

## **3-04/040.30 - Audit and Accountability Bureau Responsibilities**

The Audit and Accountability Bureau shall, at the direction of the Sheriff or his designee:

- Conduct Law Enforcement Performance Audits;
  - Develop an annual audit plan;
  - Be guided by Generally Accepted Government Auditing Standards;
  - Conduct non-audit functions, examinations, reviews, agreed upon procedures, and special projects;
  - Serve as a resource to other Department units in conducting audits;
  - Review established systems, policies, and procedures to evaluate compliance with laws and regulations;
  - Evaluate plans and actions taken to correct reported issues and concerns;
  - Convene Shooting Analysis Committee meetings and assess employee involved shootings and critical incidents when called upon by policy and/or the Critical Incident Review Panel;
  - Serve as the liaison to the Office of the Inspector General, and Civilian Oversight Commission regarding requests for Department records;
  - Serve as the liaison to oversight agencies regarding requests for either one time or ongoing access to any Department maintained electronic data processing and or records management systems; and
  - Maintain a copy of all documents/records provided to oversight agencies along with a tracker for such requests, dispositions and related information.
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