

Report on the Controller's Office

Audit Recommendations

November 30, 2011

The following numbered items have been completed from the Controller's Office Audit recommendations.

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.

Recommendation #2

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

Recommendation #3

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

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.

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.

Recommendation #7

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

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.

Recommendation #9

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

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The following numbered item remains and is an ongoing effort to reconcile from the Controller's Office Audit recommendations.

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:

In collaboration with Robbery-Homicide Division (RHD), Information Technology Division (ITD) has developed a patch work tracking system as a temporary solution to integrating several feeder legacy systems. This system has a limited application and does not fill the requirements of a comprehensive tracking system. The "RHD Incident Tracking System" (ITS) is currently in use Department wide to submit and track serology requests for all post December 08, 2008, Sexual Assault Evidence Kits (SAEKs) booked into custody.

In response to the master database development, two consultants have been hired and have begun to gather and document the technical and business requirements that will track the collection of all property/evidence. The work progress will be monitored in monthly meetings coordinated by ITD.

During November, further interviews were conducted with specific subject matter experts involved with the Sexual Assault Evidence Kit analysis process. Current process issues were discussed with consultants to address system capabilities as well as current system limitations that need improvement.

It is anticipated that their work process will take eight months to complete so we may then issue a Request for Proposal (RFP).

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