

### AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 03/01/24

Meeting Date: 03/11/24

Submitted By: Steve Watson

Department: County Auditor

Signature of Elected Official/Department Head:

*Steve Watson*

<b>Court Decision:</b> <small>This section to be completed by County Judge's Office</small>
 <b>March 11, 2024</b>

**Description:**

Acknowledge the Audit Report for 2023 Sheriff's Office Property Room Physical Count

---

---

---

---

---

---

---

---

---

---

(May attach additional sheets if necessary)

Person to Present: Steve Watson

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one)     PUBLIC     CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: N/A minutes

Session Requested: (check one)

Action Item     Consent     Workshop     Executive     Other \_\_\_\_\_

Check All Departments That Have Been Notified:

County Attorney     IT     Purchasing     Auditor

Personnel     Public Works     Facilities Management

Other Department/Official (list) Sheriff's Office

**Please List All External Persons Who Need a Copy of Signed Documents  
In Your Submission Email**



## JOHNSON COUNTY AUDITOR

JOHNSON COUNTY COURTHOUSE

#2 N. MAIN

CLEBURNE, TEXAS 76033

Telephone (817) 556-6305 ~ Fax (817) 556-6075

Steven E. Watson  
County Auditor

Jennifer R. Lyon  
First Assistant County Auditor

December 21<sup>st</sup>, 2023

The Honorable Adam King  
Sheriff  
1102 E. Kilpatrick Ave.  
Cleburne, Texas 76031

RE: Auditor's Report – 2023 Sheriff's Office Property Room Physical Count

Dear Sheriff King,

### **Background**

The Johnson County Auditor's office has completed the audit of the Johnson County Sheriff's Office evidence/property room located at the Johnson County Sheriff's Administration building. This Audit period is for January 2023 to December 7<sup>th</sup>, 2023. The Johnson County Sheriff's Office evidence/property room is the repository for property and cash acquired and held by the Johnson County Sheriff's Office during the course of investigations. Therefore, policy and procedure should be in place and practiced to ensure this task is done with the utmost accuracy. This audit was planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and recommendations based on our audit objectives.

### **Scope**

The scope of this audit included an examination of internal controls, physical inventory of randomly selected property items, orders of destruction, and a focus on seized property from property transfer reports. There are two software programs; the former software program is Quetel and the current active software is RMS OSSI as of report date 12/07/2023. This is a snapshot of the property room environment at the time of this audit.

## Objectives

Our objectives for this audit were:

- We evaluated compliance with state law and the policies and procedures for the Johnson County Sheriff's Office.
- We determined whether all property and evidence were stored safely and adequately safeguarded from loss, fraud, or other mishandling.
- We ascertained whether complete and accurate records of all property and evidence were maintained, including chain of custody documentation.
- We ascertained whether internal controls were in place and practiced as policy required.

## Physical Inventory

In preparation for this audit, the auditors obtained and reviewed reports prepared by and furnished by Johnson County Sheriff's Office out of both Quetel and RMS OSSI software. The reports provide information on property that should be stored in the property room. Auditors also obtained and reviewed information independent of anything originating at the Johnson County Sheriff's Office which included Orders of Destruction and Property Transfer reports.

Auditor's verified items out of both the RMS OSSI and the Quetel inventory systems. Listed below are the number of items by Class:

### **Cash; Drugs; Guns & Jewelry**

2244 - items at 100% verification

### **Destruction Orders Verified**

105 - items at 100% verification

### **All Other Class Codes**

2,387 of remaining items - 10% verification of current location

Auditor's verified 4,631 items at the Johnson County Sheriff's Office property/evidence room, out of the total inventory of 22,471. This is an overall total of 20% of the items verified.

## Orders of Destruction

Auditors verified 105 items, with Orders of Destruction, from the RMS OSSI report. Dates of the signed destruction orders ranged from January to November, 2023. All evidence destruction is complete with signed destruction papers.

## Property Transfer Reports

We verified the transfer reports on 13 cases that were processed from January 2023 to December 7<sup>th</sup>, 2023.

## **Observations**

During this audit the Sheriff's Office had all the items relabeled and very well organized, yet some of the locations listed on the reports had not been updated. They are working diligently to remedy this.

## **Findings**

There are no exceptions that would lead us to conclude that the items in the property/evidence room of the Johnson County Sheriff's Office, for this period, were not in all material respects appropriately documented, secured, and reported.

We thank you and your staff, for your courtesy and cooperation shown during the audit.

Sincerely,



Steven Watson  
Johnson County Auditor

cc: Kathy Rice, Audit Manager

**FW: 2023 Sheriff's Property Room Audit Letter Draft.**

**Steven Watson** <[swatson@johnsoncountytexas.org](mailto:swatson@johnsoncountytexas.org)>

Fri 01-Mar-24 7:32 AM

To: Kathy Rice <[krice@johnsoncountytexas.org](mailto:krice@johnsoncountytexas.org)>

SW

---

**From:** Tara Raby <[traby@johnsoncountytexas.org](mailto:traby@johnsoncountytexas.org)>

**Sent:** Wednesday, February 14, 2024 5:09 PM

**To:** Steven Watson <[swatson@johnsoncountytexas.org](mailto:swatson@johnsoncountytexas.org)>; Mark Reinhardt <[mreinhardt@johnsoncountytexas.org](mailto:mreinhardt@johnsoncountytexas.org)>

**Subject:** RE: 2023 Sheriff's Property Room Audit Letter Draft.

Thank you, Steve-

Chief Reinhardt and I just spoke with Kim and she provided us with the updated letter.

Sheriff King is good with you proceeding with presenting this audit to Commissioner's Court.

Thank you,

*Tara Raby*

Johnson County Sheriff's Office Manager

1102 E Kilpatrick Ste A

Cleburne TX 76031

817-556-6058 ext. 3503

[traby@johnsoncountytexas.org](mailto:traby@johnsoncountytexas.org)



---

**From:** Steven Watson <[swatson@johnsoncountytexas.org](mailto:swatson@johnsoncountytexas.org)>

**Sent:** Wednesday, February 14, 2024 5:04 PM

**To:** Tara Raby <[traby@johnsoncountytexas.org](mailto:traby@johnsoncountytexas.org)>; Mark Reinhardt <[mreinhardt@johnsoncountytexas.org](mailto:mreinhardt@johnsoncountytexas.org)>

**Subject:** Re: 2023 Sheriff's Property Room Audit Letter Draft.

There is an updated letter somewhere. I'll re-send it tomorrow.

SW

---

**From:** Tara Raby <[traby@johnsoncountytexas.org](mailto:traby@johnsoncountytexas.org)>

**Sent:** Wednesday, February 14, 2024 4:57:38 PM

**To:** Steven Watson <[swatson@johnsoncountytexas.org](mailto:swatson@johnsoncountytexas.org)>; Mark Reinhardt <[mreinhardt@johnsoncountytexas.org](mailto:mreinhardt@johnsoncountytexas.org)>

**Subject:** RE: 2023 Sheriff's Property Room Audit Letter Draft.

Good afternoon Steve-

Under findings it reflects that one item is missing from my understanding this item has been found. Was this finding reported to your office? If so, could we get an updated audit letter showing that all items were accounted for?

Thank you,

*Tara Raby*

Johnson County Sheriff's Office Manager  
1102 E Kilpatrick Ste A  
Cleburne TX 76031  
817-556-6058 ext. 3503  
[traby@johnsoncountytexas.org](mailto:traby@johnsoncountytexas.org)



---

**From:** Steven Watson <[swatson@johnsoncountytexas.org](mailto:swatson@johnsoncountytexas.org)>  
**Sent:** Thursday, January 11, 2024 8:09 AM  
**To:** Mark Reinhardt <[mreinhardt@johnsoncountytexas.org](mailto:mreinhardt@johnsoncountytexas.org)>; Tara Raby <[traby@johnsoncountytexas.org](mailto:traby@johnsoncountytexas.org)>  
**Subject:** Fwd: 2023 Sheriff's Property Room Audit Letter Draft.

Sorry for the delay...

SW

---

**From:** Steven Watson  
**Sent:** Tuesday, January 2, 2024 12:16:50 PM  
**To:** Adam King <[adam@johnsoncountytexas.org](mailto:adam@johnsoncountytexas.org)>  
**Subject:** FW: 2023 Sheriff's Property Room Audit Letter Draft.

Sheriff:

Attached is a draft of a letter regarding your most recent audit. I sent a memo in April of 2023 highlighting the new process that I would have for this, which includes sending a draft for your review. When we agree on the draft, you may offer a written response to include when this goes to commissioners court. Please let me know if you have any questions!

SW

---

**From:** Kathy Rice <[krice@johnsoncountytexas.org](mailto:krice@johnsoncountytexas.org)>  
**Sent:** Thursday, December 21, 2023 11:21 AM  
**To:** Steven Watson <[swatson@johnsoncountytexas.org](mailto:swatson@johnsoncountytexas.org)>  
**Subject:** 2023 Sheriff's Property Room Audit Letter Draft.

Steve,

Attached is the Draft Letter for this audit.  
Please forward for approval.

*Thank you,*

*Kathy Rice  
Audit Manager  
Johnson County Auditor's Office  
817-556-6953 x1618  
[KRice@JohnsonCountyTX.org](mailto:KRice@JohnsonCountyTX.org)*