

Report to / Rapport au:

**OTTAWA POLICE SERVICES BOARD
LA COMMISSION DE SERVICES POLICIERS D'OTTAWA**

17 December 2018 / 17 décembre 2018

Submitted by / Soumis par:

Chief of Police, Ottawa Police Service / Chef de police, Service de police d'Ottawa

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SUBJECT: 2019 INTERNAL AUDIT PLAN

OBJET: PLAN DE VÉRIFICATION ANNUEL 2019

REPORT RECOMMENDATIONS

That the Police Services Board approve the Audit Plan.

RECOMMANDATIONS DU RAPPORT

Que la Commission de services policiers d'Ottawa approuve le Plan de vérification.

BACKGROUND

The *Police Services Act*, Regulation 3/99, section 35 requires every board and Chief to implement a quality assurance process related to the delivery of adequate and effective police services.

The Board Policy also requires that all practices related to quality assurance or audit functions are in accordance with statutory requirements and generally accepted auditing standards and principles. Such standards require the development of a risk-based audit plan. As per Board Policy CR-9, the OPS Audit Plan (Plan) is presented annually for approval.

DISCUSSION

The 2019 Plan is risk-based, covering both operational risks and legislative requirements. The Plan considers resource capacity and is aligned to areas that

represent risk to the achievement of OPS objectives. The scope of work for the internal audit function is to assess the risk management, control, and governance processes to ensure:

- Risks are appropriately identified and managed.
- Financial, managerial, and operational information is accurate, reliable, and timely.
- Compliance with applicable laws and regulations, standards, policies, and procedures.
- Resources used effectively and adequately protected.
- Programs, plans and objectives are achieved.
- Quality and continuous improvement opportunities.

Opportunities for improvement are documented in the form of recommendations and responded to by Staff with management action plans. Each recommendation is monitored through Audit follow-up to ensure completion and that the work performed addresses the issues identified.

As part of the 2019 planning process, nine (9) engagements have been identified for the next three years (2019-2021). However, priorities will be reviewed annually to ensure alignment with the evolving risk landscape and strategic direction.

Planning Approach

The methodology used to develop the Plan includes the following key activities:

- Meetings with senior leadership team;
- Research of public safety and internal audit trends;
- Examination of legislative changes / emerging compliance requirements;
- Review of audit work plans from other agencies/ municipalities;
- Inputs from risk management reporting and control self-assessment results;
- Review of project dashboards and health checks; and
- Board inquiries and budget documents.

The Plan covers nine (9) comprehensive audit engagements: six (6) operational areas and three (3) legislated audits of the Property and Evidence Control Facility (LE-020). A high level objective for the three engagements scheduled in 2019 has been included below. When each audit has been formally initiated, a detailed risk assessment of the

business area is conducted. The assessment is a key planning activity that supports the development of the audit program.

2019 Audit Priorities

- Coach Officer Program

An audit of the Coach Officer Program will support the strategic direction of the organization, which aims to hire or replace up to 500 officers in the next five years. The audit will examine the effectiveness of the program in mentoring or coaching new recruits. Possible areas of focus include selection criteria, management support, and compliance with training and accreditation requirements.

- Quarter Master /Equipment

The Audit will evaluate the Quarter Master function and assess how it can best support organizational sourcing and procurement strategies. This will also assess the purchase of equipment outside QM.

- Property and Evidence Control Audit

Internal Audit takes a rotational approach to ensure high risk areas (guns, drugs, and valuable securities) are covered on a periodic basis. This audit aligns with the requirements of LE-020 Standards – Collection, Preservation, and Control of Evidence and Property.

2020-2021 Audit Priorities

- Respectful Workplace Program
- Standards Field Sobriety Test/Drug Recognition Experts
- Missing Persons
- Sworn Promotions
- Property and Evidence Control Audit (x2)

Consulting Activities: The Plan is flexible to accommodate emerging issues as directed by the Chief of Police. Risks associated to program delivery, adequate controls to safeguard assets or an independent review of process and systems may cover some of these activities.

Follow-up and Monitoring: On-going follow-up and monitoring activities remain a critical function of Internal Audit. This ensures management action plans are implemented as committed.

CONSULTATION

The 2019 Audit Plan was presented to, and endorsed by, the Finance and Audit Committee on November 13, 2018.

FINANCIAL IMPLICATIONS

Subject to potential outcomes from audit recommendations, there are no financial implications forecasted for the 2019 Audit Plan.

CONCLUSION

The OPS is committed to continuously improving service to the community and meeting the requirements established by the OPSB. The Plan supports the value-add activities of the Audit function, through provision of independent insight on governance, risks, compliance, and internal controls.