

Police Performance Auditor (1627)

Task List 2024

A. Conducting Audits or Inspections

1. Conducts performance, compliance, operational audits and/or inspections to determine compliance with department policies, procedures, and practices.
2. Conducts program performance audits to determine the effectiveness and efficiencies of programs, and the extent to which the programs are meeting their objectives.
3. Conducts periodic audits and inspections by identifying populations and selects random and judgmental samples (e.g., warrant applications and affidavits, arrest, booking, and charging reports, use of force reports, motor vehicle and pedestrian stops, and confidential informant control packages and other documents) relating to department policies and procedures.
4. Drives to various police locations to interview employees, review, and obtain supporting documentation related to audits and inspections.
5. Conducts comprehensive compliance and performance audits or inspections by collecting, examining, and analyzing data and other evidence (e.g., reports, spreadsheets, audio and video recordings) relating to department policies, procedures, programs, and operations.
6. Reviews department records to identify potential risk, compliance or performance issues pertaining to personnel.
7. Meets with department management first to introduce the audit or inspection and then later deliver the audit or inspection findings including evidence of the findings.
8. Conducts interviews with department staff and prepares supporting documentation.
9. Works as part of a team which includes civilian and law enforcement personnel in conducting audits and inspections.
10. Completes special projects as directed by chain of command personnel.

B. Supervision

11. Supervises or acts as a lead over a small team of employees and applies sound supervisory principles and techniques in order to maintain an effective and efficient workforce.
12. Manages audit teams by planning, coordinating, assigning, and reviewing completed staff work.
13. Initiates a complaint when potential misconduct is discovered during an audit or inspection.
14. Conducts law enforcement audit or inspection training (i.e., roll call trainings) to entry level employees.
15. Enters Deployment Planning System (DPS) timekeeping and planning schedule for sworn and civilian staff.
16. Performs full range of supervisory activities including the application of discipline, training, and evaluation of performance.
17. Takes part in interview panels of subordinate classifications applying to the bureaus and divisions.

C. Written Communication

18. Writes and organizes work papers to describe the audit or inspection process, objectives, findings, and results.
19. Writes and organizes draft and final written audit or inspection reports.
20. Writes and organizes work papers and analyzes findings for review by the supervisor following an audit or inspection.
21. Writes recommendations to improve methods of performance and operations based on audit or inspection findings.
22. Writes employee evaluation reports and meet with employees to provide feedback.
23. Communicates in-person, via phone, or email to other department personnel to discuss audits and inspections.

24. Participates in the City of LA Personnel Department activities including: (1) developing job descriptions for auditing position, (2) rating job applicants in oral interviews, and (3) rating the written essays of job applicants