

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: November 16th, 2020

TO: Max Frantz, Comptroller
Ruth Lueders, Deputy City Comptroller

FROM: Erica Bills, Internal Auditor

SUBJECT: Gun Buy Back Events Audit Summary

Audit Objectives: This review addresses the internal controls and procedures followed during the gun buyback events held on October 24th & November 7th, 2020.

Scope & Methodology: Held planning meetings with Deputy Chief of Police, Scott Rifenberg, and Assistant to the City Manager, Asante Cain to establish proper procedures and controls needed to handle both weapons and gift cards. Provided a listing of all gift cards to Deputy Chief of Police, which was used to track the type of weapon collected. Reviewed colored post-it-notes used to identify the number of gift cards to be provided to the resident for their weapon. Performed complete counts of both the post-it-notes and gift card listing used for documentation. Reviewed the inventory of gift cards both prior to and after event.

Background: On Tuesday, September 15th, the City Commission approved a gun buyback program proposed by the police department as a part of the police department's three-year strategic plan to address the recent increase in gun violence compared to prior years. With assistance from the executive office, comptroller's office, and local neighborhood organizations, the police department held two (2) gun buyback events on October 24th, 2020 in the Boston Square Neighborhood (3rd Ward) and November 7th, 2020 at the Genesis Non-Profit Housing Corporation (1st Ward).

To properly track & document the type of gun collected and the number of gift cards to reimburse the following processes were put in place:

- 1) Two 'stations' were set up on location that were staffed by different officers. These officers never switched duties and remained at assigned station.
- 2) Upon analyzing the resident's weapon, a colored sticky note (yellow, pink, or orange) was attached to the vehicle's window identifying the type of weapon. The resident would then pull to the next station.

3) At the next station, an officer would remove the sticky note and write the last 3 digits of the gift card numbers distributed to the resident on the note. The sticky notes would then be kept for auditing purposes.

4) A separate officer would then document the type of weapon next to the gift card number on the gift card listing.

Gift Cards were distributed as follows (in \$50 increments):

Tier 1 – Revolvers (poor condition), Black Powder weapons - \$50 (Yellow)

Tier 2 – Shotguns, Revolvers, Rifles - \$100 (Pink)

Tier 3 – Assault Rifles, Semi-automatic weapons - \$200 (Orange)

See findings below.

Findings:

1) A total of 665 gift cards, valued at \$50 each, for a total of \$35,339.75 (includes taxes & fees) were purchased using funds provided by the SAFE Task Force (\$42,000 total). The remaining balance being used for advertising and administrative expenses. This does not include the cost associated with staffing the events.

The Comptroller's Office received the gift cards (counted and verified numbers) and delivered all gift cards to the Police Department in a sealed box for both events. Zero (0) gift cards were returned indicating all gift cards had been distributed. Total value of gift cards distributed for both events is \$33,250.

2) The colored sticky notes were tabulated and properly match the gift card listing for each type of gun collected as well as the last 3 digits of the gift cards. When the value of each type of weapon is calculated, the total value equals the exact amount of gift cards distributed for both events.

3) See attached summary of event details.

Conclusion: Based on the documentation utilized and retained, all internal controls put in place for both gun buy back events were properly followed and adhered to. There were no discrepancies between the gift card listing and the sticky notes and it is apparent that proper separation of duties was followed at both events.

If you have any questions or comments, please feel free to reach out to Erica Bills, Internal Auditor. Ext. 3126

Cc: Mark Washington
Doug Matthews
Eric DeLong
Eric Payne
Scott Rifenberg
Asante Cain

Summary by Location

Boston Square 10/24/20

<u>Type</u>	<u># Guns Collected</u>	<u>Amount</u>	<u>Total</u>
Semi-Auto Pistols	34	200	\$ 6,800
Revolvers	34	100	3,400
Black Powder	2	50	100
Shotguns	18	100	1,800
Rifles	11	100	1,100
Assault Rifles	4	200	800
	103 *		\$ 14,000

* 107 guns were actually collected, but 4 did not meet the criteria to receive a gift card.

Genesis Non-Profit Housing 11/7/20

<u>Type</u>	<u># Guns Collected</u>	<u>Amount</u>	<u>Total</u>
Semi-Auto Pistols	40	200	\$ 7,900 *
Revolvers	62	100	6,200
Black Powder	15	50	750
Shotguns	29	100	2,900
Rifles	13	100	1,300
Assault Rifle	1	200	200
	160		\$ 19,250

* The final gun received was a gun valued at \$200, but there was only \$100 left in gift card inventory; therefore, the total calculation has been adjusted for this.

Total Combined

<u>Type</u>	<u># Guns Collected</u>	<u>% Total</u>	<u>Total Paid Out</u>
Semi-Auto Pistols	74	28%	\$ 14,700
Revolvers	96	37%	9,600
Black Powder	17	6%	850
Shotguns	47	18%	4,700
Rifles	24	9%	2,400
Assault Rifle	5	2%	1,000
	263	100%	\$ 33,250

Most Common: Semi-automatic pistols & revolvers

Average value of guns turned in: \$126.43