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February 3, 2021

The Honorable Toni Preckwinkle, President  
And Board of Cook County Commissioners  
118 N. Clark Street, Room 537  
Chicago, Illinois 60602

Dear President Preckwinkle and Board of Commissioners:

The Office of County Auditor (OCA) conducts follow-up procedures on open recommendations. Per the County Auditor Ordinance, Section 2.311.14 – Audit Follow-up, “The Auditor shall follow up on audit recommendations as practical to determine if corrective action has been taken. The Auditor may request periodic status reports from audited agencies regarding actions taken to address reported deficiencies and audit recommendations.” The OCA will submit the status report on open recommendations to the County Board for referral to Audit Committee.

The following report provides the current status of the open recommendations at the Cook County Forest Preserve District (CCFPD) as of February 2021. In order to complete our report, we contacted the Management of the CCFPD for an update on each the five open recommendations from our November 2020 report. In their status update, Management did not report any open recommendations from our last report as being completed. Management did change their anticipated estimated completion date to August 2021 due to reasons provided in the report below.

We express our appreciation to the Forest Preserve District for providing us with updates to our recommendations. We are continually available to assist the CCFPD in their implementation of our recommendations.

Respectfully Submitted,

Mary Modelski  
Cook County Auditor

cc: Arnold Randall, Superintendent FPDCC  
Stephen Hughes, Chief Financial Officer FPDCC  
Damon Howell, Comptroller, FPDCC

**TONI PRECKWINKLE**

PRESIDENT

**Cook County Board  
of Commissioners**

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17th District

# Office of County Auditor

## Forest Preserve District - Open Recommendations Status - February 2021

### Law Enforcement Inventory

Item #	Audit Report Date	Item	Corrective Action Plan	Most Recent Update	Estimated Completion Date
1	3/8/2019	The Forest Preserve Law Enforcement should finalize an updated version of the Law Enforcement Policy Manual. In relation to the inventory control procedures, we recommend that the policies and procedures for purchased, donated or otherwise acquired inventory is differentiated from the inventory procedures dealing with evidence and recovered property.	Forest Preserve Law Enforcement is in the process of finalizing its policy manual, to include policies related to acquired inventory, property inventory and evidence inventory.	<p>During the final quarter of 2020, the Law Enforcement Department, continued working with Quicket, the vendor developing the evidence management system, identified numerous items that needed to be adjusted or added to the system. Beginning in late January 2021, beta testing of the system began with a control group and while a review process will be conducted throughout the testing phase, a thorough review of the system will take place in March 2021. Policy development will be based on the operation of the system after the evidence handling process is vetted and finalized.</p> <p>Dates have been pushed out because in March 2020, the Covid19 pandemic was in full effect, many, projects were delayed. In July 2020, we loss the First Deputy Chief who was actively involved in the search for a digital evidence management system and a new asset management system. A great deal of institutional knowledge of these projects were lost when the First Deputy Chief resigned. Prior to the First Deputy Chief's resignation we also loss the Deputy Chief of Police. The loss of these two upper management positions forced additional duties on the remainder of the Command Staff. The department has also been tasked to draft three new and updated policies: Use of Body Worn Cameras, Use of Tasers, and Use of Force by Department Members. These competing priorities greatly taxed the time of the Command Staff and resulted in a new timetable being developed for these projects.</p>	8/31/2021
2	3/8/2019	Forest Preserve Law Enforcement management should establish uniform procedures for inventory items to include an inventory tagging process that consists of sequential, pre-numbered tags that are affixed in a central location on items to be easily observed.	Forest Preserve Law Enforcement concurs with the recommendation to establish uniform procedures for inventory items to include an inventory tagging process with sequential, pre-numbered tags that are affixed in a central location on items to be easily observed. Forest Preserve Finance & Administration will work with Law Enforcement to implement and inventory control procedure to include pre-numbered tags.	<p>The Quicket system serves all items determined to have evidentiary value, or items that are recovered or found on FPCC property, with the intent of being returned to the rightful owner, as well as prisoner property. The asset management system, is a much broader project that can impact the FPCC as a whole. The asset management system will be used to track items purchased for use in the performance of police duties, and the Quicket system will track items found in the performance of these police duties. The asset management system, like the one currently used by the Information and Technology Department (which serves the entire Forest Preserves District) is a bar code, number and scanner system. Each item is given a unique number and a sticker with a bar code is affixed to that item. IT already has a system and the Police Department is working to determine if that can be adapted to our needs.</p> <p>Dates have been pushed out because In March 2020, the Covid19 pandemic was in full effect, many, projects were delayed. In July 2020, we loss the First Deputy Chief who was actively involved in the search for a digital evidence management system and a new asset management system. A great deal of institutional knowledge of these projects were lost when the First Deputy Chief resigned. Prior to the First Deputy Chief's resignation we also loss the Deputy Chief of Police. The loss of these two upper management positions forced additional duties on the remainder of the Command Staff. The department has also been tasked to draft three new and updated policies: Use of Body Worn Cameras, Use of Tasers, and Use of Force by Department Members. These competing priorities greatly taxed the time of the Command Staff and resulted in a new timetable being developed for these projects.</p>	8/31/2021
3	3/8/2019	The inventory tracking process is highly manual and not structured in the most efficient manner. The Property Log Book and Evidence Log Book are handwritten documents, inventory lists are maintained in spreadsheets at separate locations and there are various forms and reports prepared for disbursement/tracking of inventory. The Forest Preserve District Enforcement Department should implement controls for more efficient tracking and to ensure the accuracy of inventory records.	<p>Forest Preserve Law Enforcement will begin evaluating solutions to centralizing its inventory database, standardize our inventory collection procedures and strengthening internal controls. Systems used by other law enforcement agencies will be evaluated to verify that our needs are met and obtain preliminary cost estimates.</p> <p>Recommendations to be implemented prior to the implementation of a centralized database.</p> <ol style="list-style-type: none"> <li>1) Establish periodic supervisory reviews of the inventory data.</li> <li>2) Evaluation and selection of inventory system.</li> <li>3) Procurement and implementation of new system.</li> </ol>	<p>During the final quarter of 2020, the Law Enforcement Department, continued working with Quicket, the vendor developing the evidence management system, identified numerous items that needed to be adjusted or added to the system. Beginning in late January 2021, beta testing of the system began with a control group and while a review process will be conducted throughout the testing phase, a thorough review of the system will take place in March 2021. Reviews of the current overall system are conducted by a Sergeant, who is assisted by another Sergeant in the field. A more robust review process will be enacted upon the filling of two currently vacant command positions, First Deputy Chief and Deputy Chief.</p> <p>Dates have been pushed out because In March 2020, the Covid19 pandemic was in full effect, many, projects were delayed. In July 2020, we loss the First Deputy Chief who was actively involved in the search for a digital evidence management system and a new asset management system. A great deal of institutional knowledge of these projects were lost when the First Deputy Chief resigned. Prior to the First Deputy Chief's resignation we also loss the Deputy Chief of Police. The loss of these two upper management positions forced additional duties on the remainder of the Command Staff. The department has also been tasked to draft three new and updated policies: Use of Body Worn Cameras, Use of Tasers, and Use of Force by Department Members. These competing priorities greatly taxed the time of the Command Staff and resulted in a new timetable being developed for these projects.</p>	8/31/2021
4	3/8/2019	The Property Log Book does not record the item's tag number as is the process in the Evidence Log Book. Tracking the tag number in the Property Log Book would strengthen the controls related to property storage. The tag number is the key component to properly account for inventory items. In coordination with automating the inventory log books and lists, the Forest Preserve Law Enforcement department should add a field in the database to track the property tag numbers.	Forest Preserve Law Enforcement agrees with the recommendation. The Forest Preserve will update the current Property Log Book with tag number data. The Forest Preserve will evaluate, select and implement a new inventory system.	<p>During the final quarter of 2020, the Law Enforcement Department, continued working with Quicket, the vendor developing the evidence management system, identified numerous items that needed to be adjusted or added to the system. Beginning in late January 2021, beta testing of the system began with a control group and while a review process will be conducted throughout the testing phase, a thorough review of the system will take place in March 2021. The Quicket system will replace handwritten tags and logbooks with a digital system that will assign evidence inventory numbers and will be easily reviewable.</p> <p>Dates have been pushed out due to March 2020, the Covid19 pandemic was in full effect, many, projects were delayed. In July 2020, we loss the First Deputy Chief who was actively involved in the search for a digital evidence management system and a new asset management system. A great deal of institutional knowledge of these projects were lost when the First Deputy Chief resigned. Prior to the First Deputy Chief's resignation we also loss the Deputy Chief of Police. The loss of these two upper management positions forced additional duties on the remainder of the Command Staff. The department has also been tasked to draft three new and updated policies: Use of Body Worn Cameras, Use of Tasers, and Use of Force by Department Members. These competing priorities greatly taxed the time of the Command Staff and resulted in a new timetable being developed for these projects.</p>	8/31/2020

**Office of County Auditor**  
**Forest Preserve District - Open Recommendations Status - February 2021**

**Law Enforcement Inventory**

Item #	Audit Report Date	Item	Corrective Action Plan	Most Recent Update	Estimated Completion Date
5	3/8/2019	<p>Forest Preserve Law Enforcement Management has historically donated unclaimed property inventory items to a designated not for profit organization. As part of the development of an inventory database, the Forest Preserve Law Enforcement Management should create additional tracking field for unclaimed property. The fields should include: date of item recovery, reasonable efforts made to locate property owner(s) for the required minimum 6 month period, officer responsible, results of efforts, proof of ownership, date item returned to owner, date of dispersal to not for profit, receiving organizations name, verification receiving organization(s) is an Illinois registered not for profit, estimated value of property and confirmation of Forest Preserve District management approval.</p>	<p>Forest Preserve Law Enforcement agrees with the recommendation to update its policies and procedures to include unclaimed inventory items.</p>	<p>During the final quarter of 2020, the Law Enforcement Department, continued working with Quicket, the vendor developing the evidence management system, identified numerous items that needed to be adjusted or added to the system. Beginning in late January 2021, beta testing of the system began with a control group and while a review process will be conducted throughout the testing phase, a thorough review of the system will take place in March 2021. In the Quicket system, disposition of evidence and property will be tracked digitally. Disposal of evidence categories will include options such as, but not limited to: Returned to Owner, Ordered Destroyed by Court Order, and Donated. All relevant information such as date and time disposed, identity of who received the evidence or property, etc., will be recorded in the system for review and audit.</p> <p>Dates have been pushed out because In March 2020, the Covid19 pandemic was in full effect, many, projects were delayed hold. In July 2020, we loss the First Deputy Chief who was actively involved in the search for a digital evidence management system and a new asset management system. A great deal of institutional knowledge of these projects were lost when the First Deputy Chief resigned. Prior to the First Deputy Chief's resignation we also loss the Deputy Chief of Police. The loss of these two upper management positions forced additional duties on the remainder of the Command Staff. The department has also been tasked to draft three new and updated policies: Use of Body Worn Cameras, Use of Tasers, and Use of Force by Department Members. These competing priorities greatly taxed the time of the Command Staff and resulted in a new timetable being developed for these projects.</p>	8/31/2021