

## **Head Compliance Officer (HCO)**

The HCO will review all phases of the audit to ensure consistency with auditing standards. The HCO assists the Audit Team Lieutenant, regarding the supervision of the auditors, both sworn and civilian. Responsibilities include but are not limited to:

- **Provide audit expertise and guidance to the Unit Commander and all members of the AAB.**
  - **Develop the Annual Audit Plan which addresses settlement agreements, Department of Justice mandates, and management departmental risk issues.**
  - **Attend entrance and/or exit meetings as necessary.**
  - **Participate in and/or conduct meetings with the audit team.**
  - **Monitor each phase and ensure the timeliness of the audit.**
  - **Ensure the accuracy of the draft report and communicate necessary edits to the project manager.**
  - **Review Quality Assurance notes.**
  - **Review the completed binder checklist.**
  - **Ensure completed projects are archived.**
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