

## Attachment 4 â€“ Project Proposal Memorandum Sample

### Attachment #4

Project Proposal Memorandum Sample



AUDIT AND  
ACCOUNTABILITY BUREAU  
PROPOSED SUBJECT FOR PROJECT



**Project No:** 2020 - X - A

**Date:**

**Due Date:**

**Subject:** Detentions of Individuals and Data Collection - North Patrol Division, Palmdale Station

**References:**

- Manual of Policies and Procedures (5-09/520.00, et seq)
- Palmdale Station Unit Orders
- Los Angeles County Sheriff's Department Newsletter (13-12) New MDC Codes for Logging Field Activity
- Los Angeles County Sheriff's Department Newsletter (16-16) New Clearance Requirements for Logging Field Activity
- LASD Statistical Code Guide and Radio Code Book (Rev 09/2017)

On April 28, 2015, the Sheriff's Department entered into a settlement agreement with the Civil Rights Division of the United States Department of Justice (CV 15-03174). Part of the settlement agreement detailed directives and procedures for investigatory stops and detentions.

AAB personnel will conduct an audit of the Palmdale Sheriff's Station detentions, including the U.S. Department of Justice Settlement Agreement, policies, field operations directives, Sheriff's Department newsletters, unit orders, unit logs, and station records.

**Project Manager:** Sergeant (Name)

**Assistant Project Manager:** Law Enforcement Auditor (Name)

Approved: \_\_\_\_\_  
Lieutenant (Name) Date

Approved: \_\_\_\_\_  
Captain (Name) Date

