



AUDIT REPORT

2025-10 EVIDENCE ROOM



02/05/2026

WEBER COUNTY INTERNAL AUDIT
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KALI RHODES,, CPA

February 5, 2026

Weber County Audit Committee
2380 Washington Blvd
Ogden, UT 84401

Dear Audit Committee Members,

In accordance with County Policy 8.1, Internal Audit, and per the approved 2025 Weber County Audit Plan, as amended, I am pleased to report that we have completed a compliance audit and advisory review regarding the Weber County Evidence Room.

This audit focused on compliance with established County policies surrounding the Weber County Evidence Room as well as a review of said policies to ensure the policies work to retain, preserve and safeguard items stored within the Weber County Evidence Room. Majority of testwork covered the time frame of August through December 2025. Recommendations were made to improve policies and procedures as we deemed appropriate, with input from personnel and management impacted. Based on our testwork, we identified areas where deviations from County policy were noted, as well as other opportunities to further strength the control environment in the Evidence Room. We have issued 8 findings with each finding including a proposed solution for the Evidence Room as well as one general recommendation. These findings and recommendations are described further in the following report.

We wish to express appreciation for the Evidence Room staff for assisting us through out the engagement.

If any questions arise related to this audit, I may be contacted at 801-399-8708 or karhodes@webercountyutah.gov.

Sincerely,

Kali Rhodes

Kali Rhodes, CPA
Weber County Internal Auditor



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EVIDENCE ROOM

BACKGROUND

Weber County operates an evidence and property room, referred to through out this report as the Evidence Room, whose mission is to retain, organize, preserve and otherwise safe guard items gathered by the Weber County Sheriff’s Office for the purpose of prosecution of crimes or safekeeping, depending on the situation. The Evidence Room is governed in accordance with Weber County Sheriff’s Office Policy Manual 803 *Property and Evidence*. This audit was recommended to be included on the 2025 Audit Plan as Weber County recently completed a move of all evidence from the old property room located within the main Sheriff’s Office to a freestanding building included in the Sheriff’s complex. Evidence was moved from the old room to the new one July 8th through 9th, 2025. The new evidence room was built primarily due to the County outgrowing the previous space. Additionally, there were concerns regarding the overall operation of the Evidence Room in 2018, after it was discovered an evidence tech had stolen drugs from the Evidence Room, consumed them at work, and allowed the Evidence Room to become so disorganized that evidence related to cases could not be located. The individual was terminated from Weber County and prosecuted for felony drug charges.

The scope of the Evidence Room engagement was to determine if the proper controls and oversight were in place to protect items kept within. Majority of testwork was for the period between August through December 2025 as this period represents the time after the Evidence Room was moved into a new space that was built for the express purpose of maintaining and safeguarding evidence. Additionally, this audit incorporated procedures that had they been in place in 2018, had a reasonable possibility of detecting the malfeasance of the evidence tech.

OBJECTIVES AND SCOPE

In performing this audit, our objectives included:

- Gaining an understanding of the Evidence Room processes and overall best practices for the maintenance of an Evidence Room.
- Evaluating the County’s compliance with its own established policies and expectations regarding the collecting, storing, transporting, and maintenance of evidence.
- Gauging the understanding of members of the evidence team regarding their duties to store and safeguard evidence.
- Reviewing logical and IT accesses to determine if they are appropriate for the various roles.
- Reviewing protocols surrounding conflicts of interest, disaster readiness, and other risk management related items.
- Making recommendations for policy and process improvements as considered necessary.

Testwork occurred during the period of August through December 2025 as the Evidence Room moved into its new space in early July 2025. Over the years, the rules of evidence maintenance of changed in Weber County as well as the evidence industry at large. This leads to slight deviations in how items are kept through out the years. We noted these modifications as they occurred and were relevant. Recommendations within this report are on a go forward basis with the exception of one recommendation relating to digital storage.

Additionally, in January 2026, the Weber County Sheriff's Office updated Weber County Sheriff's Office Policy 804 *Property and Evidence* from the previously numbered Policy 803. This policy update included changes to policy to implement several of our recommendations from a draft of this report. As this report was in the later stages of the review process, we declined to update our findings, recommendations, or workpapers for these new policies. Management addresses how these new policies implement the recommendations in the Management Responses section of the report.

METHODOLOGY

Several methodologies were used to gather and analyze the information as it related to our audit objectives. The methodologies included, but were not limited to:

- Meeting with the Evidence Room staff directly involved in managing the Evidence Room and gaining an understanding of the process in which evidence is entered into the room, stored within the room, and transported out of the room.
- Observing items entering the Evidence Room for the first time.
- Performing floor to sheet and sheet to floor counts to determine the reliability of data within Spillman, the condition of the selected items, and the overall ability of the Evidence Room staff to locate said items.
- Reviewing evidence of members of the Sheriff's office or other management personnel performing regular inspections of the Evidence Room.
- Reviewing purged evidence to determine if it was disposed of in line with Weber County Sheriff's Office Policy 803 – *Property and Evidence*.
- Reviewing a listing of evidence catalogued within the Evidence Room Spillman system but not currently in the room and selecting a sample of items to determine that proper documentation is available verifying the location of the item.
- Reviewing who was provided to access to the Evidence Room and determining if the access was appropriate with members of management and if the individuals were provided the appropriate training for their roles.
- Reviewing policies surrounding conflicts of interest and disaster readiness.
- Inquiry of other Counties regarding their evidence policies and practices to gain a better understanding of the appropriateness of Weber County's Evidence Room policies.

FINDING RISK CLASSIFICATIONS

Potential issues and/or deficiencies noted during our audit are summarized into findings. Each finding is given a risk classification as defined below.

Significant – A significant audit finding identifies a potential problem or deficiency that may have critical impact on the County's financial reporting, internal controls, compliance, risks, and/or efficiencies. Findings classified as significant warrant immediate attention by management.

Moderate – A moderate audit finding identifies a potential problem or deficiency that may have considerable impact on the County's financial reporting, internal controls, compliance, risks, and/or efficiencies. Findings classified as moderate warrant attention by management as soon as practicable.

Low – An audit finding classified as low may have an impact on the County’s financial reporting, internal controls, compliance, risks, and/or efficiencies, but may fall within tolerable risk levels. Findings classified as low warrant attention by management but may not require immediate or short-term action.

CONCLUSIONS / FINDINGS (SUMMARY)

THE FOLLOWING IS A SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS. ADDITIONAL DETAILS REGARDING EACH FINDING AS WELL AS MANAGEMENT RESPONSES TO THE RECOMMENDATIONS CAN BE FOUND IN THE NEXT SECTIONS OF THIS REPORT.

FINDING #1 – INAPPROPRIATE ACCESS TO RESTRICTED AREAS OF THE EVIDENCE ROOM – **SIGNIFICANT**

We found one instance of an individual having inappropriate access to the Evidence Room. This individual performs IT work for the Sheriff’s Office, including the Evidence Room and was provided access in order to maintain a security terminal within the Evidence Room. This security terminal should not be accessed by members of the evidence team. Steps have been taken to remove the terminal from the space as this would allow the evidence team to remove the access of the IT person. Access to restricted areas should be closely monitored and only include those that require access to perform the essential functions of their role. Limiting access limits the potential for unauthorized access to the Evidence Room by third parties and reduces the risk of evidence being lost, stolen, destroyed or otherwise tampered with.

RECOMMENDATION #01.01

We recommend that County management move the security terminal to a location outside of the Evidence Room.

RECOMMENDATION #01.02

We recommend that County management limit access to restricted areas of the Evidence Room to only those employees who require access to perform the essential functions of their roles.

RECOMMENDATION #01.03

We recommend that County management on a quarterly basis, review the listing of employees with access to the restricted areas of the Evidence Room and consider if the access granted is appropriate for the individual’s essential job functions.

FINDING #2 – POTENTIAL LOSS OF DIGITAL EVIDENCE DUE TO OBSOLETE STORAGE SOLUTIONS – **SIGNIFICANT**

We noted 4 instances of digital items such as audio interviews stored on digital storage solutions such as floppy discs and cassette tapes. Storage solutions such as floppy discs and cassette tapes are prone to degrading over time and data stored on such devices can be lost. All steps should be taken to preserve digital evidence, including storing such items on a storage device that is less likely to degrade or otherwise corrupt the data stored within.

RECOMMENDATION #02.01

We recommend management review options to convert the data on degradable storage devices and begin the process of moving data kept on the degradable storage devices to a more permanent home such as the external hard drives or other storage solutions.

FINDING #3 – SERIAL NUMBERS NOT RECORDED IN LINE WITH POLICY – MODERATE

We found 1 instance of a firearm not having the serial number included on the outer packaging or within Spillman. Upon further inspection, there was no documentation regarding whether or not the serial number was readable or why this piece of information was not included in line with Weber County Sheriff's Office Policy 803 *Evidence and Property*. All steps should be taken to record critical information of all evidence entering the Evidence Room to ensure that there as few opportunities as possible for evidence to be lost, tampered with, or otherwise destroyed as possible.

RECOMMENDATION #03.01

We recommend that management review with sworn officers the documentation expectations including the necessity for information such as serial numbers to be included within their initial reports.

RECOMMENDATION #03.02

We recommend that evidence techs should identify evidence that does not conform to county policy and take appropriate measures to reiterate the expectations surrounding evidence handling.

FINDING #4 – INSPECTIONS WERE NOT PERFORMED IN LINE WITH POLICY – SIGNIFICANT

We found multiple instances of monthly and annual Evidence Room inspections not being performed in line with Weber County Sheriff's Office Policy 803 *Evidence and Property*. The most notable issue were inspections did not occur as scheduled. Additionally, the policy surrounding inspections is unclear on who is authorized to perform monthly inspections. We also noted monthly inspections do not include documentation of test counts, a critical control in any inventory environment. Regular inspections act as a way for management to oversee operations on a consistent basis and provide feedback if necessary. Failure to perform these inspections could create a feeling among team members that their performance does not matter which could cause additional upkeep problems through out the Evidence Room.

RECOMMENDATION #04.01

We recommend that management review Weber County Sheriff's Office Policy 803.14 to determine if the inspection process provides the appropriate level of oversight.

RECOMMENDATION #04.02

We recommend that individuals designated to perform these inspections should perform them in line with the schedule outlined in Weber County Sheriff's Office Policy 803.14.

RECOMMENDATION #04.03

We recommend monthly inspections include a listing of what specific items were test counted by the inspector and the results of those counts.

RECOMMENDATION #04.04

We recommend monthly inspections include what items were audited that month by the evidence techs to ensure each item in the Evidence Room is being audited in line with Weber County Sheriff's Office Policy 803.14.

FINDING #5 – ITEMS CHECKED OUT TO OFFICERS DID NOT STAY IN THE OFFICER'S POSSESSION – SIGNIFICANT

We found 1 instance of an item being checked out to an officer that, upon inquiry with the officer, no longer had possession of the item in question. The item was in the possession of another officer. Additionally, we noted several items checked out to various places for long periods of time where there was little follow up performed in recent times to confirm the other parties still had position of the item. It is imperative that evidence be closely monitored when it leaves the Evidence Room as it is more likely to be lost, stolen, damaged or otherwise maligned in such a way that the item loses its evidentiary value.

RECOMMENDATION #05.01

We recommend that management review and adjust Weber County Sheriff's Office Policy 803 *Evidence and Property*, to add additional procedures surrounding follow up on items that were checked out of the Evidence Room.

RECOMMENDATION #05.02

We recommend that the Evidence Room team perform an inventory of all items currently in possession of officers to ensure that the Evidence Room has documented the whereabouts of each item.

RECOMMENDATION #05.03

We recommend management educate all personnel that handle evidence in any capacity, their duties when they have custody of evidence.

FINDING #6 – TRAINING REQUIREMENTS ARE NOT ADEQUATELY MONITORED OR DOCUMENTED – MODERATE

We noted through discussions with management and review of Weber County Sheriff's Policy 803 *Evidence and Property*, that training requirements for the evidence team are not documented within the policies. Additionally, when training is required, such as the Quartermaster requesting newly hired evidence technicians complete a certain training, copies of the completed training certificates are not maintained by the Sheriff's Office. A proper training protocol provides employees the opportunity to expand their skill set, network, and gain further knowledge to improve processes in the Evidence Room. Requiring and documenting training appropriate for the role also provides additional information that can be utilized to evaluate employees.

RECOMMENDATION #06.01

We recommend that management review the Weber County Sheriff's Office Policy 803 *Evidence and Property*, and consider adding training requirements for the evidence team.

RECOMMENDATION #06.02

We recommend that management document and track employees' adherence to the training policy and consider adding it as a performance requirement.

FINDING #7 – CONFLICT OF INTEREST POLICIES DO NOT APPROPRIATELY ADDRESS THE POTENTIAL CONFLICTS WITHIN THE EVIDENCE ROOM – SIGNIFICANT

We noted through discussions with management, review of Weber County Sheriff's Policy, and Weber County Human Resources Policies, that a clear conflict of interest policy that addresses the specific risks of the evidence team is not present. Specifically, a conflict of interest policy would need to address a situation in which a member of the evidence team may have family members involved in a crime where the evidence is being stored in the Weber County Evidence Room. The current conflict of interest policies address risks surrounding unjustly enriching themselves, providing favors to friends and other monetary considerations but does not address potentially influencing the outcomes of judicial proceedings by manipulating evidence. A robust conflict of interest policy provides employees with a clear understanding of potential conflicts as well as their duties and obligations in the event of a conflict. Additionally, a documented protocol will allow management to mitigate risks associated with a conflict of interest.

RECOMMENDATION #07.01

We recommend that management review the conflict of interest policies, County and Sheriff's Office, and adjust the language to broaden the scope of potential conflicts of interest.

RECOMMENDATION #07.02

We recommend that management within the policies, provide an acceptable protocol for resolving the conflict of interest including the possibility of evidence being transferred to an evidence room not operated by the Weber County Sheriff's Office.

RECOMMENDATION #07.03

We recommend that management educate evidence technicians on any policy changes and their responsibilities under the new policies.

FINDING #8 – NO DOCUMENTED DISASTER READINESS PLAN IS IN PLACE FOR THE EVIDENCE ROOM – LOW

We noted through discussions with management, review of Weber County Sheriff's Policy Unusual Occurrences Mobilization Plan, and Weber County Human Resources Policies, that a disaster readiness plan is not available that addresses the specific risks of the Evidence Room. A disaster readiness plan would provide employees a protocol of who to communicate with and the method for communications in the event of a disaster. A disaster readiness plan involving the Evidence Room would also need to document who and in what circumstances evidence may need to leave the Evidence Room in order to safe guard it.

RECOMMENDATION #08.01

We recommend that management review the disaster readiness policies, County and Sheriff's Office, and update the policy as needed.

RECOMMENDATION #08.02

We recommend that management write adopt a disaster readiness plan for the Evidence Room that includes examples of potential disasters, chain of authority in the event of a disaster, and protocol for safeguarding evidence.

GENERAL RECOMMENDATION – MANDATORY ANNUAL DRUG TESTING FOR EVIDENCE ROOM STAFF

RECOMMENDATION #GR.01

We recommend that update Weber County Human Resources Policy 3-300 *Alcohol and Drug Screening, Testing & Treatments* or the relevant Sheriff's Office policy to require members of the Evidence Room team undergo mandatory annual drug testing

FINDINGS AND RECOMMENDATIONS

FINDING #1 – INAPPROPRIATE ACCESS TO RESTRICTED AREAS OF THE EVIDENCE ROOM

RISK RATING: **SIGNIFICANT**

DESCRIPTION:

We obtained a listing of individuals from the key card security system who had access to the restricted areas of the Evidence Room as of December 1, 2025. We noted the listing included 6 individuals total: 2 evidence techs, the evidence quartermaster, chief deputy of operations, lieutenant of operations, and the Sheriff's Office IT technician. Through further discussion with the Evidence Quartermaster, the Chief Deputy and Lieutenant need access to the Evidence Room in order for them to facilitate the unannounced inspections as required under Weber County Sheriff's Office Policy 803 *Evidence and Property*. The Evidence Technicians and Evidence Quartermaster require access to perform core functions of their roles, including inspecting evidence that arrives to the Evidence Room, categorizing it, storing it and otherwise acting as the main individual responsible for the items. The IT technician has access to the Evidence Room in order to monitor the security terminal housed within the room.

Per further discussions with management, this terminal has access to security camera recordings and other highly sensitive items. This terminal cannot be accessed by any other member of the evidence team including the Evidence Techs or Evidence Quartermaster. This is to protect the security footage that is stored on this terminal and to provide oversight on the evidence team's activities. Evidence Quartermaster noted that there have been several conversations surrounding moving the security terminal outside of the Evidence Room as the terminal should not be accessed by the team. A service ticket was submitted to the County in August 2025. We also noted in review of the monthly inspection reports, several notes regarding

the outstanding ticket. The presence of an individual whose core function doesn't make it essential for them to have access to the Evidence Room presents a significant risk to the Evidence Room as any additional individuals who have access to the room is another individual who could potentially damage or lose evidence, either intentionally or due to error. The greatest caution should be exercised when providing individuals access to the Evidence Room with only those individuals whose primary duties require access to the Evidence Room should be granted access. Additionally, due to the limited space within the Evidence Room, steps should be taken to relocate the security terminal to a place outside of the Evidence Room, preferably in a location that the evidence techs and quartermaster could not access.

After further discussions with the Evidence Quartermaster and other members of the Sheriff's office, the security terminal was relocated as of December 31, 2025.

RECOMMENDATION:

01.01 – We recommend that County management move the security terminal to a location outside of the Evidence Room

01.02 – We recommend that County management limit access to restricted areas of the Evidence Room to only those employees who require access to perform the essential functions of their roles.

01.03 – We recommend that County management on a quarterly basis, review the listing of employees with access to the restricted areas of the Evidence Room and consider if the access granted is appropriate for the individual's essential job functions.

FINDING #2 – POTENTIAL LOSS OF DIGITAL EVIDENCE DUE TO OBSOLETE STORAGE SOLUTIONS

RISK RATING: **SIGNIFICANT**

DESCRIPTION:

As part of our procedures, we made a selection of 25 items from the Spillman system and reviewed the items in question in the Evidence Room. Additionally, we also selected 25 items from the Evidence Room and traced these items to the Spillman system. Of the 50 selections, we noted 4 selections that were on a digital storage device such as a floppy disk or cassette tape. Per discussion with Evidence Quartermaster, the evidence team has no way of accessing the digital items stored on these devices as they do not have the technology to access older technology. We noted that all 4 of these items were over 10 years old with 3 of the items being located in the cold case section of the Evidence Room. Digital items that enter the Evidence Room catalogue in the present day are stored on external hard drives that are kept in the Evidence Room. These drives are regularly backed up.

We noted digital data stored on items such as cassette tapes can last from 10 to 30 years, depending on how they are stored. Floppy disks can store data between 10 to 20 years, depending on how they are stored. These older digital storage solutions are prone to data degradation as time passes. In some circumstances, the data on these devices can be completely lost due to this degradation. The Evidence Room's primary function is to store, preserve, and otherwise safe guard, items that are related to a criminal proceeding. All steps should be taken to preserve the integrity of all evidence in the Evidence Room, including converting data stored on obsolete storage devices to a more reliable technology.

RECOMMENDATIONS:

02.01 – We recommend management review options to convert the data on degradable storage devices and begin the process of moving data kept on the degradable storage devices to a more permanent home such as the external hard drives or other storage solutions.

FINDING #3 – SERIAL NUMBERS NOT RECORDED IN LINE WITH POLICY

RISK RATING: **MODERATE**

DESCRIPTION:

In order to test compliance with the Weber County Sheriff’s Office Policy 803 *Evidence and Property*, we selected 25 items from the Spillman system and reviewed the corresponding item in the Evidence Room to determine if the item was entered into evidence in accordance with the county policy including a proper description of the item, the Spillman #, any unique identifiers such as serial numbers, and other items required under the policy. A similar sample of 25 items from the Evidence Room were traced to the Spillman system with us again reviewing if the item was entered into evidence in accordance with county policy. Of the 50 items, we identified a single fire arm of the 3 firearms selected, that did not have the serial number listed within Spillman. Upon further review of this item, including the police report, there was no indication that the serial number had been scratched off or otherwise obscured. Under Weber County Sheriff’s Office Policy 803 *Evidence and Property* it is required for officers to list the serial number of any firearms on the gun box and within Spillman. In the event this cannot be done, due to the gun having the serial number removed, this detail should be noted within the police report as it may lead to additional charges. In order to record the serial number after an item has been sealed and entered into evidence, evidence techs would need to break the evidence seal which could allow for the evidence to be damaged during the unsealing process. Great care should be taken when entering an item into to evidence to ensure all critical information has been included on the evidence itself as well as within Spillman to minimize the number of individuals handling the item.

RECOMMENDATION:

03.01 – We recommend that management review with sworn officers the documentation expectations, including the necessity for information such as the serial number, to be included within their initial reports.

03.02 – We recommend that evidence techs should identify evidence that does not conform to county policy and take appropriate measures to reiterate the expectations surrounding evidence handling.

FINDING #4 – INSPECTIONS WERE NOT PERFORMED IN LINE WITH POLICY

RISK RATING: **SIGNIFICANT**

DESCRIPTION:

As part of our review of the controls within the Evidence Room, we obtained copies of the inspection reports that had been performed over the Evidence Room in 2025. Weber County Sheriff’s Policy 803.14 calls for a monthly inspection, as well as announced and unannounced annual inspections. We noted no monthly inspections were performed for January, March, April, May, July, and September 2025. We noted a monthly inspection sheet was filed out that covered the dates March through July 2025 but as this included multiple months, we determined it reasonable to exclude this inspection from the monthly inventory counts. The

September 2025 inspection sheet included a note that no inspection would occur that month as the team was still setting up the Evidence Room after the move. A similar note was present on the August 2025 inspection that a July 2025 inspection report had not been completed due to the move. We noted no annual inspections performed in 2025, announced or otherwise.

We also reviewed the inspection sheets to determine if the appropriate individual performed the inspection. Per Weber County Sheriff's Office Policy 803.14(a) which notes that "On a monthly basis, the supervisor of the property and evidence room (Sergeant or Lieutenant) shall make an inspection....". We noted that the August, October, and November 2025 monthly inspections were performed by Evidence Quartermaster, a civilian employee who acts as the supervisor/manager of the Evidence Room. This appears to be out of line with policy as the Quartermaster does not have the specified rank. Additionally, per review of the policy, monthly inspections do not include a sample of test counts. Test counts are a critical control for inventory management as it allows management the opportunity to test whether or not items are present as specified within the Spillman system. It can also be utilized to ensure there are no items in the Evidence Room that are not in the Spillman system. Inspections can be a critical tool in the oversight of the Evidence Room as it provides management an opportunity to review operations in a systematic way. It is critical that inspections are performed in line with policy as the policy was written to address specific risks within the Evidence Room

RECOMMENDATION:

04.01 – We recommend that management review Weber County Sheriff's Office Policy 803.14 to determine if the inspection process provides the appropriate level of oversight.

04.02 – We recommend that individuals designated to perform these inspections should perform them in line with the schedule outlined in Weber County Sheriff's Office Policy 803.14

04.03 – We recommend monthly inspections include a listing of what specific items were test counted by the inspector and the results of those counts.

04.04 – We recommend monthly inspections include what items were audited that month by the evidence techs to ensure each item in the Evidence Room is being audited in line with Weber County Sheriff's Office Policy 803.14.

FINDING #5 – ITEMS CHECKED OUT TO OFFICERS DID NOT STAY IN THE OFFICER'S POSSESSION

RISK RATING: SIGNIFICANT

DESCRIPTION:

Through the course of our various inquiries with members of management and the evidence team, we noted evidence that is checked out from the Evidence Room has a greater chance of being lost, stolen, or damaged in such a way that the item loses its evidentiary value. Through out the course of investigations, evidence occasionally needs to be tested by state labs, such as illegal substances or are otherwise required to be tested by state labs, such as rape kits. There is a process in place in the Evidence Room to document evidence leaving the room that includes the date of check out, reason, and the individual taking custody. We noted when reviewing items checked out that some of the items can be checked out for long periods of time.

We obtained a listing of evidence checked out on a specific day and noted the listing had 149 items on it. We selected 15 items, roughly 10% of check outs, and requested supporting documentation surrounding the check out, including custody sheets, lab requests, and other items required under Weber County Sheriff's Policy 803 *Evidence and Property*. We noted 5 of the samples selected, approximately 33%, had been checked out from the Evidence lab for longer than 3 months. We noted all 3 of the items had been sent to the state lab. Management noted that sometimes items stay at the state lab for years as the state lab prefers to send all the items back at once. We confirmed with the state lab the whereabouts of all three items, noting one item was returned to the Evidence Room in between our testing cut off and the confirmation date, one item is still retained at the state lab, and one item was returned to the Evidence Room several months prior to the specific day. We reviewed the evidence custody sheet for this selection and noted the date listed on the custody sheet matched the state lab's return date. As such, we did not note any deviations relating to the check outs to the state lab.

Additionally, there were two cell phones checked out by an investigative detective. When we inquired of the detective on the whereabouts of these items, he noted one of the phones was not in his possession and was in the possession of another officer. Furthermore, the officer was not sure why the item was checked out to him. Upon further review of the evidence custody sheet, maintained by the Evidence Room as a way to document evidence leaving the evidence room, we noted there was no record of the 2nd officer checking out the item in question, only the 1st officer. This appears to be out of line with Weber County Sheriff's Policy 803 *Evidence and Property* as 803.8.1 states "Every time property is released or received, an appropriate entry to the Evidence Custody Sheet and Spillman shall be completed to maintain the chain of possession." We also noted no procedures within the policy manual relating to confirming custody of the items that left the Evidence Room for an extended period of time. Tight controls over items temporarily leaving the Evidence Room are crucial to maintaining an environment of accountability and reliability.

RECOMMENDATION:

05.01 – We recommend that management review and adjust Weber County Sheriff's Office Policy 803 *Evidence and Property*, to add additional procedures surrounding follow up on items that were checked out of the Evidence Room.

05.02 – We recommend that the Evidence Room team perform an inventory of all items currently in possession of officers to ensure that the Evidence Room has documented the whereabouts of each item.

05.03 – We recommend management educate all personnel that handle evidence in any capacity, their duties when they have custody of evidence.

FINDING #6 – TRAINING REQUIREMENTS ARE NOT ADEQUATELY MONITORED OR DOCUMENTED

RISK RATING: MODERATE

DESCRIPTION:

We noted during review of the Weber County Sheriff's Office Policy 803 *Evidence and Property* no specific requirement for training or certifications related to the evidence room team. Per discussion with the Evidence Quartermaster, he and previous quartermasters have required newly hired evidence techs to complete a beginner's level relating to evidence handling conducted by the International Association of Property and Evidence. The County also encourages more advanced trainings.

When we inquired to obtain documentation that the evidence team had completed these trainings, it was noted by members of the Sheriff's Office that as the evidence team is comprised of civilian employees, training hours and certifications were not tracked. Sworn officer training hours are tracked due to a reporting requirement but civilian employees do not have this requirement. The Lieutenant supervising the Evidence Room and team noted that moving forward, the evidence team's trainings would be tracked. Ensuring that employees are properly trained reduces the likelihood of costly errors due to employees lack of knowledge surrounding evidence laws. Additionally, requiring and monitoring training provides another metric to gauge employee performance.

RECOMMENDATION:

06.01 – We recommend that management review the Weber County Sheriff's Policy 803 *Evidence and Property*, and consider adding training requirements for the evidence team.

06.02 – We recommend that management document and track employees' adherence to the training policy and consider adding it as a performance management requirement.

FINDING #7 – CONFLICT OF INTEREST POLICIES DO NOT APPROPRIATELY ADDRESS THE POTENTIAL CONFLICTS WITHIN THE EVIDENCE ROOM

RISK RATING: SIGNIFICANT

DESCRIPTION:

We noted during our review of the Weber County Sheriff's Policy 352 *Outside Agency Assistance*, 612 *Brady Material Disclosure*, 1025 *Personnel Records*, 1039 *Outside Employment*, 1049 *Nepotism and Conflicting Relationships* and *Law Enforcement Code of Ethics* that the potential conflicts of interest discussed within these policies, did not address utilizing one's position to influence judicial proceedings. The current policies are tailored to potential conflicts that may arise from outside employment and if an individual attempts to utilize their position to influence political appointments, hiring, performance evaluations and other largely monetary rewards. Review of Weber County Human Resources Policy 3-400: *Standards of Conduct*, yielded additional stipulations over largely monetary enrichment. It is imperative that a conflict of interest policy address the risks specific to an individual's position so that they may better identify if they have a conflict of interest and can work with members of management to mitigate risks associated with a potential conflict. In the case of the evidence technicians, special care should be taken in the event the Evidence Room is holding evidence related to a crime involving the employee themselves, family, or friends. A formal policy should be written that provides employees examples of conflict of interest, a mechanism to notify the county in the event of a potential conflict and the steps that can be taken by management to mitigate the risks, up to and including, relocating evidence to an evidence storage facility not managed by the Weber County Sheriff's Office.

RECOMMENDATION:

07.01 – We recommend that management review the conflict of interest policies, County and Sheriff's Office, and adjust the language to broaden the scope of potential conflicts of interest.

07.02 – We recommend that management within the policies, provide an acceptable protocol for resolving the conflict of interest including the possibility of evidence being transferred to an evidence room not operated by the Weber County Sheriff's Office.

07.03 – We recommend that management educate evidence technicians on any policy changes and their responsibilities under the new polices.

FINDING #8 – NO DOCUMENTED DISASTER READINESS PLAN IS IN PLACE FOR THE EVIDENCE ROOM

RISK RATING: **LOW**

DESCRIPTION:

We noted during our review of the Weber County Sheriff’s Policy Unusual Occurrences Mobilization Plan, no mention or discussion surrounding the Weber County Evidence Room. The policy provided a general outline for most of the Weber County Sheriff’s Office including the establishment of a command center that would presumably have authority over the area.

Additionally, we reviewed Weber County Policy 23.1 *ON WEBER CENTER EMERGENCY PREPAREDNESS AND EVACUATION PLAN*, we noted no specific policies that would reasonably apply to the Evidence Room. Additionally, we noted the County Policy has not been updated since 2002. A documented disaster readiness plan can provide staff with clear instructions on what the chain of command is during an emergency and what steps need to be taken to safeguard staff as well as evidence in custody.

RECOMMENDATION:

08.01 – We recommend that management review the disaster readiness policies, County and Sheriff’s Office, and update the policy as needed.

08.02 – We recommend that management write and adopt disaster readiness plan for Evidence Room that includes examples of potential disasters, chain of authority in the event of as disaster, and protocol for safeguarding evidence.

GENERAL RECOMMENDATION – MANDATORY ANNUAL DRUG TESTING FOR EVIDENCE ROOM STAFF

RISK RATING: **NOT APPLICABLE**

DESCRIPTION:

This recommendation was not related to any specific procedure performed during this engagement but through the course of performing procedures, a consistent concern surrounding the drug testing policies of Weber County was voiced by several members of the Evidence Room team. As such, we are providing a general recommendation for the County to consider amending the Weber County Human Resources Policy 3-300 *Alcohol and Drug Screening, Testing & Treatment* to require all employees whose essential job duties are performed in the Evidence Room to be drug tested annually, without exception. The policy currently subjects those employees who are in “safety sensitive” roles, such as the evidence team, to random quarterly drug testing. We obtained the 4th quarter 2025 drug testing pool and noted that all members of the evidence team were included on the listing, meaning there was a chance for each member to be randomly drug tested.

RECOMMENDATION:

GR.01 – We recommend that management update Weber County Human Resources Policy 3-300 *Alcohol and Drug Screening, Testing & Treatments* or relevant Sheriff’s Office Policy to require members of the Evidence Room team to undergo mandatory annual drug testing.

MANAGEMENT RESPONSES

RECOMMENDATION #01.01 –

We recommend that County management move the security terminal to a location outside of the Evidence Room.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation accepted
What will you do to comply with the recommendation and how will you do it?	Terminal moved to alternate secured location by the WCSO Information Technology Department
When do you expect your actions to be implemented?	December 2025
Who is responsible for implementing the recommendation? <i>(Include the individual’s name, title, phone number, and email address)</i>	Weber County Sheriff’s Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #01.02 –

We recommend that County management limit access to restricted areas of the Evidence Room to only those employees who require access to perform the essential functions of their roles.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation accepted
What will you do to comply with the recommendation and how will you do it?	Access reduced to personal who's only essential functions include evidence processing, storage, and management
When do you expect your actions to be implemented?	December 2025
Who is responsible for implementing the recommendation? <i>(Include the individual's name, title, phone number, and email address)</i>	Weber County Sheriff's Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #01.03 –

We recommend that County management on a quarterly basis, review the listing of employees with access to the restricted areas of the Evidence Room and consider if the access granted is appropriate for the individual's essential job functions.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation accepted
What will you do to comply with the recommendation and how will you do it?	Task included in the quarterly Evidence Warehouse inspection and audit report
When do you expect your actions to be implemented?	December 2025
Who is responsible for implementing the recommendation? <i>(Include the individual's name, title, phone number, and email address)</i>	Weber County Sheriff's Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #02.01 –

We recommend management review options to convert the data on degradable storage devices and begin the process of moving data kept on the degradable storage devices to a more permanent home such as the external hard drives or other storage solutions.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation accepted
What will you do to comply with the recommendation and how will you do it?	Ongoing project (started 2024)
When do you expect your actions to be implemented?	Projected completion date Fall 2026
Who is responsible for implementing the recommendation? <i>(Include the individual's name, title, phone number, and email address)</i>	Weber County Sheriff's Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #03.01 –

We recommend that management review with sworn officers the documentation expectations including the necessity for information such as serial number to be included within their initial reports.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation accepted
What will you do to comply with the recommendation and how will you do it?	Yearly ongoing evidence training for proper packaging and documenting evidence for all staff
When do you expect your actions to be implemented?	Ongoing and included in all yearly WCSO training curriculum
Who is responsible for implementing the recommendation? <i>(Include the individual's name, title, phone number, and email address)</i>	Weber County Sheriff's Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #03.02 –

We recommend that evidence techs should identify evidence that does not conform to county policy and take appropriate measures to reiterate the expectations surrounding evidence handling.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation accepted
What will you do to comply with the recommendation and how will you do it?	Yearly ongoing evidence training for proper packaging and documenting evidence for all staff
When do you expect your actions to be implemented?	Added to WCSO training curriculum
Who is responsible for implementing the recommendation? <i>(Include the individual's name, title, phone number, and email address)</i>	Weber County Sheriff's Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #04.01 –

We recommend that management review Weber County Sheriff's Office Policy 803.14 to determine if the inspection process provides the appropriate level of oversight.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation accepted
What will you do to comply with the recommendation and how will you do it?	Policy 804.14 changed to allow Evidence Manager to provide appropriate levels of oversight with Evidence Warehouse operations including inspections and audits
When do you expect your actions to be implemented?	January 2026
Who is responsible for implementing the recommendation? <i>(Include the individual's name, title, phone number, and email address)</i>	Weber County Sheriff's Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #04.02 –

We recommend that individuals designated to perform these inspections should perform that in line with the schedule outlined in Weber County Sheriff’s Office Policy 803.14.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation disputed
What will you do to comply with the recommendation and how will you do it?	Inspections and audits are already performed monthly, quarterly, and yearly per policy 804.14 and industry standards. Four 2025 monthly inspections/audits skipped due to pre-planned new facility move event and determined unnecessary
When do you expect your actions to be implemented?	N/A
Who is responsible for implementing the recommendation? <i>(Include the individual's name, title, phone number, and email address)</i>	Weber County Sheriff’s Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #04.03 –

We recommend monthly inspections include a listing of what specific items were tested counted by the inspector and the results of those counts.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation accepted
What will you do to comply with the recommendation and how will you do it?	“Test Counts” added to monthly, quarterly, and yearly Evidence Warehouse inspections and audits
When do you expect your actions to be implemented?	January 2026
Who is responsible for implementing the recommendation? <i>(Include the individual's name, title, phone number, and email address)</i>	Weber County Sheriff’s Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #04.04 –

We recommend monthly inspections include what items were audited that month by the evidence techs to ensure each item in the Evidence Room is being audited in line with Weber County Sheriff’s office Policy 803.14.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation accepted
What will you do to comply with the recommendation and how will you do it?	“Test Counts” added to monthly, quarterly, and yearly Evidence Warehouse inspections and audits
When do you expect your actions to be implemented?	January 2026
Who is responsible for implementing the recommendation? <i>(Include the individual’s name, title, phone number, and email address)</i>	Weber County Sheriff’s Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #05.01 –

We recommend that management review and adjust Weber County Sheriff’s Office Policy 803 *Evidence and Property*, to add additional procedures surrounding follow up items that were checked out of the Evidence Room.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation disputed
What will you do to comply with the recommendation and how will you do it?	Current policy 804.8.3 addresses handling of items “checked out” by deputies, however, future trainings will emphasize this procedure to improve complete compliance is adhere too
When do you expect your actions to be implemented?	Continued evidence and property training
Who is responsible for implementing the recommendation? <i>(Include the individual’s name, title, phone number, and email address)</i>	Weber County Sheriff’s Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #05.02 –

We recommend that the Evidence Room team perform an inventory of all items currently in possession of officers to ensure that the Evidence Room has documented the whereabouts of each item.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendations accepted
What will you do to comply with the recommendation and how will you do it?	Reviewing evidence items “Checked out” to involved entities added to monthly, quarterly, and yearly inspection and audit procedures
When do you expect your actions to be implemented?	January 2026
Who is responsible for implementing the recommendation? <i>(Include the individual’s name, title, phone number, and email address)</i>	Weber County Sheriff’s Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #05.03 –

We recommend management educate all personnel that handle evidence in any capacity, their duties when they have custody of evidence.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation accepted
What will you do to comply with the recommendation and how will you do it?	Ongoing custody recording training with all WCSO personnel handling and possessing evidence
When do you expect your actions to be implemented?	December 2025
Who is responsible for implementing the recommendation? <i>(Include the individual's name, title, phone number, and email address)</i>	Weber County Sheriff's Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #06.01 –

We recommend management review the Weber County Sheriff's Office Policy 803 *Evidence and Property*, and consider adding training requirements for the evidence team.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation accepted
What will you do to comply with the recommendation and how will you do it?	Record and plan with WCSO Training Coordinator all past, current, and future Evidence and Property training with evidence team
When do you expect your actions to be implemented?	January 2026
Who is responsible for implementing the recommendation? <i>(Include the individual's name, title, phone number, and email address)</i>	Weber County Sheriff's Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #06.02 –

We recommend management document and track employees adherence to the training policy and consider adding it as a performance requirement.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation accepted
What will you do to comply with the recommendation and how will you do it?	Evidence and Property policy adherence added to team members pay for performance reviews and quarterly goals
When do you expect your actions to be implemented?	January 2026
Who is responsible for implementing the recommendation? <i>(Include the individual's name, title, phone number, and email address)</i>	Weber County Sheriff's Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #07.01 –

We recommend management review the conflict of interest policies, County and Sheriff's Office, and adjust the language to broaden the scope of potential conflicts of interest.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation disputed
What will you do to comply with the recommendation and how will you do it?	WCISO policies 612 (Brady Material), 1025 (Personal Records), and Employee Code of Ethics typically cover conflict of interest incidents
When do you expect your actions to be implemented?	N/A
Who is responsible for implementing the recommendation? <i>(Include the individual's name, title, phone number, and email address)</i>	Weber County Sheriff's Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #07.02 –

We recommend that management within the policies, provide an acceptable protocol for resolving the conflict of interest including the possibility of evidence being transferred to an evidence room not operated by the Weber County Sheriff’s Office.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation disputed
What will you do to comply with the recommendation and how will you do it?	WCSD policies with Weber Emergency Services District Consortium agreement, and Employee Code of Ethics typically cover conflict of interest incidents
When do you expect your actions to be implemented?	N/A
Who is responsible for implementing the recommendation? <i>(Include the individual’s name, title, phone number, and email address)</i>	Weber County Sheriff’s Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #07.03 –

We recommend that management educate technicians on any policy changes and their responsibilities under the new policies.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation disputed
What will you do to comply with the recommendation and how will you do it?	Review and acceptance of all and any new policy changes already part of yearly Weber County employee performance evaluation (Lexipol)
When do you expect your actions to be implemented?	Every December during the pay for performance evaluation
Who is responsible for implementing the recommendation? <i>(Include the individual’s name, title, phone number, and email address)</i>	Weber County Sheriff’s Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #08.01 –

We recommend that management review the disaster readiness policies, County and Sheriff’s Office, and update the policy as needed.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation disputed
What will you do to comply with the recommendation and how will you do it?	Disaster readiness policy and procedure already exist in WCSO Unusual Occurrences Mobilization Plan
When do you expect your actions to be implemented?	N/A
Who is responsible for implementing the recommendation? <i>(Include the individual’s name, title, phone number, and email address)</i>	Weber County Sheriff’s Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov

RECOMMENDATION #08.02 –

We recommend that management write and adopt a disaster readiness plan for the Evidence Room that includes examples of potential disasters, chain of authority in the event of a disaster and protocol for safeguarding evidence.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation disputed
What will you do to comply with the recommendation and how will you do it?	Disaster readiness policy and procedure already exist in WCSO Unusual Occurrences Mobilization Plan
When do you expect your actions to be implemented?	N/A
Who is responsible for implementing the recommendation? <i>(Include the individual’s name, title, phone number, and email address)</i>	Weber County Sheriff’s Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountutah.gov

RECOMMENDATION #GR.01 –

We recommend that management update Weber County Human Resources Policy 3-300 *Alcohol and Drug Screening, Testing & Treatments* or the relevant Sheriff’s Office Policy to require members of the Evidence Room team to undergo mandatory annual drug testing.

Management Response:	
Department Response: <i>(Do you agree/concur or disagree with the recommendation)</i>	Recommendation agreed
What will you do to comply with the recommendation and how will you do it?	Weber County Human Resources Department has re-classified Evidence Technicians to be “sensitive” Weber County Employees where alcohol and drug testing occur more frequently (quarterly)
When do you expect your actions to be implemented?	December 2025
Who is responsible for implementing the recommendation? <i>(Include the individual’s name, title, phone number, and email address)</i>	Weber County Sheriff’s Office Chief Deputy C. Ryan 801-778-6602 evidence@webercountyutah.gov