

## Attachment 2 â€ Personnel Mentoring Program Task List

**Attachment #2**  
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<b>Task #1</b>
<b>General Information</b>
Newly assigned personnel will meet the Unit Commander, operations staff, and Law Enforcement Technicians. The staff will discuss Audit and Accountability Bureau's (AAB) expectations, distribute supplies, and work equipment. The building layout, disaster, fire, and emergency procedures will be explained. Personnel will be given a tour of the facilities. Receive documents on AAB's Unit Orders and procedures.
<b>Task #2</b>
<b>Law Enforcement Applications</b>
Auditing requires the gathering of information from a variety of data bases from Federal, State, local, and Departmental data bases. The auditor will be provided a copy of the Department's Manual of Policy and Procedures (MPP) sections and Unit Orders pertaining to use of Department applications. The mentor will assist the auditor in the request for access to the following data bases, and having an understanding of the legal responsibilities and policies of the use of these data bases.
<b>Task #3</b>
<b>Auditing Standards</b>
The auditor will attend a 24-hour <i>Basic Law Enforcement Performance Auditor Course</i> as soon as practical. In preparation for the class, the auditor should be introduced to, review, and become familiar with the following: <ul style="list-style-type: none"> <li>• Generally Accepted Government Auditing Standards (GAGAS): Chapters 1, 2, 3, 5, 6, and 7.</li> <li>• The Department's MPP in relation to AAB (ethical principles, the public interest, integrity, objectivity, proper use of government information, professional behavior, resources, and positions).</li> <li>• Review the "Basic Law Enforcement Performance Auditor Course" manual.</li> </ul>
<b>Tasks #4-7</b>
The auditor will be introduced to AAB's auditing procedure outlined in Unit Order #4. The mentor and auditor will review the current audit process from start to finish. These tasks will include: Task #4: Audit Planning; Task #5: Fieldwork; Task #6: Report Writing; and Task #7: Additional Information will include: <ul style="list-style-type: none"> <li>• Research of relevant policy and procedures</li> <li>• Review of prior audits</li> <li>• Organization of objectives</li> <li>• Produce memorandums</li> <li>• Develop work plans for audit/projects</li> <li>• Conduct fieldwork</li> <li>• Audit/project report writing</li> </ul>
<b>Task #8</b>
The auditor will be familiar with the Shooting Analysis Committee review process. In accordance with Department policy, a Shooting Analysis Committee (SAC) will convene with the task of assessing shootings from a tactical, training, and risk management perspective, and reporting those findings to the Critical Incident Review Panel (CIRP). The auditor will be introduced to AAB/SAC's review procedure. The mentor will expose the auditor to the current process from start to finish.
<b>Final</b>
At the end of the program, training materials, minimum standards of performance, and the assigned tasks will be reviewed. A discussion of the auditor's responsibilities and obligations will conclude the program.