

# Report on the Controller's Office Audit Recommendations

July 2010 Update

## **Recommendation #1**

**Reconcile the difference between the rape kit records from the physical inventory to the APIMS records to ensure that the entire rape kit backlog is accounted for.**

Response:

This recommendation has been completed.

## **Recommendation #2**

**Verify the information of the physical inventory (such as tested or not tested) with SID's database. Eliminate the kits which have already been tested and include the untested kits which were omitted from the rape kit backlog.**

Response:

This is an ongoing process. The minimum amount of DNA obtained from a kit that was considered unsuitable for profile has changed and the interpretation on what was considered "analysis complete" was inconsistent. The rape kit backlog does not include kit re-tests or kits that are currently deemed as non-evidentiary due to the report status as unfounded.

## **Recommendation #3**

**Assess the resources needed to clear the secondary backlog of kits awaiting technical reviews and request additional funding, if necessary.**

Response:

This recommendation is ongoing upon the completion of all the technical reviews, however, the funding of this procedure is anticipated to be sufficient. We will continue to look into more funding due to peripheral testing issues, such as, confirmation analysis and consensual partner eliminations.

We are continuing our efforts to increase our DNA/Serology Unit to handle the incoming analysis requests with more frequency of analysis done in our laboratory. The "Managed Hiring Committee" has approved the hiring of fourteen more DNA staff, by the end of October 2010.

#### **Recommendation #4**

**Submit written reports to the Public Safety Committee once a month and to City Council once a quarter which show pertinent sexual assault kit statistics as described in the audit report.**

#### **Response:**

This recommendation has been completed. A monthly DNA report has been developed with the corroboration of the Controller's Office, the City Attorney's Office, Councilmember Eric Garcetti's office, and a multitude of victim advocate groups. The monthly report documents efforts to reduce the Historical Backlog and provides the monthly progress.

The report is currently viewable to the public online via the Department website ([http://www.lapdonline.org/get\\_informed](http://www.lapdonline.org/get_informed)). The DNA Monthly Progress Reports are available under the link "DNA Monthly Report."

#### **Recommendation #5**

**Place a high priority on developing a comprehensive master database to account for all untested rape kits and develop a formal timeline for implementing the master database.**

#### **Response:**

To date, funding for this project has not been established. Information Technology Division (ITD) is attempting to develop a loosely-coupled database system to integrate information from different databases to accurately account for the tracking of all kits booked and provide comprehensive information pending funding of a master database.

Also, a Request for Proposal (RFP) will be completed upon continued research on the development of a master database that will provide accurate and comprehensive information. An actual dollar amount cannot be determined without an RFP.

#### **Recommendation #6**

**Continue to place a high priority on sending out required victim notifications and seek additional resources if required. The Department should also send out notifications on pre-2004 cases that are not required by the Penal Code.**

#### **Response:**

The letter notification process has been completed for the original 403 Stranger cases. The Department identified 137 victims that required letters according to the mandates of Penal Code section 680. Letters were sent to all 137 victims. The Department will continue to place a high priority on the victim notification process.

The Department will continue to track, monitor, and send victim notification letters as mandated by Penal Code section 680. Scientific Investigation Division will continue to test the SAEKs within two years, thus eliminating the need for future notification letters.

Penal Code section 680 is not retroactive, therefore Victim Notification Letters were not initially sent on any cases that occurred between 1997 and 2004. However, if a victim expresses an interest in their SAEK case status, the Department provides notification updates and refers the concerned individuals for counseling. We will continue to look at how we can address pre-2004 victims that meet 680PC criteria and seek innovative ways to notify victims without re-victimizing, and review the impact this notification process will have on the Department.

### **Recommendation #7**

**Develop protocols which will increase the likelihood that victims receive the notifications.**

Response:

This recommendation has been completed. Currently, the Department obtains the victim's most recent address through various Department computer resources. Thorough work on the front-end will increase the likelihood of locating each victim. All victim notification letters are being sent as certified mail for higher contact rate from victims.

### **Recommendation #8**

**Update the information in the Grants Tracking System in a timely manner to prepare the Quarterly Report submitted to the Department of Justice. If needed, request access to Financial Management Information System (FMIS) from the Controller's Office.**

Response:

This recommendation has been completed. Grants staff will enter Program expenditures into the Grants Tracking System (GTS) immediately after the expenditure is approved by the Grants Supervisor and forwarded to Fiscal Operations Division (FOD) for processing.

After expenditures are paid, FOD enters the payment information into GTS. When the quarterly reports to the Department of Justice are prepared, the grants billing analyst will refer not only to GTS, but the Statement of Appropriation Detailed Report (SAR), paid invoices, and other supporting documentation to complete the financial report.

**Recommendation #9**

**Modify the system features of the Grants Tracking System so that month-end information will be available to the users more timely.**

**Response:**

This recommendation has been completed. Currently, any information entered into the GTS is immediately available for review by a user. Grant staff is currently discussing system modifications of GTS with Information Technology Division staff to capture more data and create additional reports.

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