

Audit Highlights



Highlights of performance audit report on the Capitol Police issued on November 19, 2015. Legislative Auditor Report # LA16-08.

Background

The mission of Capitol Police is the protection of life and property by providing proactive law enforcement services, empowering employees through training and education, and enhancing the safety of the citizens of Nevada and its visitors in and around designated state land and facilities. Its vision is to create an environment where employees and visitors to state property are free from fear and are safe from harm and disruption.

The Division provides services on a 24-hour basis, 7 days per week. The Division is headquartered in Carson City, and officers are stationed at fixed posts at the Capitol Complex, Office of the Attorney General, Grant Sawyer Building, and the Governor's Mansion. Officers also actively patrol other designated state locations by vehicle, bicycle, and foot.

The Division is funded mainly through transfers from the Department of Administration, Building and Grounds Division, which is supported primarily from assessments to state agencies. Additional funding is provided for staffing at the Governor's Mansion in Carson City from the Department of Public Safety (DPS). In fiscal year 2012, financial and human resource services were consolidated within the DPS Director's Office to centralize these activities, including those of Capitol Police, to create efficiencies and reduce costs. As of October 2015, the Division had 21 legislatively approved full-time equivalent positions.

Purpose of Audit

The purpose of this audit was to determine whether financial and administrative controls related to contracted security, and travel expenditures, comply with state laws and regulations and other requirements.

Audit Recommendations

This audit report contains two recommendations to improve certain controls over contracted security payments.

Capitol Police accepted the two recommendations.

Recommendation Status

Capitol Police's 60-day plan for corrective action is due on February 19, 2016. In addition, the six-month report on the status of audit recommendations is due on August 19, 2016.

Capitol Police

Department of Public Safety

Summary

Generally, the Capitol Police (Division) processed contract and travel expenditures in compliance with applicable requirements, although certain improvements can be made to the review of contract invoices. While contract invoices were properly processed and mathematically accurate, issues were found regarding documentation of certain approvals. Furthermore, the Division can strengthen its invoice review if times and dates billed by the contractor are compared to security logs. Changes to the monitoring and processing of contract invoices will help ensure payments for the Division's largest expense, other than personnel, are appropriate and accurate.

Key Findings

The Division can make improvements when approving and processing contractor payments. For instance, review of and approval for payments should be documented by the Division Chief prior to processing. Of 18 contractor invoices reviewed, none had evidence the Chief of the Division reviewed and approved the invoices prior to payments. Division policy and procedures state all expenditures will be approved by the Chief prior to the processing of the payment voucher. Discussions with Division and DPS fiscal personnel indicated the Chief does review invoices prior to payment; however, no evidence of this review was found on any invoice we inspected. Documentation of the Chief's review will help ensure payments are accurate and appropriate. The Division paid \$227,000 for contracted security during fiscal year 2015. This is the largest single expenditure for the Division other than personnel costs. (page 5)

Contract invoice review can be strengthened by a comparison to detailed logs maintained by security personnel at fixed posts covered by the contractor. Our review of available logs found 2 of 12 logs did not have significant activity noted by security personnel to verify personnel arrived and remained at the post for the times billed on invoices. Conversely, 10 date logs did show specific security activity, such as when perimeter checks are performed on buildings, that directly corresponded to dates and times billed. (page 6)

Our review of travel expenditures revealed the Division processed them in accordance with state laws and other requirements. Travel costs included expenses related to the Division's fleet of five patrol vehicles. The Division's vehicles are purchased and maintained by the State's Motor Pool and are subject to monthly rental and mileage charges. Charges for the fleet, of a little more than \$60,000, accounted for the majority of travel expenditures during fiscal years 2014 and 2015. (page 7)

We reviewed travel claims for compliance with state laws and related policies and procedures. Selected invoices were mathematically accurate, properly approved, and paid at the appropriate rates. (page 7)