**LOGO**

**Police Department**

***Department / Function Responses to Audit Recommendations***

**Department / Function:** Police Department

**Department / Function Head:** Police Chief

**Audit Liaison:** Lieutenant Inspections Bureau

**Audit:** Follow-Up Precinct Audit AUD-0000

| **Rec. #** | **Recommendation** | **Action Plan** | **Follow-Up**  **Observations** | **Rec.**  **Open/**  **Closed** |
| --- | --- | --- | --- | --- |
| A1.1 | The Shift Lieutenant should document their awareness and permission for the squad/s to function below minimum staffing on the roster in adherence to the Patrol Division Manual policy. The rosters should be maintained for three years. | The Precinct Commander has met with the assigned Lt’s and has emphasized Lt approval is required to go below minimum staffing without exception. Precinct Lt’s will document permission on daily rosters. The Precinct Administrative Sergeant will complete a monthly report to the Precinct Commander documenting how many squads fell below minimum staffing and if Lt permission was obtained. | The Inspector reviewed minimum staffing for 6 random shifts during the month of (Date) and found all squads have met minimum staffing requirements. All memos have been submitted by the Lt’s to the Precinct Commander. | Closed |
| A2.1 |  |  |  |  |
| A2.2 |  |  |  |  |
| A3.1 |  |  |  |  |
|  | Etc. |  |  |  |

| **Rec. #** | **Recommendation** | **Action Plan** | **Follow-Up**  **Observations** | **Rec.**  **Open/**  **Closed** |
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