

# STATE OF MINNESOTA

## Office of the State Auditor



**Rebecca Otto**  
**State Auditor**

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

**AGREED-UPON PROCEDURES**

**JUNE 30, 2016**

## **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 150 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 700 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

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**RAMSEY COUNTY VIOLENT CRIME  
ENFORCEMENT TEAM  
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**June 30, 2016**



**Agreed-Upon Procedures**

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

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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. Kristin Lail, 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 has appropriate practices implemented to ensure assets are adequately safeguarded and controlled and the chain of custody for seized property is documented and provides for adequate security and accountability from intake to disposition. These procedures were applied to the records of the Ramsey County Violent Crime Enforcement Team originating with confidential/buy fund activity during the 12-month period ending December 31, 2015. 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 the use of confidential/buy funds is adequately documented on expense reports.

### Findings

We obtained a list of all confidential/buy fund transactions for the 12-month period ending December 31, 2015, which included the activity of both the City of St. Paul and Ramsey County divisions of the Ramsey County Violent Crime Enforcement Team. We

selected four transactions, two from the St. Paul division and two from the Ramsey County division, concentrating on funds used for a buy/bust; investigator purchase of illegal drugs, contraband, or other evidence of criminal activity; and payments made directly to informants for drugs, as these activities would be the most likely to also involve seized property. We reviewed the expense reports for the selected transactions. All items tested were adequately documented.

2. Procedure

Determine that adequate documentation exists to support the chain of custody for seized property, including a detailed inventory of property seized before being secured in storage, proper accounting of currency seized, and clear identification of storage location and inventory number.

Findings

The case files associated with the confidential/buy fund transactions selected for testing were identified. We reviewed all the seized property from the initial buy and any related search warrants associated with each case. This consisted of a total of three buys and one search warrant for St. Paul and two buys and one search warrant for Ramsey County. We traced the documentation of the activity for each seized item from the point of seizure to its inventory barcode number to its current location. One of the Ramsey County cases included seized currency. We traced the documentation for this from the seized currency log to the deposit. Adequate documentation supported the chain of custody for seized items tested, except that the seized currency log used by Ramsey County does not identify whether or not the cash was counted at the scene.

3. Procedure

Determine that controls at property storage locations meet best practice standards.

Findings

We were escorted by the evidence custodians through both the St. Paul and Ramsey County property rooms and reviewed the controls in place considering such things as physical access, controlled security, and property and custody tracking records. For the Ramsey County location, the main door to the property room is kept open for the majority of normal business hours. The evidence custodians will close the door if they leave the general vicinity. To properly secure the property room and the evidence maintained in it, the door should remain closed and locked unless an evidence custodian is entering or leaving the property room. Other controls noted for property storage met best practice standards.

4. Procedure

Determine that property exists in storage or was properly disposed of.

Findings

For all of the seized property items associated with the four cases selected for testing, we verified that the item was located in storage where it was noted in the tracking system, appropriately returned to the owner, or properly disposed of, as applicable. The necessary approvals and documentation were reviewed to verify the proper treatment. No exceptions were noted for the items tested.

5. Procedure

Determine that forfeitures were properly reported to the Office of the State Auditor.

Findings

For the seized property items associated with the four cases selected for testing, we verified that the item was properly determined to be a forfeiture or not by the Enforcement Team. One of the Ramsey County cases included currency and weapons to be forfeited. We verified the Notice of Seizure and Intent to Forfeit Property Notice form was properly completed in a timely manner. We also verified the information reported to the Office of the State Auditor's Government Information Division was accurate and received in a timely manner. No exceptions were noted for the items tested.

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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*

REBECCA OTTO  
STATE AUDITOR

*/s/Greg Hierlinger*

GREG HIERLINGER, CPA  
DEPUTY STATE AUDITOR

June 30, 2016