



Transmitted via e-mail

May 22, 2013

Ms. Kim Garcia, Assistant Director of Administration
Office of Traffic Safety
2208 Kausen Drive, Suite 300
Elk Grove, CA 95758

Dear Ms. Garcia:

Final Report—Riverbank Police Department, Office of Traffic Safety Grant Audit

The Department of Finance, Office of State Audits and Evaluations, has completed its audit of the Riverbank Police Department's (Riverbank) DUI Enforcement and Awareness Program grant AL1063 for the period October 1, 2009 through September 30, 2010.

The enclosed report is for your information and use. Riverbank's response to the report observation is incorporated into this final report. Riverbank agreed with our observation and we appreciate its willingness to implement corrective action. This report will be placed on our website.

We appreciate the assistance and cooperation of Riverbank. If you have any questions regarding this report, please contact Kimberly Tarvin, Manager, or Rick Cervantes, Supervisor, at (916) 322-2985.

Sincerely,

Original Signed by:

David Botelho, CPA
Chief, Office of State Audits and Evaluations

Enclosure

cc: Ms. Deborah Hreprich, Associate Accounting Analyst, Office of Traffic Safety
Ms. Trina Nguyen, Associate Accounting Analyst, Office of Traffic Safety
Mr. Mitch Zehnder, Regional Coordinator, Office of Traffic Safety
Ms. Erin Kiely, Acting Chief of Police, Riverbank Police Department
Ms. Marisela Hernandez, Finance Director, City of Riverbank
Mr. Dan Wirtz, Business Manager, Stanislaus County Sheriff's Department

AUDIT REPORT

Riverbank Police Department
DUI Enforcement and Awareness Program
Grant Agreement AL1063

Prepared By:
Office of State Audits and Evaluations
Department of Finance

MEMBERS OF THE TEAM

Kimberly Tarvin, CPA
Manager

Rick Cervantes, CPA
Supervisor

Staff
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Final reports are available on our website at <http://www.dof.ca.gov>

You can contact our office at:

Department of Finance
Office of State Audits and Evaluations
915 L Street, 6th Floor
Sacramento, CA 95814
(916) 322-2985

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BACKGROUND, SCOPE AND METHODOLOGY

BACKGROUND

The Office of Traffic Safety (OTS) is charged with the responsibility of obtaining and distributing federal funds in an effort to carry out the direction of the National Highway Traffic Safety Act. The federal funds are designed to mitigate traffic safety problems as defined by the Highway Safety Plan. Currently, there are eight program priority areas earmarked for grant funding: Alcohol and Other Drugs, Occupant Protection, Pedestrian and Bicycle Safety, Emergency Medical Services, Traffic Records, Roadway Safety, Motorcycle Safety, and Police Traffic Services. OTS allocates funds to local government agencies to implement these programs via grant awards¹.

The Riverbank Police Department (Riverbank) received a \$47,000 grant to reduce the number of persons killed and injured in alcohol involved crashes. Project activities included driving under the influence (DUI)/driver's license checkpoints, DUI saturation patrols, hot sheet program, and stakeout operations.²

SCOPE

In accordance with an interagency agreement, the Department of Finance, Office of State Audits and Evaluations, audited grant agreement AL1063 for the period October 1, 2009 through September 30, 2010.

The audit objectives were to determine whether Riverbank's grant expenditures claimed were in compliance with applicable laws, regulations, and grant requirements; and to determine whether the grant objectives were completed as required. We did not assess the efficiency or effectiveness of program operations.

Riverbank's management is responsible for ensuring accurate financial reporting and compliance with applicable laws, regulations, and grant requirements. OTS is responsible for the state-level administration of the grant program.

¹ Excerpts from www.OTS.ca.gov.

² Excerpts from grant agreement AL1063.

METHODOLOGY

To determine whether grant expenditures were in compliance with applicable laws, regulations, and the grant requirements; and if the grant objectives were completed as required, we performed the following procedures:

- Interviewed key personnel to obtain an understanding of the grant-related internal controls.
- Examined the grant files, the grant agreement, and applicable policies and procedures.
- Reviewed Riverbank's accounting records, invoices, and subcontractor payroll records.
- Selected a sample of expenditures to determine if costs were allowable, grant-related, incurred within the grant period, supported by accounting records, and properly recorded.
- Performed procedures to determine if other revenue sources were used to reimburse expenditures already reimbursed with grant funds.
- Evaluated whether a sample of grant objectives required by the grant agreement were met.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

The results of the audit are based on our review of documentation, other information made available to us, and interviews with staff directly responsible for administering grant funds.

The grant expenditures claimed were in compliance with the requirements of the grant agreement. However, documentation supporting grant Objective 8 was not adequate as described in Observation 1. The Schedule of Claimed Amounts is presented in Table 1.

Table 1: Schedule of Claimed Amounts

Grant Agreement AL1063	
Category	Claimed¹
Contractual Services	\$ 40,441
Other Direct Costs	1,859
Total Expenditures	\$ 42,300

Observation 1: DUI Warrant Services Not Adequately Documented

The Riverbank Police Department (Riverbank) reported that it conducted 11 warrant service operations and met Grant Objective 8. Grant Objective 8 required Riverbank to conduct 3 warrant service operations targeting multiple DUI offenders who violate probation terms or fail to appear in court. Riverbank provided documentation that supported the warrant services were conducted. However, the documentation did not record the type of warrant services performed. Therefore, it could not be verified that the warrant services targeted multiple DUI offenders. Failure to meet the goals and objectives may result in withholding or disallowance of grant reimbursements, the reduction or termination of grant funding, or denial of future grant funding.

Recommendation:

Ensure adequate supporting documentation is retained to demonstrate the required objectives were met. OTS will determine the actions, if any, to take.

¹ OTS awarded \$47,000; however, Riverbank only claimed \$42,300.

RESPONSE

The attached response to the draft report was provided by the Riverbank Police Department. The sample documentation attached to the response was removed due to confidentiality of the information.



Riverbank Police Services
Stanislaus County Sheriff's Department

6727 Third Street • Riverbank, CA 95367
Phone: (209) 869-7162 • Fax: (209) 869-7160

April 16, 2013

Mr. David Botelho, CPA
Office of State Audits and Evaluations
California Department of Finance
915 L St.
Sacramento, CA 95814

Dear Mr. Botelho,

Agency Response – Riverbank Police Department, Office of Traffic Safety Grant Audit

The Riverbank Police Services of the Stanislaus County Sheriff's Department is in receipt of your draft report as a result of an audit of the Riverbank Police Department's DUI Enforcement and Awareness Program grant AL 1063 for the period of October 1, 2009 through September 30, 2010. This letter serves as our written response to the abovementioned draft report.

The draft report outlines the following observation:

Observation 1: DUI Warrant Services Not Adequately Documented

The Riverbank Police Department (Riverbank) reported that it conducted 11 warrant service operations and met Grant Objective 8. Grant Objective 8 required Riverbank to conduct 3 warrant service operations targeting multiple DUI offenders who violate probation terms or fail to appear in court. Riverbank provided documentation that supported the warrant services were conducted. However, the documentation did not record the type of warrant services performed. Therefore, it could not be verified that the warrant services targeted multiple DUI offenders. Failure to meet the goals and objectives may result in withholding or disallowance of grant reimbursements, the reduction or termination of grant funding, or denial of future grant funding.

As a result of, and in response to, the above observation, our agency has changed the way we document attempts to serve DUI warrants. Attached you will see a sample of our new documentation, which outlines the wanted person's name, date of birth and any contact made during the attempt service.

Please rest assured that we are making every effort to abide by the guidelines set forth in the DUI Enforcement and Awareness Program grant AL 1063. It is our goal that this response and attached sample will fulfill the previously stated requirements.

Should you have any questions, please do not hesitate to contact our office at (209) 869-7162.

Sincerely,
Erin Kiely, Acting Chief of Police

Original signed by:

Riverbank Police Services
Stanislaus County Sheriff's Department

AC/EK/cl
CC: Traffic Grant Files