7-01/160.15 Documentation

Two forms are provided for the auditor to record audit results and observations.

The forms are primarily "check-off" or "fill-in" formats with a comment section to be used, as needed.

The "Route Audit" form (Appendix I) is used to audit the bus route schedules. It will be reviewed by the appropriate Watch Commander prior to submission to the Operations Deputy, who shall retain same for an appropriate period of time.

The "Personnel Performance Audit" form (Appendix II) is used to evaluate the Deputy's performance and will be reviewed by the appropriate Watch Commander. After review, the form is to be placed in the Unit Performance Log where it shall be referenced on the employees next formal Performance Evaluation. Prior to submitting the "Personnel Performance Audit" form, the concerned employee shall review and sign the form. If the employee disagrees with any of the documentation, he/she has the right to record a rebuttal, either on the form or attached a separate sheet to the "Personnel Performance Audit" form.