

Report on the Controller's Office

Audit Recommendations

FEBRUARY 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 #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 #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 items remain and are an ongoing effort to reconcile from the Controller's Office Audit recommendations.

Recommendation #3

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

Response:

Offers for hire have been made to 10 additional criminalist candidates. Eight have passed background and medical. The new criminalist candidates for hire have start date between February 14, 2011 to March 21, 2011.

There is sufficient in-house staffing to keep pace with technical reviews needed for any future outsourcing. Upon continued efforts on DNA analysis training, the transition to new criminalist conducting the in-house DNA typing procedure will eliminate the need for the additional outsourced analysis technical review.

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 corroboration 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. As of November 11, 2010, Department-wide, the "RHD Incident Tracking System" is in use to submit and track serology requests for all post December 08, 2008, Sexual Assault Evidence Kits (SAEKs) booked.

The Department has identified potential funds and is preparing correspondence requesting City Council approval to use those funds for a Request for Proposal to hire a consultant to conduct a system needs assessment. Concurrent with that effort, is a search of any existing information technology consultant currently under contract that might meet the system consultant needs.

This dual approach will push forward to identify and hire a consultant to identify the tracking system parameters.

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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:

Nineteen additional victim notification letters have been sent after the further reconciliation of cases that were mistakenly coded as coroner kits and cases that previously showed an unknown suspect relationship. The total amount of victim letters sent is 156.

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.

Prepared By
Detective James Blocker
Robbery-Homicide Division
SAEK Coordinator