

# 24-01 Take-Home Vehicles Audit

*March 13, 2024*

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C I T Y O F  
**RENO**

# Purpose of the Audit

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

Independent ✓

Objective ✓



# Audit Objectives

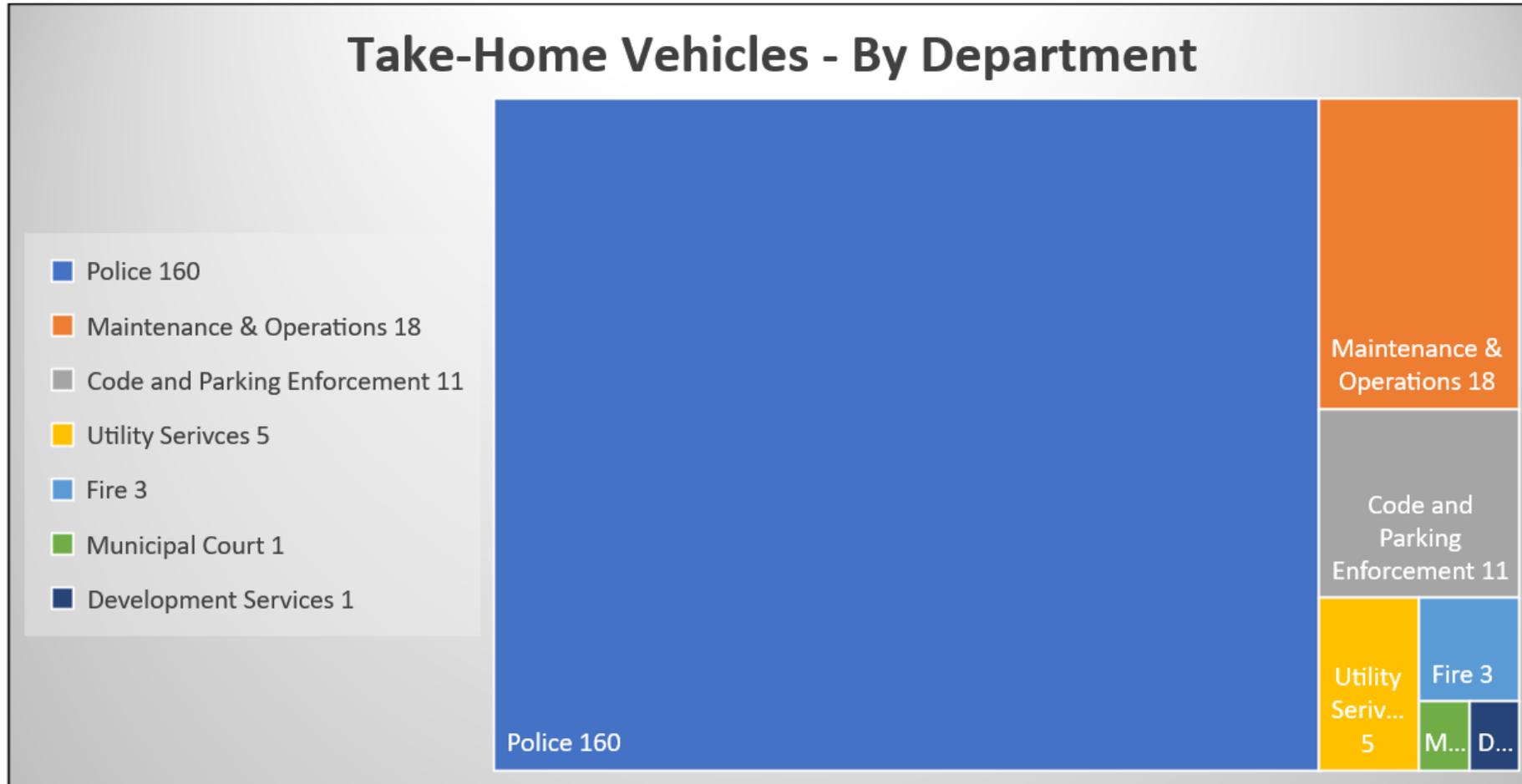
- Review policies for reasonableness
- Document the approval process
- Test equity across departments
- Review tax calculation process
- Evaluate the risk of fraud, waste, and abuse



**8 Findings**

**Findings = Risk**

# Background



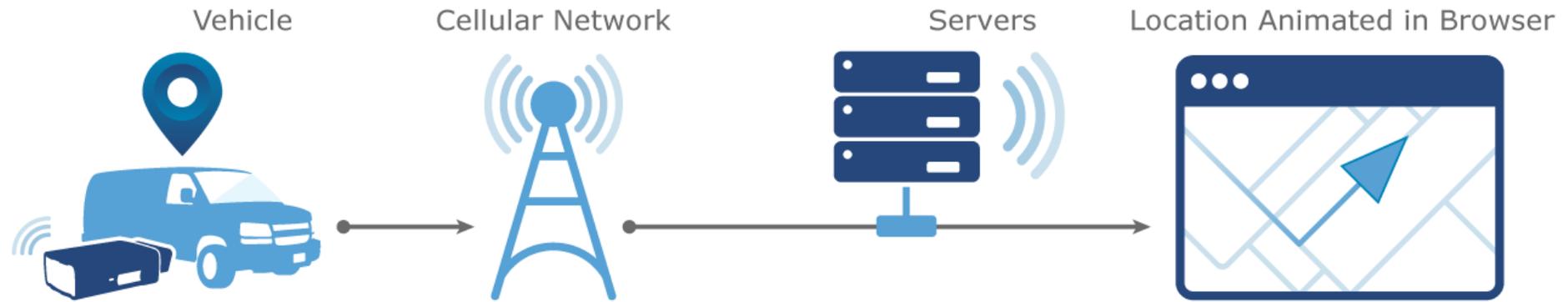
# Audit Findings

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

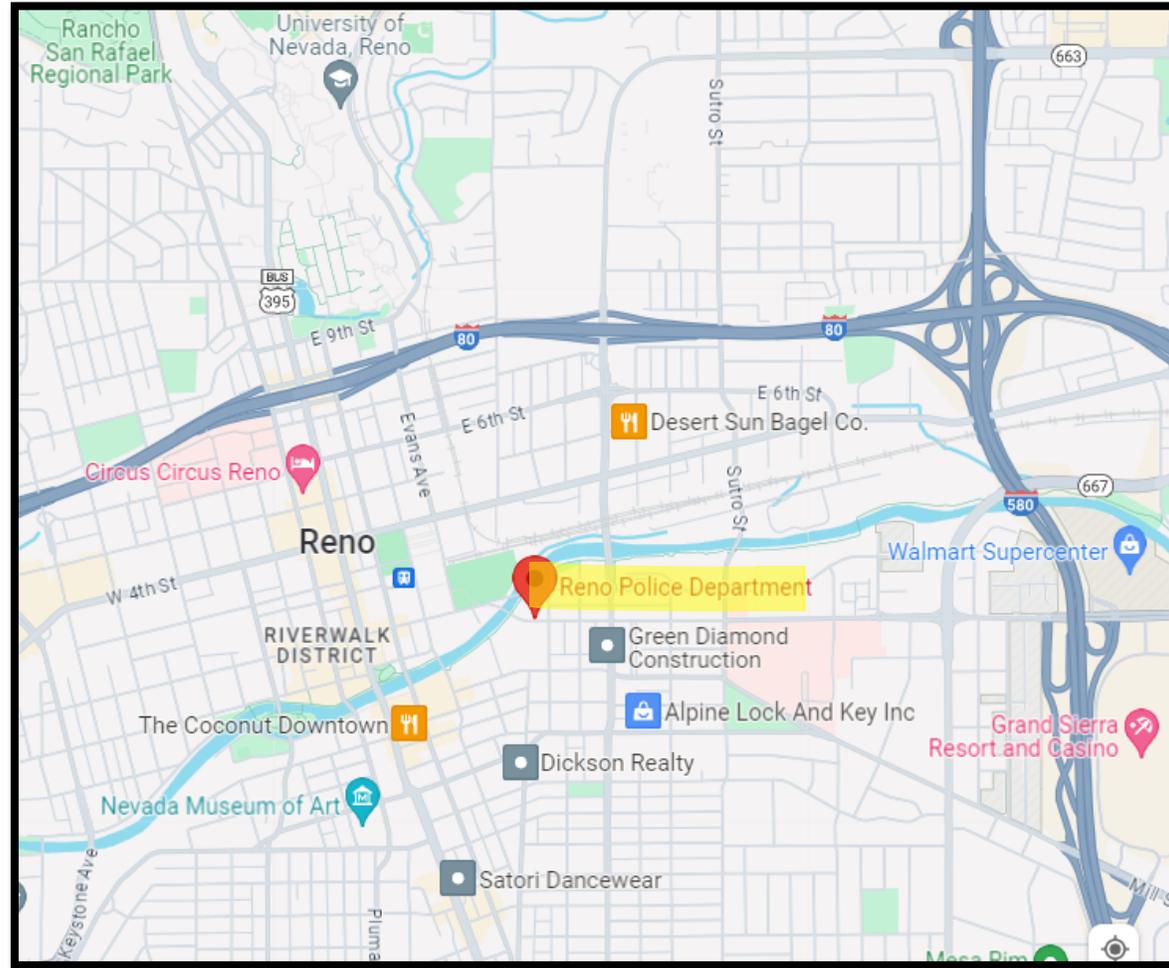
### 9. Mileage Restriction, Fleet

### 10. Mileage Restriction, Regional Crime Suppression Unit

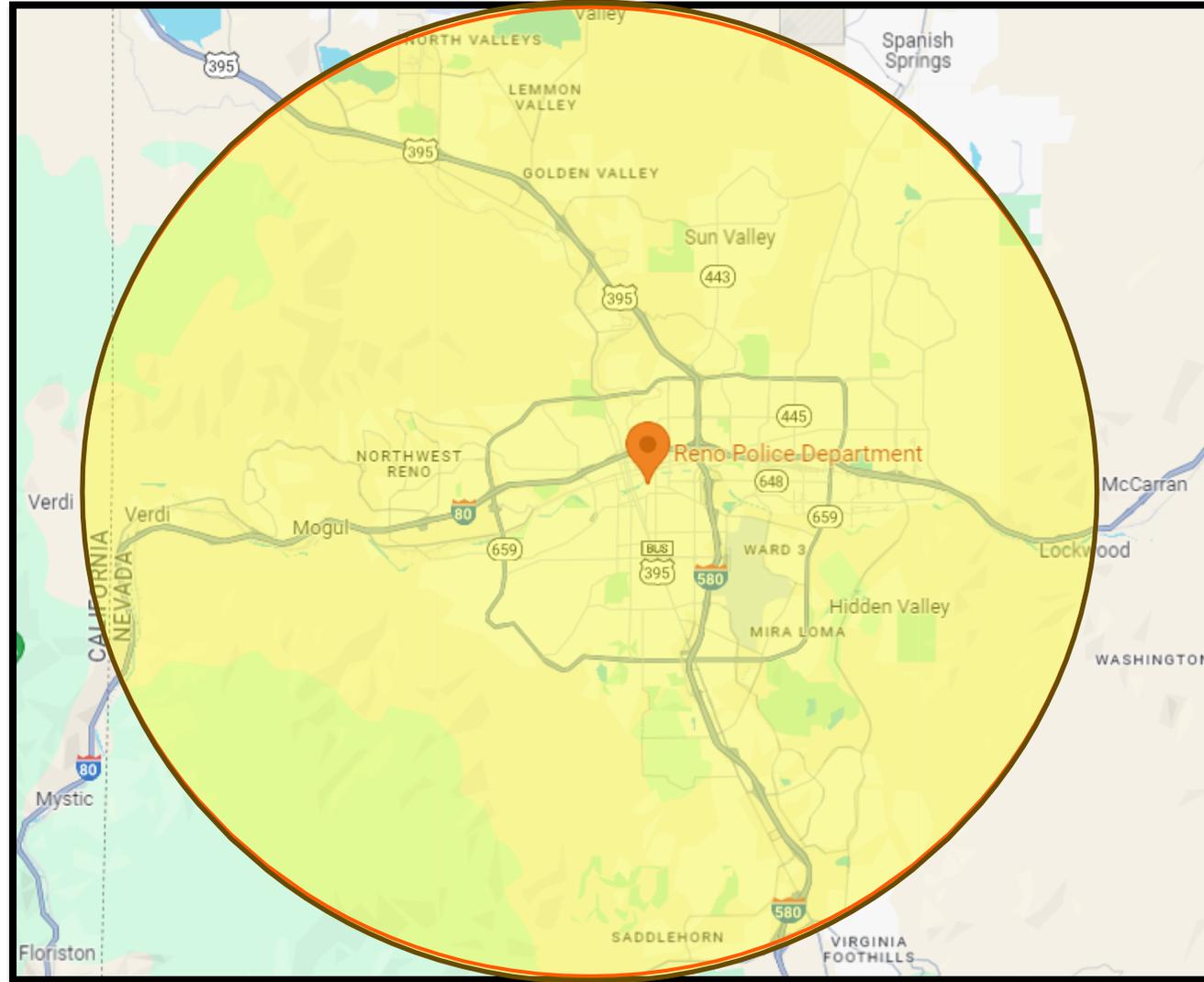
Originally issued by the Center for Public Safety Management, LLC (CPSM)

Reno Police Department Management

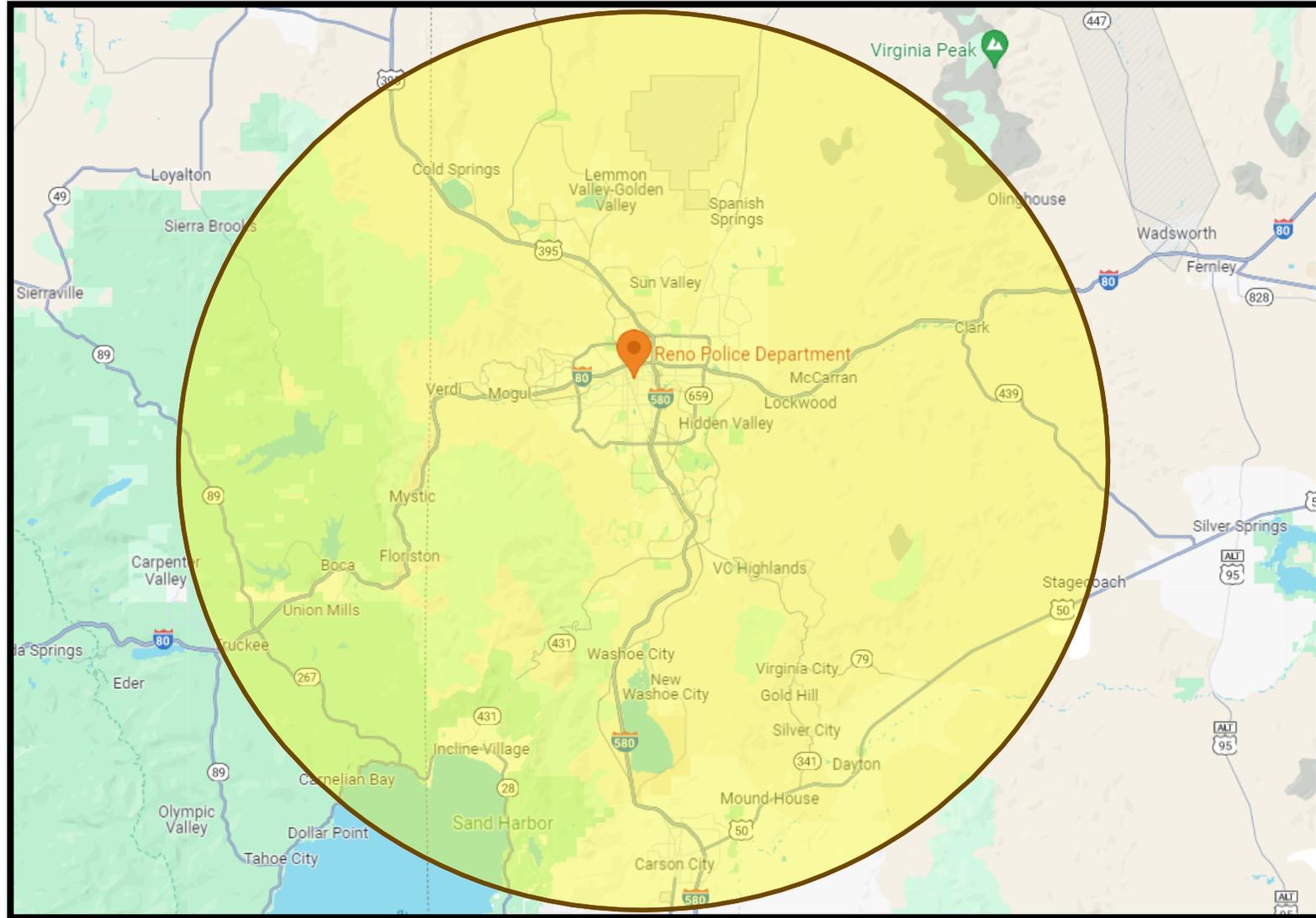
# Commuting Distances - maps

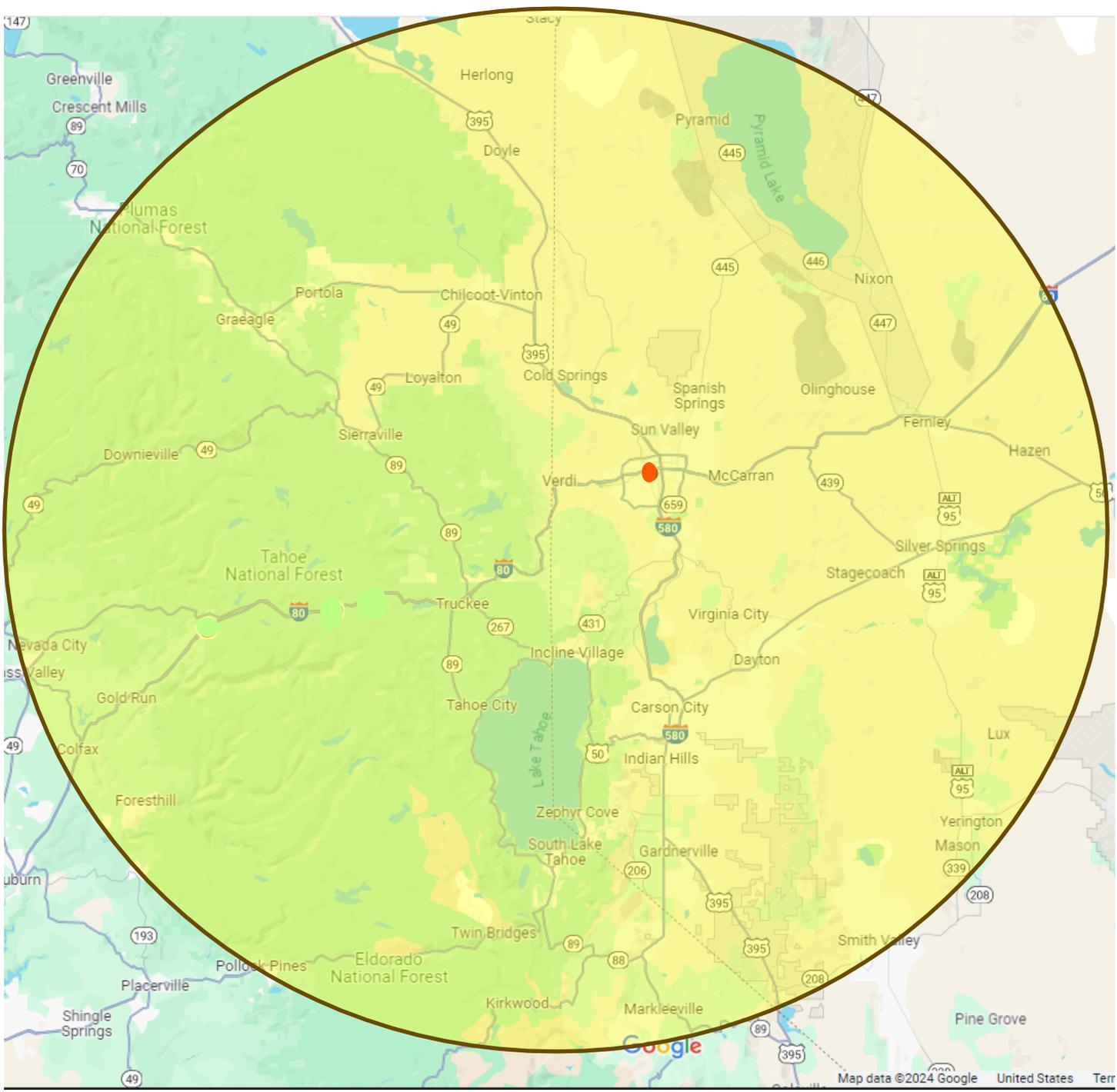


# Commuting Distances - maps



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# 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*.

