



ACADEMY & IN-SERVICE AUDIT REPORT NOVEMBER 2025

Executive Summary

The Professional Standards and Accountability Bureau conducted an Academy and In-Service Audit in September 2025. The audit period covered January 1, 2024, to December 31, 2024. The Academy & In-Service audit was performed to ensure that all training is conducted and executed consistently with NOPD policy covering Chapters 1.4.2, 1.4.3, 1.7.1, 33.1, 33.1.1, 33.2, 33.4.1, 33.4.2, 33.4.3 and the Federal Consent Decree (CD) paragraphs 245-288. All training courses are to be documented properly to ensure all officers and employees receive adequate training to understand the law and NOPD policy to police effectively.

The protocol from the Office of the Consent Decree Monitor (OCDM) was used to complete this 2025 audit. The audit consists of 29 sections, containing 145 sub sections. Data was collected from the Training Academy and analyzed for compliance. Scores of 95% and higher are deemed to be substantially compliant.

The overall compliance score for the Academy is **95%**. Below is the breakdown by audit section:

Summary Table

| Sections | Audit Score | Outcome |
|---|-------------|---------------|
| 1- Instructor Qualification Requirements | 82% | Not Compliant |
| 2-Academy Instructor: recruitment, interview, and selection | 100% | Compliant |
| 3- Instructor Professional Development | 100% | Compliant |
| 4- Instructor Evaluation | 17% | Not Compliant |
| 5- Recruit Evaluation | 100% | Compliant |
| 6- Louisiana POST Curriculum Requirements: Academy Recruits | 100% | Compliant |
| 7- Louisiana POST Curriculum Requirements: In-Service | 100% | Compliant |
| 8- Annual Master Training Plan | 83% | Not Compliant |
| 9- Lesson Plan Development | 100% | Compliant |
| 10- Lesson Plan Updates: general updates | 100% | Compliant |
| 11- Lesson Plan Updates: Changes to Chapters (policy) | 100% | Compliant |
| 12- Classroom preparation | 100% | Compliant |
| 13- Supervisory Evaluation of Instruction | 100% | Compliant |
| 14- Testing and Evaluation | 100% | Compliant |
| 15- Training Records Management | 100% | Compliant |
| 16- End-of-Year Training Report | 60% | Not Compliant |
| 17- Scheduling of Training | 100% | Compliant |
| 18- Recruit Program Guidelines | 100% | Compliant |
| 19- Academy Safety Manual | 100% | Compliant |

| Sections | Audit Score | Outcome |
|---|--------------------|----------------|
| 20- Academy Recruit Manual | 100% | Compliant |
| 21- Training Advisory Committee (TAC) | 50% | Not Compliant |
| 22- Training Video Approval Committee | 0/0 | NA |
| 23- Field Training Officer (FTO) Program Guidelines | 69% | Not Compliant |
| 24- Recruit Field Training | 100% | Compliant |
| 25- Recommend Termination of Recruit in FTO Program | 0/0 | NA |
| 26- Release of Trainee from FTO Program | 100% | Compliant |
| 27- Academy Procurement | 100% | Compliant |
| 28- Academy Equipment | 100% | Compliant |
| 29-Academy Attrition Rate | 100% | Compliant |

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Introduction

Purpose

According to Section XII. Academy and In-Service Training of the Consent Decree, “NOPD is committed to ensuring that all officers and employees receive adequate training to understand the law and NOPD policy and how to police effectively. NOPD training shall reflect and instill agency expectations that officer’s police diligently, have an understanding of and commitment to the constitutional rights of the individuals they encounter, and employ strategies to build community partnerships to more effectively increase public trust and safety. To achieve these outcomes, NOPD agrees to implement the requirements set out below:”

- A. Training Coordination and Planning 245- 251
- B. Curriculum Development 252-257
- C. Instructor Selection 258-261
- D. Training Evaluation 262-263
- E. Recruit Training Academy 264-274
- F. Field Training Program 275-282
- G. In-Service Training 283-285
- H. Training Records 286-288

Further, the following NOPD Policy Chapters of the NOPD’s Operations Manual also regulate this process:

- Chapter 1.4.2: Firearms Training Qualification and Requalification
- Chapter 1.4.3: Scenario-Based Firearms Training
- Chapter 1.7.1: Conducted Energy Weapon (CEW)
- Chapter 33.1: Training and Career Development
 - Chapter 33.1.1: Training Advisory Committee
- Chapter 33.2: Training Types and Availability
 - Chapter 33.4.1: First Aid CPR and Field Medical Training Program
 - Chapter 33.4.2: Driver Training Program
 - Chapter 33.4.3: Field Training Officer Program

Scope

This audit assesses and documents NOPD's adherence to the policies and procedures outlined in the following:

- Academy's Standard Operating Procedures Manual,
- NOPD's adherence to the policies and procedures outlined in the Recruit, Safety, and Field Training Officer's Manuals,
- Qualitative compliance with 146 specific training policies and procedures outlined in the above-mentioned manuals, and
- Accurate recording of employee training.

Furthermore, this audit measures compliance with the requirements set forth in Section XII: Academy and In-Service Training paragraphs 245-288 of the NOPD Consent Decree.

Methodology

The Academy agreed that all proofs of compliance would be uploaded to the designated folders. Each folder was labeled with each section number and then a sub-folder with each sub-section letter. All supporting documentation provided by the Academy was placed into the electronic folders in the MTA Drive, specifically:

G:\MTA\PSAB\Academy & In-Service Audit 2025

All evidence was reviewed in a single peer audit process for each audit topic. The one hundred and forty-five (145) item Academy & In-Service Review Matrix was used as a rubric to assess and quantify the data to determine whether training has substantively met the requirements of policy.

Audit Scorecard

| Check-List Questions | | Score | Y | N | U | NA | Consent Decree # |
|----------------------|---|-------------|-----------|----------|----------|-----------|------------------|
| 1 | 01 Instructor Qualification Requirements | 82% | 23 | 5 | 2 | 16 | 258-261 |
| 1a | 01a Does the Academy Staff Instructor possess a Baccalaureate Degree or 6 years' experience? | | 5 | 1 | | | 258 |
| 1b | 01b Has the Instructor successfully completed the LA POST Instructor Development Course? | | 3 | 3 | | | 258 |
| 1c | 01c For new instructor candidates: was POST Instructor Training completed within one year of Academy assignment? | | 1 | | | | 258 |
| 1d | 01d Does the Legal Academy Staff Instructor have exceptional practical law enforcement or subject matter expertise with at least six years combined NOPD service? | | 1 | | | | 258 |
| 1e | 01e The instructor did not have any "sustained" PIB investigations within 24 months of applying for an Academy position or pending "open" investigation at the time of application? | | 4 | | 2 | | 258 |
| 1f | 01f Does the instructor have a resume in the file? | | 5 | 1 | | | 258 |
| 1g | 01g For classes that require an instructor certified in the subject matter of the class (usually psychomotor skills classes), does the instructor have the appropriate certification to teach the courses? | | 2 | | | 4 | 259 |
| 1h | 01h For legal education classes, is the Legal Instructor a qualified attorney with significant experience in Fourth Amendment issues? | | 1 | | | | 259/268 |
| 1i | 01i Is the Civilian Firearms instructor POST certified? | | | | | 6 | 260/261 |
| 1j | 01j Is the Civilian instructor a Reserved NOPD Officer with commissioned authority? | | | | | 6 | 260/261 |
| 1k | 01k Has the Academy used outside instructors or guest lecturers in this audit period? If so, list. | | 1 | | | | 260/261 |
| 2 | 02 Academy Instructor: recruitment, interview, and selection | 100% | 5 | - | - | - | 258-259 |
| 2a | 02a Did the Academy have an interview file for each instructor selected that identified the interview date, application date, candidates, and held interview materials? | | 1 | | | | 258 |
| 2b | 02b Did the interview panel consist of the Commanding Officer of ETD, Assistant Commanding Officer of ETD, Director of Academics, Curriculum Director, Program Director or any other supervisors assigned to the Academy? | | 1 | | | | 258/259 |
| 2c | 02c Was the applicant's performance scored using the "Instructor Assessment" form? | | 1 | | | | 258/259 |
| 2d | 02d Did the panel ask the applicant a list of structured questions relevant to the needs of the position? | | 1 | | | | 258/259 |
| 2e | 02e Did the instructor candidate have appropriate certification requirements? | | 1 | | | | 258/259 |

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|----------|---|-------------|-----------|-----------|---|----------|--------------------|
| 3 | 03 Instructor Professional Development | 100% | 4 | - | - | - | 249-260 |
| 3a | Did the Academy provide professional development days this audit period? | | 1 | | | | 260 |
| 3b | Did the Academy have agendas that identified the structure and topics discussed? | | 1 | | | | 249/254-255/260 |
| 3c | Did the Director of Academics and Curriculum Director use a Training Needs Assessment process to identify the annual refresher topics? | | 1 | | | | 249/254-255/260 |
| 3d | Were the courses reviewed in the agenda consistent with the Annual Master Training Plan? | | 1 | | | | 249/254-255/260 |
| 4 | 04 Instructor Evaluation | 17% | 2 | 10 | - | 1 | 261 |
| 4a | Does the instructor evaluation file contain at least one Instructor Assessment Form for each Academy and Adjunct Instructor (within last year)? | | 1 | 5 | | | 261 |
| 4b | Did the Director of Academics assess Academy instructors' performance and provide corrective action? | | 1 | 5 | | | 261 |
| 4c | Has the Academy used external assessments in this audit period? | | | | | 1 | 261 |
| 5 | 05 Recruit Evaluations | 100% | 30 | - | - | - | 262 |
| 5a | 05a Did the recruits complete a course performance evaluation? | | 10 | | - | - | 262 |
| 5b | 05b Did the recruits complete peer evaluations? | | 10 | | - | - | 262 |
| 5c | 05c Were the recruits given a final Academy evaluation? | | 10 | | - | - | 262 |
| 6 | 06 Louisiana POST Curriculum Requirements: Academy Recruits | 100% | 30 | - | - | - | 254/264-274 |
| 6a | 06a Did the recruits have an Academy certificate of completion? | | 10 | | - | - | 254/264 |
| | 06b Did the recruits achieve a minimum 70% passing score on the LA POST final exam? | | 10 | | - | - | 254/264 |
| 6c | 06c Did the Academy forward to LA POST the names of all recruits that graduated from the Academy during the audit period? | | 10 | | - | - | 254/264 |
| 6d | Did the Academy add any recruits to the recruit class after the first week started? | | | | | 10 | |
| 6e | Did the Academy pull any recruits out of class to work special events? | | | | | 10 | |
| 6f | Did the Academy maintain the training facilities to ensure adequate access to safe and effective training? | | 1 | | | | |

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|----------|--|-------------|-----------|----------|----------|----------|------------------------|
| 7 | 07 Louisiana POST Curriculum Requirements: In-Service Requirements | 100% | 80 | - | - | - | 254-255/283-288 |
| 7a | Enrollment – Did the Department employees register using SABA Systems? | | 10 | | | | 286/287 |
| 7b | Do classes adhere to Academy guidelines for required in-service class size? | | 10 | | | | 254/286/287 |
| 7c | Completion – Have those officers identified as having completed Core In-Service completed all courses and completed the required test/quiz, and completed the assigned survey? | | 10 | | | | 255/283/286-288 |
| 7d | Were grades and survey data uploaded in SABA Systems? | | 10 | | | | 283/286-288 |
| 7e | Tracking Attendance – Did SABA Systems document the officers' attendance? | | 10 | | | | 283/286-288 |
| 7f | Certificates – For each officer that earned a certificate, does SABA Systems contain records to document successful completion of required coursework, active participation in courses, completion of required tests and quizzes, and submission of the assigned survey? | | 10 | | | | 286/286-288 |
| 7g | Evaluations – Does SABA Systems contain student exit critiques for all students in the selected course? | | 10 | | | | 283/286-288 |
| 7h | Does each student exit critique address course content, instructor ability, and provide general and/or specific feedback? | | 10 | | | | 283/286-288 |

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|----------|---|------------|----------|----------|----------|----------|--|
| 8 | 08 Annual Master Training Plan | 83% | 5 | 1 | - | 4 | 245/248-251/254-255/263/268/280/282-284 |
| 8a | 08a Did the Curriculum Director complete the Training Needs Assessment (TNA) process by August 15th? | | 1 | | | | 245/249/251-252/284 |
| 8b | 08b Did the Curriculum Director prepare summary reports for the TNA activities? | | 1 | | | | 249/251-252/284 |
| 8c | 08c For each training need identified, are there learning objectives? | | 1 | | | | 249/251/284 |
| 8d | 08d Was the Priority Ranking Matrix completed by August 15th? | | 1 | | | | 249 |
| 8e | 08e Was the AMTP submitted to the Commanding Officer of Education and Training Division by August 15th? | | | | | 1 | 249 |
| 8f | 08f Was the AMTP submitted to the Training Advisory Committee by August 15th? | | | | | 1 | 249/251 |
| 8g | 08g Was the AMTP submitted to the Superintendent of Police by August 31st? | | | 1 | | | 249-250 |
| 8h | 08h Did ETD publish the next year's training calendar by August 31st? | | | | | 1 | 249/254-255 |
| 8i | 08i Did the Curriculum Director inform instructors of the new/revised courses by September 15th? | | | | | 1 | 249/254-255 |
| 8j | 08j Were the lesson plans submitted at least 30 days prior to the scheduled date of training delivery? | | 1 | | | | 249/253-255 |

| 9 09a Lesson Plan Development | | 100% | 8 | 0 | 0 | 0 | 253/257 |
|--------------------------------------|--|-------------|-----------|----------|----------|----------|------------------------|
| 9a | 09a Did the two sample lesson plans follow the standard format? | | 2 | | | | 253 |
| 9b | 09b Did the two sample lessons plan cover sheets state the issue date? | | 2 | | | | 253/257 |
| 9c | 09c Did the Curriculum Director maintain appropriate version control of all lesson plans to ensure that the lesson plans used are current and up to date? | | 1 | | | | 253/257 |
| 9d | 09d Has the Curriculum Director reviewed all course materials <i>as needed</i> ? | | 1 | | | | 253/257 |
| 9e | Are the lesson plans stored on the Academy G: drive? | | 1 | | | | 253/257 |
| 9f | Are the master files of all current and extinct lesson plans restricted by system administrator access? | | 1 | | | | 253/257 |
| 10 | 10 Lesson Plan Updates: general updates | 100% | 5 | - | - | - | # 254-257 |
| 10a | 10a Did the instructor update the lesson plan within the last 12 months? | | 5 | | | | 257 |
| 11 | 11 Lesson Plan Updates: Changes to Chapters (policy) | 100% | 20 | - | - | - | 254-257 |
| 11a | Did PSAB forward report of all new and/or revised chapters to the Curriculum Director? | | 5 | | | | 257 |
| 11b | Did Curriculum Director conduct an analysis of new/revised chapters to determine what lesson plans needed to be updated? | | 5 | | | | 256-257 |
| 11c | Did the Curriculum Director forward the new/revised chapter changes to the instructors that teach the appropriate courses so they can update the lesson plans? | | 5 | | | | 255-257 |
| 11d | Did the Curriculum Director enter the new/revised lesson plan into the lesson plan database? | | 5 | | | | 255-257 |
| 12 | 12 Classroom preparation | 100% | 10 | - | - | 2 | 253-261/282-283 |
| 12a | Did the instructor arrive at least 15 minutes before the start of the instructional period? | | 2 | | | | 260-261 |
| 12b | Did the instructor ensure that all necessary instructional material was available prior to the start of the instructional period? | | 2 | | | | 260-261 |
| 12c | For NOPD instructors, is the NOPD instructor appropriately uniformed in accordance with NOPD rules and standards? | | 2 | | | | 260-261 |
| 12d | Did the instructor address recruits by nicknames or monikeres other than those authorized by the recruit? | | | | | 2 | |
| 12e | Did the instructor complete all required role-play and breakout group scenario exercises? | | 2 | | | | 253-256/283-283 |
| 12f | Did the instructor adhere to the specific time allocations for exercises and lecture discussions? | | 2 | | | | 253-256/283-283 |
| 12g | Did the instructor provide the LA POST note taking guide at the end of class? | | | | | 2 | |

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| 13 | 13 Supervisory Evaluation of Instruction | 100% | 7 | - | - | - | 258/261 |
| 13a | Is there documentation or other evidence that supervisors provided effective oversight and implemented corrective action if necessary, for their assigned personnel. Examples of effective oversight include, but are not limited to monitoring instructors' classroom presentations, active review and comment on lesson plans and related work product, and constructive, substantive feedback to instructors. | | 7 | | | | 258/261 |
| 14 | 14 Testing and Evaluation | 100% | 26 | - | - | 15 | 252-282 |
| 14a | 14a Ask if there were any new testing protocols or procedures initiated during this audit period? | | 1 | | | | 263 |
| 14b | 14b Did the instructor prepare or approve the test questions associated with each course and lesson plan? | | 1 | | | | 254-255/263 |
| 14c | 14c How many first-time test failures were in the randomly selected recruit class? | | | | | 5 | 252/254/263 |
| 14d | 14d How many second-attempt test failures were in the randomly selected class? | | | | | 5 | 252/254/263 |
| 14e | 14e How many recruits were directed to an Academy Review Panel for failing two recruit tests? | | | | | 5 | 252/254/263 |
| 14f | 14f Did the Academy calendar for recruits identify the sequenced courses that form the basis for the test given that week? | | 4 | | | | 265-267/269 |
| 14g | 14g Did the Academy calendar clearly show the learning domains were sequenced? | | 4 | | | | 265-267 |
| 14h | 14h Did the Academy use Problem-Based Learning (PBL) exercises? | | 4 | | | | 249/254-255/264/267-270/282 |
| 14i | 14i Did the Academy use practical exercises? | | 4 | | | | 249/254/256/264/269-270/282 |
| 14j | 14j Did the Academy conduct mid-term simunitions exercises? | | 4 | | | | 249/254/256/263/267 |
| 14k | 14k Did the Academy conduct the final simunitions exercises and testing? | | 4 | | | | 249/254/256/263/267 |
| 15 | 15 Training Records Management | 100% | 4 | - | - | - | 247/286-288 |
| 15a | Did the Academy implement a comprehensive roll-call training program? | | 1 | | | | 286 |
| 15b | Are records of officers training stored and available to them in SABA Systems? | | 1 | | | | 247/286 |
| 15c | Does each officer and training coordinator have access to SABA Systems to review their training records and to schedule training? | | 1 | | | | 247/286 |
| 15d | Did the SABA Systems coordinator log all individual required courses by job class and assignment at the beginning of the year? | | 1 | | | | 286/288 |

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| 16 | 16 End-of-Year Training Report | 60% | 3 | 2 | - | 2 | 284-288 |
| 16a | Did the Assistant Commanding Officer of ETD conduct a course assessment and issue an End of Year Training report by January 31st? | | | 1 | | | 288 |
| 16b | Did the Academy Assistant Commander issue quarterly reports and were they uploaded in the MAX management system? | | | 1 | | | 284/287 |
| 16c | Did the End of Year Training Report describe each course, including the following: a summary of the subject matter, the duration, date and location, and the number of persons who completed the training. | | 1 | | | | 288 |
| 16d | Did the Department provide training to all employees within the training tracks with a minimum of 95% compliance? | | 1 | | | | 288 |
| 16e | Is there evidence that Department employees who did not attend training were held accountable? | | | | | 1 | 288 |
| 16f | Did the Assistant Commanding Officer of ETD identify all Department employees that were exempt from training (ADD and military)? | | 1 | | | | 288 |
| 16g | Were there any Department employees who failed to obtain LA POST compensation that were entitled to receive it? | | | | | 1 | 288 |

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| 17 | 17 Scheduling of Training | 100% | 2 | 0 | 0 | 0 | 267/286 |
| 17a | 17a Does the Office Assistant Scheduler use a scheduling management system to identify and resolve conflicts between booking assignments of instructors? | | 1 | | | | 267 |
| 17b | 17b Have in-service training schedules been posted within SABA Systems to allow prospective attendees the capability to sign up in advance for openings in desired courses? | | 1 | | | | 286 |

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|-----------|--|-------------|-----------|----------|----------|-----------|------------------------|
| 18 | 18 Recruit Program Guidelines | 100% | 54 | - | - | 20 | 245-246/261-275 |
| 18a | Did the recruit commander select a Recruit in Charge for the graduated class? | | 4 | | | | 273 |
| 18b | Have peer evaluations been completed by all recruits according to assigned intervals throughout the term? | | 4 | | | | 262 |
| 18c | Has Academy staff reviewed the peer evaluations, and taken follow-up action as appropriate? | | 4 | | | | 261-262 |
| 18d | Have Recruit Observation Reports been filed? | | 4 | | | | 261-262 |
| 18e | Have deficiencies in recruit behavior, appearance, and/or performance been identified and appropriately addressed? | | 4 | | | | 261-262 |
| 18f | How many Academy Review Panels were held for the selected graduating class | | 15 | | | | 261-262 |
| 18g | Was a Progress Review Panel held for the five randomly selected recruits during week twenty-five in the Academy and prior to completion of FTO phase four? | | | | | 5 | 261-262 |

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|-----------|--|-------------|----------|----------|----------|----------|--|---------------------|
| 18h | For the Academy session, did the panel review each recruit's folder to determine where there were any patterns or trends in academic grades, tactical performance, or attendance that may cause concern? | | 5 | | | | | 261-262 |
| 18i | Was each recruit's performance measured according to the ten behavioral competencies? | | | | | 5 | | 261-262 |
| 18j | Did the FTO Coordinator, and the Department Psychologist meet prior to completion of FTO Phase Four and review each recruit's development progress? | | 5 | | | | | 275 |
| 18k | Did the five recruits receive all LA POST Legislatively mandated courses? | | 5 | | | | | 254/264 |
| 18l | Were any recruits that failed to complete the mandated training prior to completion of the term separated from the Academy? | | | | | 5 | | 245-246/254/264 |
| 18m | If an instructor failed to appear to conduct a given class, did the Recruit Commander either deliver the course or arrange for a qualified alternate instructor? | | | | | 5 | | 245-246/261/273 |
| 18n | Were deviations from the published course schedule reported immediately to the Academy Administrator or Academy Commander? | | 4 | | | | | 261/267 |
| 19 | 19 Academy Safety Manual | 100% | 5 | - | - | - | | 245-246 |
| 19a | Has the Academy Safety Manual been updated since the last audit? | | 1 | | | | | 245-246 |
| 19b | Did all Academy staff and recruits sign an attestation acknowledging receipt of the manual and acceptance of the procedures? | | 4 | | | | | 245-246 |
| 20 | 20 Academy Recruit Manual | 100% | 5 | - | - | - | | 245-246 |
| 20a | 20a Has the Academy Recruit Manual been updated since the last audit? | | 1 | | | | | 245-246 |
| 20b | 20b Did all recruits sign an attestation acknowledging receipt of the manual and acceptance of the procedures? | | 4 | | | | | 245-246 |
| 21 | 21 Training Advisory Committee (TAC) | 50% | 1 | 1 | - | - | | 248-249 |
| 21a | 21a Is the TAC composed of representatives from the NOPD, and volunteers from local, state, and federal law enforcement agencies, local universities, and community members? | | 1 | | | | | 249 |
| 21b | 21b Did the TAC meet quarterly with Academy administrative staff to discuss training needs and support? | | | 1 | | | | 249 |
| 22 | 22 Training Video Approval Committee | - | - | - | - | 4 | | 245-255 |
| 22a | 22a Was the committee chaired by the Assistant Commanding Officer of ETD, and included representatives from the PSAB, City Attorney's Office and the PIB FIT? | | | | | 1 | | 245-246/252 |
| 22b | 22b Did the committee review and approve use of body worn camera or in-car camera footage prior to their use as a training aid? | | | | | 1 | | 245-246/252 |
| 22c | 22c Did the committee assess the videos' value for reinforcing learning objectives towards best practices and for exposing opportunities for improvement? | | | | | 1 | | 245-246/252-253 |
| 22d | 22d Were the videos used in the classroom presentations by the instructors? | | | | | 1 | | 245-246/252-253/255 |

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|-----------|--|-------------|-----------|----------|----------|-----------|-----------------|
| 23 | 23 Field Training Officer (FTO) Program Guidelines | 69% | 11 | 5 | - | 5 | 275-280 |
| 23a | Was the FTO selection panel comprised of the Field Training Coordinator (FTC), one District FTO selected by the FTC, and one FOB Supervisor selected by the Deputy Superintendent of FOB who is not assigned to the same district as the FTO on the committee? | | | 5 | | | 275-276 |
| 23b | Did Academy provide 40-hours of initial training to all new FTO's and DSA's? | | 5 | | | | |
| 23c | Was the FTO participation policy reviewed and revised to maintain a program that effectively attracts the best FTO candidates? | | 1 | | | | |
| 23d | Did the FTOs receive annual re-certification that included feedback from ETD? | | 5 | | | | 275-276/279 |
| 23e | Were there any FTOs or FTS that were removed from their duties for performance or discipline issues during this audit period? | | | | | 5 | 275-276/279 |
| 24 | 24 Recruit Field Training | 100% | 29 | - | - | 11 | 275-280 |
| 24a | Did the selected recruits complete all four phases of the FTO Program? | | 5 | | | | 275-276 |
| 24b | Were there any recruits that received extended FTO training? | | 1 | | | 4 | 275-276 |
| 24c | Did the selected recruits provide an FTO feedback evaluation at the end of each training phase? | | 5 | | | | 275-276/279-280 |
| 24d | Did the selected recruits receive End of Phase reports for the four phases of training | | 5 | | | | 275-276 |
| 24e | Did the selected recruits have Daily Observation Reports (DOR) completed by the FTO? | | 5 | | | | 275-276 |
| 24f | Were any of the DORs rated below standard (1-3)? | | 3 | | | 2 | 275-276 |
| 24g | Did the FTC send any 105 notifications of late DORs to the District Captains? | | | | | 5 | 275-276 |
| 24h | Was the Skills Mastery Checklist completed and signed off by FTOs on the selected recruits? | | 5 | | | | 275-276 |

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|-----------|---|-------------|-----------|----------|----------|----------|----------------|
| 25 | 25 Recommend Termination of Recruit in FTO Program | - | 0 | 0 | 0 | 3 | 275-280 |
| 25a | Was a 105-form forwarded by District Captain to FTC recommending termination? | | | | | 1 | 275-276 |
| 25b | Was a Behavioral Review Panel convened to review termination case? | | | | | 1 | 275-276 |
| 25c | Did the Superintendent of Police sign and approve any recruit terminations? | | | | | 1 | 275-276 |
| 26 | Release of Trainee from FTO Program | 100% | 15 | - | - | 5 | 275-280 |
| 26a | Did the FTC receive and review all DORs, EOPs, skills checklists, FTO evaluations, and final exams for the selected recruits? | | 5 | | | | 275-276 |
| 26b | Was the recruit cleared by the Behavioral Review Panel? | | | | | 5 | 275-276 |
| 26c | Was Civil Service notified that the recruits met all training qualifications? | | 5 | | | | 275-276 |
| 26d | Was a Police Officer Promotional Application completed for the recruits? | | 5 | | | | 275-276 |

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|-----------|--|-------------|------------|-----------|----------|-----------|---|
| 27 | Academy Procurement | 100% | 1 | - | - | - | 245-246 |
| 27a | Did the Commanding Officer of ETD have a procurement file? | | 1 | | | | 245-246 |
| 28 | Academy Equipment | 100% | 25 | - | - | - | 245-246/249-283 |
| 28a | Did the Academy have enough body armor to distribute to recruits and address in-service replacement during the audit? | | 5 | | | | 245-246 |
| 28b | Did the Academy have enough CEW (Tasers and cartridges) to distribute to recruits and address in-service replacement during the audit? | | 5 | | | | 245-246 |
| 28c | Did the Academy have enough firearms to distribute to recruits and address in-service replacement during the audit? | | 5 | | | | 245-246 |
| 28d | Did the Academy have enough ammunition to distribute to recruits and address in-service training requirements during the audit? | | 5 | | | | 245-246 |
| 28e | Did all Department employees pass the Annual LA POST firearm test? | | 5 | | | | 249/255/283 |
| 29 | Academy Attrition Rate | 100% | 5 | | | | |
| 29a | Did the Academy track each recruit class attrition rate? | | 4 | | | | |
| 29b | Did the Academy create new strategies to improve recruit class attrition rates? | | 1 | | | | see career development resources, career planning and financial literacy, and NOPD career development plan. |
| | Total | 95% | 420 | 24 | 2 | 83 | |

Review Analysis

1. Instructor Qualifications Requirements: (sub-sections A-K)

Compliance Status: 82%, **Not Compliant**

Summary of results: PSAB randomly sampled 10% of the Adjunct and 10% of the Academy Instructor Files to Audit. The following sub-section was not deemed compliant:

- Sub-section B regarding the Instructors successfully completing the LA POST Instructor Development Course was not compliant for Adjunct Instructors. Three Adjunct Instructors did not complete the LA POST Instructor Development Course.

The Instructor Qualifications Requirements proof of compliance for sub-sections A-K can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \1. Instructor Qualification Requirements\A-K*.

Recommendation: The Academy should ensure that all adjunct instructors are POST Instructor certified.

2. Academy Instructor: recruitment, interview, and selection: (sub-sections A-E)

Compliance Status: 100%, Compliant

Summary of results: Assessed interview package of new instructor selected within the audit period. The Academy Instructor: recruitment, interview, and selection, sub-sections A-E were correctly maintained. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \2. Academy Instructor: recruitment, interview, and selection\A-E*.

3. Instructor Professional Development: (sub-sections A-D)

Compliance Status: 100%, Compliant

Summary of results: All agendas for professional development days held during the audit period were assessed. The Instructor Professional Development, sub-sections A-D were finalized. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \3. Instructor Professional Development\A-D*.

4. Instructor Evaluation: (sub-sections A-C)

Compliance Status: 17%, **Not Compliant**

Summary of results: PSAB randomly sampled 10% of the Adjunct and 10% of Academy Instructor Files to Audit and evaluated the Instructor Assessment Forms file held by the Director of Academics. The following sub-sections were not deemed compliant:

- Sub-section A regarding Instructor Evaluation files containing at least one Instructor Assessment form for each Academy and Adjunct Instructor within the last year for the six

instructors, only one Instructor Assessment form was located. The following Instructors and Adjunct Instructors did not have an instructor assessment form in their files:

- Sub-section B regarding the Director of Academics assessing Academy Instructors' performance and providing corrective action for the six instructors, only one Instructor performance was assessed. The following Instructors and Adjunct Instructors were not assessed:

Proof of compliance for sub-sections A-C can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \4. Instructor Evaluation\A-C.*

Recommendations: The Academy should implement and require all Adjunct and Academy Instructors' performances be assessed by the Director of Academics. Additionally, the Academy could inquire into utilizing other staff to assess Instructors performance to assist the Director of Academics.

5. Recruit Evaluations: (sub-sections A-C)

Compliance Status: 100%, Compliant

Summary of results: PSAB randomly selected ten recruits who graduated during the audit period and reviewed the Academy files. The recruit evaluations proof of compliance, sub-sections A-C can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \5. Recruit Evaluations\A-C.*

6. Louisiana POST Curriculum Requirements- Academy Recruits: (sub-sections A-F)

Compliance Status: 100%, Compliant

Summary of results: PSAB randomly selected ten recruits who graduated within this audit period. The Louisiana POST curriculum requirements for Academy recruits, sub-sections A-F were completed. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \6. Louisiana POST Curriculum Requirements -Academy Recruits \A-F.*

7. Louisiana POST Curriculum Requirements- In-Service Requirements: (sub-sections A-H)

Compliance Status: 100%, Compliant

Summary of results: PSAB randomly selected five Department employees from every AMTP training track. The Louisiana POST curriculum requirements for In-Service, sub-sections A-H were recorded correctly. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \7. Louisiana POST Curriculum Requirements - In-Service Requirements \A-H.*

8. Annual Master Training Plan: (sub-sections A-J)

Compliance Status: 83%, **Not Compliant**

Summary of results: PSAB obtained a copy of the approved Annual Master Training Plan as well as reviewed it before the initiation of the audit and confirmed with the Curriculum Director. The Annual Master Training Plan sub-sections A-D, and J were deemed compliant. However, E-F and

H-I were only informational, so the scores were not counted in the overall total for the Annual Master Training Plan section. The following sub-section was not deemed compliant:

- Sub-section G regarding whether the AMTP was submitted to the Superintendent of Police by August 31st was not scored as compliant. The email provided did not include the Superintendent of Police.

Proof of compliance for sub-sections A-F and H-J can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \8. Annual Master Training Plan\A-F, H-J.*

Recommendations: The Academy should upload all emails regarding AMTP to the Academy shared drive.

9. Lesson Plan Development: (sub-sections A-F)

Compliance Status: 100%, Compliant

Summary of results: PSAB received two lesson plans listed as new courses in the Annual Master Training Plan. The Lesson Plan Development, sub-sections A-F were reviewed adequately. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \9. Lesson Plan Development \A-F.*

10. Lesson Plan Updates- general updates: (sub-section A)

Compliance Status: 100%, Compliant

Summary of results: Curriculum Director selected five lesson plans that are currently being taught in the Academy or In-Service. The Lesson Plan Updates, general updates sub-section A were fulfilled. Proof of compliance for sub-section A can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \10. Lesson Plan Updates- General Updates \A.*

11. Lesson Plan Updates-Changes to Chapters: (sub-sections A-D)

Compliance Status: 100%, Compliant

Summary of results: Curriculum Director selected five lesson plans that reflected recent changes to Department chapters. The Lesson Plan Updates-Changes to Chapters, sub-sections A-D were updated. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \11. Lesson Plan Updates-Changes to Chapters \A-D.*

12. Classroom Preparation: (sub-sections A-G)

Compliance Status: 100%, Compliant

Summary of results: Innovation Manager observed two new in-service classes: *Shared Community Problem Solving and Community Problem Solving & Performance Evaluations* for Officer In-Service on the 30th of September, which are listed in the 2025 Annual Master Training Plan. The Classroom Preparation, sub-sections A-G were deemed compliant. Proof of compliance

for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \12. Classroom Preparation \A-G.*

13. Supervisory Evaluation of Instruction: (sub-section A)

Compliance Status: 100%, Compliant

Summary of results: PSAB obtained Instructor Observation Reports. The Supervisory Evaluation of Instruction, sub-section A was effectively assessed. Proof of compliance for sub-section can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \13. Supervisory Evaluation of Instruction \A.*

14. Testing and Evaluation: (sub-sections A-K)

Compliance Status: 100%, Compliant

Summary of results: PSAB randomly selected five recruits that graduated from the Academy during the audit period. Testing and Evaluation, sub-sections A-K were properly administered. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \14. Testing and Evaluation \A-K.*

15. Training Records Management: (sub-sections A-D)

Compliance Status: 100%, Compliant

Summary of results: Innovation Manager was trained to operate SABA Systems and confirmed with SABA Systems Coordinator. Training Records Management sub-sections A-D were successfully coordinated. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \15. Training Records Management \A-D.*

16. End-of-Year Training Report: (sub-sections A-G)

Compliance Status: 60%, **Not Compliant**

Summary of results: PSAB randomly selected five Department employees from each training track within SABA Systems. The following sub-sections were not deemed complaint:

- Sub-section A regarding whether the Assistant Commanding Officer of ETD conducted a course assessment and issued an End of Year Training report by January 31st is not compliant. There is no issue date provided on the Annual 2024 Education and Training Annual Report to accurately assess.
- Sub-section B regarding whether the Academy Assistant Commander issued quarterly reports and were they uploaded in the MAX management system is not deemed compliant. There was no evidence provided that the Academy Assistant Commander issued reports quarterly.

Proof of compliance for sub-sections A-G can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \16. End-of-Year Training Report \A-G.*

Recommendations: The Academy should upload all End of Year Training reports into their Academy shared drive with proper documentation of when the report was issued. Further, the Academy Assistant Commander should issue quarterly reports as well as upload those reports to the Academy shared drive for proof of compliance for future audits.

17. Scheduling of Training: (sub-sections A-B)

Compliance Status: 100%, Compliant

Summary of results: Innovation Manager was trained to operate SABA Systems and confirmed with SABA Systems Coordinator. Scheduling of Training sub-sections A-B were managed. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \17. Scheduling of Training \A-B*.

18. Recruit Program Guidelines: (sub-sections A-N)

Compliance Status: 100%, Compliant

Summary of results: PSAB randomly selected five recruits within a class that graduated from the Academy during the audit period. The following sub-sections A-N were completed. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \18. Recruit Program Guidelines \A-N*.

19. Academy Safety Manual: (sub-sections A-B)

Compliance Status: 100%, Compliant

Summary of results: PSAB analyzed the Academy Safety Manual and corresponding procedures. The Academy Safety Manual sub-sections A-B were updated. Proof of compliance for sub-section A can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \19. Academy Safety Manual \A-B*.

20. Academy Recruit Manual: (sub-sections A-B)

Compliance Status: 100%, Compliant

Summary of results: PSAB evaluated the Academy Recruit Manual and corresponding procedures. The Academy Recruit Manual sub-sections A-B were approved. Proof of compliance for sub-sections A-B can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \20. Academy Recruit Manual \A-B*.

21. Training Advisory Committee: (sub-sections A-B)

Compliance Status: 50%, **Not Compliant**

Summary of results: PSAB confirmed with the Director of Academics and reviewed agendas of meetings. The following sub-section was not deemed compliant:

- Sub-section B regarding if the TAC met quarterly with Academy administrative staff to discuss training needs and support was not met. TAC only met twice in 2024: February 22, 2024, and June 20, 2024.

Proof of compliance for sub-section A can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \21. Training Advisory Committee \A*.

Recommendation: The Academy should strive to prioritize scheduling the TAC meetings quarterly.

22. Training Video Approval Committee: (sub-sections A-D)

Compliance Status: 0/0, NA

Summary of results: There were no training video approval committees held during this audit period in 2024.

23. Field Training Officer Program Guidelines: (sub-sections A-E)

Compliance Status: 69%, **Not Compliant**

Summary of results: PSAB randomly selected five recruits who were recently promoted by FTOs and reviewed their selection packages. The following sub-sections were not deemed compliant:

- Sub-section A determines if the FTO selection panel is comprised of the Field Training Coordinator (FTC), one District FTO selected by the FTC, and one FOB Supervisor selected by the Deputy Superintendent of FOB who is not assigned to the same district as the FTO on the committee. A panel was held comprised of the Field Training Coordinator (FTC) and one District FTO selected by the FTC, but one FOB Supervisor selected by the Deputy Superintendent of FOB who is not assigned to the same district as the FTO on the committee was not upheld.

Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \23. Field Training Officer Program Guidelines \A-E*.

Recommendations: The Academy should ensure that the FTO selection panel is comprised of the required committee members from FOB. FOB should be notified of the requirement to ensure that the committee members will be sent as needed for the FTO selection panels.

24. Recruit Field Training: (sub-sections A-H)

Compliance Status: 100%, Compliant

Summary of results: PSAB randomly selected five recruits that graduated from the FTO program within the audit period. Recruit Field Training sub-sections A-H were completely evaluated. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \24. Recruit Field Training \A-H*.

25. Recommend Termination of Recruit in FTO Program: (sub-sections A-C)

Compliance Status: 0/0, NA

Summary of results: There were no recruits in FTO Program recommended for termination during this audit period.

26. Release of Trainee from FTO Program: (sub-sections A-D)

Compliance Status: 100%, Compliant

Summary of results: PSAB used the same five randomly selected recruits who are recent FTO graduates. The following sub-sections A-D were reviewed. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \26. Release of Trainee from FTO Program \A-D.*

27. Academy Procurement: (sub-section A)

Compliance Status: 100%, Compliant

Summary of results: PSAB confirmed process with Commanding Officer of ETD. Academy Procurement sub-section A was sufficiently managed. Proof of compliance for sub-section A can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \27. Academy Procurement \A.*

28. Academy Equipment: (sub-sections A-E)

Compliance Status: 100%, Compliant

Summary of results: PSAB selected five recruit graduates from within the audit period. Academy Equipment sub-sections A-E were reviewed and confirmed. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \28. Academy Equipment \A-E.*

29. Academy Attrition Rate: (sub-sections A-B)

Compliance Status: 100%, Compliant

Summary of results: PSAB assessed the Academy Attrition Rate, and sub-sections A-B were evaluated. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2025 \29. Academy Attrition Rate \A-B.*

Overall Recommendations and Conclusion

The following are overall recommendations for the Municipal Training Academy:

- Ensure that all adjunct instructors are POST Instructor certified.
- Implement and require all Adjunct and Academy Instructors' performances to be assessed by the Director of Academics. Additionally, the Academy could inquire into utilizing other staff to assess Instructors performance to assist the Director of Academics.
- Upload all emails regarding the Annual Master Training Plan to the Academy shared drive for easy retrieval for upcoming audits.
- In addition, upload all End of Year Training reports into their Academy shared drive with proper documentation of when the report was issued. Further, the Academy Assistant Commander should issue quarterly reports as well as upload those reports to the Academy shared drive for proof of compliance for future audits.
- Prioritize scheduling the TAC meetings quarterly.
- Secure that the FTO selection panel is comprised of the required committee members from FOB. FOB should be notified of the requirement to ensure that the committee members will be sent as needed for the FTO selection panels.
- Implement Behavioral Review Panels at two points during Recruit training: prior to graduation and one week prior to completion of FTO Phase Four.

In conclusion, the Academy should review and familiarize themselves with the Academy & In-Service audit protocol and compliance requirements. Each section of the Academy should be aware of their requirements set forth in the Academy & In-Service audit protocol. In addition to understanding their tasks, ensuring appropriate record keeping will be maintained to conduct an efficient audit.

Academy Re-evaluation Requests and PSAB Responses

Section 18 Recruit Program Guidelines

- 18j. Did the FTO Coordinator, Recruit Commanders, and the Department Psychologist meet prior to completion of FTO Phase Four and review each recruit's development progress?

Academy Re-evaluation Request:

Recruit classes 199-202 panel review meetings were to be verified by Civil Service Director to confirm that the FTO coordinator and the Department Psychologists met prior to the completion of FTO Phase Four and review each recruit's development progress.

PSAB Response:

Civil Service Director verified the dates for the recruit classes behavioral review panel dates as follows:

- Class 199 - 3/26/24
- Class 200 - 8/2/24
- Class 201 - 1/23/25
- Class 202 - 1/23/25

These panel reviews were held prior to the completion of FTO Phase Four. Therefore, the following questions were updated accordingly to reflect compliance.

Section 26 Release of Trainee from FTO Program

- 26b. Was the recruit cleared by the Behavioral Review Panel?

Academy Re-evaluation Request:

The Academy confirmed that only one behavioral review panel is held for recruiting classes and only one panel was held for classes 199-202.

PSAB Response:

According to NOPD's Municipal Training Academy Standard Operating Procedures, the Behavioral Review Panel is convened at two points during Recruit training: prior to graduation and one week prior to completion of FTO Phase Four. The goal is to ensure continuous monitoring of Recruits' academic and behavioral progress from the Recruitment phase through the completion of Field Training.

In the Academy & In-Service Report for November 2024, this question was scored as compliant due to the Academy confirming that only one behavioral review panel is held for recruiting classes. Further in 2024, there were some transitions of the psychologists. Overall, based on the oversight of the requirement for two review panels to be convened at two points during Recruit

training, the question was rated as NA. However, I will make a recommendation to the Academy to review this requirement in their Standard Operating Procedures and make adjustments as they deem necessary, whether that is updating the procedure in the SOP or facilitating the two review panels during the recruit training.

Heather Gillespie, Innovation Manager, PSAB

A1. Academy & In-Service Review Matrix

| Audit Topic | Yes/No/N/A | Comments 1. List any discrepancies or concerns in this column 2. Address additional tasks as listed in this column |
|--|--|--|
| 1. Instructor Qualification Requirements Sample Size: Randomly select 10% of the Adjunct and 10% of the Academy Instructor Files to Audit | | |
| 1a. Does the Academy Staff Instructor possess a Baccalaureate Degree or 6 years' experience? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | Diploma/ 6-year work experience |
| 1b. Has the instructor successfully completed the LA POST Instructor Development Course? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | LA Post or approved equivalent certificate |
| 1c. For new instructor candidates: was POST Instructor Training completed within one year of Academy assignment? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | LA Post or approved equivalent certificate |
| 1d. Does the Legal Academy Staff Instructor have exceptional practical law enforcement or subject matter expertise with at least six years of combined NOPD service? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | Resume |
| 1e. The instructor did not have any "sustained" PIB investigations within 24 months of applying for an Academy position or pending "open" investigation at the time of application? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | Instructor short form |
| 1f. Does the instructor have a resume in the file? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | Resumes |
| 1g. For classes that require an instructor certified in the subject matter of the class (usually psychomotor skills classes), does the instructor have the appropriate certification to teach the courses? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Firearms certification 2. Defensive tactics certification 3. CEW certification 4. Monadnock (baton) certification 5. Emergency Vehicle Operations Center (driving) certification Note: These are generally for instructors that teach psychomotor skills |
| 1h. For legal education classes, is the Legal Instructor a qualified attorney with significant experience in Fourth Amendment issues? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | Confirm Law Degree Diploma in personal package |
| 1i. Is the Civilian Firearms instructor POST certified? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | LA Post certificate |

| Audit Topic | Yes/No/N/A | Comments 1. List any discrepancies or concerns in this column 2. Address additional tasks as listed in this column |
|---|--|--|
| 1j. Is the Civilian Firearms instructor a Reserved NOPD Officer with commissioned authority? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | Reserved NOPD Officer with Commissioned authority |
| 1k. Has the Academy used outside instructors or guest lecturers in this audit period? If so, list. | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | <p>Guest speaker/lecturer—Any person who provides expertise, a point of view, or opinion in a particular field or topic as a part of a Departmental training course or formal presentation. The speakers need not be members of the NOPD but must be recognized in their field(s) or within the community for their strong teaching ability and a relevant basis of scholarly work or professional expertise and achievement.</p> <p>If so: Identify instructors, classes taught, and verify qualifications to teach appropriate</p> |
| 2. Academy Instructor: recruitment, interview, and selection Sample Size: Review all interview packages of new instructors selected within the audit period. | | |
| 2a. Did the Academy have an interview file for each instructor selected that identified the interview date, application date, candidates, and held interview materials? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | File: interview date, application date, candidates, and interview materials. |
| 2b. Did the interview panel consist of the Commanding Officer of ETD, Assistant Commanding Officer of ETD, Director of Academics, Curriculum Director, Program Director or any other supervisors assigned to the Academy? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | Note: Captain reserves the right for flexibility of Panel make-up because of schedules. |
| 2c. Was the applicant's performance scored using the "Instructor Assessment" form? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | Instructor Assessment form |
| 2d. Did the panel ask the applicant a list of structured questions relevant to the needs of the position? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | List of structured questions relevant to position |
| 2e. Did the instructor candidate have appropriate certification requirements? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | Candidate has appropriate certification reqs |

| Audit Topic | Yes/No/N/A | Comments 1. List any discrepancies or concerns in this column 2. Address additional tasks as listed in this column |
|---|--|---|
| 3. Instructor Professional Development Sample Size: Review agendas for all professional development days held during audit period | | |
| 3a. Did the Academy provide professional development days this audit period? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Director of Academics 2. Will place Professional Development documents in G: Drive |
| 3b. Did the Academy have agendas that identified the structure and topics discussed? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 3c. Did the Director of Academics and Curriculum Director use a Training Needs Assessment process to identify the annual refresher topics? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 3d. Were the courses reviewed in the agenda consistent with the Annual Master Training Plan? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 4. Instructor Evaluation Sample size: Review 10% of the Academy Instructors Assessment Form Files and 10% of the Adjunct Instructors Assessment Form files held by the Director of Academics | | |
| 4a. Does the instructor evaluation file contain at least one Instructor Assessment Form for each Academy and Adjunct Instructor (within last year)? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 4b. Did the Director of Academics assess Academy instructors' performance and provide corrective action? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Review instructor evaluation forms 2. Review comments on instructor observed performance 3. Ask the Director of Academics if any follow up actions were taken on instructor evaluations that had unsatisfactory comments |
| 4c. Has the Academy used external assessments in this audit period? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 5. Recruit Evaluations Sample size: Randomly select ten recruits who graduated during the audit period and review the Academy files | | |
| 5a. Did the recruits complete a course performance evaluation? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Director of Academics 2. Mid-Term and Final Survey |
| 5b. Did the recruits complete peer evaluations? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Review peer evaluation file held by Director of Academics 2. Confirm that the recruits submitted peer evaluations at the correct intervals on the Academy Calendar |

| Audit Topic | Yes/No/N/A | Comments 1. List any discrepancies or concerns in this column 2. Address additional tasks as listed in this column |
|--|--|---|
| 5c. Were the recruits given a final Academy evaluation? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Review electronic Recruit Post-Academy Survey |
| 6. Louisiana POST Curriculum Requirements: Academy Recruits Sample size: Randomly select ten recruits who graduated within this audit period. | | |
| 6a. Did the recruits have an Academy certificate of completion? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Review records with SABA Systems Coordinator. |
| 6b. Did the recruits achieve a minimum 70% passing score on the LA POST final exam? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Review records with SABA Systems Coordinator. |
| 6c. Did the Academy forward to LA POST the names of all recruits that graduated from the Academy during the audit period? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Assistant Commanding Officer of ETD via the LA POST interface |
| 6d. Did the Academy add any recruits to the recruit class after the first week started? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Review with the Director of Academics |
| 6e. Did the Academy pull any recruits out of class to work special events? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Review with the Director of Academics. 2. Ensure they matched approved special events (Marti Gras, etc.). |
| 6f. Did the Academy maintain the training facilities to ensure adequate access to safe and effective training? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Review facilities maintenance request forms with the Assistant Commanding Officer of ETD. |
| 7. Louisiana POST Curriculum Requirements: In-Service Requirements Sample size: Randomly select five Department employees from every AMTP training track. | | |
| 7a. Enrollment – Did the Department employees register using SABA Systems? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Review records with SABA Systems Coordinator. |
| 7b. Do classes adhere to Academy guidelines for required in-service class size? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Review with SABA Systems Coordinator 2. Generally, fifty students max to a class for in-service |
| 7c. Completion – Have those officers identified as having completed Core In-Service completed all courses and completed the required test/quiz, and completed the assigned survey? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Review records with SABA Systems Coordinator. |
| 7d. Were grades and survey data uploaded in SABA Systems? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Review records with SABA Systems Coordinator. |
| 7e. Tracking Attendance – Did SABA Systems document the officers' attendance? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Review records with SABA Systems Coordinator. |

| Audit Topic | Yes/No/N/A | Comments 1. List any discrepancies or concerns in this column 2. Address additional tasks as listed in this column |
|--|--|--|
| | | 2. Review physical file of course attendance rosters. |
| 7f. Certificates – For each officer that earned a certificate, does SABA Systems contain records to document successful completion of required coursework, active participation in courses, completion of required tests and quizzes, and submission of the assigned survey? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Review records with SABA Systems Coordinator. |
| 7g. Evaluations – Does SABA Systems contain student exit critiques for all students in the selected course? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Review records with SABA Systems Coordinator. |
| 7h. Does each student exit critique address course content, instructor ability, and provide general and/or specific feedback? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with SABA Systems Coordinator |
| 8. Annual Master Training Plan Sample size: Obtain a copy of the approved Annual Master Training Plan and review before initiation of audit Confirm with Curriculum Director | | |
| 8a. Did the Curriculum Director complete the Training Needs Assessment (TNA) process by August 15th? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm Curriculum Director has copy of TNA report. |
| 8b. Did the Curriculum Director prepare summary reports for the TNA activities? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm Curriculum Director has copies of the summary reports. |
| 8c. For each training need identified, are there learning objectives? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm Curriculum Director has copies of the learning objectives checklists. |
| 8d. Was the Priority Ranking Matrix completed by August 15th? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm Curriculum Director has copy of Priority Ranking Matrix report. |
| 8e. Was the AMTP submitted to the Commanding Officer of Education and Training Division by August 15th? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | <i>Note: NOPD has submitted a training modification request that will change some of the timelines of the AMTP paragraphs. If approved, it will change the timelines to informational only findings.</i> |
| 8f. Was the AMTP submitted to the Training Advisory Committee by August 15th? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | <i>Note: NOPD has submitted a training modification request that will change some of the timelines of the AMTP paragraphs. If approved, it will change the timelines to informational only findings.</i> |

| Audit Topic | Yes/No/N/A | Comments 1. List any discrepancies or concerns in this column 2. Address additional tasks as listed in this column |
|---|--|--|
| 8g. Was the AMTP submitted to the Superintendent of Police by August 31st? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 8h. Did ETD publish the next year's training calendar by August 31st? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | <i>Note: NOPD has submitted a training modification request that will change some of the timelines of the AMTP paragraphs. If approved, it will change the timelines to informational only findings.</i> |
| 8i. Did the Curriculum Director inform instructors of the new/revised courses by September 15th? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | <i>Note: NOPD has submitted a training modification request that will change some of the timelines of the AMTP paragraphs. If approved, it will change the timelines to informational only findings.</i> |
| 8j. Were the lesson plans submitted at least 30 days prior to the scheduled date of training delivery? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | <i>Note: Training modification request will reduce to 30 days prior to OCDM and DOJ.</i> |
| 9. Lesson Plan Development Sample size: Obtain two lesson plans listed as new courses in the AMTP | | |
| 9a. Did the two sample lesson plans follow the standard format? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Obtain copy of approved lesson plan format from Curriculum Director 2. Compare format to template |
| 9b. Did the two sample lessons plan cover sheets state the issue date? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 9c. Did the Curriculum Director maintain appropriate version control of all lesson plans to ensure that the lesson plans used are current and up to date? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Review lesson plan database with Curriculum Director and confirm version control |
| 9d. Has the Curriculum Director reviewed all course materials? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 9e. Are the lesson plans stored on the Academy G: drive? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 9f. Are the master files of all current and extinct lesson plans restricted by system administrator access? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 10. Lesson Plan Updates: general updates Sample size: Ask the Curriculum Director to select five lesson plans that are currently being taught in the Academy or in-service | | |

| Audit Topic | Yes/No/N/A | Comments 1. List any discrepancies or concerns in this column 2. Address additional tasks as listed in this column |
|--|--|---|
| 10a. Did the instructor update the lesson plan within the last 12 months? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 11. Lesson Plan Updates: Changes to Chapters (policy) Sample size: Ask the Curriculum Director to select five lesson plans that reflect recent changes to Department chapters (policy) | | |
| 11a. Did PSAB forward report of all new and/or revised chapters to the Curriculum Director? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm Curriculum Director has copy of new/revised chapters report |
| 11b. Did Curriculum Director conduct an analysis of new/revised chapters to determine what lesson plans needed to be updated? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm Curriculum Director conducted analysis 2. Waiting for PSAB Updates |
| 11c. Did the Curriculum Director forward the new/revised chapter changes to the instructors that teach the appropriate courses so they can update the lesson plans? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Review the five lesson plans that contain the new and/or revised chapters 2. Ensure that the new/and or revised chapters are written into the lesson plans by comparing the chapters to the lesson plan content |
| 11d. Did the Curriculum Director enter the new/revised lesson plan into the lesson plan database? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Curriculum Director the new version control dates/times for the five selected lesson plans |
| 12. Classroom preparation Sample size: Auditor will observe two new in-service classes that are listed in the AMTP Also recommend auditor observe the professional development training days for the new in-service classes | | |
| 12a. Did the instructor arrive at least 15 minutes before the start of the instructional period? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 12b. Did the instructor ensure that all necessary instructional material was available prior to the start of the instructional period? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 12c. For NOPD instructors, is the NOPD instructor appropriately uniformed in accordance with NOPD rules and standards? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 12d. Did the instructor address recruits by nicknames or monikers other than those authorized by the recruit? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 12e. Did the instructor complete all required role-play and breakout group scenario exercises? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | Note: If applicable to the course content. |

| Audit Topic | Yes/No/N/A | Comments 1. List any discrepancies or concerns in this column 2. Address additional tasks as listed in this column |
|---|--|---|
| 12f. Did the instructor adhere to the specific time allocations for exercises and lecture discussions? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 12g. Did the instructor provide the LA POST note taking guide at end of class? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm recruits given LA POST note taking guides electronically at the beginning of the Recruit Training. |
| 13. Supervisory Evaluation of Instruction | | |
| 13a. Is there documentation or other evidence that supervisors provided effective oversight and implemented corrective action if necessary, for their assigned personnel. Examples of effective oversight include, but are not limited to monitoring instructors' classroom presentations, active review and comment on lesson plans and related work product, and constructive, substantive feedback to instructors. | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Director of Academics instructors were given the Observation checklist form. 2. Schedule of Observations will be recorded in G: Drive with Completed forms attached. |
| 14. Testing and Evaluation Sample size: Randomly select five recruits that graduated from the Academy during the audit period | | |
| 14a. Ask if there were any new testing protocols or procedures initiated during this audit period? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm new testing policies and procedures with the Director of Academics 2. Review the new policies and procedures and where and how they were tested |
| 14b. Did the instructor prepare or approve the test questions associated with each course and lesson plan? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Director of Academics 2. Review examples of instructor test questions |
| 14c. How many first-time test failures were in the randomly selected recruit class? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm number of first-time test failures with the Director of Academics 2. Confirm recruits failed to achieve 80% on tests 3. Confirm that an observation feedback form was completed and the recruit was counseled. |
| 14d. How many second-attempt test failures were in the randomly selected class? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm second-attempt test failures with the Director of Academics 2. Confirm recruits failed to achieve 80% on tests 3. Confirm that an observation feedback form was completed and the recruit was counseled. |

| Audit Topic | Yes/No/N/A | Comments 1. List any discrepancies or concerns in this column 2. Address additional tasks as listed in this column |
|---|--|--|
| 14e. How many recruits were directed to an Academy Review Panel for failing two recruit tests? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | <ol style="list-style-type: none"> 1. Confirm with Director of Academics 2. Confirm results of the Academy Review Panel 3. How many were recommended for termination 4. How many were directed to re-take the Academy curriculum all over again 5. How many recruits were sent back to their class to continue training |
| 14f. Did the Academy calendar for recruits identify the sequenced courses that form the basis for the test given that week? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | <ol style="list-style-type: none"> 1. Confirm on Academy calendar with the Curriculum Director 2. Review test to confirm they match the calendar |
| 14g. Did the Academy calendar clearly show the learning domains were sequenced? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | <ol style="list-style-type: none"> 1. Confirm on Academy calendar that the learning domain classes progress in sequential order - S1 (sequenced class No.1) followed by S2 (sequenced class No.2), etc. 2. Did any natural disasters or approved special events interrupt the Academy calendar? If so, list them. |
| 14h. Did the Academy use Problem-Based Learning (PBL) exercises? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | <ol style="list-style-type: none"> 1. Confirm on Academy calendar with the Curriculum Director 2. Review examples of PBL confirm they match the calendar |
| 14i. Did the Academy use practical exercises? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | <ol style="list-style-type: none"> 1. Confirm on Academy calendar with the Curriculum Director 2. Review practical exercises to confirm they match the calendar |
| 14j. Did the Academy conduct mid-term simunitions exercises? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | <ol style="list-style-type: none"> 1. Confirm on Academy calendar with the Curriculum Director 2. Review mid-term simulations exercises to confirm they match the calendar 3. Review the scoring matrix for mid-term scenarios. |
| 14k. Did the Academy conduct the final simunitions exercises and testing? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | <ol style="list-style-type: none"> 1. Confirm on calendar with Curriculum Director 2. Confirm final simulations exercises test scores with Director of Academics 3. Review the five randomly selected recruits' scores to confirm that they passed the tests |

15. Training Records Management

Auditor will need to be trained on how to operate SABA Systems.

| Audit Topic | Yes/No/N/A | Comments 1. List any discrepancies or concerns in this column 2. Address additional tasks as listed in this column |
|--|--|--|
| The Academy SABA Systems Coordinator can provide the training Confirm with SABA Systems Coordinator | | |
| 15a. Did the Academy implement a comprehensive roll-call training program? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Assistant Commanding Officer of ETD. |
| 15b. Are records of officers' training stored and available to them in SABA Systems? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 15c. Does each officer and training coordinator have access to SABA Systems to review their training records and to schedule training? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 15d. Did the SABA Systems coordinator log all individual required courses by job class and assignment at the beginning of the year? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 16. End-of-Year Training Report Sample size: Randomly select five Department employees from each training track (police officer, supervisor, etc.) within SABA Systems | | |
| 16a. Did the Assistant Commanding Officer of ETD conduct a course assessment and issue an End of Year Training report by January 31st? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Assistant 2. Commanding Officer of ETD 3. Review the End of Year Report 4. Was every training track within the AMTD listed in the End of Year Report |
| 16b. Did the Academy Assistant Commander issue quarterly reports and were they uploaded in the MAX management system? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. <i>Confirm with Assistant Commanding Officer of ETD – this may be done verbally (PSAB will confirm).</i> |
| 16c. Did the End of Year Training Report describe each course, including the following: <ul style="list-style-type: none"> • a summary of the subject matter. • the duration, date, and location. • the number of persons who completed the training. | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Assistant Commanding Officer of ETD <i>Note: Training modification request will allow AMTP to address this information.</i> |
| 16d. Did the Department provide training to all employees within the training tracks with a minimum of 95% compliance? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Assistant Commanding Officer of ETD 2. Review End of Year Report that will indicate training compliance percentages for every training track 3. Randomly select five names from each of the training tracks within SABA Systems and confirm that they completed the training and received a certificate of training completion |

| Audit Topic | Yes/No/N/A | Comments 1. List any discrepancies or concerns in this column 2. Address additional tasks as listed in this column |
|--|--|--|
| 16e. Is there evidence that Department employees who did not attend training were held accountable?? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | <ol style="list-style-type: none"> Auditor will forward the names of Department employees who failed to attend training to their respective Commanding Officers and direct them to report back to PSAB what actions were taken Acceptable actions are: 1) formal discipline against the employee; 2) termination of certification (i.e., revoke CIT certification); or 3) date employee was subsequently trained on course |
| 16f. Did the Assistant Commanding Officer of ETD identify all Department employees that were exempt from training (ADD and military)? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | <ol style="list-style-type: none"> Confirm with Assistant Commanding Officer of ETD Review the ADD Report and match to the exempt employees Confirm Superintendent of Police approved and signed the report exempting employees Confirm LA POST was notified who was exempt from training Confirm medical waivers and military training records on file. |
| 16g. Were there any Department employees who failed to obtain LA POST compensation that were entitled to receive it? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | <ol style="list-style-type: none"> Confirm with Assistant Commanding Officer of ETD ETD is required to confirm LA POST compensation by March 31st for the previous year If there were employees who did not receive LA POST compensation by March 31st, was a PIB investigation initiated |
| 17. Scheduling of Training | | |
| 17a. Does the Office Assistant Scheduler use a software scheduling management system to identify and resolve conflicts between booking assignments of instructors? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 17b. Have in-service training schedules been posted within SABA Systems to allow prospective attendees the capability to sign up in advance for openings in desired courses? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 18. Recruit Program Guidelines Sample size: Randomly select five recruits within a class that graduated from the Academy during the audit period Note: some of the questions will pertain to the graduated class and some to the five selected recruits | | |

| Audit Topic | Yes/No/N/A | Comments 1. List any discrepancies or concerns in this column 2. Address additional tasks as listed in this column |
|---|--|---|
| 18a. Did the recruit commander select a Recruit in Charge for the graduated class? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Recruit Commander for the graduated class |
| 18b. Have peer evaluations been completed by all recruits according to assigned intervals throughout the term? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Director of Academics |
| 18c. Has Academy staff reviewed the peer evaluations, and taken follow-up action as appropriate? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Director of Academics |
| 18d. Have Recruit Observation Reports been filed? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm file with the Director of Academics |
| 18e. Have deficiencies in recruit behavior, appearance, and/or performance been identified and appropriately addressed? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Director of Academics |
| 18f. How many Academy Review Panels were held for the selected graduating class | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Director of Academics 2. Determine what was the panel held for 3. Determine outcome of panel (s) |
| 18g. Was a Progress Review Panel held for the five randomly selected recruits during week twenty-five in the Academy and prior to completion of FTO phase four? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Recruit Commanders 2. Verify the assessment tool was completed by the Department Psychologist |
| 18h. For the Academy session, did the panel review each recruit's folder to determine where there were any patterns or trends in academic grades, tactical performance, or attendance that may cause concern? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Department Psychologist |
| 18i. Was each recruit's performance measured according to the ten behavioral competencies? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Department Psychologist |
| 18j. Did the FTO Coordinator, Recruit Commanders, and the Department Psychologist meet prior to completion of FTO Phase Four and review each recruit's development progress? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with FTO Coordinator |
| 18k. Did the five recruits receive all LA POST Legislatively mandated courses? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Curriculum Director |
| 18l. Were any recruits that failed to complete the mandated training prior to completion of the term separated from the Academy? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Director of Academics |

| Audit Topic | Yes/No/N/A | Comments 1. List any discrepancies or concerns in this column 2. Address additional tasks as listed in this column |
|---|--|---|
| 18m. If an instructor failed to appear to conduct a given class, did the Recruit Commander either deliver the course or arrange for a qualified alternate instructor? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Director of Academics |
| 18n. Were deviations from the published coursed schedule reported immediately to the Academy Administrator or Academy Commander? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Director of Academics |
| 19. Academy Safety Manual | | |
| 19a. Has the Academy Safety Manual been updated since the last audit? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Director of Academics |
| 19b. Did all Academy staff and recruits sign an attestation acknowledging receipt of the manual and acceptance of the procedures? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Director of Academics |
| 20. Academy Recruit Manual | | |
| 20a. Has the Academy Recruit Manual been updated since the last audit? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Director of Academics |
| 20b. Did all recruits sign an attestation acknowledging receipt of the manual and acceptance of the procedures? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Director of Academics |
| 21. Training Advisory Committee (TAC) | | |
| 21a. Is the TAC composed of representatives from the NOPD, and volunteers from local, state, and federal law enforcement agencies, local universities, and community members? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Director of Academics |
| 21b. Did the TAC meet quarterly with Academy administrative staff to discuss training needs and support? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Director of Academics 2. Review agendas of meetings |
| 22. Training Video Approval Committee | | |
| 22a. Was the committee chaired by the Assistant Commanding Officer of ETD, and included representatives from the PSAB, City Attorney's Office and the PIB FIT? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Assistant Commanding Officer |
| 22b. Did the committee review and approve use of body-worn camera or in-car camera footage prior to their use as a training aid? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Assistant Commanding Officer of ETD |

| Audit Topic | Yes/No/N/A | Comments 1. List any discrepancies or concerns in this column 2. Address additional tasks as listed in this column |
|---|--|--|
| 22c. Did the committee assess the videos' value for reinforcing learning objectives towards best practices and for exposing opportunities for improvement? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with the Assistant Commanding Officer of ETD |
| 22d. Were the videos used in the classroom presentations by the instructors? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm actual courses the videos were used in with the Assistant Commanding Officer of ETD 2. Review one lesson plan to confirm video included |
| 23. Field Training Officer (FTO) Program Guidelines Selection and decertification Sample size: Randomly select five recently promoted FTOs and review their selection packages | | |
| 23a. Was the FTO selection panel comprised of the Field Training Coordinator (FTC), one District FTO selected by the FTC, and one FOB Supervisor selected by the Deputy Superintendent of FOB who is not assigned to the same district as the FTO on the committee? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. FTO selection panel comprised of FTC, one District FTO, and one FOB Supervisor. <i>Note: This was a requested change by PSAB</i> |
| 23b. Did Academy provide 40-hours of initial training to all new FTO's and DSA's? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Director of Academics. |
| 23c. Was the FTO participation policy reviewed and revised to maintain a program that effectively attracts the best FTO candidates? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Director of Academics. |
| 23d. Did the FTOs receive annual re-certification that included feedback from ETD? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Academy FTC 2. Review correspondence from Commanding Officer to District Captains |
| 23e. Were there any FTOs or FTS that were removed from their duties for performance or discipline issues during this audit period? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Academy FTC 2. Review file on removal 3. Ensure signature of Superintendent for deselection |
| 24. Recruit Field Training Sample size: Randomly select five recruits that graduated from the FTO Program within the audit period | | |
| 24a. Did the selected recruits complete all four phases of the FTO Program? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Academy FTC 2. Verify log of training for all four phases of training 3. Verify log of FTO assignments for all four phases of training |
| 24b. Were there any recruits that received extended FTO training? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Academy FTC |

| Audit Topic | Yes/No/N/A | Comments 1. List any discrepancies or concerns in this column 2. Address additional tasks as listed in this column |
|---|--|---|
| | | 2. Verify that they completed all phases of training before graduation |
| 24c. Did the selected recruits provide an FTO feedback evaluation at the end of each training phase? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Academy FTC |
| 24d. Did the selected recruits receive End of Phase reports for the four phases of training | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Academy FTC |
| 24e. Did the selected recruits have Daily Observation Reports (DOR) completed by the FTO? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Academy FTC 2. Were they completed by the next day? 3. Were they signed by the FTO or Supervisor? 4. Were there any recruit rebuttals 5. Were the DORs signed by the FTS weekly |
| 24f. Were any of the DORs rated below standard (1-3)? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Academy FTC 2. What actions were taken by FTO 3. Remedial training documented 4. Was a rotation summary report completed to inform next FTO of training issue |
| 24g. Did the FTC send any 105 notifications of late DORs to the District Captains? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Academy FTC 2. What was the results of the 105 reports |
| 24h. Was the Skills Mastery Checklist completed and signed off by FTOs on the selected recruits? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Academy FTC |
| 25. Recommend Termination of Recruit in FTO Program Sample size: were there any recruits in the FTO Program recommended for termination during this audit period | | |
| 25a. Was a 105-form forwarded by District Captain to FTC recommending termination? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Academy FTC |
| 25b. Was a Behavioral Review Panel convened to review termination case? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Academy FTC 2. Did panel consist of Field Operations Bureau Chief, Management Services Bureau Chief, and the Department Psychologist |
| 25c. Did the Superintendent of Police sign and approve any recruit terminations? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Academy FTC |
| 26. Release of Trainee from FTO Program Sample size: use the same five randomly selected recruits who are recent FTO graduates | | |

| Audit Topic | Yes/No/N/A | Comments 1. List any discrepancies or concerns in this column 2. Address additional tasks as listed in this column |
|--|--|--|
| 26a. Did the FTC receive and review all DORs, EOPs, skills checklists, FTO evaluations, and final exams for the selected recruits? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | |
| 26b. Was the recruit cleared by the Behavioral Review Panel? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Academy FTC 2. Review gold sheet |
| 26c. Was Civil Service notified that the recruits met all training qualifications? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Academy FTC 2. Review report of notification |
| 26d. Was a Police Officer Promotional Application completed for the recruits? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Academy FTC 2. Review the promotional application |
| 27. Academy Procurement | | |
| 27a. Did the Commanding Officer of ETD have a procurement file? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Commanding Officer of ETD 2. Confirm ETD staff agenda for discussions on procurement issues 3. Confirm 104 budget forms filed 4. Confirm purchase orders file |
| 28. Academy Equipment Sample size: Use the five selected recruit graduates from within the audit period 1. Confirm with Lieutenant in charge of Firearms and Tactics 2. Review Academy equipment database 3. Were the recruits given body armor before graduation 4. Were the recruits given a CEW (taser) 5. Were the recruits given a firearm | | |
| 28a. Did the Academy have enough body armor to distribute to recruits and address in-service replacement during the audit? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm in body armor database |
| 28b. Did the Academy have enough CEW (Tasers and cartridges) to distribute to recruits and address in-service replacement during the audit? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm in CEW database |
| 28c. Did the Academy have enough firearms to distribute to recruits and address in-service replacement during the audit? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm in firearms database |
| 28d. Did the Academy have enough ammunition to distribute to recruits and address in-service training requirements during the audit? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm in ammunition database 2. Review requests for ammunition for in-service training |

| Audit Topic | Yes/No/N/A | Comments 1. List any discrepancies or concerns in this column 2. Address additional tasks as listed in this column |
|--|--|---|
| 28e. Did all Department employees pass the Annual LA POST firearms test | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Assistant Commanding Officer of ETD 2. Confirm in in End of Year Report |
| 29. Academy Attrition Rate | | |
| 29a. Did the Academy track each recruit class attrition rate? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Director of Academics |
| 29b. Did the Academy create new strategies to improve recruit class attrition rates? | <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A | 1. Confirm with Director of Academics |