

## Attachment 7 à“ Entrance Meeting Memorandum Sample

### Attachment #7

#### Entrance Meeting Memorandum Sample

SH-AD-32A (8/17)

COUNTY OF LOS ANGELES  
**SHERIFF'S DEPARTMENT**  
*"A Tradition of Service Since 1850"*

DATE: January 23, 2020  
FILE NO: 2020-1-A

OFFICE CORRESPONDENCE

**FROM:** RODNEY K. MOORE, ACTING CAPTAIN  
AUDIT AND ACCOUNTABILITY  
BUREAU

**TO:** KELLY M. POROWSKI, CHIEF  
CUSTODY SERVICES DIVISION  
SPECIALIZED PROGRAMS

**SUBJECT:** CLOSED CIRCUIT TELEVISION SYSTEM AUDIT

The Audit and Accountability Bureau will be conducting an audit of the Closed Circuit Television (CCTV) System at the Twin Towers Correctional Facility.

The audit will determine compliance with the Department's policies and procedures on video and audio recording procedures. The audit process will involve audit planning, facility assessment, evidence collection, analysis, and the completion of a formal written report detailing findings and any recommendations for the Sheriff.

The following requirements will be considered and reviewed:

- Continuous recording of all activities in the view of the cameras
- Watch Commander inspections
- Documentation of system malfunctions and subsequent corrective action
- Retention of video recordings

We welcome open and frequent communication. Should you have any questions, please have your staff contact Sergeant (NAME) or Law Enforcement Auditor (NAME) at (323) 307-8300.

RKM:PJP:pjp

c: Bruce D. Chase, Assistant Sheriff, Custody Operations  
Sergio A. Aloma, Commander, Custody Services Administration Command  
Diana V. Gealta, Commander, Custody Services Division, Specialized Programs  
Joel L. Barnett, Captain, Twin Towers Correctional Facility  
Tonya P. Edwards, Captain, Twin Towers Correctional Facility