

NORTH MIAMI POLICE DEPARTMENT MEMORANDUM



To: Chief Leonard Burgess

Date: May 20, 2016

From: Major Franzia Brea

Subject: CFA 36.01M Action Plan

The following is the Action Plan for compliance of the following Commission for Florida Law Enforcement Accreditation Standard(s):

- 36.01M (E) : A directive outlines procedures for property held by the agency to include:
 - Extra security measures for handling exceptional, valuable, or sensitive items of property; i.e. money/ negotiable instruments, precious metals, jewelry, weapons and drugs.
 - The North Miami Police Department failed to separately package precious metals, jewelry and gemstones and store them in a separate area within the Property Unit.
- 36.02M: A directive states property/evidence custodians are accountable for all property and evidence within their control, and addresses the following, at a minimum: an annual audit, and unannounced annual inspection and annual inventory.

I Contributing Factors

The following circumstances, during the accreditation period from April 2013 to April 2016, contributed to the compliance issues in this area:

- The North Miami Police policy and standard operating procedures dictate that items stored in the Property/Evidence Vault are: money and/or negotiable instruments with an estimated value of \$1,000 or more; precious metals, jewelry and gemstones that have an estimated high value; and trafficking amounts of narcotics and dangerous drugs. Items of lesser value are stored in a separate, locked area within the Property Room. Firearms are also stored in a separate, locked area within the Property Room.
- Based on the interpretation of CFA 36.01M, and past practices, items of estimated low value, including precious metals, jewelry and gemstones, were never packaged separately and/or stored in a separate area within the Property Unit.
- Prior successful accreditation assessments never indicated this non-compliance concern.

II Action Steps

The following steps are currently being taken to rectify the deficiency;

- The Property/Evidence Custodian is applying additional time and effort in re-organizing the Property Room in order to repackage and store separately all precious metals, jewelry and gemstones, regardless of their estimated value.
- On April 21, 2016, Assistant Chief Larry Juriga ordered an immediate 100% inspection and inventory of the Property Room upon learning of this non-compliance concern.
 - Approximately six (6) Department Staff members, twice (2) a week, for four (4) hours a day, will inventory and inspect a total of thirty six (36) boxes every week.
 - A 100% inspection and inventory of the Property Room will be completed on or by December 31, 2016.
- Quarterly audits will continue to be conducted by a Department member who is not routinely or directly connected with control of property.
- An annual audit will be conducted by a Department member who is not routinely or directly connected with control of property.
- A separate and unannounced annual inspection and inventory will continue to be conducted as directed by the agency's Chief of Police.

III Action Steps Expectations

The action steps taken will prevent this non-compliance issue from occurring in the future given that:

- The Department's Property and Evidence Policy (300.10) has been changed to add specific language to indicate separate packaging of precious metals, jewelry and gemstones that are currently being submitted into the Property Unit.
- Re-occurring roll-call training on all shifts will be conducted to ensure proper procedures are always conducted.