
MEMORANDUM FROM THE INTERNAL AUDITOR

TO: Colonel Bryan Carter, Larry Klein, Robert Nader, and Gregory Jones

FROM: Jenna Skop, Internal Auditor

DATE: June 15, 2016

RE: Property and Evidence Audit Verification

On June 15, 2016, I participated in the Police Department's annual audit of property and evidence with the designated supervisor, Captain Amanda Donelan and Evidence Technician Dawn Bayless.

This audit is required by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), a credentialing authority. Since more than 100 high-risk items are in the custody of the Covington Police Department, CALEA requires that 100 random, high-risk items be checked during the audit. Discrepancies cannot exceed four percent of the sample.

My involvement consisted of verifying that each of the items randomly selected by the Supervisor was located in the evidence vault. The Evidence Technician presented each of the selected items to the Supervisor for inspection, and then the Evidence Technician returned each item to the evidence vault. The high-risk items selected were firearms, currency, and drugs.

The Covington Police Department accounted for each of the 100 high-risk items (100%) selected.

If you have any questions, please feel free to contact me.

