

**TAMPA POLICE DEPARTMENT
TRAINING
AUDIT 16-05
APRIL 22, 2016**



CITY OF TAMPA

Bob Buckhorn, Mayor

Internal Audit Department

Christine Glover, Internal Audit Director

April 22, 2016

Honorable Bob Buckhorn
Mayor, City of Tampa
1 City Hall Plaza
Tampa, Florida

RE: Tampa Police Department Training, Audit 16-05

Dear Mayor Buckhorn:

Attached is the Internal Audit Department's report on Tampa Police Department Training.

We thank the management and staff of the Tampa Police Department and in particular the Training Unit for their cooperation and assistance during this audit.

Sincerely,

/s/ Christine Glover

Christine Glover
Internal Audit Director

cc: Dennis Rogero, Chief of Staff
Eric Ward, Chief of Police

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/s/ Sterling Thomas

Sterling Thomas, Auditor

/s/ Christine Glover

Christine Glover, Audit Director

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BACKGROUND

The Tampa Police Department (TPD) as an authorized law enforcement agency in the State of Florida is required to ensure that all active officers and instructors comply with the training requirements set by both the Florida Department of Law Enforcement (FDLE) and TPD themselves. For TPD, the responsibility of meeting this requirement falls largely to the Training Unit. The Training Unit staff consists of four Training Specialists, one Range Master, and one police officer. This staff reports to a Corporal assigned on a full-time basis to training. The Corporal reports to a Sergeant who splits his duties overseeing both the Personnel Unit and the Training Unit. The Training Unit reports ultimately through the Support Services Division and to the Chief of Police.

Initial officer certification requirements are set by FDLE and largely take place outside of the domain of TPD. These requirements include meeting minimum physical qualifications, completing required training programs and courses at a Training School certified by the state's Criminal Justice Standards and Training Commission (CJSTC), passing the State Officer Certification Exam, and then being hired by TPD. Once hired as an active officer by TPD, an individual must meet mandatory retraining requirements. These include completing 40 hours of in-service, advanced, specialized, or career development training every 4 years including retraining in use of force and firearms qualification. Retraining also covers subjects such as human diversity, domestic violence, juvenile sexual offender investigations, discriminatory profiling, and professional traffic stops. TPD further requires that all officers attend mandatory in-service training for the department each year as well as meet annual firearm qualifications standards set by the department beyond the bi-annual FDLE requirement.

Similarly, initial instructor certification requirements are set by FDLE and largely take places outside the domain of TPD. The requirements are different for the general instruction certification and high-liability areas instruction certifications. Generally, the requirements include completing required training and license certification courses, completing a required internship and student evaluation requirements, and becoming affiliated with a CJSTC-certified training school or criminal justice employing agency such as TPD. Once certified, instructors must meet maintenance requirements every four years including teaching a CJSTC-approved course in the area where the instructor is certified once within the four year period and submitting related documentation.

STATEMENT OF OBJECTIVES

This audit was conducted in accordance with the Internal Audit Department's FY2016 Audit Agenda. The objectives of this audit were to ensure that:

1. TPD maintains and can produce documentation to verify that TPD officers are complying with external and internal training and retraining requirements.

2. TPD maintains and can produce documentation to verify that TPD instructors are complying with external and internal training and retraining requirements.

STATEMENT OF SCOPE

The audit covered TPD training activity for officers and instructors who were active for TPD during calendar year 2015. Original records as well as copies were used as evidence and verified through observation and physical examination.

STATEMENT OF METHODOLOGY

To achieve the audit objectives, we assessed internal controls based on a series of interviews with staff, reviewed available documentation regarding state and internal requirements for officers and instructors and assessed the reliability of available data. We assessed the risk to the City of Tampa associated with TPD training activities. Based on this risk analysis, we selected a sample of TPD officers and instructors from the 2015 calendar year for testing with internal and external guidelines and requirements.

STATEMENT OF AUDITING STANDARDS

We conducted this 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.

AUDIT CONCLUSIONS

Based upon the test work performed and the audit findings noted below, we conclude that:

1. TPD maintains and can produce documentation to verify that TPD officers are complying with external and internal training and retraining requirements but can improve documentation methods, policies, and procedures to do so in a timely and consistent fashion.
2. TPD maintains and can produce documentation to verify that TPD instructors are complying with external and internal training and retraining requirements but can improve documentation methods, policies, and procedures to do so in a timely and consistent fashion.

UPDATING POLICIES AND PROCEDURES

STATEMENT OF CONDITION: We selected a sample of 48 officers and instructors to review their certification status and documentation supporting compliance with requirements of the FDLE. We requested that TPD provide documentation and employee files supporting that the officers and instructors met training and instruction requirements related to general and specialized certifications. Although, all documentation was ultimately provided; it was not timely and there was difficulty in locating some of the documentation.

CRITERIA: TPD certifies that its officers have met the training and retraining requirements for officer certification requirements in the State of Florida using the Automated Training Management System and should be able to timely produce supporting documentation for these statements of certification upon request.

CAUSE: TPD lacks a full, written policy regarding where, in what form, and for how long it will keep documentation to support active officer and instructor certification. The Training Unit has also experienced a great deal of turnover in the last few years. As a result, recordkeeping is neither central nor entirely consistent across all active officers and instructors.

EFFECT OF CONDITION: An inability to timely provide documentation detailing how officers and instructors meet certification requirements could result in loss of active status for officers and instructors, negative publicity, and speculations that certification requirements are not being met.

RECOMMENDATION: TPD's Training Unit should develop a full, written, policy detailing how, where, and for how long it will keep documentation supporting active officer and instructor certifications. Given the size of this task and the limited resources available, TPD should consider using technology as much as possible to ease the burden.

MANAGEMENT RESPONSE: The overall findings in this audit are accurate. The few delayed files were primarily from 2011 and were misfiled in archives. The Training Unit, for approximately two years now, has a solid team of personnel to handle all of the needs and demands of the unit, including the administration and recordkeeping aspects of the job. We have already created a new Intra-Departmental Procedure that addresses the timeframes cited in the audit. The new policy will ensure recordkeeping consistency and timeliness of retrieval of all training records, to include those supporting active officer and instructor certifications. We purchased a scanner to allow us to digitally store the files as a backup on a network drive. We are also actively seeking a new Records Management Software program to assist our current technology and manual recordkeeping efforts.