

Memorandum



CITY OF DALLAS

DATE February 1, 2008
TO Honorable Mayor and Members of the City Council
SUBJECT Dallas Police Department Property Room: Issues, Status & Timelines

You will be briefed on the Dallas Police Department Property Room: Issues, Status & Timelines during the February 6, 2008 City Council meeting. The briefing is attached for your review.

Please contact me should you have any questions.

A handwritten signature in black ink that reads "Ryan S. Evans". The signature is written in a cursive style and is followed by a horizontal line.

Ryan S. Evans
First Assistant City Manager

c: Mary K. Suhm, City Manager
Thomas P. Perkins, Jr., City Attorney
Deborah Watkins, City Secretary
Craig Kinton, City Auditor
Judge Jay Robinson, Judiciary
Ramon F. Miguez, P.E., Assistant City Manager
David O. Brown, Interim Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
A.C. Gonzalez, Assistant City Manager
David K. Cook, Chief Financial Officer
Chandra Marshall-Henson, Assistant to the City Manager

Dallas Police Department Property Room: Issues, Status & Timelines

City Council Meeting

February 6, 2008



Property Unit Function

- The most essential function of the Police Property Unit is to receive, process, store and make available property of evidentiary value when required for court cases or testing

Audit History

- The Police Department worked with the City Auditor's Office in 2001 on a Property Unit Audit
- The Police Department has been involved in a joint effort with the Auditor's Office for the past several months to identify and remedy any potential weaknesses in the Property Unit

2001 Audit

General Findings and Status

- The 2001 audit of the Property Unit resulted in 11 findings

Finding	Status	Complete
Security and access issues need to be addressed	Alarm sensors and surveillance cameras added Portable partition erected and buzzer required for entry	✓
Controls on confiscated cash need review	Implemented use of sealed, numbered, tamper proof deposit bags Segregated cash deposit and inventory procedures	✓
Efficiency is impaired by an inability to purge	In progress - ongoing	
Alternate methods to dispose of property need to be examined	Legal opinion did not allow for recommended alternate disposal methods	✓
Electronic inventory records are inadequate	In progress - ongoing	
Expansion of drug vault recommended	Temporary employees were assigned to assist in reducing inventory in the drug vault – fake drug investigation impacted ability to reduce drug inventory	✓

2001 Audit General Findings and Status

Finding	Status	Complete
Storage of items in the warehouse needs review	Mezzanine shelving added to warehouse – continual progress made to place items on pallets	✓
Operating procedures need review	Updated Unit SOP Incorporated a two-person vault entry requirement into SOP	✓
Maintenance of in/out visitor logs needs improvement	Log book procedures were enhanced for compliance	✓
Work assignments should be reassessed	Task analysis conducted Unit coordinated with SWIFS to reduce waiting time	✓
Hours of operation should be reviewed	Review resulted in continuing 24 hour per day operation for security and customer service	✓

Physical Structure

- Background
 - Located at 1725 Baylor St. (future site of I-30 widening)
 - Over 50 years old
 - Used as Property Room since 1984
 - Purchased by City in 2001 at a cost of \$1.1M to defray lease costs of \$155,306 per year
- Staffing
 - 20 Civilians – primarily storekeepers
 - 13 Sworn
- Inventory
 - 43,000 firearms
 - 136,000 drug items
 - 286,000 property items
 - Over \$1million in cash yearly

DPD Property Unit



Property Storage Photos



Physical Structure

- Significant issues with the Property Unit building requiring attention

Issue	Resolution	Complete
Air quality issues	HVAC system replaced in 2003	✓
Damage to facilities and inventory from leaking roof	Roof replaced in 2006	✓
Inadequate storage capacity	Installed mezzanine and high capacity shelving Acquired auxiliary storage locations and 53 ft. trailer for bulk storage Additional shelving purchase planned in 2008	✓

Physical Structure

- Building is becoming obsolete as a functional warehouse
- I-30 widening will require its replacement

Options

- Purchase new building (2010 bond program)
 - Build new building (2010 bond program)
 - Rent/renovate building
- DPD conducting a needs assessment to be completed July 2008

DPD Facilities

- During the 1990's, 4 major DPD facilities were identified for enhancement or replacement

Facility	Status	Complete
Headquarters	Funding – 1998 bond program Completed - 2003	✓
South Central Patrol	Funding – 2003 bond program Completed - 2007	✓
Quartermaster	Completed - 2007	✓
Property Unit	On needs inventory	

Inventory Software

- The Police Property Unit has experienced significant challenges with its inventory software
 - 1999 – Inventory software system (PRIMS) purchased.
 - 1999-2003 – Development and implementation of software, data conversion and migration errors resulted in duplicate records. Attempts at correction by vendor unsuccessful
 - 2004 – Software maintenance contract with vendor allowed to expire
 - 2005 – Replacement inventory software program (Evidence Manager) purchased in August
 - 2008 – With concurrence from CIS and Auditor's Office, replacement system was implemented January 15th
- Every item of property will have to be inventoried during the transition to Evidence Manager

Human Resources

- In order to ensure appropriate staffing at the Police Property Unit:
 - A civilian manager position has been established and advertised nationally
 - Human Resources has been requested to conduct a staffing level review and to determine the proper employee classifications
 - Two supervisor positions (Police Sergeants) have been added to separate the gun and drug processing function

Current Issues and Actions

- Working with the City Auditor in a joint effort, the following improvements are being undertaken:

Issue	Actions
Storage	Additional shelving being purchased Property packaging manual created New boxing method implemented to increase storage capacity Seeking District Attorney endorsement to allow representative sample of bulk items
Property disposal	Two supervisor positions added to separate gun and drug processing functions
Security	Camera system scheduled for replacement New proximity locks to be installed
Policy and procedures	Fully updated SOP scheduled for completion in March 2008

Timelines

- New Unit SOP completed – March 2008
- Drug vault expansion – April 2008
- New security cameras and locks – May 2008
- Hiring of civilian manager – May 2008
- Additional shelving purchase – July 2008
- Needs assessment for new building – July 2008
- Gun destruction backlog eliminated – January 2009
- Drug destruction backlog eliminated – July 2009
- All property transitioned to *Evidence Manager* – 2011

Questions?