

ROCHESTER POLICE DEPARTMENT
REVIEW OF AUTO POUND OPERATIONS

Distribution:

Lovely Warren, Mayor
James Smith, Deputy Mayor
La'Ron Singletary, Chief of Police
Tim Curtin, Corporation Counsel

Office of Public Integrity
Date: July 19, 2019

I. EXECUTIVE SUMMARY'

The Office of Public Integrity (OPI) examined the adequacy and effectiveness of the Rochester Police Department (RPD) Auto Pound internal control procedures and compliance with approved policies and practices. The results of the review indicate that internal controls over Auto Pound operations are adequate, reported revenues are accurate and Auto Pound personnel comply with City and departmental policies. We were able to account for all revenue collected during our test period. Additionally, we did not note any material or significant findings during this review.

II. BACKGROUND, OBJECTIVES AND SCOPE

A. Assignment

The Office of Public Integrity routinely reviews operations of the Rochester Police Department Auto Pound. We performed this review because the City's Risk Assessment Model identified the Auto Pound as a potential high-risk area. We performed the last review of the Auto Pound in October 2016.

B. Background

The RPD Technical Services Section operates the Auto Pound with responsibilities that include receipt, inventory maintenance, and disposition of all impounded vehicles. In the fiscal year ended June 30, 2019, tow truck operators towed 3,571 vehicles to the Auto Pound.

Vehicle owners may redeem their vehicles by paying the appropriate towing, storage, record research, and notification fees. If owners do not redeem their vehicles within 10 days following proper notification, current regulations permit the City to auction the vehicles or sell them as salvage to a state-licensed vehicle dismantler. For the period July 1, 2018 through June 30, 2019, Auto Pound personnel deposited the following revenue:

Rochester Police Department
Auto Pound Revenue
July 1, 2018 through June 30, 2019

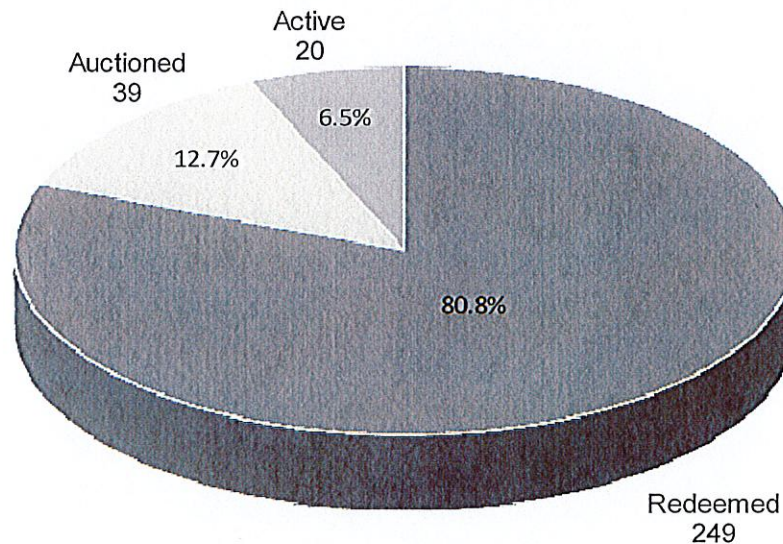
Redeemed vehicles	\$588,875
Auctioned vehicles	<u>261,888</u>
Total	<u>\$850,763</u>

During this period of examination, the Police Department managed the Bar-coded Evidence Analysis Statistics and Tracking (BEAST) system. The BEAST system functions as an inventory database for all vehicles secured in the Auto Pound by providing immediate, on-screen details of vehicle information including lot number, location, tow information and vehicle status and by printing bar coded labels that attach to those vehicles and identify critical information about them.

C. Objective and Scope

The objectives of the review are to assess the adequacy and effectiveness of internal control procedures and compliance with approved policies and practices. The review included all vehicles towed to the Auto Pound during March 2019 and a 100% inventory of the vehicles on the lot on April 17, 2019. During March 2019, the Auto Pound received 308 impounded vehicles. The following chart summarizes the dispositions of these vehicles as of May 31, 2019.

**Rochester Police Department Auto Pound
Vehicles Impounded in March 2019
Disposition as of May 31, 2019**



Management is responsible for establishing and maintaining a system of internal accounting and administrative control. Fulfilling this responsibility requires estimates and judgments by management to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of accurate, informative reports that are fairly stated.

Because of inherent limitations in any system of internal accounting and administrative control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any system evaluation to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with procedures may deteriorate.

We conducted this audit in accordance with Generally Accepted Government Auditing Standards (GAGAS) and the International Standards for the Professional Practice of Internal Auditing. 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.

III. RESULTS OF REVIEW

The results of the review indicate that internal controls over Auto Pound operations are adequate, reported revenues are accurate and Auto Pound personnel comply with City and departmental policies. We were able to account for all revenue collected during our test period. Additionally, we did not note any material or significant findings during this review. Based on the results of this review, OPI does not anticipate any additional audit procedures.

V. DEPARTMENTAL RESPONSE

The response of the Police Department follows.

City of Rochester - Police Department



Intra-Departmental Correspondence

To: Timothy R. Weir, Director of the Office of Public Integrity
From: La'Ron D. Singletary, Chief of Police, Rochester Police Department
Date: July 15th, 2019
Subject: Response to RPD Auto Pound Review

A handwritten signature in black ink, appearing to read "L. Singletary", is written over the "From:" line of the header.

Tim,

I have reviewed the audit report for the RPD Auto Pound. The results of the audit indicated that internal controls over Auto Pound operations are adequate, reported revenues are accurate and Auto Pound personnel comply with City and departmental policies. Additionally, your staff was able to account for all revenue collected during their test period did not note any material or significant findings during this review. RPD is in agreement with the results of this review.

Thank you for the opportunity to ensure that Auto Pound Operations are meeting appropriate protocols.