

# *Report on the Controller's Office*

## **Audit Recommendations**

July 31, 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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July 31, 2011

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:**

Two consultants have been hired and have begun work in the last 30 days. It is anticipated the systems needs assessment will take approximately six months. This assessment will include interface with all of the end users and stake holders. The projected date for proposal for system development will be ready March 2012.

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