TAMPA POLICE DEPARTMENT
TRAINING
AUDIT 24-15
AUGUST 2, 2024

City of Tampa
Jane Castor, Mayor

Internal Audit Department
315 E. Kennedy Boulevard
Tampa, Florida 33602
Office (813) 274-7159

August 2, 2024

Honorable Jane Castor
Mayor, City of Tampa
1 City Hall Plaza
Tampa, Florida

RE: TPD Training, Audit 24-15

Dear Mayor Castor:

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

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

Sincerely,

/s/ Christine Glover

Christine Glover
Internal Audit Director

cc: John Bennett, Chief of Staff
Lee Bercaw, Chief of Police
Dennis Rogero, Chief Financial Officer
Michael Hutner, Deputy Chief of Police
Kimberly Fruit, Major
Samuel Rojka, Captain
Tony Skolarus, Sergeant
Megan Birnholz, Assistant City Attorney

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/s/ Angie Mitchell

Auditor

/s/ Vivian Walker

Lead Senior Auditor

/s/ Christine Glover

Audit Director

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BACKGROUND

Tampa Police Training Unit (Training) is an integral part of law enforcement, and is responsible for the development, coordination, and delivery of extensive training programs for both new recruits and existing personnel. Training must ensure that Law Enforcement Officers are trained and adequately prepared to perform their duties effectively, ethically, and safely, in accordance with the latest laws, regulations, and best practices in policing.

Training leadership continuously evaluates the training programs to ensure they meet or exceed standards set by relevant authorities. This involves regular reviews, assessments, and updates to the curriculum, as well as seeking feedback from officers and other stakeholders. Training lesson plans are developed by the Training Captain, Sergeant, and Specialist and approved by the Chief of Police or assigned designee each year. The document is then uploaded and published in PowerDMS.

STATEMENT OF OBJECTIVES

This audit was conducted in accordance with the Internal Audit Department's FY 2024 Audit Agenda. The objectives of this audit were to ensure that:

1. The system of internal controls related to Training is adequate based on established training programs.

2. Officers complied with the training requirements for the City of Tampa's Police Department (TPD) and the State of Florida's Department of Law Enforcement.

STATEMENT OF SCOPE

The audit period covered TPD Training activity that occurred from January 1, 2023, to December 31, 2023. Tests were performed to determine whether Training personnel were fulfilling their stated duties and responsibilities in an effective and efficient manner. Original records as well as copies were used as evidence and verified through observation and physical examination.

STATEMENT OF METHODOLOGY

The following steps were performed to accomplish our audit objectives:

- Reviewed data reliability testing for PowerDMS generated data and course enrollment training records.
- Reviewed evidence of compliance of SOPs, policies, laws, and regulations related to federal and state guidelines.
- Cross-verified the list of training conducted to ensure no training was missed or overlooked.

- Compared each officer training records against the required in-service and retraining course schedules and conducted a compliance check.
- Discussed how officers are notified and reminded of training courses.
- Collected and reviewed records of training schedules, attendance logs and completion certificates to ensure records are completed, accurate, and up-to-date.
- Reviewed Tampa.gov, Intranet, and the budget book for performance metrics related to Training. There are currently no relevant performance measures to be reported.
- Training operations activities were evaluated to determine adequacy of internal controls.

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. The system of internal controls related to Training is adequate based on established training programs.

2. Officers comply with the training requirements for TPD and the State of Florida's Department of Law Enforcement.