3-04/040.40 - Audit and Accountability Bureau Reporting Procedures

Following each audit and non-audit functions, the Audit and Accountability Bureau (AAB) Captain will be responsible to prepare and issue reports to the Sheriff and, upon approval, distributed as directed to affected command(s) and the Office of Inspector General (OIG) of Los Angeles County. Audit recommendations will be tracked and status updates will be reported to the Sheriff by AAB.

Following the receipt of a records requests from the OIG or the Civilian Oversight Commission (COC), AAB will expeditiously process such requests in accordance with documented business processes. The business process shall include but not be limited to the following actions:

- Identify which division, bureau, and/or unit has responsibility/custody of the requested records;
- Forward request to the unit responsible for maintaining information so they may determine if the requesting agency is entitled to receive the requested information;
- Determine if the requested records exist and are held by the Department;
- Coordinate with the division, bureau, and/or unit that has custody of the records and request that the records be provided to AAB if deemed authorized for release;
- Use good faith efforts to work with the division, bureau, and/or unit to ensure they provide a complete and accurate response;
- Inform any unit of its responsibility to provide AAB with information or documents only after proper/necessary redactions have been made in conformance with state and federal statutes, Department policies, or other regulations;
- Create any required disclosures and/or disclaimers applicable to the records to be provided; and
- Establish and maintain an electronic records request tracking system which shall at a minimum record:
    - Date of the request;
    - Date the request was received by the Department;
    - Requesting party (including contact information);
    - Details of the request;
    - Details of the records provided;
    - Date the records were provided to the requesting party (or, if no responsive records were located and/or provided, log a detailed explanation why; and
    - A unique tracking number for each request.