

Police Performance Auditor (1627)

Task List 2019

A. Conducting Audits or Inspections

1. Audits Police Department records to determine performance and/or compliance with department policies and procedures.
2. Conducts periodic audits or inspections of random samples (i.e., warrant applications and affidavits, arrest, booking, and charging reports, use of force reports, motor vehicle and pedestrian stops, and confidential informant control packages and other documents) relating to department policies and procedures.
3. Drives to various police locations to conduct field work in order to obtain data relating to audits or inspections of Police Department programs and operations.
4. Conducts comprehensive procedural and operational audits or inspections by collecting and examining data (e.g., reports, spreadsheets, audio and video recordings) relating to department policies, procedures, programs and operations.
5. Examines department records to identify potential risk, compliance or performance issues pertaining to personnel.
6. Meets with department managers to discuss the audit or inspection process and findings.
7. Conducts interviews with department staff and prepares supporting documentation.
8. Works as part of a team which includes civilian and law enforcement personnel to conduct audits or inspections.

B. Supervision

9. May supervise or act as a lead over a small team of employees and apply sound supervisory principles and techniques in maintaining an effective workforce.
10. Manages audit teams by planning, coordinating, assigning, and reviewing staff's work product.
11. Initiates disciplinary process when alleged misconduct is reported.
12. May conduct law enforcement audit or inspection training to entry level employees.

C. Written Communication

13. Writes and organizes work papers to describe the audit or inspection process, objectives and results.
14. Writes and organizes draft and final written narrative reports, which may include non-technical (i.e., non-audit) reports.
15. Writes and organizes work papers and analyzes findings for review by the supervisor following an audit or inspection.
16. Writes recommendations to improve methods of operation and performance based on audit or inspection findings.
17. Writes performance evaluation reports and meets with employees to provide feedback.
18. Communicates via phone or email to other department personnel (i.e., LAPD) to discuss audits or inspections.