided. Auditors identified a total population of 417 unassigned firearms.⁸ Audit Division personnel then selected a statistically valid random sample of 78 firearms. The resulting firearms were inspected with one AD employee and one Metro Division Armory employee. The Department met the standards if all 78 firearms were accounted for.

Findings

Each (100%) of the 78 selected firearms were accounted for in the Metro Division Armory Main Vault.

RECOMMENDATIONS

Recommendation No. 1 – It is recommended that Metropolitan Division work with Information Technology Bureau to develop the Kitroom Inventory Tracking System (KITS) program to access the historical assignments of officers' firearms (see Objective No. 3).

⁸A one-tailed test with a 95 percent confidence level and four percent error rate was utilized.

Recommendation No. 2 – It is recommended that the Metropolitan Division revisit the *Metropolitan Division Vault Policies and Procedures*, rev. October 1, 2012, and update it based on current practices and feasibility. This manual is nearly five years old and does not reflect the advent of the Kitroom Inventory Tracking System (KITS), the current facility where Metropolitan Division is housed, the proper firearm and ammunition storage procedures (i.e., current names of storage rooms), inventory procedures, and destruction or salvage procedures (see Objective Nos. 4 and 5).

Recommendation No. 3 – Because the new location of the Metropolitan Division Armory provides a more secure environment for the storage of weapons, it is recommended that Metropolitan Division Command update the current Standard Operating Procedure (SOP) to reflect a monthly inventory schedule rather than the current weekly schedule (see Objective No. 6).

ACTIONS TAKEN/MANAGEMENT'S RESPONSE

1. The findings were validated with the Commanding Officers from Metropolitan Division, both of whom indicated general agreement with the audit findings.
2. The audit report was provided to the Director, Office of Special Operations, the Commanding Officer and Assistant Commanding Officer, Counter-Terrorism and Special Operations Bureau, who expressed general agreement with the audit findings.

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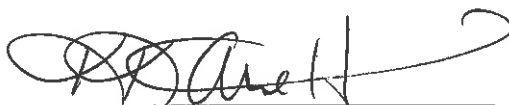
APPENDIX

Audit Division Contact: Police Officer III Jason Khzouz, 34112, (213) 486-8480 or
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Staff Acknowledgments: None.



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Commanding Officer, Audit Division

INTRADEPARTMENTAL CORRESPONDENCE

December 1, 2017
16.3

Addendum

TO: Commanding Officer, Audit Division

FROM: Commanding Officer, Metropolitan Division

SUBJECT: RESPONSE TO METROPOLITAN DIVISION FIREARM INVENTORY
AUDIT

Metropolitan Division has reviewed the Counter-Terrorism and Special Operations Bureau (CTSOB) Command Accountability Performance Audit (CAPA) conducted by Audit Division. The audit listed findings attributed to Metropolitan Division's (Metro) Armory Firearm Inventory.

Metro has reviewed the audit and is in general agreement with the findings. The irregularities identified and responses are summarized below:

Objective No. 1-Armory is Secure and Accessible to Authorized Personnel

Findings

All nine (100%) of the Metro Armory personnel demonstrated accessibility to the main vault.

Objective No. 2- Purchased Firearms Were Accurately Recorded

Findings

Each (100%) of the 52 firearms delivered to the Metro Armory were inventoried and accurately recorded in KITS.

Objective No. 3- Accounting of Firearms from Separated Employees

Findings

Each (100%) of the 85 separated Metro officers' firearms were returned to the Armory and accounted for Metro Division Standard Operating Procedures (SOP).

*Audit Division recommended that Armory personnel work with Information Technology Bureau (ITB) to create a more robust tracking of the historical assignments of firearms. Armory personal have made contact with ITB and are working on potential solutions.
(AD Recommendation No. 1)*

Objective No. 4- Accounting of Destroyed and Salvaged Firearms

Findings

Metro did not follow the Salvage Procedures identified in the SOP.

The SOP referenced in this audit was last updated in 2012. Due to Metro moving to a new, more secure building the procedure for accounting for destroyed and salvaged firearms changed. The changes observed by Audit Division were not updated in the written SOP. The Metro Commanding Officer directed Armory personnel to update and amend what is now called the Metropolitan Division Armory Policies and Procedures immediately. The amended section is attached as addendum.

(AD Recommendation No. 2)

Objective No. 5- Metropolitan Division Armory Vault Storage

Findings

Each (100%) of 21 items were properly stored in the correct locations required.

The SOP referenced in this audit was last updated in 2012. The names of storage areas in this SOP did not reflect the current storage areas of the new building. The Metro Commanding Officer directed Armory personnel to update and amend what is now called the Metropolitan Division Armory Policies and Procedures immediately. The amended section is attached as addendum.

(AD Recommendation No. 2)

Objective No. 6- Metropolitan Division Weekly Weapons Audit

Findings

Thirteen (20%) of the 64 weekly audits had been documented by Armory personnel.

The SOP referenced in this audit was last updated in 2012, which stated Armory personnel were to do a weekly audit of weapons. After moving to a new, more secure building and the implementation of more sophisticated KITS tracking, the command determined a monthly audit was sufficient. Additionally, Metro has doubled in personnel and equipment since the 2012, SOP was penned. A weekly weapons audit, recommended by Audit Division, would be overwhelming for the Armory personnel to complete, in addition to the multitude of other audits and responsibilities bestowed upon them.

If Metro had been audited for a monthly weapons audit, documentation for 11 of 17 audits was provided (65%). After further review it was determined that weapon audits were not archived beyond six months. The Metro Commanding Officer directed Armory personnel to archive monthly audits in the Armory storage room up to three years. This amended archiving procedure is reflected in the amended SOP.

(AD Recommendation No. 3)

Commanding Officer, Audit Division

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16.3

Objective No. 7- Metropolitan Division Unassigned Firearms

Findings

Each (100%) of the 78 selected firearms were accounted for in the Metro Armory Main Vault.

If you have any questions regarding this matter, please contact Sergeant II Tom Stone, Metropolitan Division Armory, at (213) 949-5759.

APPROVED:



JONATHAN L. TIPPET, Captain
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Metropolitan Division



EDWARD J. PROKOP, Commander
Assistant Commanding Officer
Counter-Terrorism and Special Operations Bureau

Attachments