Project Manager

The project manager is responsible for completing each step of the audit process. The project manager position can be assigned to a sergeant or a Law Enforcement Auditor (LEA), as this position is interchangeable. Responsibilities include but are not limited to:

- Prepare a proposal memorandum for Unit Commander approval.
- Develop the audit/project work plan by researching previous audits, including relevant Department policy and procedures, federal, state, and local laws, and legal agreements.
- Communicate any areas of concern to the Audit Team Lieutenant and HCO.
- Prepare an Entrance Meeting Memorandum and schedule an entrance meeting with the auditee.
- Identify the audit population.
- Prepare work papers.
- Identify and collect evidence and data.
- Develop the testing instruments.
- Conduct and oversee fieldwork and completion of testing instruments.
- Conduct analysis of results.
- Provide weekly updates to the Audit Team Lieutenant and HCO.
- Provide ongoing communication with the quality assurance reviewer.
- Ensure all Quality Assurance notes are addressed and cleared.
- Ensure that the audit is conducted in accordance with auditing standards.
- Ensure that work papers directly support results.

- Inform the auditee of audit results.
- Schedule and conduct an exit meeting with the auditee.
- Prepare the draft and final audit reports.
- Present audit results to Department executives as needed.
- Ensure work papers are complete, organized, and maintained in the shared files.
- Organize the audit binder and submit to the Team Lieutenant for review.