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CHESTERFIELD COUNTY
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**Includes Freedom of Information Act
(FOIA) exempt material that will be
redacted prior to public disclosure.**

Police Training

March 11, 2020



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Police Training

Highlights

Firearms and Ammunition Controls



Required Police Training and Budget Analysis

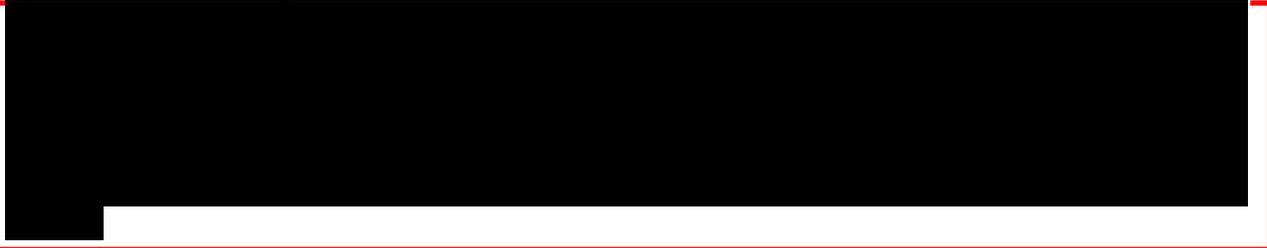
The County Police Department's Training Academy was re-certified by the Virginia Department of Criminal Justice Services (DCJS) on March 6, 2019. This certification enables Chesterfield County's Police Training Academy to train its police officers to be Virginia-certified law enforcement officers. We sampled 25 County police officers to test for compliance with DCJS training requirements; police officers must receive 40 hours of training every two years. We noted County police officers received 42.8 hours of training during calendar year 2018. Training included specialized police and County mandated training. We compared Police's elective training budget with actual expenses for the last five fiscal years and noted the budget was well below actual expenses for each fiscal year. We also noted Police did not track potential costs for needed training that exceeded the training budget.

Actions Taken: Beginning in FY20, the Police Training Division began prioritizing elective training needs by tracking the urgency of training which helps Police Administration prioritize training needs.

Commendation: We commend County Police Training academy for maintaining DCJS recertification.

Recommendation: Police Training Division fully document training needs and track elective training costs to support budget requests for elective training.

Systems Access and Updates



Management concurred with 2 of 2 recommendations detailed in the report to be implemented from April 1, 2020 to July 15, 2020. Internal Audit performs annual follow-up with management to confirm implementation status.

INTRODUCTION

BACKGROUND

Chesterfield County Police Department employs nearly 700 employees in ten divisions: Office of the Police Chief, Personnel, Animal Services, Criminal Investigation, Information Services, Special Investigations, Community Services, Management Services, Training, and Uniform Operations. Additionally, volunteers offer support by serving as auxiliary police officers, providing motorist assistance, and community service.

The Police Training Division consists of twelve full-time and four part-time employees responsible for ensuring all sworn and non-sworn personnel receive mandatory and elective training. Personnel in the training area include the Training Commander, Training Director, two Sergeants, six sworn Training Specialists, one civilian Training Analyst, an Administrative Assistant, a part-time Office Assistant, and three part-time Police Specialists. In addition, outside experts are used when necessary.

Virginia Code gives The State Department of Criminal Justice Services (DCJS) authority to establish training requirements for police officers. Police personnel that have mandatory training include basic academy officers, in-service officers, training instructors and dispatchers. DCJS monitors the training using an on-line computer database called ACE which is maintained by Police Training Division training staff.

During FY19, 55 police recruits began the 32-week training academy, and 40 recruits graduated from the academy. Recruit training includes classroom, defensive tactics, firearms, scenario, and field training. Police training activities are provided at the Eanes Pittman Public Safety Training Center (Eanes Pittman), the Enon Driving Facility (Driving Facility), and the Enon Firing Range

Eanes Pittman includes classrooms, a fitness center, gymnasium, an interactive electronic use of force decision-making simulator, and a scenario training area. The Driving Facility covers 71 acres and includes a classroom, 1.4-mile driving track, observation tower, skid pan (for skid control and recovery training), and urban driver training area. Enon includes 20 firing lanes, classroom, control room, Most of the recruit training occurs at these facilities. Police shares these facilities with County Fire/EMS and the Sheriff.



OBJECTIVES

Objectives of the audit were to:

- Evaluate controls over firearms and ammunition used for police training.
- Confirm required recurring training monitoring and assignment process.
- Review Training Division budget to determine if the budget satisfies costs for necessary training.
- Verify controls over critical computer systems used by police officers.

SCOPE

Our audit work covered FY19 and the current operating environment. We considered the following code, policies, and procedures during our audit:

<i>County Budget and Management: Budget Change Requests Policy</i>	<i>Police Firearms Range Rules and Procedures Policy</i>
<i>Police Training Division Policy</i>	<i>Police Computer & Communication Resources Use and Security Policy</i>
<i>Virginia Administrative Code 20-30-30 Compulsory in-Service Training Standards</i>	<i>Virginia Administrative Code 20-30-40 Time Requirement for Completion of Training</i>
<i>Virginia Administrative Code 20-90-70 Academy Certification</i>	<i>County Risk Management Training Matrix</i>

We conducted this performance audit in accordance with generally accepted government auditing standards (GAGAS). 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. Jim Boudreau, Staff Auditor, performed the audit work. Chesterfield County Internal Audit is a department within the organization of Chesterfield County/Schools.

METHODOLOGY

Detailed information regarding the methodology can be found in the individual point sheets listed in the report. Our methodology included the following: interviews, observations, data analysis, detail testing, and documentation review.

INTERNAL CONTROL CONCLUSION

According to Government Auditing Standards, internal controls, in the broadest sense, encompass the agency's plan, policies, procedures, methods, and processes adopted by management to meet its mission, goals, and objectives. Internal controls include the processes for planning, organizing, directing, and controlling program operations. It also includes systems for measuring, reporting, and monitoring program performance. An effective control structure is one that provides reasonable assurance regarding:

- efficiency and effectiveness of operations;
- accurate financial reporting; and
- compliance with laws and regulations.

Based on the results and findings of the audit test work, auditors concluded that internal controls were in place and there were minimal findings to question their ability to assist management in meeting its mission, goals, and objectives. Recommendations specific to improving these controls can be found in detail further in the audit report.

CLOSING

We would like to thank the Police Training Division for their cooperation and assistance during this audit.

FINDINGS, RECOMMENDATIONS, RESPONSES
Firearms and Ammunition Controls
CONFIDENTIAL, FOIA EXEMPT §2.2-3705.2(14): Public Safety
(Point Sheet 1)

CRITERIA:

Police Training Division Policy states no one shall possess operable firearms when participating in scenarios; simulated or permanently disabled firearms must be utilized. Firearms that are in the possession of evaluators are not to be removed for any reason other than to address a threat that involves the potential for death or serious bodily injury.

[REDACTED] Ammunition inventory count is to be conducted monthly and recorded on the appropriate log book [REDACTED] Police informed us they plan to update their policy requiring biannual ammunition inventory counts [REDACTED]

Police Firearms Range Rules and Procedures Policy says the armorer (a person who repairs, assembles, and tests firearms) work area should be secured when unattended. Only members of the training staff or designated armorers are allowed in the armorer shop unless authorized.

CONDITION(S):

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

FINDINGS, RECOMMENDATIONS, RESPONSES
Firearms and Ammunition Controls
CONFIDENTIAL, FOIA EXEMPT §2.2-3705.2(14): Public Safety
(Point Sheet 1)

Finding	Cause	Recommendation	Response
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]			
[REDACTED]			
[REDACTED]			

CAUSES:

- [REDACTED]
- [REDACTED]
- [REDACTED]

EFFECTS(S):

- [REDACTED]
- [REDACTED]
- [REDACTED]

FINDINGS, RECOMMENDATIONS, RESPONSES
Firearms and Ammunition Controls
CONFIDENTIAL, FOIA EXEMPT §2.2-3705.2(14): Public Safety
(Point Sheet 1)

RECOMMENDATION(S):

1. [REDACTED]

MANAGEMENT'S RESPONSE(S):

1. [REDACTED]

FINDINGS, RECOMMENDATIONS, RESPONSES
Required Police Training and Budget Analysis
(Point Sheet 2)

CRITERIA:

Code of Virginia §20-90-70 Academy Certification mandates Virginia police training academies be certified by the Department of Criminal Justice Services (DCJS) before they are eligible to provide training.

Code of Virginia §20-30-30 Compulsory In-Service Training Standards and Code of Virginia §20-30-40 Time Requirement for Completion of Training specifies 40 hours of training every two years for in-service police officers. In addition, County Risk Management developed a Training Matrix which lists required County training.

The County's financial policies establish the framework for financial planning and management and provide guidelines against which budgetary performance can be measured and proposals for future funding can be evaluated. The County Charter requires the budget to be balanced; estimated revenues meet planned expenditures.

County Budget and Management Budget Change Requests Policy states budget change requests are required when transferring funds between appropriation categories; appropriating revenue and expenditures; or when using a reserve. Change requests are not required if transfers do not affect the total amount of a department, grant, or project budget.

CONDITION(S):

DCJS certifies police training academies every three years ensuring Virginia police officers receive proper training. Chesterfield County's Police Academy was certified by DCJS on March 6, 2019. To maintain specific DCJS required training the Academy must provide 40 hours of training every two years for in-service police officers which includes:

- cultural diversity training (2 hours);
- legal training (4 hours); and
- career development/elective training (34 hours).

Police must also provide, and track County required training for employees which includes:

- bloodborne Pathogens (annual);
- fire extinguisher (every three years);
- hazard communications (every three years);
- respirator protection (annual); and
- tuberculosis prevention (every three years).

FINDINGS, RECOMMENDATIONS, RESPONSES
Required Police Training and Budget Analysis
(Point Sheet 2)

Because the Police Training Academy Director has discretion to assign elective training, required County training can be included in DCJS elective training. During calendar year 2018, Police provided the following elective training classes for police officers.

Elective Training	Hours
Gas Mask/Vexor/Pepperball	2.0
CPR-AED	2.0
Ethics	2.0
Baton	2.0
De-escalation	4.0
Below 100	2.0
Mental Health	2.0
Search and Seizure	2.0
Health and Wellness	2.0
Civil Disturbance	2.0
Firearms	4.0
Driving	4.0
Use of Force Scenarios/Taser Recert.	8.0
Workplace Violence	0.58
Bloodborne Pathogens (County)	0.25
Fire Extinguisher (County)	0.50
Tuberculosis Prevention (County)	0.50
Implicit Bias	2.0
Legal Update	1.0
Total Training	42.83

We selected a sample of 25 police officers to test for compliance with County and DCJS training requirements for calendar year. We reviewed training class sign-in sheets and computer training completion records and found sampled police officers completed all training listed above.

FINDINGS, RECOMMENDATIONS, RESPONSES
Required Police Training and Budget Analysis
(Point Sheet 2)

The County’s budget process includes a regular review of each department’s budget to ensure compliance with fiscal integrity and County financial policies. Police’s budget includes specific line items for elective training costs. We compared budgeted elective training costs with actual expenses to determine if Police’s training budget was enough to cover training needs. For the past five fiscal years, elective training costs exceeded budgeted training costs.

	Elective Training Budget	Actual Training Costs	Budget to Actual
FY15	\$ 71,600	\$ 107,516	\$ 35,916
FY16	71,600	131,196	59,596
FY17	90,700	121,469	30,769
FY18	90,700	127,646	36,946
FY19	89,700	212,518	122,818

Police use asset forfeiture funds or money from other budget categories to cover training costs that exceed the training budget. At November 30, 2019 elective training costs were at 97% (\$105,397) of total FY20 budget (\$108,300).

We tested the Police Training Division’s tracking of elective training costs. The Division maintains a spreadsheet for each fiscal year which lists elective training course information (including course name, attendee, location, date, and cost). Training costs are entered into the County’s Enterprise Account System, ONESolution, when incurred. We compared the Training Division’s spreadsheets with ONESolution for each of the five most recent fiscal years. We noted for each fiscal year the total of the Division’s spreadsheets were less than ONESolution. The Division does not record all elective training costs on tracking spreadsheets. We also noted the Division does not track potential training needs when developing yearly budget requests.

In FY20, the Training Division began to prioritize elective training needs. This tracking method assists Police administration prioritize training needs. For FY21 budget, the Training Division has requested an increase in the elective training budget of \$120,000.

CAUSE(S):

- Police Training Division provides training requirements for DCJS certification.
- Elective training budget is not enough to cover costs.
- Elective training costs tracking does not include all actual elective training costs.

EFFECT(S):

- Police Training Academy maintains required certifications.
- Other budget categories must be transferred to cover elective training needs.
- Police Training Division is unable to demonstrate increased training needs for budget requests.

FINDINGS, RECOMMENDATIONS, RESPONSES
Required Police Training and Budget Analysis
(Point Sheet 2)

RECOMMENDATION(S):

2. We recommend the Police Training Division comprehensively document training needs and track elective training costs to support budget requests.

MANAGEMENT'S RESPONSE(S):

2. *Concur. Training Division Commander, Captain Andrea Riesmeyer, is responsible for implementing 7/15/2020 (Training Costs). The Police Department is committed to engaging in ongoing training cost projections so as to better forecast expenditures each fiscal year. The Division began tracking training needs in FY19 and has been completed for FY20. In conjunction with the above process, the department will fully document training costs and expects completion by July 15, 2020.*

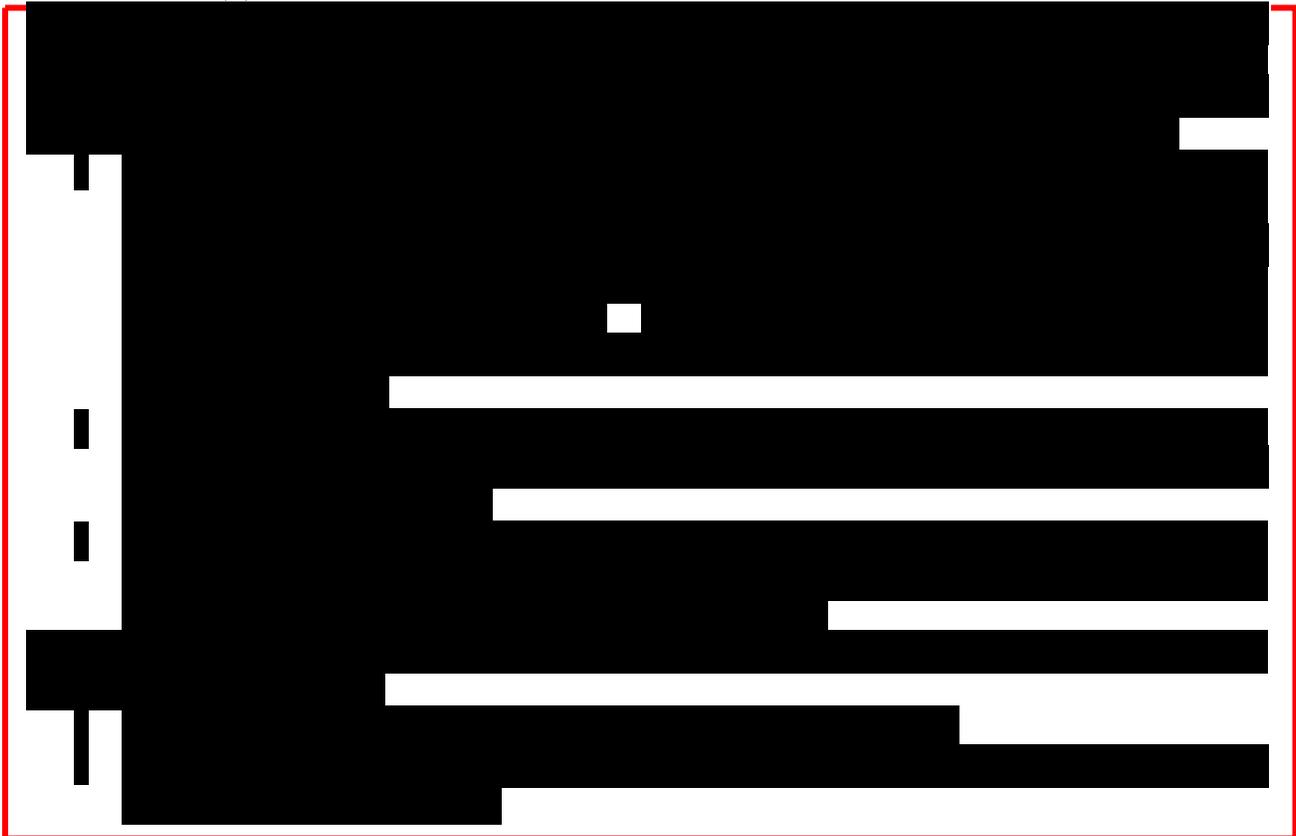
FINDINGS, RECOMMENDATIONS, RESPONSES
Systems Access and Updates
CONFIDENTIAL, FOIA EXEMPT §2.2-3705.2(3): System Security
(Point Sheet 3)

CRITERIA:

Police Computer & Communication Resources Use and Security policy says access to computer resources is controlled through use of assigned user accounts and passwords. The Information Services Division shall manage access level authorization and be responsible for compliance with county computer related policy and Federal Bureau of Investigation Criminal Justice Information Services (CJIS) Security Policy standards and mandates. The Division commander serves as the Police's CJIS Compliance Officer who is responsible for controlling access to Criminal Justice Information (CJI). Access controls include authorizing user access based on job assignment or function (i.e. the role) of the user seeking access.

Industry best practices for computer system security includes installing all computer system updates and patches. Software providers develop system changes when vulnerabilities are identified.

CONDITION(S):



FINDINGS, RECOMMENDATIONS, RESPONSES
Systems Access and Updates
CONFIDENTIAL, FOIA EXEMPT §2.2-3705.2(3): System Security
(Point Sheet 3)



CAUSE(S):

- [Redacted]
- [Redacted]

EFFECT(S):

- [Redacted]
- [Redacted]