



**TO:** Phil Stover, Deputy Superintendent of Business  
**FROM:** Stephen Carr, Director, Office of Internal Audit *SC*  
**DATE:** February 29, 2012  
**RE:** Review of Police Services Vehicle Usage Audit Report

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An Audit titled the "Review of Police Services Vehicle Usage" was conducted for the 2011/2012 school year. The audit report contains information regarding the audit findings and recommendations. Enclosed are copies of the audit report and the response from Police Services.

If you have any questions concerning the information in this report, please call me at 725-5696.

c: Members, Board of Education  
B. Kowba  
D. Braun

email: Members, Audit Committee



## **Review of Police Services Vehicle Usage**

**January 5, 2012**

### **Introduction**

The San Diego Unified School District's (district) Office of Internal Audit was asked to conduct a review of Police Services vehicle usage. Specifically, the Audit Committee requested information pertaining to the practice of Police Officers taking district "law enforcement" vehicles home. The review began on December 5, 2011, and included communication with the Chief of Police Services.

### **Background**

The original review was completed and presented to the Audit Committee. As a result of that review, findings were identified that require corrective action by Police Services. As a separate action, these findings are now being communicated to Police Services.

### **Review Scope and Objectives**

The scope of the original review was current Police Services policy and procedures. The specific objectives of this review were:

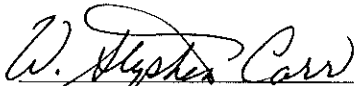
- To determine the reasoning behind Police Services employees taking district "law enforcement" vehicles to their residence overnight.
- To determine that usage of district "law enforcement" vehicles is appropriate and supported by district policy and procedures.

### Review Findings Summary

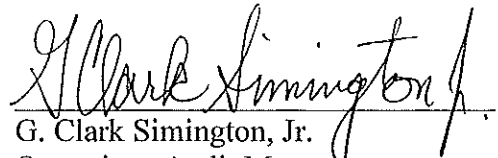
1. The Chief of Police and one Lieutenant reside outside the 20 mile radius defined by Police Services policy and procedure for the assignment of a district “law enforcement” vehicle.
2. A specific district Administrative Procedure has not been developed and approved by the San Diego Unified School District Board of Education governing the usage of district “law enforcement” vehicles.

### Conclusion

Based on the review and analysis performed by Internal Audit, it was determined that Police Services policy and procedures need to be expanded and revised. Police Services has not developed a district Administrative Procedure to provide San Diego Unified School District Board of Education approval for the usage of district “law enforcement” vehicles. In addition, two Police Services employees were identified as not meeting the provided criterion to authorize personnel to take home a district “law enforcement” vehicle.



W. Stephen Carr  
Director, Office of Internal Audit



G. Clark Simington, Jr.  
Operations Audit Manager

### Explanation of Findings

1. **The Chief of Police and one Lieutenant reside outside the 20 mile radius defined by Police Services policy and procedure for the assignment of a take home district “law enforcement” vehicle.**

Police Services identified five criterion to authorize personnel to take home a district “law enforcement” vehicle. One of the criterion was that the Police Services employee must reside within a twenty mile radius of the Education Center. The chief of Police and one Lieutenant do not reside within a 20 mile radius of the Education Center.

#### Recommendation

Police Services should modify policy and procedures to provide for an exemption for specific employees, or suspend the use of district “law enforcement” vehicles for these employees.

2. **A specific district Administrative Procedure has not been developed and approved by the San Diego Unified School District Board of Education governing the usage of district “law enforcement” vehicles.**

Police Services policies and procedures for the use of district “law enforcement” vehicles are internal to the department. These policies and procedures have not recently been approved by the Diego Unified School District Board of Education.

#### Recommendation

Police Services should develop a district Administrative Procedure to provide San Diego Unified School District Board of Education approval for the usage of district “law enforcement” vehicles.




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School Police Services Department



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**MEMORANDUM**

**TO:** Clark Simington, Audit Manager  
**FROM:** Don Braun, Chief of Police   
**DATE:** February 28, 2012  
**SUBJECT:** Response to Audit Recommendations – School Police Fleet Procedures

The Office of Internal Audit prepared a Review of Police Services Vehicle Usage dated December 9, 2011. The document produced two valid findings. First, School Police Services has two employees outside the 20 mile radius defined by the Police Services policy and procedure for the assignment of district "law enforcement" vehicles. School Police Services agrees with this finding and will bring the department into compliance with the designated 20 mile radius, effective April 1, 2012.

Secondly, the report determined no district Administrative Procedure has been developed to govern the usage of district "law enforcement" vehicles. School Police Services also agrees with this finding. Therefore, Police Services agrees to follow the recommendation to implement policies and procedures for approval by the Board of Education, using Administrative Procedure 7190 (District Cars for Designated Employees) as a basis.

The Chief of Police intends to coordinate confidential discussions with the Office of the Superintendent and Office of Business Services. These discussions will center on district related security risks associated with possible changes to our overall take home "law enforcement" vehicle procedure. I remain adamant that the Chief of Police be entrusted and empowered with discretionary authority to deviate from the adopted policy and procedures, under special circumstances, to accomplish the mission and objectives of the district.

c: Stover