

**AGENDA PLACEMENT FORM**

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

Date: 09/16/2024


Meeting Date: 09/23/2024

Submitted By: Steve Watson

Department: County Auditor

Signature of Elected Official/Department Head:  


**Court Decision:**  
This section to be completed by County Judge's Office



9-23-24

**Description:**

Acknowledge the FY23 Audit Report for the S.T.O.P Inventory.

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(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) \_\_\_\_\_

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

## RE: FY23 STOP Inventory Audit Letter Draft

Thu 22-Aug-24 1:32 PM

To: Audit-Letters <audit-letters@johnsoncountytexas.org>

Steve,

I approve and it looks good. Thank you. We will continue to update as we go. Hopefully once we are in the new building and get a good property room it will be easier to keep the critters out of the room.

Thank you,

Larry Sparks

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**From:** Audit-Letters <audit-letters@johnsoncountytexas.org>

**Sent:** Thursday, August 22, 2024 11:27 AM

**To:** Larry Sparks <

**Cc:**

**Subject:** FY23 STOP Inventory Audit Letter Draft

Commander Sparks,

Please review the attached draft letter for this audit.

If you agree with this letter, Reply with your Approval.

Once approved, this will be submitted to Commissioners Court.

Thank you,

sw

**Steve Watson**

Johnson County Auditor

P: 817-556-6305

E: [swatson@johnsoncountytexas.org](mailto:swatson@johnsoncountytexas.org)



**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

January 31<sup>st</sup>, 2024

Commander Larry Sparks  
STOP Special Crimes Unit  
Johnson County  
Cleburne, Texas 76033

Dear Commander Sparks,

RE: Auditor's Report – 2023 Annual STOP Inventory

### **Summary**

In accordance with Chapter 115 of the Local Government Code, on January 19th, 2023, we completed a cash count and the regular yearly audit procedures for the STOP Special Crimes Unit for the time period January 1<sup>st</sup>, 2023 through December 31<sup>st</sup>, 2023. To accomplish the cash count, the Auditor's office, alongside the clerk, manually counted the cash on hand in the till, completing the cash log and reconciling the cash on hand to the confidential funds report. We also selected files at random to track confidential funds expenditures and compared the funds used to the case file reports.

### **Background**

The Johnson County STOP Special Crimes Unit evidence/property room is the repository for property acquired and held by the STOP Special Crimes Unit 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.

### **Scope**

Our review was limited to the examination of the STOP office's records through the Quetel & RMS software systems, for the year 2023. 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 of search warrant returns (SWR). The original inventory system, Quetel, contains 1,855 items on record for this audit period, and the current system, RMS OSSI had a total of 6,011 items as of report date 12/30/2023. This is a snapshot of the property room environment at the time of this audit. Our objectives for this audit were:

### **Objective**

1. To evaluate compliance with state law and the policies and procedures of Johnson County and the STOP Special Crimes Unit.
2. To determine whether all property and evidence was stored safely and adequately safeguarded from loss, fraud, or other mishandling.
3. To ascertain whether complete and accurate records of all property and evidence were maintained, including chain of custody documentation.
4. To ascertain 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 STOP Special Crimes Unit 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 STOP Special Crimes Unit which included Certificates of Seizure; Motions of Destruction of firearms and Search Warrant Returns.

Between January 18<sup>th</sup>, and January 19<sup>th</sup>, 2024, the auditors verified a total of 1,162 items at STOP Special Crimes Unit. Case dates ranged from 2007 to 2023. Most of the items were in the location listed under the case and or had accompanying change of custody case notes that had signature documentation to verify custody. Auditors verified 564 items out of Quetel and 598 items out of RMS OSSI for a total of 14.7% of inventory.

Sorted by class:

#### **Jewelry**

1. RMS OSSI item at 100% verification of current location

#### **Firearms & Ammunition**

2. Quetel & RMS OSSI items at 100% verification of current location

#### **Currency (Certificate of Seizure)**

3. Quetel & RMS OSSI items at 100% verification of current location

#### **All Other Class Codes**

4. Quetel & RMS OSSI 10% of verification of current location

### **Orders of Destruction or Release**

From January to December, 2023 there was one Order of Destruction from the RMS OSSI

report. All evidence destruction is complete with signed destruction papers. All remaining cases with guns and ammunition are awaiting trials.

### **Certificate of Seizure**

There was one certificate of seizure for 2023 to verify. The total funds of \$2,000 seized by STOP Special Crimes Unit was deposited into the Seizure account with the Johnson County Treasurer's Office.

### **Search Warrant Returns**

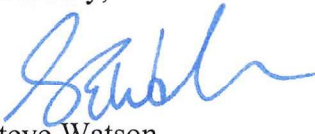
From January to December, 2023 there were no search warrant returns to be verified

### **Observations/Recommendations**

1. Inventory locations were not updated on all items; continue updating the system to reflect the correct inventoried locations
2. Various items had damage to packaging and/or labels that were illegible; continue repackaging and/or relabeling damaged items
3. Continue reviewing the RMS and Quetel system reports for accuracy
4. Insure that any cash received is sent to the Treasurer's Office in a timely manner

Thank you and your staff for your cooperation shown during the audit.

Sincerely,



Steve Watson  
Johnson County Auditor

cc: Kathy Rice, Audit Manager