

## **POLICE OFFICER TRAINING**

### **BACKGROUND**

The Tampa Police Department's (TPD) in-service training is coordinated by the Professional Standards and Training Unit. The Unit consists of a Range Master, Training Specialist, and a Temporary Duty position. Additionally, approval has been obtained for a Clerical Specialist III.

TPD requires 40 hours of training per year for all personnel at the level of Captain and below. The exception to this is firearms training, which is required by all sword personnel.

In 1994 there were 794 sworn personnel. As of 1997 there are 951 sworn officers.

### **SCOPE**

This audit will review training activity for FY94.

### **PLANNING**

1. Prepare a planning program and send an entrance letter the Police Chief.
2. Review the Mission and Management Statement, prior internal audit reports, applicable state laws, City Charter, the City Code, and Police Department SOPs.
3. Arrange and hold an entrance meeting with Police Management. Arrange for a departmental contact person, and a work space to conduct the field work portion of the audit. Obtain an organization chart. Document the meeting.
4. Conduct a preliminary survey in order to obtain an understanding of the operations of the function being audited.
5. Provide a copy of the survey to the auditee to review, making any necessary corrections to obtain agreement. On critical processes have the auditee sign off to ensure that the narrative is factually correct.
6. After gaining an understanding of the subject matter under audit, prepare a risk analysis work sheet listing potential weaknesses and internal controls necessary to reduce the risk to an acceptable. Index objectives and scheduled tests.
7. Based on the risk analysis and preliminary survey, discuss any weaknesses noted and record as a reportable audit finding.
8. Prepare a survey memo that outlines the areas of risk and suggested tests. Also, state the proposed audit objectives. Discuss with the Audit Supervisor and Deputy Director.
9. After obtaining the necessary approval on suggested audit objectives and tests, prepare the field work portion of the audit program.
10. Clear review notes and make any changes as necessary.

### **OBJECTIVE # 1**

Determine if approved curriculum training courses were attended by all applicable personnel during the audit period.

11. Using the random number generator, select a sample of 70 sword officers and schedule the following information: Name, Rank/Title, and Employee Number.
12. Review and schedule the current training curriculum that is required for officers.
13. Document the dates of employee attendance in the required courses.
14. For physical abilities testing, identify if the officer obtained a pass/fail rating.
15. For those officers who did not attend all required courses, identify what follow-up action was taken.
16. Summarize and conclude.

### **OBJECTIVE # 2**

Determine if firearms qualifying (shoot with side arm and achieving a minimum passing score) was performed by all sworn personnel. This requirement also pertains to any secondary weapon that officers carry on or off duty.

17. Perform a 100% testing of weapons qualifications.
18. For those officers who did not qualify or failed to qualify, document action taken.
19. Summarize and conclude.

### **OBJECTIVE # 3**

Determine if training information reported to the Criminal Justice Standards and Training Commission was accurate.

20. Obtain the prior year's report to the Criminal Justice Standards and Training Commission and determine if it agrees with Police Department records.
21. Follow-up on any discrepancies.
22. Summarize and conclude.

## **WRAP-UP**

23. Discuss all reportable findings with the auditee.
24. Prepare the audit work file for review.
25. Write a reviewable draft audit report.
26. Turn in work file and report draft for review to the Internal Audit Supervisor.
27. Clear review notes and make changes, if necessary.
28. Schedule an exit conference, if necessary.
29. Prepare the final audit report with written responses from the auditee. Send to the printer.
30. Update the permanent file.