

**TAMPA POLICE DEPARTMENT
RECORDS & CRIME REPORTING
AUDIT 24-04
FEBRUARY 13, 2024**



City of Tampa
Jane Castor, Mayor

Internal Audit Department

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

February 13, 2024

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

RE: TPD – Records & Crime Reporting, Audit 24-04

Dear Mayor Castor:

Attached is the Internal Audit Department's report on TPD-Records & Crime Reporting.

We thank the management and staff of Tampa Police Department's Support Services Division 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
Ruth Cate, Deputy Chief of Police
Calvin Johnson, Deputy Chief of Police
Kimberly Fruit, Police Major
Romona Williams, Police Records Supervisor
Megan Birnholz, Assistant City Attorney

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/s/ Stephen Mhere

Senior Auditor

/s/ Rachael Dennis

Senior Auditor

/s/ Christine Glover

Audit Director

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BACKGROUND

The Tampa Police Department (TPD)'s Support Services Division consists of six sections, including Records and Crime Reporting. The main responsibility of Records is to provide police records to the general public and other law enforcement jurisdictions in accordance with the State of Florida's public records statute.

Crime Reporting is a separate part of Records and its main function is to transcribe police reports generated by TPD's sworn personnel. Transcription is done in the Records Management System (RMS). Crime data from RMS is entered into the State of Florida's crime reporting database through an electronic data transfer. The database, called National Incident-Based Reporting System (NIBRS)¹, is managed by the Federal Bureau of Investigation and is the national standard for law enforcement crime data reporting in the United States.

Records has 18 civilian employees which includes seven police records technicians, eight police data records specialists, an office support specialist, and two police records supervisors. Both supervisors report to a sworn officer, a police lieutenant. The lieutenant reports to the head of the Support Services Division, a police major.

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 for Records and Crime Reporting is adequate.
2. Records is compliant with Florida's public records statute.

STATEMENT OF SCOPE

The audit period covered in the audit was FY 2023 and part of FY 2024. We reviewed activities of the Records unit of TPD's Support Services Division. We reviewed original records in TPD's Records Management System as well as in GovQA, a public records management portal. We verified the records through observation and physical examination.

STATEMENT OF METHODOLOGY

To accomplish our audit objectives, we did the following:

- Evaluated internal controls related to Records processing of public records requests.
- We reviewed the processing of records requests for compliance with Florida's public records law.

¹ In Florida this database is sometimes called FIBRS (Florida Incident-Based Reporting System).

- Evaluated internal controls related to the Crime Reporting’s police reports transcribing activities.
- Reviewed the transcribing activities for compliance with crime coding standards established in the NIBRS system.
- Reviewed documented policies and/or procedures.
- Discussed with the police major in charge of TPD’s Support Services Division her perspective of fraud and disparity risk in the Support Services.
- Reviewed Records supervisor’s assessment of the reliability of GovQA as a portal for processing public request data.
- Reviewed the processing of data TPD uses for its performance metrics. Data reliability assessment was not undertaken as statistics in NIBRS are regularly updated to account for changing crime classifications.²

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 audit work performed we conclude that:

1. The system of internal controls for Records and Crime Reporting is adequate.
2. Records is compliant with Florida’s public records statute.

² For example, an offense classified as negligent manslaughter may change to justifiable homicide due to new circumstances being discovered.