



Date: July 13, 2022
Current Meeting: July 21, 2022
Board Meeting: July 28, 2022

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Director of Governance & Audit Brian Atkinson
SUBJECT: Consideration and approval of Physical and Facility Security Assessment

ACTION ITEM A – 6

RECOMMENDATION:

Review and receive Governance & Audit Report 2022-3
Physical and Facility Security Assessment

BACKGROUND:

The FY 2022 Internal Audit Work Plan approved by the Governance and Audit Committee included an assessment of IPTC’s Physical and Facility Security.

DISCUSSION:

The goal of this review is to assess the processes and controls in place to safeguard IPTC people, riders, facilities, and materials.

The Life Safety and Security Department resides under the Operations Division and was separated from the Training and Security Department in January 2022. The department had four budgeted FTEs for fiscal year 2022 and administers a contract with an external security provider.

Our Procedures Included:

- Review of relevant contracts, policies, documents, the Security Preparedness Plan.
- Visits and tours of primary IPTC facilities, including current headquarters, new East Campus, new paratransit center, and the Carson Transit Center.
- Discussions with the contracted security firm.
- Observation of fare inspection procedures on selected bus routes.

Objective and Scope:

- Obtain an understanding of IPTC’s processes and controls related to managing physical and facility security at its facility locations, including the new East Campus, and on bus routes.
- Review key processes and test selected transactions, related to:
 - Security vendor contract and performance
 - Intelligent Transportation System (ITS) technologies, including camera monitoring
 - Fare enforcement, evasion, policies, and procedures

- Workplace violence prevention programs
 - Materials, vehicle, and fuel storage
 - Station and Carson Transit Center safety
- Assess the effectiveness of the design and operation of internal controls.
 - Identify potential opportunities for process and control improvements or revenue enhancement.

ALTERNATIVES:

N/A

FISCAL IMPACT:

No Fiscal Impact

DBE/XBE DECLARATION:

N/A

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Governance & Audit Committee on July 21, 2022.