



STATE OF ILLINOIS  
**OFFICE OF THE  
AUDITOR GENERAL**

William G. Holland, Auditor General

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**SUMMARY REPORT DIGEST**

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**DEPARTMENT OF STATE POLICE**

**COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2010**

**Release Date: April 7, 2011**

**Summary of Findings:**

<b>Total this audit:</b>	<b>8</b>
<b>Total last audit:</b>	<b>7</b>
<b>Repeated from last audit:</b>	<b>1</b>

**SYNOPSIS**

- The Department of State Police (Department) did not exercise adequate control over the recording and reporting of its State property and equipment.
- The Department did not have adequate controls to ensure employees on leave of absence were removed from the payroll and were only paid for actual time worked.
- The Department did not have an adequate process to monitor interagency agreements.
- The Department did not comply with the Missing Persons Identification Act.

{Expenditures and Activity Measures are summarized on the reverse page.}

**DEPARTMENT OF STATE POLICE  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2010**

EXPENDITURE STATISTICS	2010	2009	2008
<b>Total Expenditures.....</b>	<b>\$ 339,557,519</b>	<b>\$ 380,726,582</b>	<b>\$ 368,537,919</b>
OPERATIONS TOTAL.....	\$ 339,452,519	\$ 380,503,887	\$ 368,409,036
% of Total Expenditures.....	100.0%	99.9%	100.0%
Personal Services.....	225,735,717	236,190,989	232,961,067
Other Payroll Costs (FICA, Retirement).....	8,701,348	57,433,537	46,056,742
All Other Operating Expenditures.....	105,015,454	86,879,361	89,391,227
AWARDS AND GRANTS.....	\$ 105,000	\$ 221,925	\$ 128,556
% of Total Expenditures.....	0.0%	0.1%	0.0%
REFUNDS.....	\$ 0	\$ 770	\$ 327
% of Total Expenditures.....	0.0%	0.0%	0.0%
<b>Total Receipts.....</b>	<b>\$ 52,662,784</b>	<b>\$ 50,458,298</b>	<b>\$ 54,427,435</b>
<b>Average Number of Employees.....</b>	<b>3,151</b>	<b>3,263</b>	<b>3,322</b>

SELECTED ACTIVITY MEASURES (not examined)	2010	2009	2008
<b>Number of Impaired Driving/Zero Tolerance Citations.....</b>	<b>11,112</b>	<b>11,555</b>	<b>11,478</b>
<b>Number of Speeding Citations.....</b>	<b>201,078</b>	<b>192,417</b>	<b>200,597</b>
<b>Number of Seatbelt Citations.....</b>	<b>105,588</b>	<b>116,483</b>	<b>115,541</b>
<b>Number of Forensic Cases Worked in All Disciplines.....</b>	<b>111,669</b>	<b>115,044</b>	<b>112,644</b>
<b>Number of Crime Scenes Processed.....</b>	<b>2,594</b>	<b>3,081</b>	<b>3,138</b>
<b>Number of Ethics/Integrity Events Conducted.....</b>	<b>1</b>	<b>3</b>	<b>4</b>

AGENCY DIRECTOR	
During Examination Period:	Mr. Larry Trent (through 3/20/09) Mr. Jon Monken, Acting (3/22/09 - 2/13/11)
Currently:	Mr. Patrick Keen, Interim (effective 2/14/11)

**FINDINGS, CONCLUSIONS, AND  
RECOMMENDATIONS**

**INADEQUATE CONTROL OVER PROPERTY AND  
EQUIPMENT**

The Department of State Police (Department) did not exercise adequate control over the recording and reporting of its State property and equipment. We noted the following:

**Inaccurate reporting to IOC**

- Six of eight (75%) Quarterly Reports of State Property (C-15s) prepared by the Department and submitted to the State Comptroller's Office did not accurately reflect Department equipment transactions. We noted additions were understated by \$819,499 in FY09, deletions were understated by \$797,080 in FY09 and overstated by \$11,861 in FY10, and net transfers were overstated by \$719,452 in FY09 and by \$14,599 in FY10.

**Items not added timely**

- Fifteen of 40 (38%) equipment items tested, totaling \$408,877 were not added to the Department's inventory records within 30 days of acquisition. These items were added between six and sixty days late.
- The Department did not record a discount for one equipment item until 35 days after the item was originally added to the inventory records. Also, the Department recorded an item on the inventory records including a trade-in allowance resulting in a \$50,000 understatement.
- Three of 40 (8%) surplus items did not have the purchase date or purchase price filled out on the Department of Central Management Services (CMS) surplus property form and one vehicle was demolished in an accident in 2005 but not remove from the inventory records until March 2009.

**Lease forms not filled out properly**

- Four of 25 (16%) Accounting for Leases-Lessee Forms (SCO-560s) tested were not filled out properly.
- One of ten items selected for testing at the District level was located and had a tag number but was not found on the Department's inventory listing and one item was located in a location other than the location specified on the Department' inventory listing. (Finding 1, pages 8-11) **This finding was first reported in 2002.**

We recommended the Department strengthen controls over the recording and reporting of its State property and equipment by reviewing their inventory and recordkeeping practices to ensure compliance with statutory and regulatory requirements. We also recommended the Department ensure all equipment is accurately and timely recorded on the

Department's property records and properly valued. Lastly, we recommended the Department thoroughly review all reports prepared from internal records for accuracy before submission to the State Comptroller and CMS. *(For the previous Department response, see Digest Footnote #1.)*

**Department agrees with auditors**

Department management agreed with our recommendation and stated the Property Control Unit has continued to face issues related to insufficient staffing as well as system malfunctions and the ISP will work closely with the Public Safety Shared Services Center (PSSSC) to ensure property is added to the inventory system in a timely manner and required reporting to the IOC is completed accurately. Department management further stated the PSSSC has sent emails to all Property Custodians stating all information must be complete on surplus delivery forms.

**INADEQUATE CONTROLS OVER LEAVES OF ABSENCES**

**Employees overpaid**

The Department did not have adequate controls to ensure employees on leave of absence were removed from the payroll and were only paid for actual time worked. In addition, the Department did not have controls to review supporting documentation for persons on leave of absence to ensure any overpayments were recouped from the employee. We noted 8 of 25 (32%) employees who went on a leave of absence were paid for time not worked resulting in an overpayment to these eight employees totaling \$4,581. (Finding 4, page 18)

We recommended the Department ensure employees on leave of absence are removed from the payroll and are only paid for time actually worked. In addition, we recommended the Department ensure leave of absence documentation is accurate prior to payment and obtain repayment from all individuals who were overpaid.

**Department agrees with auditors**

Department management agreed with our recommendation and stated employees are removed from payroll when the Public Safety Shared Services Center (PSSSC) receives the approved OAR/PAR. The Department will make every effort to have the OAR/PAR to the PSSSC in a timely manner.

**INADEQUATE MONITORING OF INTERAGENCY AGREEMENTS**

**Interagency agreements not signed by all necessary parties**

The Department did not have an adequate process to monitor interagency agreements. We noted two of eleven (18%) interagency agreements were not signed by all necessary parties before the effective date. The agreements

**Agreements signed 68 and 217 days late**

were signed 68 and 217 days late. In addition, one of eleven (9%) interagency agreements reviewed was not sign by all appropriate parties. (Finding 6, page 21)

We recommended the Department ensure all interagency agreements are approved by an authorized signor prior to the effective date of the agreement.

**Department agrees with auditors**

Department management agreed with our recommendation and stated the ISP will provide direction and monitoring, as needed, throughout the department to reinforce the importance of the appropriate handling of interagency agreements.

**Required information not uploaded in a timely manner**

**NONCOMPLIANCE WITH THE MISSING PERSONS IDENTIFICATION ACT**

The Department did not comply with the Missing Persons Identification Act. We noted the Department did not upload information for the National Crime Information Center within 72 hours for three of four cases tested. We also noted, the Department did not enter DNA profiles and information in the National DNA Index System (NDIS) within five business days after the completion of the DNA analysis and procedures necessary for the entry of the DNA profile for two of four cases tested. Lastly, we noted the Department did not enter information sought by the Violent Criminal Apprehension Program database as soon as practical for four of four cases tested. (Finding 7, pages 22-23)

We recommended the Department comply with the Missing Persons Identification Act by uploading the information to the state and federal databases within the required timeframes.

**Department agrees with auditors**

Department management agreed with our recommendation and stated ISP personnel will work to comply by providing the necessary information within the allotted time frames for upload into the State and Federal databases as resources become available.

**OTHER FINDINGS**

The remaining findings pertain to: 1) lack of project management, 2) security controls over confidential information, 3) voucher processing, and 4) accounts receivable reporting. We will follow up on these findings during our next examination of the Department.

## **AUDITORS' OPINION**

We conducted a compliance examination of the Department as required by the Illinois State Auditing Act. The Department has no funds that require an audit leading to an opinion of financial statements.



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WILLIAM G. HOLLAND  
Auditor General

WGH:jsc:pp

### **AUDITORS ASSIGNED:**

This examination was performed by the Office of the Auditor General's staff.

## **DIGEST FOOTNOTES**

### **#1 – PROPERTY CONTROL AND REPORTING WEAKNESSES – Previous Department Response**

2008: We concur. The Property Control Unit has continued to face issues related to insufficient staffing. The Department transferred the Property Control Unit responsibilities to the Public Safety Shared Services Center (PSSSC) effective October 1, 2008. The ISP will work closely with the PSSSC to ensure property is added to the inventory system in a timely manner and required reporting to the IOC is completed accurately and in a timely manner. The ISP will work to determine a resolution to the remaining items acquired during the purchase of the AIG building not yet tagged. While ISP acknowledges this is an important task, it will take a sufficient amount of human resources to complete.