



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: November 27, 2023
Department: Administration
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Evidence Audit

RECOMMENDED ACTION:

Meadowbrook, the insurance agent through MML that provides coverage for the City provided the following recommendation to the City back in January of 2023:

“A full audit of evidence should be conducted by a third party as soon as possible. The focus should be to determine what evidence is currently being held and if there are any missing items. A final report should be placed on file and a copy provided to the City Manager. If discrepancies are found between what property reports say you have verses what you actually have then a plan should be developed to track down missing items. This plan should also be presented to the City Manager.”

I understand that following this recommendation, City Council had several conversations about the necessity of such an audit and the estimated costs of such an audit. I'm not entirely certain of the details included in these conversations, so I'll provide the caveat that I have HEARD that the thought was that the State Police provided such an audit during an investigation into our former police chief. I spoke to the investigator with the State Police. When I asked if an evidence audit had been completed his answer was “yes and no,” further discussion detailed that the State Police matched evidence present in the evidence room to police reports. Every item that was present was documented. However, the State Police did not do the other side of the audit that would ensure that every item indicated on a police report was present and accounted for.

Following this discussion with the State Police I've continued learning more about our evidence room and proper evidence procedures. Lieutenant Ivy is currently working to update all of the Police Department's procedures and policies, including the evidence room. Once the updates have all been made, I believe the City will be in much better shape both procedurally and from a liability standpoint.

Once the policies and procedures are updated, the investigator from the State Police recommended training for our department on the updated policies and procedures including how to properly take in and take care of evidence and how to and when to document property and evidence. He also recommended in house annual audits. Additionally, he recommended a property management software system to assist.

Long story short, we need to make a decision on the evidence audit. Here are the details:

- Was an evidence audit completed? Not entirely.
- How much will it cost? Approximately \$10,000

Regardless of the decision to complete an independent audit, Lieutenant Ivy will continue moving ahead with updates to our policies and procedures as well as training and proper documentation processes.