TO: Police Chief Mike Butaud
Deputy Chief Jack Fahrnow

CC: Olathe City Council
Mayor Michael Copeland
City Manager Michael Wilkes
Assistant City Manager Susan Sherman

FROM: Mary Ann Vassar, CPA, CRMA
City Auditor

SUBJECT: Observation of Evidence/Property Room Inventory and Internal Controls

DATE: October 1, 2019

Thank you for requesting the City Auditor's observation of the Olathe Police Department evidence/property inventory count, which the Support Services team conducted as a best practice during the Department's change of command. This letter summarizes the results of my observation of the count and related internal controls.

My observation supports the accuracy of the inventory conducted by the Support Services team. A total of 38,967 evidence/property items were certified as located without exception by the Department on August 14, 2019. The inventory as certified was composed of 38,449 items in custody at Police Department Headquarters, with an additional 518 items released to other law enforcement agencies, courts, or Police personnel.

Accurate control, maintenance and recordkeeping for this volume of evidence is made possible by the MIDAS property management system, which was approved for development by the City Council in 2008. MIDAS was custom-developed using specifications designed by the Property Unit Supervisor and constructed by an ITS Developer. This approach was selected to meet property management requirements but avoid the cost of any unneeded features contained in an 'off the shelf' system. To keep pace with the expected future growth of evidence/property inventory, the property management system needs periodic evaluation for potential upgrades.

One opportunity for improvement of key card dual control of the inventory was identified during my observation. Support Services management strengthened these controls by deactivating certain access levels for two employees' key cards. This item does not affect the accuracy of the evidence/property inventory count.

I appreciate the generous assistance, time and information provided to me by the Olathe Police Department throughout this effort. If you have questions or would like any further information, please feel free to contact me at (913) 971-8932 or mavassar@olatheks.org.