



City of Albuquerque

Office of Internal Audit

FOLLOW-UP

PURCHASE AND TRACKING OF AMMUNITION

Report #18-15-106F

April 25, 2018

INTRODUCTION

The Office of Internal Audit (OIA) performed a follow-up of Audit No. 15-106, Albuquerque Police Department (APD) – Purchase and Tracking of Ammunition during fiscal year (FY) 2018. The purpose of this follow-up is to report on the progress made by APD in addressing the audit’s findings and recommendations. Our follow-up procedures rely on the department providing the status of the recommendations.

A follow-up is substantially less in scope than an audit. The objective is to report on the status of corrective action regarding the audit’s findings and recommendations.

We limited our scope to actions taken to address our audit recommendations from the final audit report dated June 24, 2015 through the submission of actions and final contact with APD on March 1, 2018.

BACKGROUND

APD maintains an extensive supply of both duty use and practice ammunition. APD supports a thorough firearms training program as proficiency with a firearm can often mean the difference between life and death for a law enforcement officer. APD recognizes that with this commitment comes the “obligation to continually maintain a sustainable ammunition inventory managed to meet Department consumption demands” and that “safeguarding the stockpiles and maintaining an accurate inventory is essential both for reasons of fiscal responsibility and for public safety concerns.”

SUMMARY

Of the two recommendations addressed in the original audit report, one is in process and one has been fully implemented.

The status of the recommendations is identified by the symbols in the following legend:



Fully Implemented



Resolved



In Process



Not Implemented

Recommendation #1:

APD should:

- Create and implement formal policies and procedures regarding the purchase, tracking and management of ammunition. These policies and procedures should:

- Establish and communicate clear expectations to ensure accountability of ammunition inventory,
 - Document how to process donations and disposal of ammunition that is no longer needed,
 - Document how frequently inventory counts should be taken (ex: no less than quarterly),
 - Require that verifications of inventory be documented on the usage form and include:
 - Date of verification,
 - Name of individuals who verified the ammunition, and
 - Total rounds verified.
 - Require that any errors or discrepancies noted be researched and reported through the appropriate chain of command.
 - Identify internal controls including:
 - Physical access,
 - Documentation, and
 - Segregation of Duties.
- Determine acceptable inventory levels for each location.
- Prepare formal projections for the use and purchase of ammunition to ensure levels of inventory are adequate and sufficient budget is requested to meet APD's needs. These projections should consider, at a minimum:
- Number of officers assigned at each APD location,
 - Anticipated training schedule, and
 - Lead time.
- Require that all shipments of ammunition be delivered to and distributed from a central location as determined by APD.
- Provide each APD location with identical ammunition tracking/usage forms that record the following information:
- Type of ammunition,
 - Date,
 - Requesting officer,
 - Issuing officer,
 - Number of rounds issued, and
 - Running total/remaining balance.
- Ensure that an ammunition tracking/usage form exists for each type of ammunition at all APD locations and the Range (including any remaining ammunition from shooting competitions).
- Consider implementing an electronic inventory system for tracking ammunition.

- Create formal, written policies and procedures for recycling brass (spent ammunition casings), to include at a minimum:
 - Detailed process to be followed,
 - Name of recycling center to be used,
 - That all payments for recycling are to be made via check payable to the City of Albuquerque, and
 - Process to deposit check.
- Recycle casings on a regular schedule (ex: quarterly) so that data may be collected and trend analysis can be performed.

RESPONSE FROM APD:

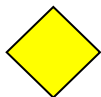
“Agree.

“APD will create and implement formal policies and procedures pertaining to ammunition inventory. APD does not believe it is feasible to require that all shipments of ammunition be delivered to and distributed from a central location. Shipments of ammunition vary by weight and amount of ammunition shipped. APD will implement a program whereby ammunition is delivered to three locations: APD property unit, tactical range and “regular” range. This will facilitate short term storage of ammunition, in addition to storing ammunition, given the geographical locations of APD Area Commands. APD cannot identify the name of which recycling center it will use in the policies and procedures but will maintain a list of companies with whom APD has contracts for recycling. It is not realistic to recycle casings on a regular schedule as amounts of casings available for recycling vary greatly.”

ESTIMATED COMPLETION DATE:

“August 15, 2015”

Status Reported by APD: APD has updated Standard Operating Procedure 2-3 to address ammunition inventory. Locations for storing practice ammunition have been limited and a central location has been established for receiving shipments. A minimum level of ammunition has been established, and a tracking/usage form has been created for each type of ammunition. Any discrepancies noted in inventory are communicated through the chain of command. APD is currently using manual inventory logs, but is moving toward an electronic inventory system.



In Process

APD has addressed ammunition inventory in SOP 2-3, is progressing toward an electronic inventory system, has identified a main location for shipping and receiving orders, has established a minimum inventory level, and has established a tracking/use form for each type

of ammunition. However, the frequency of inventory verification and how to handle the donation and disposal of ammunition have been included as proposed updates to the SOP, but are not yet final. The processes for disposing of unusable ammunition and recycling brass have not been formalized.

Recommendation #2

APD should reduce and limit the number of locations throughout the City that have ammunition inventories.

RESPONSE FROM APD:

“Disagree.

“APD currently has eleven locations which maintain an ammunition inventory. Each Area Command has an individual budget marked for ammunition. The ammunition can be securely stored in each location. There is not a single storage location which can accommodate the amount of inventory maintained by APD. Storing in one location creates a serious public safety risk as to the potential for theft or even a threat of destruction. Use of identical ammunition tracking/usage forms will ensure the control of ammunition, as will a quarterly inventory.”

ESTIMATED COMPLETION DATE:

N/A

AUDITORS' COMMENT

The recommendation is to reduce and limit the number of locations where practice ammunition is stored, and does **not** suggest storage at only one location. The costs for ammunition can be allocated by journal entry to each Area Command's budget if the ammunition is stored at a location other than the specific Area Command.

Status Reported by APD: APD has reduced and limited the locations that maintain ammunition inventories.



Fully Implemented

APD has limited the number of locations that maintain ammunition inventories.

Follow-Up
Albuquerque Police Department
Purchase and Tracking of Ammunition
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SUBMITTED:

Contract Auditor

REVIEWED & APPROVED:

Lawrence L. Davis, Acting City Auditor
Office of Internal Audit

APPROVED FOR PUBLICATION:

Chairperson, Accountability in
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