

STATE OF MINNESOTA

Office of the State Auditor



Rebecca Otto
State Auditor

**RAMSEY COUNTY VIOLENT CRIME
ENFORCEMENT TEAM
ST. PAUL, MINNESOTA**

AGREED-UPON PROCEDURES

DECEMBER 22, 2011

Description of the Office of the State Auditor

The mission of the Office of the State Auditor is to oversee local government finances for Minnesota taxpayers by helping to ensure financial integrity and accountability in local governmental financial activities.

Through financial, compliance, and special audits, the State Auditor oversees and ensures that local government funds are used for the purposes intended by law and that local governments hold themselves to the highest standards of financial accountability.

The State Auditor performs approximately 160 financial and compliance audits per year and has oversight responsibilities for over 3,300 local units of government throughout the state. The office currently maintains five divisions:

Audit Practice - conducts financial and legal compliance audits of local governments;

Government Information - collects and analyzes financial information for cities, towns, counties, and special districts;

Legal/Special Investigations - provides legal analysis and counsel to the Office and responds to outside inquiries about Minnesota local government law; as well as investigates allegations of misfeasance, malfeasance, and nonfeasance in local government;

Pension - monitors investment, financial, and actuarial reporting for approximately 730 public pension funds; and

Tax Increment Financing - promotes compliance and accountability in local governments' use of tax increment financing through financial and compliance audits.

The State Auditor serves on the State Executive Council, State Board of Investment, Land Exchange Board, Public Employees Retirement Association Board, Minnesota Housing Finance Agency, and the Rural Finance Authority Board.

Office of the State Auditor
525 Park Street, Suite 500
Saint Paul, Minnesota 55103
(651) 296-2551
state.auditor@osa.state.mn.us
www.auditor.state.mn.us

This document can be made available in alternative formats upon request. Call 651-296-2551 [voice] or 1-800-627-3529 [relay service] for assistance; or visit the Office of the State Auditor's web site: www.auditor.state.mn.us.

**RAMSEY COUNTY VIOLENT CRIME
ENFORCEMENT TEAM
ST. PAUL, MINNESOTA**

December 22, 2011



Agreed-Upon Procedures

**Audit Practice Division
Office of the State Auditor
State of Minnesota**

This page was left blank intentionally.



REBECCA OTTO
STATE AUDITOR

STATE OF MINNESOTA OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
state.auditor@state.mn.us (E-mail)
1-800-627-3529 (Relay Service)

INDEPENDENT AUDITOR'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Ms. Sue Perkins, State Program Administrator
Minnesota Department of Public Safety

Ramsey County Violent Crime Enforcement Team
Oversight Committee

We have performed the procedures enumerated below, which were agreed to by the Minnesota Department of Public Safety and the Ramsey County Violent Crime Enforcement Team, solely to assist you in determining that the Ramsey County Violent Crime Enforcement Team followed policies and procedures regarding accounting for seized funds and property and related forfeitures and the use of confidential/drug buy funds. These procedures were applied to the Ramsey County Violent Crime Enforcement Team records for the 12-month period ending November 30, 2011. The Ramsey County Violent Crime Enforcement Team's management is responsible for the records of the Enforcement Team. This engagement to apply agreed-upon procedures was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Minnesota Department of Public Safety and the Ramsey County Violent Crime Enforcement Team. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

1. Procedure

Determine that seized funds and property and related forfeitures are accounted for in accordance with policies, procedures, and regulations.

Findings

We obtained a listing of all property seized subject to forfeiture for the 12-month period ending November 30, 2011. The 54 items on the list consisted of cash and vehicles. We selected 2 vehicles and 5 cash seizures for testing. We traced documentation of the activity for each selected item from the point of seizure to the record of the item being held in forfeiture pending judicial order or to the forfeiture record for closed cases, as applicable. We noted that one of the vehicles selected for testing was returned to the owner because the individual had not been served with a Notice of Seizure and Intent to Forfeit Property Form in accordance with state law and the Ramsey County Violent Crime Enforcement Team policy manual. This was documented in the records reviewed.

For seized vehicles, that are to be released to owners, the Task Force notifies the owner and the tow company. The tow company obtains a signature upon release of the vehicle. While not currently required by policy, the tow company could forward a copy of the signed release form to the Task Force to complete the trail of accountability.

The policy identified in 3-14.5.2 of the Multijurisdictional Task Force Operating Procedures and Guidelines Manual adopted by the Gang/Drug Oversight Council is for Seized/Evidence Currency Logs to be completed for each of the Enforcement Team's cash seizures. We were informed that the practice is for the only copy of the Seized/Evidence Currency Log to follow the cash to the evidence room and to the fiscal agent who destroys it once the cash is reconciled to the Log for deposit. Due to this practice, we were unable to verify that the policy was being followed. As a control to verify and track seized cash, we recommend the Enforcement Team keep a copy of the Seized/Evidence Currency Logs.

2. Procedure

Determine that the use of confidential/drug buy funds is accounted for in accordance with policies, procedures, and regulations.

Findings

We obtained a list of all purchases made with buy funds from November 18, 2010, to November 23, 2011. Buy funds are kept in a locked safe in the Enforcement Team Commander's office. The Commander replenishes them by depositing a check from the Enforcement Team's fiscal agent and then writing a check to cash. Buy funds are generally used for payments to confidential informants for information, drug purchases, and flash money. We selected 12 of the 170 items on the list to trace the documentation of activity from the point of request for buy funds to approval. Of the 12 items selected,

one was a payment made for a tow fee, which was supported by a receipt, but no documented explanation of the unusual reason for the use of the buy funds. Upon further inquiry, we were informed that the payment was made to remove a confidential informant's car from a suspect's property after it was determined that it was unsafe for the confidential informant to return to the property.

* * * * *

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Minnesota Department of Public Safety and the Ramsey County Violent Crime Enforcement Team and is not intended to be, and should not be, used by anyone other than those specified parties.

/s/Rebecca Otto

/s/Greg Hierlinger

REBECCA OTTO
STATE AUDITOR

GREG HIERLINGER, CPA
DEPUTY STATE AUDITOR

December 22, 2011