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Legislative Commission
Legislative Building
Carson City, Nevada

We have completed an audit of the Peace Officers' Standards and Training Commission. This audit is part of the ongoing program of the Legislative Auditor as authorized by the Legislative Commission. The purpose of legislative audits is to improve state government by providing the Legislature, state officials, and Nevada citizens with independent and reliable information about the operations of state agencies, programs, activities, and functions. The results of our audit, including findings, conclusions, recommendations, and the Agency's response, are presented in this report.

We wish to express our appreciation to the management and staff of the Peace Officers' Standards and Training Commission for their assistance during the audit.

Respectfully presented,

A handwritten signature in black ink, appearing to read "Paul V. Townsend", written over a large, stylized flourish.

Paul V. Townsend, CPA
Legislative Auditor

April 14, 2009
Carson City, Nevada

STATE OF NEVADA
PEACE OFFICERS' STANDARDS AND TRAINING COMMISSION

AUDIT REPORT

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EXECUTIVE SUMMARY

PEACE OFFICERS' STANDARDS AND TRAINING COMMISSION

Background

The Peace Officers' Standards and Training Commission (POST) became a stand alone Commission in 1999 to develop and deliver professional training, and ensure all Nevada peace officers and their agencies comply with established statutes and regulations in order to enhance the safety of residents and visitors of the state.

POST's office and training facility are located in Carson City. For fiscal year 2008, POST was authorized 17 full-time equivalent positions. The Agency's principal sources of funding are court assessments which totaled approximately \$3.3 million in fiscal year 2008 and expenditures totaled about \$3.1 million.

Purpose

The purpose of this audit was to determine if POST's financial and administrative activities were carried out in accordance with applicable state laws, regulations, policies and procedures. This audit included a review of POST's financial and administrative activities during fiscal year 2008. However, certain procedures were extended into fiscal year 2009.

Results in Brief

POST generally complied with state laws, regulations, policies and procedures significant to its financial administration. However, additional controls are needed to help ensure expenditures are recorded to the correct fiscal year, contracts are properly executed, employee evaluations are conducted, and payroll reporting requirements are

EXECUTIVE SUMMARY

PEACE OFFICERS' STANDARDS AND TRAINING COMMISSION

complied with. In addition, POST had not developed sufficient controls to protect its sensitive information and information systems. These weaknesses included putting information system resources at risk and not implementing the state's information technology security standards. Implementing these controls will help safeguard the state's assets.

Principal Findings

- Travel expenditures were not always recorded to the correct fiscal year. Specifically, out-of-state travel expenditures to attend a conference during fiscal year 2009 were improperly charged to fiscal year 2008. If these expenditures had been properly recorded, POST would have reverted \$1,760 more to the General Fund in fiscal year 2008 and would have had to increase its out-of-state travel authority in fiscal year 2009. (page 7)
- POST paid a software vendor a total of \$7,400 for two onsite software training sessions which included the instructor's related travel costs. However, written contracts were not established and thus not approved by the Clerk of the Board of Examiners as required by state law. We also noted written contracts were not prepared for services that were exempt from Board of Examiner approval. When contracts are not properly executed there is limited assurance the amounts paid are appropriate. (page 8)
- POST charges law enforcement agencies a registration fee for each cadet attending its basic academy training. In fiscal year 2008, POST collected about \$25,000 for these fees. However, interlocal contracts establishing the scope of services provided and an agreed upon fee had not been developed. The lack of interlocal contracts increases the risk that agencies could challenge the fees charged. (page 8)

EXECUTIVE SUMMARY

PEACE OFFICERS' STANDARDS AND TRAINING COMMISSION

- POST did not complete probationary evaluations as required by state law for four of its five probationary employees during fiscal year 2008. When evaluations are not performed timely, deficiencies in performance may not be corrected timely. For one of the employees, work performance standards had not been developed, thus making it difficult to evaluate the employee's performance. (page 9)
- Employees that accrued compensatory time during fiscal year 2008 had not signed an agreement allowing them to do so as required by NAC 284.250. As of June 30, 2008, POST's total liability for compensatory time was approximately \$3,700. When an agreement is established, employees may receive compensatory time rather than overtime pay. (page 10)
- POST had not established procedures to ensure employee timesheets were accurate. Two of the 24 timesheets we reviewed had notations indicating the hours worked did not agree with the hours recorded. Despite these variances, the timesheets were approved by the employees' supervisors. By not properly reviewing employees' timesheets, there is an increased risk of payroll errors occurring and not being detected. (page 10)
- Backup disks of POST's database containing the State's repository of peace officers' training data were not stored off-site as required by the state's information technology (IT) security standards. As a result, there is an increased risk that irreplaceable data could be lost in the event of a fire or another catastrophe. (page 11)
- We identified a wireless networking access point in operation in one of POST's classrooms. This wireless access point (WAP) did not have any security features enabled nor was it encrypted. As a result, there is an increased risk anyone with a laptop computer could use this WAP to connect to POST's

EXECUTIVE SUMMARY

PEACE OFFICERS' STANDARDS AND TRAINING COMMISSION

wired network and gain unauthorized access to POST's confidential data or the State's Wide Area Network. (page 11)

- POST had not implemented the state's information technology security standards. Specifically, POST had not conducted IT security training for existing staff or new hires and employees had not signed security awareness statements. If properly implemented, these policies and procedures can help reduce the risk that could come from unauthorized access or disruption of services. (page 12)

Recommendations

This report contains nine recommendations to improve POST's financial and administrative practices and its information security controls. One recommendation relates to recording expenditures properly, two relate to ensuring compliance with contracting requirements, and three relate to ensuring compliance with personnel requirements. Finally, three recommendations relate to security over POST's information systems and data. (page 19)

Agency Response

The Commission, in response to the audit report, accepted the nine recommendations. (page 17)

Introduction

Background

The Legislature established a five member Commission on Peace Officers' Standards and Training (POST) in 1965 under the direction of the Attorney General's Office. Other dates of note include:

- In 1969 the POST Commission was renamed the POST Committee and placed under the Nevada Commission on Crime.
- In 1981 POST was transferred to the Department of Motor Vehicles (DMV) and the number of members reduced from five to three.
- In 1992, with the DMV and the Department of Public Safety reorganization, the POST and Nevada Highway Patrol academies merged to create the Nevada Law Enforcement Academy.
- In 1999 POST became a stand alone Commission whose seven members were appointed by the Governor for two-year terms.
- In 2005 the POST Commission was expanded to its present size of nine commissioners.

POST's mission is to develop and deliver professional training, ensuring that all Nevada peace officers and their agencies comply with established statutes and regulations in order to enhance the safety of residents and visitors to the state. Responsibilities include establishing and regulating the minimum qualifications and professional standards for peace officers within the State of Nevada. In addition, POST certifies peace officers; conducts basic law enforcement academy training; and certifies and audits continuing education courses, all criminal justice agencies, and basic law enforcement training academies. Beginning in fiscal year 2008, POST began developing instructional courses for supervisor, management, and executive level training to assist in the acquisition of POST professional certificates.

POST's office and training facility are located in Carson City. For fiscal year 2008, POST was authorized 17 full-time equivalent positions. POST is primarily funded by court assessments which totaled approximately \$3.3 million in fiscal year 2008. In addition, the agency recorded about \$38,000 in academy registration fees and other

miscellaneous income. Fiscal year 2008 expenditures totaled approximately \$3.1 million as shown in Exhibit 1.

Exhibit 1

**POST Expenditures
Fiscal Year 2008**

| | Expenditures |
|-------------------------------------|---------------------|
| Personnel Services | \$1,102,711 |
| Emergency Vehicle Operations Center | 975,820 |
| Operations* | 709,492 |
| Physical Fitness Standards Study | 84,674 |
| Information Technology | 61,136 |
| Crimeline Law Enforcement Training | 47,500 |
| Inter/Intra-Agency Cost Allocations | 138,927 |
| Total Expenditures | \$3,120,260 |

Source: State Accounting System.

* Includes Operating, In-State Travel, Out-of-State Travel, Utilities, Equipment, Instructor and Volunteer Pay, Commission Expenses, Cadet and Staff Uniforms, Drug Recognition Expert Conference, and Registrations.

Scope and Objective

This audit is part of the ongoing program of the Legislative Auditor as authorized by the Legislative Commission, and was made pursuant to the provisions of NRS 218.737 to 218.893. The Legislative Auditor conducts audits as part of the Legislature’s oversight responsibility for public programs. The purpose of legislative audits is to improve state government by providing the Legislature, state officials, and Nevada citizens with independent and reliable information about the operations of state agencies, programs, activities, and functions.

This audit included a review of POST’s financial and administrative activities in fiscal year 2008; however, certain procedures were extended into fiscal year 2009. Our audit objective was to determine if POST’s financial and administrative activities were carried out in accordance with applicable state laws, regulations, policies and procedures.

Findings and Recommendations

Financial and Administrative Controls Can Be Strengthened

POST generally complied with state laws, regulations, policies and procedures significant to its financial administration. However, additional controls are needed to help ensure expenditures are recorded to the correct fiscal year, contracts are properly executed, employee evaluations are conducted, and payroll reporting requirements are complied with. In addition, POST had not developed sufficient controls to protect its sensitive information and information systems. These weaknesses included putting information system resources at risk and not implementing the state's information technology security standards. Implementing these controls will help safeguard the state's assets.

Expenditures Not Recorded to Proper Fiscal Year

Travel expenditures were not always recorded to the correct fiscal year. Specifically, out-of-state travel expenditures to attend a professional conference during fiscal year 2009 were improperly charged to fiscal year 2008. Although the employees' travel expenditures totaled approximately \$2,900 for the conference, per diem and transportation costs totaling \$1,760 were inappropriately charged to fiscal year 2008. If these expenditures had been properly recorded, POST would have reverted \$1,760 more to the General Fund in fiscal year 2008. In addition, POST would have had to prepare a work program to increase its out-of-state travel authority in fiscal year 2009 to account for its expenditures incurred as of December 2008.

According to POST officials, the conference expenditures were budgeted for fiscal year 2008 and this was the first time the conference was held in July. However, NRS 353.3241 requires the use of the modified accrual basis of accounting for governmental funds and the recognition of expenditures when incurred.

Recommendation

1. Develop procedures to help ensure expenditures are recorded to the proper fiscal year.

Written Contracts Were Not Established

POST did not always comply with contracting requirements. First, written contracts were not established for services provided by independent contractors. Second, POST did not institute interlocal agreements for the collection of academy registration fees. Written agreements help ensure the amounts paid or collected for services are appropriate.

Independent Contractor Services

POST paid a software vendor a total of \$7,400 for two onsite software training sessions which included the instructor's related travel costs. However, written contracts were not established and thus not approved by the Clerk of the Board of Examiners. State law requires agencies to establish written contracts with entities acting as independent contractors and allows the payment of travel expenses only if provided for in the contract. In addition, the State Administrative Manual (SAM) requires that contracts ranging in cost from \$2,000 to \$9,999 receive approval from the Clerk of the Board of Examiners.

We also noted written contracts were not prepared for the following services even though required by SAM:

- Software license renewal services to two vendors totaling \$10,529.
- Hardware maintenance services totaling \$595.
- Alarm system monitoring services totaling \$568.

Agency officials stated the vendors did not provide or sign written contracts or service agreements.

When contracts are not properly executed there is limited assurance the amounts paid are appropriate. In addition, there is an increased risk that the State may not receive the services requested if the contract is not in writing.

Academy Registration Fees

POST charges law enforcement agencies a registration fee for each cadet attending its basic academy training. All agencies are charged a flat fee per cadet, with the exception of the tribal entities, which are charged a daily fee per cadet. In fiscal year 2008, POST collected about \$25,000 for these fees. However, POST has not established interlocal contracts that define the scope of services provided and an

agreed upon fee. The lack of interlocal contracts increases the risk that agencies could challenge the fees charged. For instance, in fiscal year 2008, a tribal agency was charged \$26 per day per student even though POST's fee schedule showed \$23.

Although POST is authorized to collect registration fees, the actual fees charged are not codified in law or regulation. However, state law authorizes public agencies to contract with one another for the provision of governmental services through the use of interlocal contracts. Additionally, SAM requires that interlocal contracts be approved by the Attorney General as to form and compliance with law.

Recommendations

2. Establish and properly execute written contracts for services provided by independent contractors in accordance with state law, policies, and procedures.
3. Develop interlocal agreements for the collection of academy registration fees.

Personnel and Payroll Requirements Not Always Followed

POST did not always comply with requirements for personnel administration. Probationary performance evaluations were not prepared for most probationary employees and employees had not signed an agreement to accrue compensatory time. In addition, some timesheets were not recorded correctly which could result in employees not being properly compensated.

Performance Evaluations Were Not Completed

Although POST completed annual performance evaluations for all employees tested, probationary performance evaluations were not prepared for four of its five probationary employees during fiscal year 2008. NRS 284.340 requires performance evaluations for employees in the classified service at the end of the 3rd, 7th, and 11th months of employment for a 12 month probationary period. Probationary evaluations serve several purposes: (1) evaluating an employee's effectiveness in performing assigned duties and responsibilities timely; (2) identifying factors that can improve job performance; and (3) clarifying performance standards as they relate to the current job description.

Work performance standards had not been developed for one of these probationary employees, thus making it difficult to evaluate the employee's performance. State law requires agencies to develop work performance standards for each classified position. Work performance standards serve as a written statement of principal job assignments and the results expected from an employee.

Compensatory Time Agreements Are Needed

POST did not have written agreements with its employees to accrue compensatory time in lieu of cash payments for overtime as required by NAC 284.250. We identified 10 employees that accrued compensatory time during fiscal year 2008. As of June 30, 2008, POST's total liability for compensatory time was approximately \$3,700. When an agreement is established, POST is not obligated to pay employees for overtime worked. Instead, it can compensate employees by allowing them to take time off.

Procedures to Ensure Timesheet Accuracy Are Needed

Timesheets did not always accurately reflect the amount of hours worked. The explanation provided in the notes section of 2 of the 24 timesheets we reviewed did not coincide with the exception hours recorded. Payroll procedures require an employee to document in the notes section an explanation of the exception hours recorded, such as overtime, compensatory time, and sick leave. However, one employee documented 15.5 hours of overtime during the week in the notes section but did not record any hours for overtime pay or compensatory time. In the other instance, the employee noted his standard shift was a 10 hour day. Although he was paid for 40 hours of work, the timesheet note section indicated he worked only 32 hours during the week. In each instance, the timesheet was approved by the employee's supervisor.

State regulation requires employees to accurately report the hours worked and supervisors to verify the accuracy of all hours reported. By not properly reviewing employees' timesheets, there is an increased risk of payroll errors occurring and not being detected.

Recommendations

4. Prepare work performance standards and probationary performance evaluations for all classified employees as required by state law.
5. Develop compensatory time agreements for all employees accruing compensatory time.
6. Develop procedures to help ensure timesheets are properly prepared and reviewed.

Information Technology Records Not Sufficiently Protected

One of POST's key functions is to maintain all of the state's peace officers' training records which are part of a computerized database stored on POST's primary server. However, these records were not sufficiently protected. In addition, POST's network was not sufficiently secured from external threats. After discussing these vulnerabilities with POST management, they took immediate corrective action.

Database Backups Were Not Stored Off-site

Backup disks of POST's database containing the State's repository of peace officers' training data were not stored off-site. Data that is stored and processed on IT systems is vulnerable. It can be accidentally or intentionally corrupted or deleted and hardware and software failures can occur. In the event of a disaster, either man-made or natural, all these things can happen at the same time. The state's IT security standards require these backups be stored off-site to reduce the risk of irreplaceable data loss that might occur if the POST building were to be destroyed by fire or another catastrophe.

Unsecured Wireless Access Point

During our IT security testing, we identified a wireless networking access point in operation in one of POST's classrooms. This wireless access point (WAP) did not have any security features enabled nor was it encrypted. As a result, anyone with a laptop computer could use this WAP to connect to POST's wired network. For instance, we were able to access this WAP from the parking lot outside the POST building. The WAP also allowed connectivity to the State's Wide Area Network (WAN) known as the Silvernet. With such access, there is an increased risk a hacker could gain

unauthorized access to POST's confidential data. In addition, access to the Silvernet could provide a hacker with similar unauthorized access to other agencies' networks, files, and data.

Recommendations

7. Store critical backup files off-site.
8. Ensure wireless network configurations are secure.

Security Controls Can Be Improved by Implementing State's IT Security Standards

A key reason for the above noted security controls weaknesses is that the POST had not implemented the state's information technology security standards. State agencies are required to comply with the standards set forth in the State Information Security Program Policy. These standards include policies and procedures to train users about information security risks and formally document user responsibilities. If properly implemented, these policies and procedures can help to reduce the risk that could come from unauthorized access or disruption of services.

IT Security Awareness

POST had not conducted IT security training for existing staff or new hires. The state's IT security standards require each agency to conduct ongoing IT security awareness training. The intent of this training is to ensure that all new and existing employees, consultants, and contractors are aware of their responsibilities in protecting the state's information systems and information processed through them.

In addition, POST employees had not signed security awareness statements as required by the state's IT security standards. All employees with access to sensitive information should sign such statements in order to document they understand their responsibilities regarding the confidential nature of the information they have access to. Such statements also function to inform employees of the penalties associated with the unauthorized disclosure or use of this sensitive information. Without having employees formally acknowledge their IT security responsibilities, it is less likely they will take the proper actions to protect the information systems and data they utilize.

Recommendation

9. Ensure ongoing compliance with the state's IT security standards.

Appendices

Appendix A Audit Methodology

To gain an understanding of POST, we interviewed agency staff and reviewed statutes, regulations, policies, and procedures significant to POST's fiscal operations. We also reviewed financial reports, budgets, minutes of various legislative committees, and other information describing the activities of the Agency. Furthermore, we documented and assessed POST's internal controls over financial activities and information systems.

To determine if financial and administrative activities were properly carried out, we randomly selected 15 non-payroll expenditures, 5 travel claims, and selected all equipment purchases, and tested each for proper recording, approval, and compliance with applicable laws regulations, policies, and procedures. In addition, based upon expenditure category balances, we judgmentally selected a total of 12 expenditure transactions recorded in fiscal years 2007, 2008, and 2009 to determine if they were recorded in the correct fiscal year. We also reviewed the 5 largest credit entries and all grant expenditures during fiscal year 2008 to determine their propriety.

We reviewed all of the agency's professional services contracts and one equipment lease and determined whether contract maximums were exceeded and services were rendered before contracts were properly authorized. In addition, we evaluated POST's processes for reviewing contract expenditures and contract monitoring.

For payroll expenditures, we randomly selected two pay periods and determined whether the payroll transactions were processed correctly. We tested 24 timesheets for compliance with applicable laws, regulations, policies and procedures. We reviewed each timesheet for accuracy in recording the hours worked. We also determined whether work performance standards were established for all employees, employees received performance evaluations, and the presence of compensatory time agreements.

To evaluate compliance with property and equipment requirements, we determined whether POST performed annual physical inventories. Based upon inherent risk of loss or misuse, we judgmentally selected 16 equipment items and 5 weapons on the inventory lists and verified their physical existence. We also selected 15 equipment items and 5 weapons physically located at the Carson City facility and traced them to the inventory report.

For revenue testing, we randomly selected five deposits greater than or equal to \$500 and tested each to determine whether revenue was collected and deposited in accordance with statutory requirements. We also reviewed all 11 deposits from fiscal years' 2007 and 2008 cut off periods that were greater than or equal to \$500 to determine if deposits were recorded to the proper year. We also reviewed all fiscal year 2008 cash receipt forms and determined whether all receipts were collected and deposited in accordance with statutory requirements, and that controls over cash receipt forms were adequate.

Regarding the fiscal year 2008 performance measures reported in the Fiscal Years 2010-2011 Executive Budget, we requested supporting documentation to determine if the reported information was mathematically accurate and the underlying records were complete.

To evaluate information security controls, we selected a sample of 12 of the Agency's desktop computers. For each computer, we tested for current critical operating system updates and current antivirus software protection. In addition, we determined if former employees had enabled user accounts. We also examined POST's adherence to the state's IT security standards.

For POST's data server, we determined if the administrative and physical access to the server was appropriate. In addition, we tested the patch status of the server and the application software for critical updates, the antivirus protection, and the adequacy of the backup system. We also determined if the network server's group policy settings complied with state's IT standards.

We also conducted tests to identify 'backdoors' into POST's network through unauthorized or improperly configured wireless devices. Where wireless networking was implemented, we determined if it was in compliance with the state's standards.

Finally, we examined the users' agreements from 12 law enforcement agencies authorized to access POST's IT system to determine if the agreements were actively maintained with current contacts.

Our audit work was conducted from July 2008 to January 2009. We conducted the performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

In accordance with NRS 218.821, we furnished a copy of our preliminary report to the Executive Director of the Peace Officers' Standards and Training Commission. On April 1, 2009, we met with agency officials to discuss the results of the audit and requested a written response to the preliminary report. That response is contained in Appendix B, which begins on page 17.

Contributors to this report included:

Jill Silva, CPA
Deputy Legislative Auditor

Michael O. Spell, CPA
Audit Supervisor

Jeff Rauh, CIA, CISA
Deputy Legislative Auditor

Stephen M. Wood, CPA
Chief Deputy Legislative Auditor

Appendix B

Response From the Peace Officers' Standards and Training Commission



STATE OF NEVADA

COMMISSION ON PEACE OFFICERS' STANDARDS AND TRAINING

5587 Wa Pai Shone Avenue
CARSON CITY, NEVADA 89701
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JIM GIBBONS
Governor

RICHARD P. CLARK
Executive Director

April 13, 2009

Mr. Paul V. Townsend, CPA
Legislative Auditor
Legislative Counsel Bureau
401 S. Carson St.
Carson City, NV 89701-4747

Dear Mr. Townsend:

This is in response to the Commission on Peace Officers' Standards and Training (P.O.S.T.) audit report dated, April 1, 2009.

Audit recommendations:

Recommendation #1: Develop procedures to help ensure expenditures are recorded to the proper fiscal year.

Response: Written procedures will be added to the Policies and Procedures manual clarifying how year end cut off payments are to be processed. *IN PROCESS.*

Recommendation #2: Establish and properly execute written contracts for services provided by independent contractors in accordance with State law, policies, and procedures.

Response: Contracts/MSA's will be created with any vendor that does not currently have one. *IN PROCESS.*

Recommendation #3: Develop interlocal agreements for the collection of academy registration fees.

Response: Interlocal contracts will be created with agencies that send cadets to the academy. *IN PROCESS.*

Recommendation #4: Prepare work performance standards and probationary performance evaluations for all classified employees as required by State law.

Response: Our current policy and procedures specify work performance standards shall be reviewed annually but do not specify a time frame to complete the work performance standards, nor does NAC 284.468. The position is new to POST and work performance standards have now been completed. *COMPLETED.*

Recommendation #5: Develop compensatory time agreements for all employees accruing compensatory time.

Response: All employees have completed the compensatory time agreements and our policy and procedures have been amended to include that requirement. See attached P&P Section 5.17. *COMPLETED.*

Recommendation #6: Develop procedures to help ensure timesheets are properly prepared and reviewed.

Response: All employees were verbally advised during NEATS training what the note section on the NEATS electronic time sheet was to be used for, it is now included in our policy and procedure section 5.17, see attached. Variable work week agreements have been signed by all employees and will be reflected on their time sheets and supervisors have been instructed to pay more attention when approving time sheets. *COMPLETED.*

Recommendation # 7: Store critical backup files offsite.

Response: An offsite secure storage area is now used to store the backup drives and procedures for a primary and secondary individual to complete the task have been established. *COMPLETED.*

Recommendation #8: Ensure wireless network configurations are secure.

Response: DoIT has established a secure wireless network for the classroom. *COMPLETED.*

Recommendation #9: Ensure ongoing compliance with the states IT security standards.

Response: Review and compliance validation will be completed annually with the performance review of the Business Process Analyst II position. *COMPLETED.*

If you have any additional questions, please contact Heather Elliott @ 775.687.3317.

Sincerely,



Richard P. Clark
Executive Director

Enc: Policy & Procedures, 5.17
Cc: Michael O. Spell, CPA
Heather Elliott, ASO

**Peace Officers' Standards and Training Commission
Response to Audit Recommendations**

| <u>Recommendation Number</u> | | <u>Accepted</u> | <u>Rejected</u> |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| 1 | Develop procedures to help ensure expenditures are recorded to the proper fiscal year. | <u> X </u> | <u> </u> |
| 2 | Establish and properly execute written contracts for services provided by independent contractors in accordance with State law, policies, and procedures. . | <u> X </u> | <u> </u> |
| 3 | Develop interlocal agreements for the collection of academy registration fees. | <u> X </u> | <u> </u> |
| 4 | Prepare work performance standards and probationary performance evaluations for all classified employees as required by State law. | <u> X </u> | <u> </u> |
| 5 | Develop compensatory time agreements for all employees accruing compensatory time. | <u> X </u> | <u> </u> |
| 6 | Develop procedures to help ensure timesheets are properly prepared and reviewed. | <u> X </u> | <u> </u> |
| 7 | Store critical backup files offsite. | <u> X </u> | <u> </u> |
| 8 | Ensure wireless network configurations are secure. | <u> X </u> | <u> </u> |
| 9 | Ensure ongoing compliance with the state's IT security standards. | <u> X </u> | <u> </u> |
| | TOTALS | <u> 9 </u> | <u> 0 </u> |