

## Attachment 6 â€“ Work Plan Sample

### Attachment #6

#### Work Plan Sample

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
Audit and Accountability Bureau**

**Unmanned Aircraft System Audit  
Countywide Division  
Project No. 2019-1-A  
WORK PLAN**

**PURPOSE**

The audit will evaluate deployments of the Unmanned Aircraft System within the Countywide Division in accordance with the Manual of Policy and Procedures (MPP), Special Enforcement Bureau Unit Orders, and any relevant Certificates of Authorization with the Federal Aviation Administration (FAA). The audit will evaluate compliance with mandatory procedures associated with unmanned aircraft deployment. The audit will also evaluate compliance with additional recommendations by the Office of Inspector General and Citizen's Oversight Commission agreed to by the Department.

The audit time period will be from January 1, 2017, through December 31, 2018.

The audit population will include all deployments of the Department's unmanned aircraft system.

**RISKS**

The Unmanned Aircraft System is a concern for the community the Department serves. In the interest of transparency and trust, the Department has agreed to requests of the Office of Inspector General and the Citizen Oversight Committee to annually audit the program.

In its efforts to uphold professional standards for, The result was comprehensive policy changes regarding the Unmanned Aircraft System program.

**METHODOLOGY**

**Scope**

The following criteria will be utilized in the analysis of the audit:

- MPP, Section 5-09/570.00, Unmanned Aircraft System
- MPP, Section 5-09/570.10, Unmanned Aircraft System Procedures
- Special Enforcement Bureau Unit Order 2017-01, Utilization of Unmanned Aircraft System (UAS) Platform
- Department of Transportation Federal Aviation Administration (FAA) Certificate of Authorization (COA) 2016-WSA-178 and 2017-WSA-022

Auditors will also measure compliance with previous recommendations from the Office of Inspector General and Civilian Oversight Committee reports published in 2017.

**Audit Population**

The population for this audit includes all unmanned aircraft system deployments within the audit time period.

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**OBJECTIVE NO. 1 – MISSION TYPE**

Determine if the Deployment was of an approved mission type.

MPP 5-09/570.10, Unmanned Aircraft System Procedures and SEB Unit Order 2017-01, Utilization of Unmanned Aircraft System (UAS) Platform, list the mission types that are authorized by the Department for UAS deployment.

RISK ASSESSMENT

**OBJECTIVE NO. 2 – UNWAIVED FAA REGULATIONS AND DEPLOYMENT REQUIREMENTS**

Determine if UAS deployments adhered to MPP and unwaived FAA regulations applicable in COAs valid for 2017 and 2018.

**Objective No. 2(a) –Were all deployments limited to 400 feet Above Ground Level (AGL)?**

MPP, Section 5-09/570.00, Unmanned Aircraft System, MPP, Section 5-09/570.10, Unmanned Aircraft System Procedures, Special Enforcement Bureau Unit Order 2017-01, Utilization of Unmanned Aircraft System (UAS) Platform, Department of Transportation Federal Aviation Administration (FAA) Certificate of Authorization (COA) 2016-WSA-178 and 2017-WSA-022

RISK

The above FAA regulations are listed in both COAs and remain unchanged for the years 2017 and 2018. The above criteria are part of the standard Part 107 regulations governing UAS pilots and deployments set by the FAA.

**Objective No. 2(b) Was UAS camera default set to non-record?**

MPP, Section 5-09/570.00, Unmanned Aircraft System, MPP, Section 5-09/570.10, Unmanned Aircraft System Procedures, Special Enforcement Bureau Unit Order 2017-01, Utilization of Unmanned Aircraft System (UAS) Platform, Department of Transportation Federal Aviation Administration (FAA) Certificate of Authorization (COA) 2016-WSA-178 and 2017-WSA-022

RISK

The above FAA regulations are listed in both COAs and remain unchanged for the years 2017 and 2018. The above criteria are part of the standard Part 107 regulations governing UAS pilots and deployments set by the FAA.

**Objective No. 2(c)- Was a two man team utilized in the UAS deployment?**

MPP, Section 5-09/570.00, Unmanned Aircraft System, MPP, Section 5-09/570.10, Unmanned Aircraft System Procedures, Special Enforcement Bureau Unit Order 2017-01, Utilization of Unmanned Aircraft System (UAS) Platform, Department of Transportation Federal Aviation Administration (FAA) Certificate of Authorization (COA) 2016-WSA-178 and 2017-WSA-022

RISK