

24-01 Take-Home Vehicles Audit

March 13, 2024

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Purpose of the Audit

Assess compliance with documented policies and best practices for the Take-Home Vehicle process

Independent ✓

Objective ✓



Audit Objectives

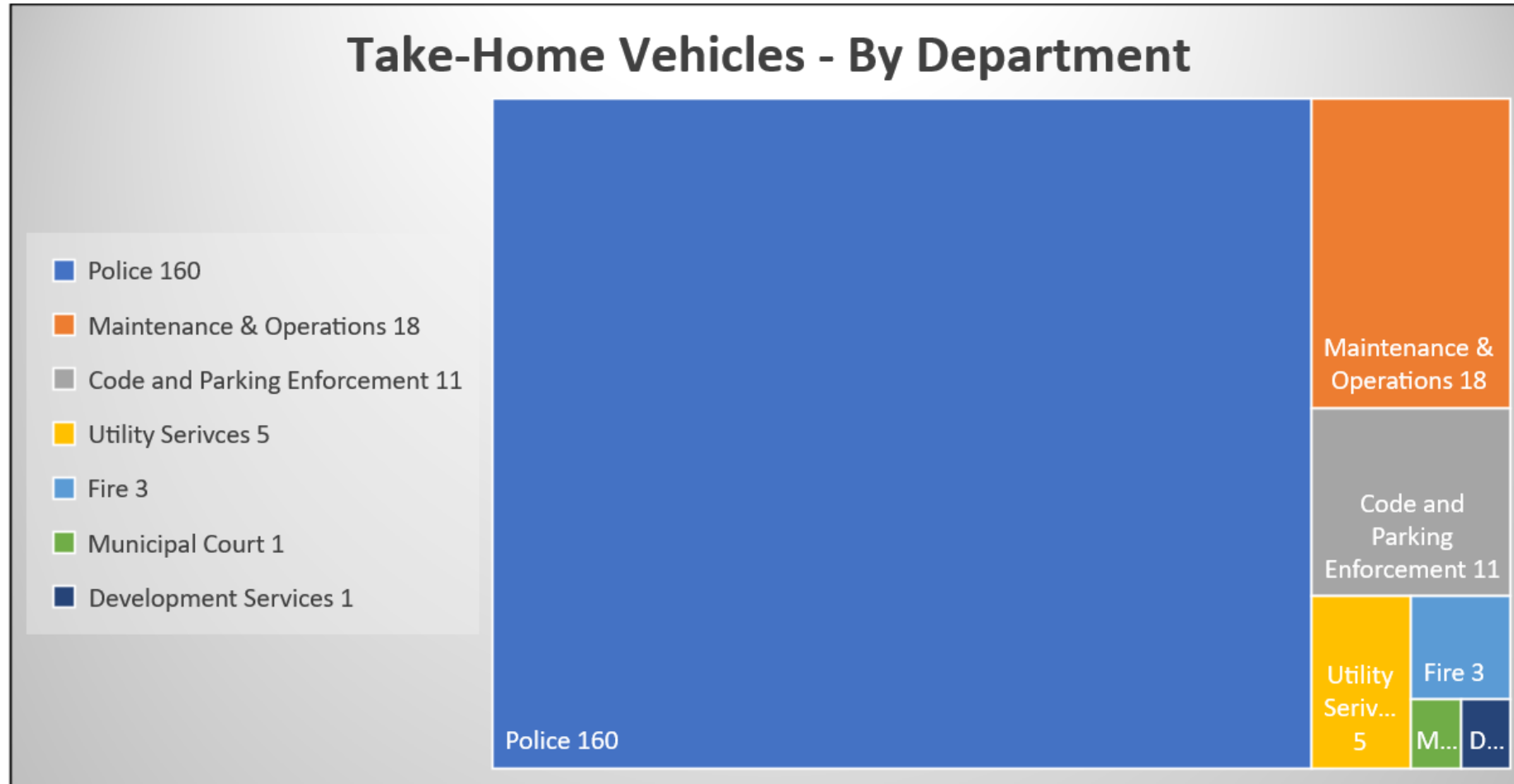
- Review policies for reasonableness
- Document the approval process
- Test equity across departments
- Review tax calculation process
- Evaluate the risk of fraud, waste, and abuse



8 Findings

Findings = Risk

Background

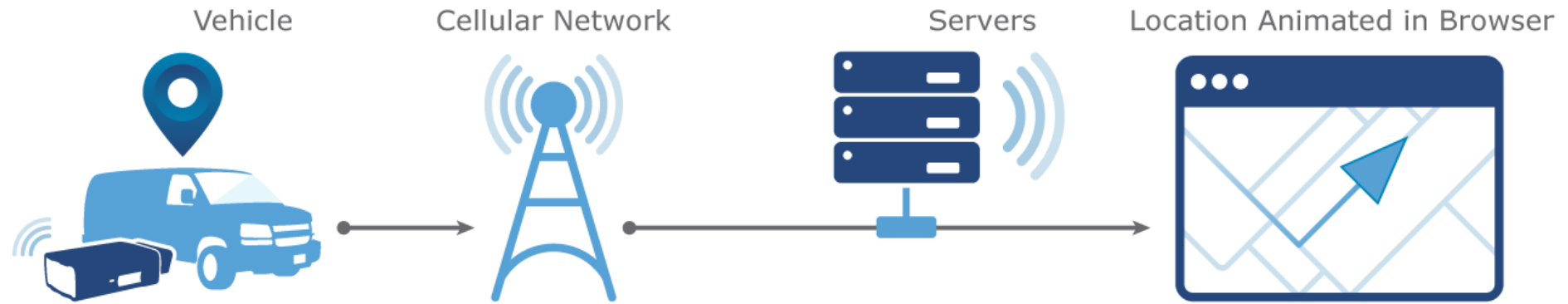


Audit Findings

1. Lack of Documented Policies & Procedures
2. Fleet Management Review and Approval
3. Attestation Forms
4. Business Purpose for Take-Home Vehicles
5. Unnecessary Fuel Costs
6. City Carries Risk Unnecessarily
7. Use of Telematics

City Manager's Office / Executive Management

Telematics – What is it?



Telematics –



Telematics – Currently in use by the City

Maintenance and Operations

= 35 vehicles with GPS

Reno Police Department

= GPS + Patrol Fleet Axon Fleet 3
camera systems (112 in use)



Audit Findings

8. RPD Policies and Procedures

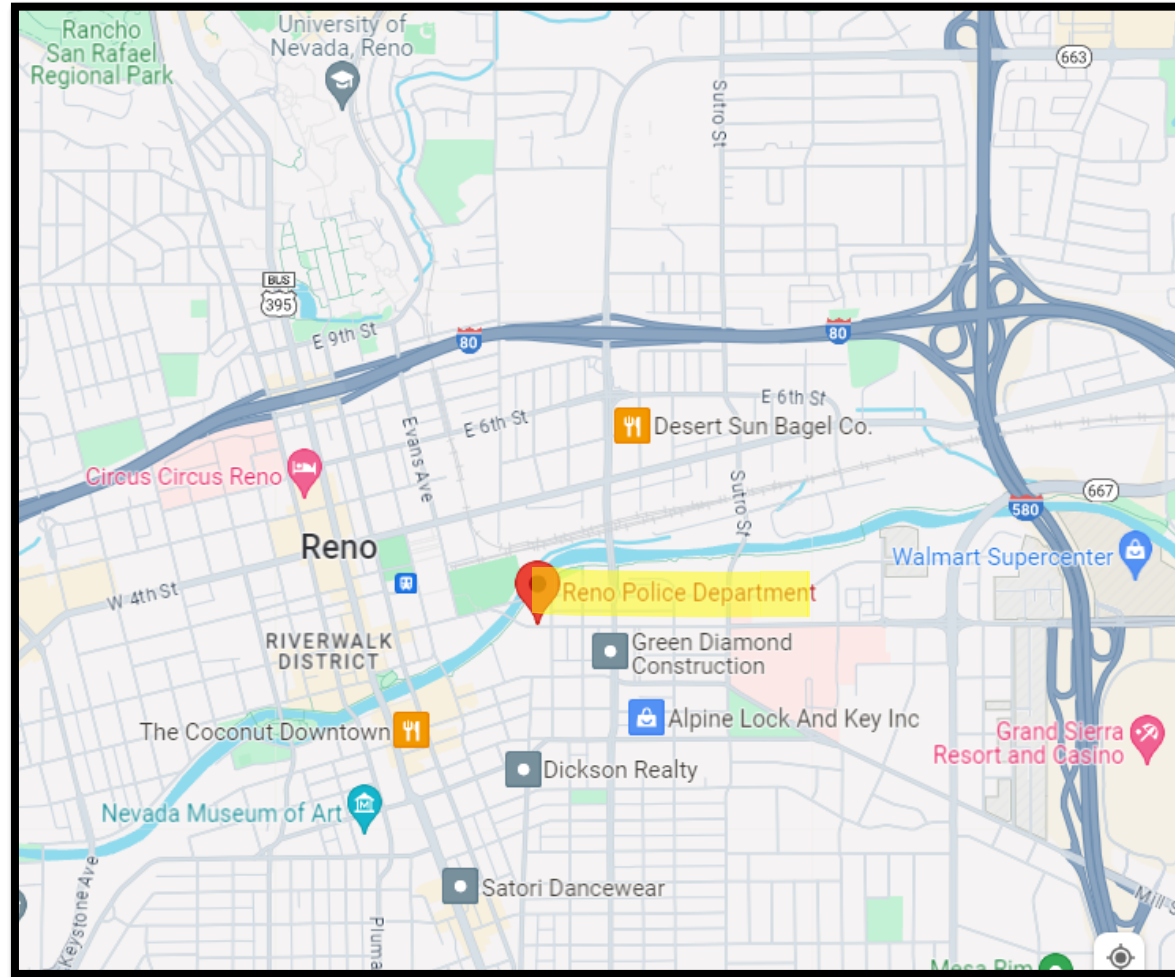
9. Mileage Restriction, Fleet

10. Mileage Restriction, Regional Crime Suppression Unit

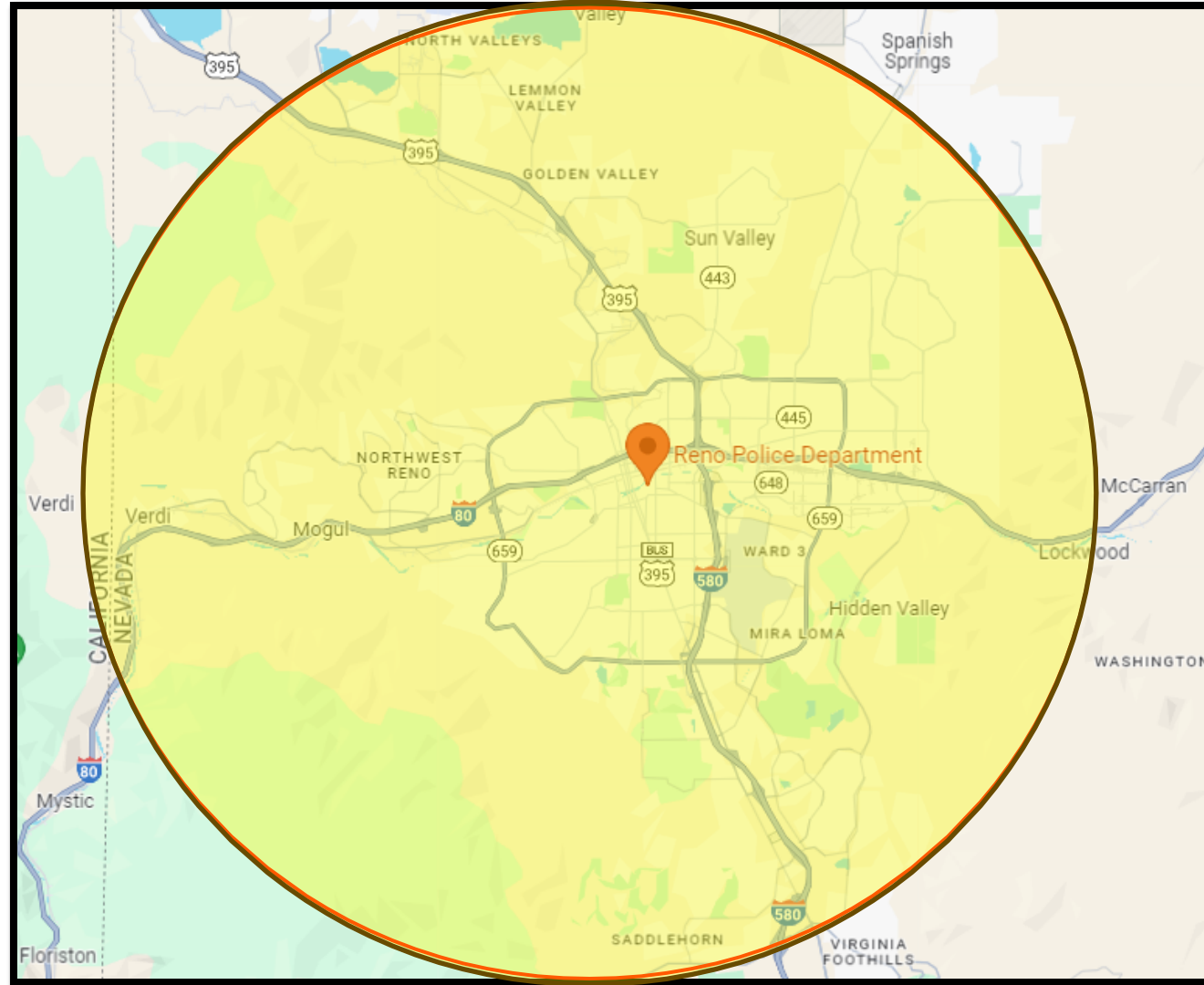
Originally issued by the Center for Public Safety Management, LLC (CPSM)

Reno Police Department Management

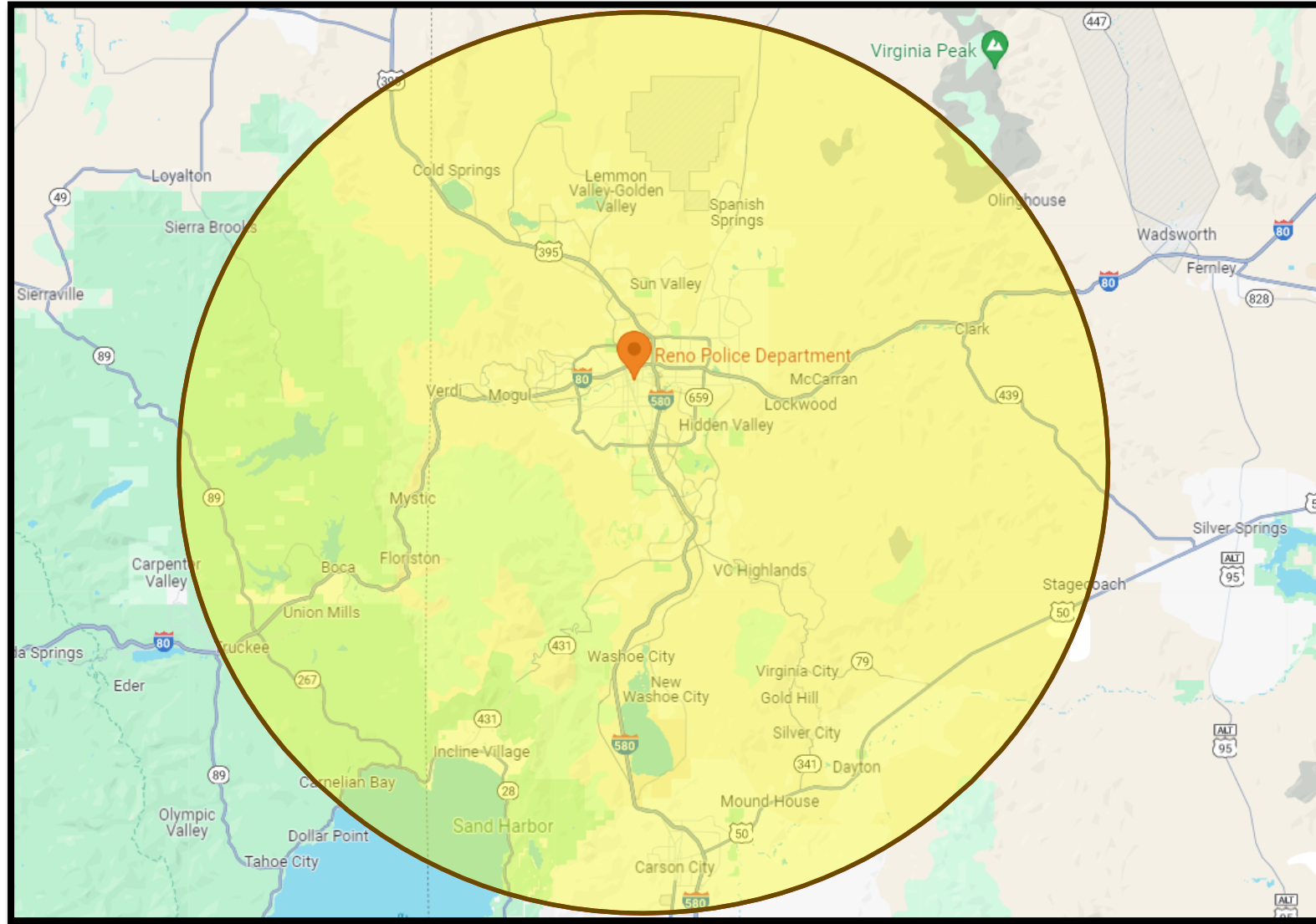
Commuting Distances - maps

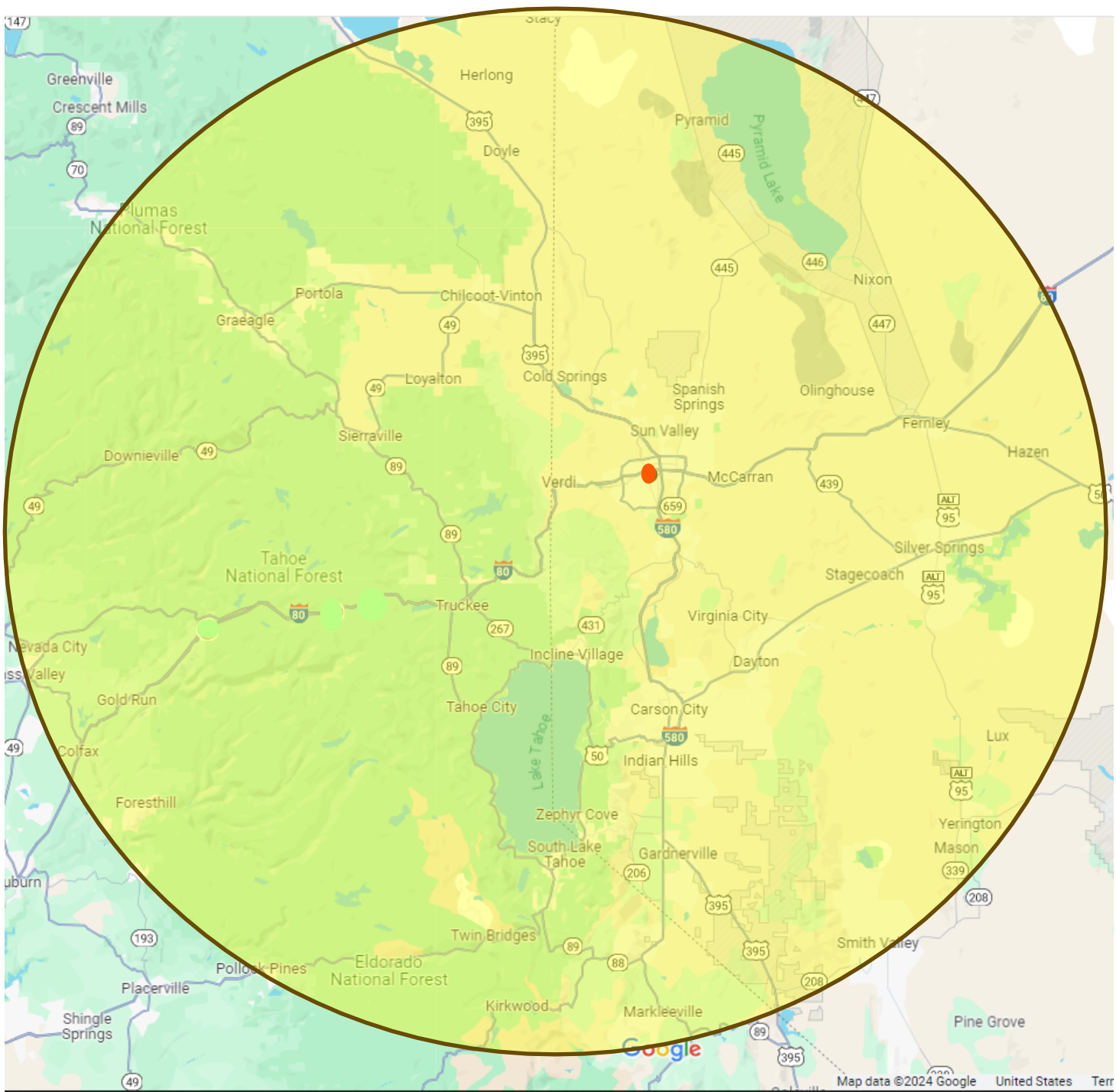


Commuting Distances - maps



Commuting Distances - maps





Commuting – fuel cost

- Annual fuel cost for RPD's 12 Vehicles commuting > 30 miles to HQ
 - **\$32,040.70**

Calculation Assumptions

- 4-day work-week
- average mileage per gallon, 23
- average fuel cost, \$4.34
- 80% on-the-job actual work per annum

Corrective Action Plans

- Appendix, page 8

What measures are planned
to address this finding?

When will the measures
be taken?

- City Manager's Office responses (findings #1-7)
- Reno Police Department responses (findings 8-10)

Internal Audit Division @ City

- To provide the City of Reno with an independent appraisal function designed to assist the Reno City Council, constituents, and City management in establishing accountability, transparency, and a culture of continuous improvement in City operations.
- At its core, Internal Audit helps the organization achieve its objectives.



Recommended Motion

I move to accept the internal audit division report, *Take-Home Vehicles*.

