

AUDITOR'S REPORT

CONSTABLE PRECINCT 8 EVIDENCE AND PROPERTY ROOM AS OF AUGUST 25, 2016



September 16, 2016

**Barbara J. Schott, C.P.A.
Harris County Auditor**

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BARBARA J. SCHOTT, C.P.A.
HARRIS COUNTY AUDITOR

September 16, 2016

Constable Phil Sandlin
Constable Precinct 8
7330 Spencer Highway
Pasadena, TX 77505

RE: Constable Precinct 8 Evidence and Property Room Engagement as of August 25, 2016

The Audit Services Department performed procedures relative to the Constable Precinct 8 Evidence and Property Room Engagement. The objective of the engagement was to examine the Constable Precinct 8 evidence and property room pursuant to Local Government Code §115.001, *Examination of Records*. We performed the following procedures:

- On a test basis, verified that the evidence and property items recorded in the FileOnQ Property Application System (FileOnQ) agreed to the physical items in the evidence and property room.
- On a test basis, physically inspected items in the evidence and property room to verify that they agreed to items recorded in the FileOnQ.

The engagement process included providing you with a combined engagement and scope letter and conducting an entrance conference with your personnel. The purpose of the letter and conference was to explain the process, identify areas of concern, describe the procedures to be performed, and discuss the engagement results. A draft report was provided to you and your personnel for review.

The work performed required our staff to exercise professional judgment in completing the scope procedures. As the procedures were not a detailed examination of all transactions or property, there is a risk that error or fraud was not detected during this engagement. The official, therefore, retains the responsibility for the accuracy and completeness of their records and property and ensuring sufficient controls are in place to detect and prevent fraud, errors and omissions.

Constable Phil Sandlin
Constable Precinct 8

We appreciate the time and attention provided by you and your staff during this engagement.

Sincerely,

A handwritten signature in blue ink, appearing to read "Barbara J. Schott", with a long horizontal flourish extending to the right.

Barbara J. Schott
County Auditor

cc: District Judges
County Judge Ed Emmett
Commissioners:
 R. Jack Cagle
 Jack Morman
 Steve Radack
 Gene Locke
Devon Anderson
Vince Ryan
William J. Jackson

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OVERVIEW

Harris County Constable Precinct 8 collects evidence and property items during the performance of its law enforcement functions. The evidence and property items collected were documented and placed in a controlled environment that provides for item integrity and future availability. The department is responsible for the receipt, storage, safekeeping, and disposition of all evidence and property in its control.

Items submitted to the Constable Precinct 8 evidence and property room were processed and managed through FileOnQ. This system maintains a record of each evidence and property item, identifies the specific item location, links the item to the associated case, tracks the chain of custody, and documents the related item activity through its final disposition.

Constable Precinct 8 safeguarded the evidence and property items behind a locked enclosure within the general department enclosure located at 16602 Diana Lane, Houston, Texas. The evidence and property room is monitored by camera and law enforcement officers. Access to the evidence and property room was also controlled to minimize the number of participants in contact with the items and risk of unauthorized movement and/or removal of items.

RESULTS

Based on procedures performed at Harris County Constable Precinct 8 pursuant to Local Government Code §115.001, *Examination of Records*, evidence and property items tested were properly recorded, managed, and secured.