

Report to / Rapport au:

**OTTAWA POLICE SERVICES BOARD
LA COMMISSION DE SERVICES POLICIERS D'OTTAWA**

26 June 2017 / 26 juin 2017

Submitted by / Soumis par:

Chief of Police, Ottawa Police Service / Chef de police, Service de police d'Ottawa

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SUBJECT: 2017-2018 ANNUAL INTERNAL AUDIT PLAN

OBJET: PLAN DE VÉRIFICATION ANNUEL 2017-2018

REPORT RECOMMENDATIONS

That the Ottawa Police Services Board approve the Plan as endorsed by the Finance and Audit Committee.

RECOMMANDATIONS DU RAPPORT

Que la Commission de services policiers approuve le Plan adopté par le Comité des finances et de la vérification..

BACKGROUND

The *Police Services Act*, Regulation 3/99, section 35 states that every board and chief of police shall implement a quality assurance process related to the delivery of adequate and effective police services and compliance with the Act and its regulations.

As well, Adequacy Standard LE-023 on the "Collection, Preservation, and Control of Evidence" specifies that the Board shall receive a report on the results of the annual audit of the property and evidence control function.

DISCUSSION

Internal Audit is a quality assurance function designed to provide independent and objective assurance to the Chief of Police on the adequacy and effectiveness of the

Ottawa Police Service (OPS) system of internal controls and processes. In carrying out its function, Internal Audit seeks to contribute to:

- ✓ Improving the overall effectiveness of the organization through risk based objective assurance, advice, and insight;
- ✓ Building awareness and control consciousness throughout the organization; and,
- ✓ Promoting risk management and assurance best practices.

The 2017-2018 Audit Plan is risk-based, covering both operational priorities and legislative requirements. The planned engagements will be delivered over an 18 month period in order to align the planning cycle with the calendar year.

Planning Approach

The Internal Audit planning approach leveraged the Enterprise Risk Management (ERM) process to establish an audit universe and prioritize auditable areas based on value assessment guidelines. Additional inputs from Control Self Assessment (CSA) activities, previous audit engagements, and senior management insights have also been incorporated.

The Plan covers six (6) engagements: four (4) high risk areas and two (2) legislated audits of the Property and Evidence Control Facility (LE-020). On-going follow-up and monitoring activities remain a critical function of Internal Audit. This ensures management action plans are implemented as committed.

2016 Carried Internal Audit Engagements

Mandated Training: To provide assurance that the OPS training program is effectively supporting employee development and the organization is compliant with legislative requirements.

2017-2018 Internal Audit Planned Engagements

Sworn Staffing Process: To assess the sworn staffing process and controls for adequacy and effectiveness.

Paid Informant Fund: To assess compliance with governance documents and evaluate the effectiveness of control processes and accountabilities.

Performance Review Process: Evaluate the performance review process for adequacy and effectiveness as key component in driving and supporting overall organizational performance.

Property and Evidence Control Audit: To determine if management's control activities efficiently and effectively identify and address issues regarding the property and evidence control function.

Consulting Activities: The Plan is flexible for re-prioritization to accommodate emerging and critical issues as directed by the Chief of Police. Risks associated to program delivery, adequate controls to safeguard assets or an independent review of process and systems may cover some of these activities.

CONSULTATION

To support the requirements set out in Adequacy Standards Regulation s35 and Board Policy CR-9, the Ottawa Police Services Board (OPSB) Finance and Audit Committee (FAC) was consulted on the Internal Audit work plan prior to being submitted to the Board for approval.

FINANCIAL IMPLICATIONS

Subject to potential outcomes from audit recommendations, there are no financial implications forecasted for the 2017-2018 Audit Plan.

CONCLUSION

The OPS is committed to continuously improving service to the community and meeting the requirements established by the OPSB. The Audit Plan is intended to add value by improving controls, processes, and performance through procedural revisions and implementation of recommendations obtained through audits, reviews, and inspections..