



CITIZENS SUMMARY

Findings in the audit of the City of St. Louis Department of Public Safety

SLMPD Secondary Employment Controls and Procedures	The St. Louis Department of Public Safety (SLMPD) does not have procedures to periodically review secondary employment hours reported and, as a result, did not detect some employees claiming to be working at the SLMPD at the same time as they were working at their secondary employer or incorrectly recorded secondary employment hours. The SLMPD does not ensure employees are approved for secondary employment annually as required. The SLMPD does not have adequate controls and procedures in place to ensure employers submit required documentation.
SLMPD Overtime Management Controls	The SLMPD does not have adequate procedures in place to periodically review overtime data to identify potentially unusual, unexplained, excessive, or disproportionate overtime usage and, as a result, cannot identify potential improper overtime.
SLMPD Accounting Controls and Procedures	Weaknesses exist in receipting payments received by the Budget and Finance division. Transmitting and depositing procedures for the Fitness Center, Records division, and Prisoner Processing section need improvement. The department's handling of bank accounts needs improvement. In addition, the SLMPD has not established procedures to routinely follow up on outstanding checks.
Vehicle Maintenance and Use Allowance	The 3 DPS sections (Building division, St. Louis Fire Department (STLFD), and Neighborhood Stabilization team) that provide monthly vehicle allowances interpret when allowance amounts should be reduced by ordinance differently. STLFD procedures for monitoring employee eligibility for the monthly vehicle allowance need improvement.
Expenditures	Some DPS departments did not prepare disbursement vouchers timely, and as a result, one department paid unnecessary late fees.
SLMPD Assets	Capital assets were not always recorded accurately, items were not always tagged or identified as SLMPD property, and items that could not be located. Armory personnel do not update the firearms database timely and, as a result, the database is not complete and accurate. Approximately \$439,000 of computer equipment purchased between 2005 and 2019 was stored at the SLMPD's Supply division warehouse at June 30, 2019.
Time Records	The Building and Corrections divisions do not require timesheets or other documentation for hours worked for some division employees, in violation of city personnel regulations.
Sunshine Law	The Civilian Oversight Board discussed some topics in closed session that are not allowable under the Sunshine Law.
SLMPD Written Agreements	The SLMPD does not have a formal written agreement with the St. Louis Cardinals for performing bomb and explosive detection services for events held at Busch Stadium.

Fire Department Merchandise
Account

The STLFD maintains money in a bank account outside the city treasury, in violation of the city charter.

In the areas audited, the overall performance of this entity was Fair *
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*The rating(s) cover only audited areas and do not reflect an opinion on the overall operation of the entity. Within that context, the rating scale indicates the following:

- Excellent:** The audit results indicate this entity is very well managed. The report contains no findings. In addition, if applicable, prior recommendations have been implemented.
- Good:** The audit results indicate this entity is well managed. The report contains few findings, and the entity has indicated most or all recommendations have already been, or will be, implemented. In addition, if applicable, many of the prior recommendations have been implemented.
- Fair:** The audit results indicate this entity needs to improve operations in several areas. The report contains several findings, or one or more findings that require management's immediate attention, and/or the entity has indicated several recommendations will not be implemented. In addition, if applicable, several prior recommendations have not been implemented.
- Poor:** The audit results indicate this entity needs to significantly improve operations. The report contains numerous findings that require management's immediate attention, and/or the entity has indicated most recommendations will not be implemented. In addition, if applicable, most prior recommendations have not been implemented.



Recommendations in the audit of the City of St. Louis Department of Public Safety

SLMPD Secondary Employment Controls and Procedures	<p>The SLMPD:</p> <ol style="list-style-type: none">1.1 Monitor employee compliance with secondary employment regulations including periodically comparing secondary employer records to SLMPD records.1.2 Establish controls and procedures to ensure employees working secondary employment submit documentation as required.1.3 Establish controls and procedures to ensure the department obtains required documentation from secondary employers and retains the documentation.
SLMPD Overtime Management Controls	<p>The SLMPD should ensure there is sufficient oversight of overtime on a division and department-wide basis to better identify unusual, unexplained, or disproportionate use of overtime.</p>
SLMPD Accounting Controls and Procedures	<p>The SLMPD:</p> <ol style="list-style-type: none">3.1 Ensure pre-numbered receipt slips are issued for all payments received or all receipts are recorded on a log.3.2 Transmit and deposit receipts timely and intact, and ensure checks and money orders are restrictively endorsed upon receipt.3.3 Closely monitor the activity of the fugitive bond bank account and ensure monthly bank service charges and fees are reimbursed timely. In addition, the SLMPD should routinely investigate outstanding checks. Old outstanding checks should be voided and reissued to payees that can be readily located. If payees cannot be located, the money should be disposed of in accordance with state law.
Vehicle Maintenance and Use Allowance	<ol style="list-style-type: none">4.1 The Building Division and STLFD review and consistently apply the city ordinances governing monthly vehicle allowances.4.2 The STLFD establish procedures to ensure only eligible employees receive the monthly vehicle allowance.
Expenditures	<p>The SLMPD and STLFD prepare disbursement vouchers for expenditures and request budget transfers timely.</p>

SLMPD Assets	<p>The SLMPD:</p> <ol style="list-style-type: none"> 6.1 Ensure complete and detailed capital asset records are maintained that include all pertinent information for each asset. The SLMPD should also ensure SLMPD personnel promptly record asset purchases, transfers, and dispositions in the databases; properly tag all applicable city property; and ensure annual inventories are sufficient to detect errors and review all assets. 6.2 Ensure the Armory updates firearm records timely to reflect the current location and status of firearms. 6.3 Work with the ITSA to ensure only equipment that is necessary and readily able to be placed into service is purchased. In addition, the SLMPD's Supply division should work with the ITSA to determine if any of the computer equipment in storage can be used by other divisions or other city departments, and dispose of items that cannot be used.
Time Records	The Building and Corrections divisions require all employees prepare detailed timesheets or other documentation for time worked.
Sunshine Law	The Civilian Oversight Board ensure only topics allowed by state law are discussed in closed meetings.
SLMPD Written Agreements	The SLMPD enter into written agreements as required by state law.
Fire Department Merchandise Account	The STLFD transfer the balance of the bank account to the Treasurer and close the account.