

INTRADEPARTMENTAL CORRESPONDENCE

March 6, 2015
14.2

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: CONFIDENTIAL FINANCIAL DISCLOSURE REPORT (IAID No. 14-072)

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners REVIEW and APPROVE the attached Confidential Financial Disclosure Report.

DISCUSSION

Internal Audits and Inspections Division completed the Confidential Financial Disclosure Report to determine if Confidential Financial Disclosure documents were completed in accordance with Department policy and procedures.

If additional information regarding this report is required, please contact Arif Alikhan, Special Assistant for Constitutional Policing, at (213) 486-8730.

Respectfully,

A handwritten signature in black ink, appearing to be 'CB', written over a white background.

CHARLIE BECK
Chief of Police

Attachment

LOS ANGELES POLICE DEPARTMENT

*CONFIDENTIAL FINANCIAL
DISCLOSURE REPORT*

(IAID No. 14-072)



CONDUCTED BY

INTERNAL AUDITS and INSPECTIONS DIVISION

CHARLIE BECK
Chief of Police

March 2015

TABLE OF CONTENTS

CONFIDENTIAL FINANCIAL DISCLOSURE REPORT

**PAGE
NO.**

Purpose	1
Background	1
Prior Inspections	2
Methodology	2
Summary of Findings	2
Detailed Findings	2
Objective No. 1 - Completion of Confidential Financial Disclosure Packets	2

CONFIDENTIAL FINANCIAL DISCLOSURE REPORT

**Conducted by
Internal Audits and Inspections Division
First Quarter, Fiscal Year 2014/15**

PURPOSE

In accordance with the Los Angeles Police Department (Department) Audit and Inspection Plan for fiscal year 2014/15, Internal Audits and Inspections Division (IAID) completed the Confidential Financial Disclosure Report to determine if the Confidential Financial Disclosure Face Sheet, Form 01.74.00, and Confidential Financial Disclosure Report, Form 01.74.01, (Confidential Financial Disclosure Packet) were completed in accordance with Department policy and procedure.

BACKGROUND

Department policy requires all sworn employees at the rank of lieutenant and below, assigned to the Gang Impact Team (GIT), Gang Enforcement Detail (GED), Community Law Enforcement and Recovery Unit (CLEAR), Gang and Narcotics Division (GND), and Narcotics Enforcement Detail (NED) to complete the Confidential Financial Disclosure Packet.¹

The Confidential Financial Disclosure Packet is used to document an employee's assets, liabilities, income and income sources. Internal Audits and Inspections Division is responsible for the intake, review, and annual inspection of the Confidential Financial Disclosure Packet. The Office of the Chief of Police is responsible for storing all completed Confidential Financial Disclosure Packets in a secured location and destroying the documents at the completion of the employee's assignment.

When an employee is tentatively selected for a gang or narcotics assignment, the officer-in-charge of the section/unit provides the Confidential Financial Disclosure Packet to the employee for completion. The Financial Disclosure Coordinator (FDC) assigned to IAID, meets and discusses the completed packet with the employee and reviews the documents for errors and/or omissions. Upon completion, each employee is provided with a Confidential Financial Disclosure Receipt, Form 01.74.02, which documents completion of the packet and confirms the employee's request to either pick up the original documents once approved or have the documents destroyed.

The FDC then meets and discusses the completed Confidential Financial Disclosure Packet with the Commanding Officer, IAID, who subsequently reviews and approves them. The Confidential Financial Disclosure Packets are hand-delivered to the Special Assistant for Constitutional Policing, who also reviews and approves the packets and forwards them to the Chief of Police (COP) for final review and approval. Once approved by the COP, the employee is authorized to work the gang or narcotics assignment.

¹Department Manual section 3/381, Confidential Financial Disclosure Policy and Procedures for Gang Enforcement and Narcotics Enforcement Personnel.

PRIOR INSPECTIONS

There were three prior inspections conducted. There were no recommendations from those prior inspections, which were all 100 percent compliant.

METHODOLOGY

Report Period and Population

Internal Audits and Inspections Division selected Deployment Period (DP) No. 10, 2014 (September 7 – October 4) to evaluate the assignment of all GIT, GED, CLEAR, GND, and NED employees and confirm the completion of the Confidential Financial Disclosure Packets. The population consisted of a total of 731 employees. Table No. 1 provides a summary of the findings based on rank.

SUMMARY OF FINDINGS

Table No. 1 – Summary of Findings

Rank	Completed Financial Disclosure Documents	
Lieutenants	28/28	100%
Sergeants	59/59	100%
Detectives	172/172	100%
Police Officers	472/472	100%
Total	731/731	100%

DETAILED FINDINGS

Objective 1 - Completion of Confidential Financial Disclosure Packets

Criteria

Department Manual section 3/381, Confidential Financial Disclosure Policy and Procedures for Gang Enforcement and Narcotics Enforcement Personnel, states, “*All sworn employees at the rank of lieutenant and below shall submit a completed Confidential Financial Disclosure Report, Form 01.74.01, to the Financial Disclosure Coordinator (FDC), Internal Audits and Inspections Division, within ten calendar days of being selected and prior to assignment to or for the retention of an existing position within any assignment or loan to:*

- *Gang Impact Team (GIT);*
- *Gang Enforcement Detail (GED);*
- *Narcotics Enforcement Detail (NED) positions;*
- *Community Law Enforcement and Recovery (CLEAR) Unit; or,*
- *Gang and Narcotics Division.”*

Procedures

The FDC maintains a spreadsheet which identifies the name, rank, serial number, assignment and date of completion for all officers who have completed the Confidential Financial Disclosure Packet. The FDC reconciled the spreadsheet with personnel data from the Deployment Planning System to determine if all employees assigned to GIT, GED, CLEAR, GND, and NED had completed the required Confidential Financial Disclosure Packet.

Findings

All 731 employees (100%), assigned to GIT, GED, CLEAR, GND, and NED have completed the Confidential Financial Disclosure Packet as required.