

Policy Number:	Policy Subject:
CR-9	AUDIT REQUIREMENT
LEGISLATIVE AUTHORITY	REFERENCE / <i>Adequacy and Effectiveness of Police Services Regulation 3/99, section 35; Ministry Standard LE-020.</i>
DATE APPROVED	27 March 2006
DATE REVIEWED	2007, 2010, 2013
DATE AMENDED	
DATE TO BE REVIEWED	2016
REPORTING REQUIREMENT	Annual compliance reporting

LEGISLATIVE REFERENCE / AUTHORITY

Section 35 of the *Adequacy and Effectiveness of Police Services Regulation* states that every board and chief of police shall implement a quality assurance process relating to the delivery of adequate and effective police services, and compliance with the *Act* and its regulations.

Adequacy Standard LE-020 on “Collection, Preservation and Control of Evidence and Property” specifies that the Board shall receive a report on the results of the annual audit of the property and evidence control function.

BOARD POLICY

The Chief of Police shall ensure that all practices related to quality assurance or audit functions are in accordance with statutory requirements and generally accepted principles and standards for the professional practice of internal auditing.

Accordingly, the Chief will ensure that:

CAPACITY

1. There will be an internal audit capability for the police service and that appropriate resources are provided to the members performing the function.
2. Police members involved in audit processes have the knowledge, skills and abilities required to perform the duties required.
3. At the discretion of the Chief or Board, external resources, including the Office of the City of Ottawa Auditor General, may be sought to audit or assist in audit processes of the police service.

SCOPE

4. Audits will be conducted by members who do not have control of the individuals, facilities or procedures being examined.
5. Audit priorities will be established on an annual basis based on a risk assessment or operational priorities of the police service.
6. Audits will be conducted in all areas of the Ottawa Police Service from time to time for the purpose of examining processes or to ensure compliance with Board policies or Chief's procedures.
7. Regular reviews of procedures will occur to ensure currency with case law, inquests, inquiry findings, amendments to related legislation and Ministry directives.
8. The Quality Assurance Section shall develop an internal audit work plan on an annual basis. The audit work plan will identify potential audit projects to be performed during the calendar year it is presented.

REPORTING REQUIREMENTS

9. On an annual basis, the internal audit work plan will be reported to the Board.
10. On an annual basis, a consolidated report will be provided to the Board presenting an overview of the operations of the Quality Assurance Section, including any external audits that have taken place during the calendar year.
11. On an annual basis, the Board shall be provided with a report on Adequacy Standards compliance.
12. The Board shall receive a report on any audit results that may require the immediate attention of the Board.
13. The Board shall receive a report on the results of the annual audit of the property and evidence control function.