

## **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.**
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