



Professional Standards and Accountability Bureau

ACADEMY & IN-SERVICE AUDIT REPORT NOVEMBER 2024

This Audit was managed and conducted by Heather Gillespie, Innovation Manager, PSAB.

Executive Summary

The Professional Standards and Accountability Bureau conducted an Academy and In-Service Audit in September 2024. The audit period covered from January 1, 2023, to December 31, 2023. 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 2024 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 **96%**. Below is the breakdown by audit section:

Summary Table

Sections	Audit Score	Outcome
1- Instructor Qualification Requirements	96%	Compliant
2-Academy Instructor: recruitment, interview, and selection	100%	Compliant
3- Instructor Professional Development	100%	Compliant
4- Instructor Evaluation	33%	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	100%	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	100%	Compliant
17- Scheduling of Training	100%	Compliant
18- Recruit Program Guidelines	88%	Not Compliant
19- Academy Safety Manual	100%	Compliant

Sections	Audit Score	Outcome
20- Academy Recruit Manual	100%	Compliant
21- Training Advisory Committee (TAC)	100%	Compliant
22- Training Video Approval Committee	0/0	NA
23- Field Training Officer (FTO) Program Guidelines	91%	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	85%	Not 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 2024

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#	Notes
1	01 Instructor Qualification Requirements	96%	27	1	0	19	258-261	10% of Adjunct and 10% of Academy Instructors
1a	01a Does the Academy Staff Instructor possess a Baccalaureate Degree or 6 years' experience?		6				258	
1b	01b Has the Instructor successfully completed the LA POST Instructor Development Course?		5	1			258	1 adjunct has no post instructor development course completion in file.
1c	01c For new instructor candidates: was POST Instructor Training completed within one year of Academy assignment?					2	258	No post instructor development courses held in 2023.
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	See Barnes resume
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?		6				258	No sustained PIB investigations within 24 months of applying.
1f	01f Does the instructor have a resume in the file?		6				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?		1			5	259	See Tregle Baton Certification/ NA- No psychomotor skills class
1h	01h For legal education classes, is the Legal Instructor a qualified attorney with		1				259/268	See Barnes diploma

	significant experience in Fourth Amendment issues?							
1i	01i Is the Civilian Firearms instructor POST certified?					6	260/261	NA
1j	01j Is the Civilian instructor a Reserved NOPD Officer with commissioned authority?					6	260/261	NA
1k	01k Has the Academy used outside instructors or guest lecturers in this audit period? If so, list.		1				260/261	See spreadsheet for list of guest speakers.
2	02 Academy Instructor: recruitment, interview, and selection	100%	10	0	0	0	258-259	Review all interview packages of new instructors selected within the audit period.
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?		2				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?		2				258/259	
2c	02c Was the applicant's performance scored using the "Instructor Assessment" form?		2				258/259	
2d	02d Did the panel ask the applicant a list of structured questions relevant to the needs of the position?		2				258/259	
2e	02e Did the instructor candidate have appropriate certification requirements?		2				258/259	
3	03 Instructor Professional Development	100%	4	0	0	0	249-260	review agendas for all professional development days held during audit period
3a	Did the Academy provide professional development days this audit period?		1				260	See Professional Dev. Training Day Roster for 4/3/2023.
3b	Did the Academy have agendas that identified the structure and topics discussed?		1				249/254 - 255/260	See 4/3/2023 agenda.

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	See TNA Matrix 2023.
3d	Were the courses reviewed in the agenda consistent with the Annual Master Training Plan?		1				249/254 - 255/260	See AMTP 2023.
4	04 Instructor Evaluation	33%	4	8	0	1	261	Review 10% of the Academy Instructor Assessment form files and 10% of the Adjunct Instructor Assessment forms
4a	Does the instructor evaluation file contain at least one Instructor Assessment Form for each Academy and Adjunct Instructor (within last year)?		2	4			261	Barnes and adjuncts have no instructor assessment forms.
4b	Did the Director of Academics assess Academy instructors' performance and provide corrective action?		2	4			261	Barnes and adjuncts have no instructor assessment forms.
4c	Has the Academy used external assessments in this audit period?					1	261	Informational only/NA
5	05 Recruit Evaluations	100%	11	0	0	1	262	Randomly select ten recruits who graduated during the audit period and review Academy files
5a	05a Did the recruits complete a course performance evaluation?		5		0	1	262	No midterm eval for class 196. (see Chief Johnson email) but per Chief Murphy pending approval-NA, see email.
5b	05b Did the recruits complete peer evaluations?		3		0	0	262	See peer evals per class: 196-198
5c	05c Were the recruits given a final Academy evaluation?		3		0	0	262	See final evals per class: 196-198
6	06 Louisiana POST Curriculum Requirements: Academy Recruits	100%	41	0	0	1	254/264 -274	Randomly select ten recruits who graduated within this audit period
6a	06a Did the recruits have an Academy certificate of completion?		10	0	0		254/264	
6b	06b Did the recruits achieve a minimum 70% passing score on the LA POST final exam?		10	0	0		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	0	0		254/264	

6d	Did the Academy add any recruits to the recruit class after the first week started?					1	NA	No recruits added, see Johnson email confirmation.
6e	Did the Academy pull any recruits out of class to work special events?		10					196: Bayou Classic 2022, and MG 2023, 197: MG 2023, and Essence 2023, 198: Essence 2023.
6f	Did the Academy maintain the training facilities to ensure adequate access to safe and effective training?		1					See service requests
7	07 Louisiana POST Curriculum Requirements: In-Service Requirements	100%	76	0	0	4	254-255/283-288	Randomly select five department employees from every AMTP training track
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	See rosters
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?		9			1	255/283/286-288	Command staff do not complete tests and complete assigned surveys.
7d	Were grades and survey data uploaded in SABA Systems?		9			1	283/286-288	Command staff do not complete tests and complete assigned surveys.
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?		9			1	283/286-288	Exit critiques are anonymous and some are completed on paper if computer down/ Command staff does not complete exit critiques.

7h	Does each student exit critique address course content, instructor ability, and provide general and/or specific feedback?		9			1	283/286 -288	See example of exit critique uploaded.
8	08 Annual Master Training Plan	100%	8	0	0	0	245/248 - 251/254 - 255/263 /268/28 0/282- 284	Obtain a copy of the approved AMTP and review before initiation of audit
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	See TNA Focus Group Summaries
8c	08c For each training need identified, are there learning objectives?		1				249/251 /284	Per Chief Johnson, the Priority Ranking Matrix is designed so that each line item is considered a learning objective. Most end up in the final lesson plan or PBL, see email to verify.
8d	08d Was the Priority Ranking Matrix completed by August 15th?		1				249	See email from Chief Johnson to Captain Haney on 7/24/2023
8e	08e Was the AMTP submitted to the Commanding Officer of Education and Training Division by August 15th?		1				249	See email from Chief Johnson to Captain Haney on 7/24/2023
8f	08f Was the AMTP submitted to the Training Advisory Committee by August 15th?		1				249/251	See email from Captain Haney on 8/7/2023
8g	08g Was the AMTP submitted to the Superintendent of Police by August 31st?		1				249-250	See email from Captain Haney confirming delivery on 8/28/23.
8h	08h Did ETD publish the next year's training calendar by August 31st?			1			249/254 -255	Informational only- score not counted
8i	08i Did the Curriculum Director inform instructors of the new/revised courses by September 15th?			1			249/254 -255	Informational only-score not counted
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	Obtain two lesson plans listed as new courses in the AMTP
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	Revised lesson plan tracker
9d	09d Has the Curriculum Director reviewed all course materials <i>as needed</i> ?		1				253/257	Chief Johnson reviews course materials for lesson plans that have been revised due to policy updates and issues addressed in TNA.
9e	Are the lesson plans stored on the Academy G: drive?		1				253/257	G> MTA> Academy Secure Files > Lesson Plans 2023
9f	Are the master files of all current and extinct lesson plans restricted by system administrator access?		1				253/257	Academy Secure Files folder with limited access.
10	10 Lesson Plan Updates: general updates	100%	5	0	0	0	254-257	Ask Curriculum Director to select five lesson plans that are currently being taught in the Academy or in-service
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%	12	0	0	0	254-257	Ask Curriculum Director to select five lesson plans that reflect changes to Department chapters (policy)
11a	Did PSAB forward report of all new and/or revised chapters to the Curriculum Director?		3				257	Only 3 lesson plans updated in 2023- see Chief Johnson email.
11b	Did Curriculum Director conduct an analysis of new/revised chapters to determine what lesson plans needed to be updated?		3				256-257	Only 3 lesson plans updated in 2023- see Chief Johnson email.
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?		3				255-257	Only 3 lesson plans updated in 2023- see Chief Johnson email.

11d	Did the Curriculum Director enter the new/revised lesson plan into the lesson plan database?		3				255-257	Only 3 lesson plans updated in 2023- see Chief Johnson email.
12	12 Classroom preparation	100%	8	0	0	4	253-261/282-283	Auditor will observe two new in-service classes that are listed in the AMTP. Also, recommend auditor observe the professional development training days for new in-service classes
12a	Did the instructor arrive at least 15 minutes before the start of the instructional period?		2				260-261	2024 Supervisor Day 3 - Thursday (CIT, Sexual Assault, Child Abuse, DV, ABLE) training/ Crisis Intervention Decision Making and Sexual Assault/ Child Abuse Scene Response.
12b	Did the instructor ensure that all necessary instructional material was available prior to the start of the instructional period?		2				260-261	2024 Supervisor Day 3 - Thursday (CIT, Sexual Assault, Child Abuse, DV, ABLE) training/ Crisis Intervention Decision Making and Sexual Assault/ Child Abuse Scene Response.
12c	For NOPD instructors, is the NOPD instructor appropriately uniformed in accordance with NOPD rules and standards?		2				260-261	2024 Supervisor Day 3 - Thursday (CIT, Sexual Assault, Child Abuse, DV, ABLE) training/ Crisis Intervention Decision Making and Sexual Assault/ Child Abuse Scene Response.
12d	Did the instructor address recruits by nicknames or monikeres other than those authorized by the recruit?					2		2024 Supervisor Day 3 - Thursday (CIT, Sexual Assault, Child Abuse, DV, ABLE) training/ Crisis Intervention Decision Making and Sexual Assault/ Child Abuse Scene Response.
12e	Did the instructor complete all required role-play and breakout group scenario exercises?					2	253-256/283-283	2024 Supervisor Day 3 - Thursday (CIT, Sexual Assault, Child Abuse, DV, ABLE) training / Crisis Intervention Decision Making and Sexual Assault/ Child Abuse Scene Response.
12f	Did the instructor adhere to the specific time allocations for exercises and lecture discussions?		2				253-256/283-283	2024 Supervisor Day 3 - Thursday (CIT, Sexual Assault, Child Abuse, DV, ABLE) training / Crisis Intervention Decision Making and Sexual Assault/ Child Abuse Scene Response.

12g	Did the instructor provide the LA POST note taking guide at the end of class?					2		2024 Supervisor Day 3 - Thursday (CIT, Sexual Assault, Child Abuse, DV, ABLE) training / Crisis Intervention Decision Making and Sexual Assault/ Child Abuse Scene Response.
13	13 Supervisory Evaluation of Instruction	100%	4	0	0	0	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.		4				258/261	See 4 examples of Instructor Observation Reports.
14	14 Testing and Evaluation	100%	19	0	0	16	252-282	Randomly sample five recruits that graduated from the Academy during the audit period
14a	14a Ask if there were any new testing protocols or procedures initiated during this audit period?					1	263	The testing protocols and procedures remained the same during this audit period, see attached email from Chief Johnson.
14b	14b Did the instructor prepare or approve the test questions associated with each course and lesson plan?		1				254-255/263	Test questions are reviewed as a component of a revised lesson plan. Attached are two sample lesson plans revised in 2023 indicating the test questions that were reviewed and approved.
14c	14c How many first-time test failures were in the randomly selected recruit class?					5	252/254 /263	No test failures
14d	14d How many second-attempt test failures were in the randomly selected class?					5	252/254 /263	No test failures
14e	14e How many recruits were directed to an Academy Review Panel for failing two recruit tests?					5	252/254 /263	No test failures.

14f	14f Did the Academy calendar for recruits identify the sequenced courses that form the basis for the test given that week?		3				265-267/269	See recruit academy schedules for classes: 196, 197, and 198.
14g	14g Did the Academy calendar clearly show the learning domains were sequenced?		3				265-267	See recruit academy schedules for classes: 196, 197, and 198.
14h	14h Did the Academy use Problem-Based Learning (PBL) exercises?		3				249/254 - 255/264 /267-270/282	See recruit academy schedules for classes: 196, 197, and 198.
14i	14i Did the Academy use practical exercises?		3				249/254 /256/264/269-270/282	See exercises in week 14 for classes: 196, 197, and 198.
14j	14j Did the Academy conduct mid-term simunitions exercises?		3				249/254 /256/263/267	See recruit academy schedules for classes: 196, 197, and 198.
14k	14k Did the Academy conduct the final simunitions exercises and testing?		3				249/254 /256/263/267	See recruit academy schedules for classes: 196, 197, and 198.
15	15 Training Records Management	100%	4	0	0	0	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	SABA system is not available to track and email officers, currently track and email manually, see attached emails.
15c	Does each officer and training coordinator have access to SABA Systems to review their training records and to schedule training?		1				247/286	Officers can review their training records and Officers have access to schedule training, but preferred DSA schedules all Officer and Supervisor training for their district.
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	SABA: Admin > Analytics > search: complete> course completion report > person status: select all > course title: course title in 2023 > run
16	16 End-of-Year Training Report	100%	5	0	0	5	284-288	Randomly sample five Department employees from each training track (PO/Supervisor) 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?		1				288	See Captain Haney email to Superintendent on 1/10/2023.
16b	Did the Academy Assistant Commander issue quarterly reports and were they uploaded in the MAX management system?		1				284/287	Issued verbally during MAX meetings, see confirmation in Sergeant Palmer email.
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	See Annual Master Training Plan for summary and SABA for date, location, and duration.
16d	Did the Department provide training to all employees within the training tracks with a minimum of 95% compliance?		1				288	See AMTP 2023.
16e	Is there evidence that Department employees who did not attend training were held accountable?					4	288	Of the four NOPD Commissioned Officers who did not complete POST In-Service Training, one retired, two resigned, and one remains on medical leave.
16f	Did the Assistant Commanding Officer of ETD identify all Department employees that were exempt from training (ADD and military)?		1				288	75 had medical/ military exceptions.
16g	Were there any Department employees who failed to obtain LA POST compensation that were entitled to receive it?					1	288	NA
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	Academy utilizes outlook, see email for conflict.
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	See In-Service Schedules

18	18 Recruit Program Guidelines	88%	30	4	0	14	245-246/261-275	Randomly select five recruits within a class that graduated from the Academy during the audit period.
18a	Did the recruit commander select a Recruit in Charge for the graduated class?		3				273	
18b	Have peer evaluations been completed by all recruits according to assigned intervals throughout the term?		3				262	See peer evals for classes: 196, 197, and 198.
18c	Has Academy staff reviewed the peer evaluations, and taken follow-up action as appropriate?		3				261-262	See email from Sergeant Doaty
18d	Have Recruit Observation Reports been filed?		3				261-262	See observation reports for classes: 196, 197, and 198.
18e	Have deficiencies in recruit behavior, appearance, and/or performance been identified and appropriately addressed?		3				261-262	See observation reports for classes: 196, 197, and 198.
18f	How many Academy Review Panels were held for the selected graduating class		7				261-262	A total of 5 Review Panels were held for 197 and 2 for 198.
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	No progress review panels held for sample of recruits.
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?		1	2			261-262	Class 196 and 197 were not evaluated completely, class 198 resumed by the new group of Psychologists.
18i	Was each recruit's performance measured according to the ten behavioral competencies?					3	261-262	See Sergeant Duplantier email, 10 competencies was Dr. Lawing's method.
18j	Did the FTO Coordinator, and the Department Psychologist meet prior to completion of FTO Phase Four and review each recruit's development progress?		1	2			275	Class 196 and 197 were not evaluated completely, class 198 resumed by the new group of Psychologists.
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	1	None of the 5 recruits failed to complete training.
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?					1	245-246/261/273	No instructors failed to appear to conduct a given class.
18n	Were deviations from the published coursed schedule reported immediately to the Academy Administrator or Academy Commander?		1				261/267	See scheduled amendments.
19	19 Academy Safety Manual	100%	4	0	0	0	245-246	
19a	Has the Academy Safety Manual been updated since the last audit?		1				245-246	Revised 4_6_23
19b	Did all Academy staff and recruits sign an attestation acknowledging receipt of the manual and acceptance of the procedures?		3				245-246	Class 197 header says recruit, but its safety manual in narrative.
20	20 Academy Recruit Manual	100%	4	0	0	0	245-246	
20a	20a Has the Academy Recruit Manual been updated since the last audit?		1				245-246	Recruit Manual revised 3/27/2023.
20b	20b Did all recruits sign an attestation acknowledging receipt of the manual and acceptance of the procedures?		3				245-246	
21	21 Training Advisory Committee (TAC)	100%	8	0	0	0	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?		4				249	See November calendar invite, no roster.
21b	21b Did the TAC meet quarterly with Academy administrative staff to discuss training needs and support?		4				249	See November calendar invite, no roster.
22	22 Training Video Approval Committee	-	0	0	0	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	NO TVAC held in 2023.
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	NO TVAC held in 2023.
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	NO TVAC held in 2023.
22d	22d Were the videos used in the classroom presentations by the instructors?					1	245-246/252-253/255	NO TVAC held in 2023.
23	23 Field Training Officer (FTO) Program Guidelines	91%	10	1	0	10	275-280	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?					5	275-276	The panel change was implemented and acknowledged by Captain Haney on 10/5/2023, these panels were held before the authorizing email.
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				Chapter 33.4.3 revised in 2023 but was not published until 2/25/2024
23d	Did the FTOs receive annual re-certification that included feedback from ETD?		5				275-276/279	See evals
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	No FTOs/FTS removed.

								Randomly select five recruits that graduated from the FTO Program within the audit period.
24	24 Recruit Field Training	100%	27	0	0	13	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?					5	275-276	No recruits who received extended FTO training.
24c	Did the selected recruits provide an FTO feedback evaluation at the end of each training phase?		5				275-276/279-280	See anonymous evaluations uploaded.
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)?		2			3	275-276	
24g	Did the FTC send any 105 notifications of late DORs to the District Captains?					5	275-276	No 105 notifications of late DORS sent to the District Captains.
24h	Was the Skills Mastery Checklist completed and signed off by FTOs on the selected recruits?		5				275-276	
25	25 Recommend Termination of Recruit in FTO Program	-	0	0	0	3	275-280	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?					1	275-276	There were no recommended recruit terminations from FTO Program during 2023
25b	Was a Behavioral Review Panel convened to review termination case?					1	275-276	There were no recommended recruit terminations from FTO Program during 2023
25c	Did the Superintendent of Police sign and approve any recruit terminations?					1	275-276	There were no recommended recruit terminations from FTO Program during 2023
26	Release of Trainee from FTO Program	85%	17	3	0	0	275-280	Use the same five randomly selected recruits who are recent FTO graduates
26a	Did the FTC receive and review all DORs, EOPs, skills checklists, FTO evaluations, and final exams for the selected recruits?		5				275-276	See emails Sergeant Smith sends out confirming release and to report to their assignments.

26b	Was the recruit cleared by the Behavioral Review Panel?		2	3			275-276	See emails confirming no final phase of FTO for class 196 and 197. This is because the transition of the Psychologists.
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	The applications are electronic and applied through the City of New Orleans. The applications are not retained by the Academy, only instruct the recruits to complete the applications.
27	Academy Procurement	100%	1	0	0	0	245-246	
27a	Did the Commanding Officer of ETD have a procurement file?		1				245-246	
28	Academy Equipment	100%	21	0	0	0	245-246/249-283	Use the five selected recruit graduates from within the audit period.
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?		1				245-246	See Request to Purchase Duty Ammunition
28e	Did all Department employees pass the Annual LA POST firearm test?		5				249/255/283	
29	Academy Attrition Rate	100%	2					
29a	Did the Academy track each recruit class attrition rate?		1				no cd	See max, FTO section
29b	Did the Academy create new strategies to improve recruit class attrition rates?		1				no cd	Career development resources
	Total	96%	372	17	-	95		

Review Analysis

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

Compliance Status: 96%, Compliant

Summary of results: PSAB randomly sampled 10% of the Adjunct and 10% of the Academy Instructor Files to Audit. The Instructor Qualifications Requirements proof of compliance for sub-sections A-K can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2024 \1. Instructor Qualification Requirements\A-K*.

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

Compliance Status: 100%, Compliant

Summary of results: Assessed all interview packages of new instructors 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 2024\ 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 all professional development days held during the audit period were reviewed. The Instructor Professional Development, sub-sections A-D were consistently completed. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2024 \3. Instructor Professional Development\A-D*.

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

Compliance Status: 33%, **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 two Instructor Assessment forms were located. The following Instructors and Adjunct Instructors did not have an instructor assessment form in their files:
 - David Barnes
 - Travis Brooks
 - Edward Ordogne
 - Shannon Brewer

- Sub-section B regarding the Director of Academics assessing Academy Instructors' performance and providing corrective action for the six instructors, only two Instructors' performance were assessed. The following Instructors and Adjunct Instructors were not assessed:
 - David Barnes
 - Travis Brooks
 - Edward Ordogne
 - Shannon Brewer

In regard to sub-sections A and B, the Academy is now conducting evaluations regularly for both Academy and adjunct instructors. A spreadsheet has been implemented to track and measure the instructors and the dates of the evaluations.

Proof of compliance for sub-sections A-B can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2024 \4. Instructor Evaluation\A-B*.

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 2024 \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 2024 \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 2024 \7. Louisiana POST Curriculum Requirements - In-Service Requirements \A-H*.

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

Compliance Status: 100%, 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-G, and J were deemed compliant. However, 8h-8i were not compliant and were only informational so the score was not counted in the overall total for the Annual Master Training Plan section. Proof of compliance for sub-sections A-G and J can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2024 \8. Annual Master Training Plan\A-G, J.*

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

Compliance Status: 100%, Compliant

Summary of results: PSAB obtained two lesson plans listed as new courses in the Annual Master Training Plan. The Lesson Plan Development, sub-sections A-F were managed precisely. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2024 \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 effectively updated. Proof of compliance for sub-section A can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2024 \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 two lesson plans that reflected recent changes to Department chapters. The Lesson Plan Updates-Changes to Chapters, sub-sections A-D were appropriately updated. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2024 \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: *Crisis Intervention Decision Making- Supervisors* and *Sexual Assault/ Child Abuse Crime Scene Response- Supervisors* that are listed in the Annual Master Training Plan. The Classroom Preparation, sub-sections A-G

were efficiently satisfied. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2024 \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 2024 \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 2024 \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 2024 \15. Training Records Management \A-D*.

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

Compliance Status: 100%, Compliant

Summary of results: PSAB randomly selected five Department employees from each training track within SABA Systems. Proof of compliance for sub-sections A-G can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2024 \16. End-of-Year Training Report \A-G*.

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 2024 \17. Scheduling of Training \A-B*.

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

Compliance Status: 88%, **Not 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 were not deemed complaint:

- Sub-section H regarding the academy session 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, classes 196 and 197 were not evaluated completely by the psychologist. However, class 198 was evaluated completely by the new group of Psychologists that replaced Dr. Lawing.
- Sub-section J regarding whether the FTO Coordinator and the Department Psychologist met prior to completion of FTO Phase Four and review each recruit's development progress, classes 196 and 197 were not evaluated completely by the psychologist. However, class 198 was evaluated completely by the new group of Psychologists that replaced Dr. Lawing.

In reference to sub-sections h and j, the recruit classes 196 and 197 were not evaluated through a recruit review panel at the end of the Academy recruit class. However, the recruits were initially evaluated by psychologists in their initial NOPD recruitment screening process.

Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2024 \18. Recruit Program Guidelines \A-N*.

Recommendations: The Academy should ensure all recruit panel reviews are assessed and reviewed with the Department Psychologist.

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 2024 \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 2024 \20. Academy Recruit Manual \A-B*.

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

Compliance Status: 100%, Compliant

Summary of results: PSAB confirmed with the Director of Academics and reviewed agendas of meetings. Training Advisory Committee procedures were upheld. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2024 \21. Training Advisory Committee \A-B*.

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

Compliance Status: 0/0, NA

Summary of results: There was no training video approval committee held during this audit period.

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

Compliance Status: 91%, **Not Compliant**

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

- Sub-section C determines if the FTO participation policy was reviewed and revised to maintain a program that effectively attracts the best FTO candidates, and no evidence provided to demonstrate compliance.

The Field Training Officer Program policy, Chapter 33.4.3, was revised in 2023, but was not published until 2/25/2024. Further, the Academy Director of Academics ensures that the FTP participation policy will continue to be reviewed and revised annually to maintain a program that effectively attracts the best FTO candidates.

Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2024 \23. Field Training Officer Program Guidelines \A-B/D-E*.

Recommendations: The Academy should certify the FTO participation policy should be reviewed and revised annually to maintain a program that effectively attracts the best FTO candidates.

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

Compliance Status: 100%, Compliant

Summary of results: PSAB randomly selected five recruits that graduated from the FTP 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 2024 \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: 85%, **Not Compliant**

Summary of results: PSAB used the same five randomly selected recruits who are recent FTO graduates. The following sub-sections were not deemed compliant:

- Sub-section B determines if the recruit was cleared by the Behavioral Review Panel and classes 196 and 197 were not cleared due to the transition of the Psychologists.

In reference to sub-section b, the recruit classes 196 and 197 were not evaluated through a recruit review panel at the release of trainee from the FTO program. However, the recruits were initially evaluated by psychologists in their initial NOPD recruitment screening process.

Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2024 \26. Release of Trainee from FTO Program \A-D.*

Recommendations: The Academy should certify all recruits are cleared by the Behavioral Review Panel.

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 accurately maintained. Proof of compliance for sub-section A can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2024 \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 2024 \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 2024 \29. Academy Attrition Rate \A-B.*

Overall Recommendations/ Corrective Action Measures

The following recommendations were identified:

- Ensure the classifications of all Academy Instructors, Adjunct Instructors, Guest Speakers, and Subject Matter Experts are all properly classified and updated annually
- 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.
- Confirm all recruit review panels are assessed and reviewed with the Department Psychologist.
- Guarantee the FTO selection panel is comprised of the Field Training Coordinator (FTC), one District FTO selected by the FTC, and one FOB Supervisor elected by the Deputy Superintendent of FOB, who is not assigned to the same district as the FTO on the committee.
- Certify the FTO participation policy should be reviewed and revised annually to maintain a program that effectively attracts the best FTO candidates.
- Verify all recruits are cleared by the Behavioral Review Panel.

Lastly, the Academy should have due regard for the Academy & In-Service audit protocol and compliance measures throughout the year. Awareness for the requirements can ensure that the Academy implement the protocols required by the Academy & In-Service audit annually. Additionally, uploading the evidence of compliance as the task is being completed would ensure compliance with each section throughout the audit protocol. This would also eliminate any confusion on record keeping as well as staff changes.

Academy Re-evaluation Requests and PSAB Responses

Section 5 Recruit Evaluations

- 5a Did the recruits complete a course performance evaluation?

Academy Re-evaluation Request:

The recruit class 196 was already in Week #21 (past Mid-term) by the time the recruit evaluation surveys were approved by Chief Murphy. Further, the recruit class began on 8/29/2022, and the recruit evaluation surveys were not approved until 1/5/2023. Therefore, the first survey was applied for recruit class 196 as a final evaluation only.

PSAB Response:

The following question regarding midterm evaluation for recruit class 196 was scored as NA. This scoring method was approved by Chief Murphy as well.

Section 23 Field Training Officer (FTO) Program Guidelines:

- 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?

Academy Re-evaluation Request:

The changes to the policy for the FTO Selection Panel requirements were reviewed and agreed upon by the Captain of the Academy on 11/1/2023. However, the interviews for the sample of FTOs took place before this confirmation.

PSAB Response:

The following question regarding FTO selection panels has been updated and scored as NA.

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

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
1i. Is the Civilian Firearms instructor POST certified?	<input type="checkbox"/> Y / <input type="checkbox"/> N/ <input type="checkbox"/> N/A	LA Post certificate
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

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
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
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

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. Confirm that the recruits submitted peer evaluations at the correct intervals on the Academy Calendar
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.

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
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. 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</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
		<i>the timelines to informational only findings.</i>
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	

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
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		
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 determined 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	

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
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.
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

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. Confirm recruits failed to achieve 80% on tests 3. Confirm that an observation feedback form was completed and the recruit was counseled.
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	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	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	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	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	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	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	1. Confirm on calendar with Curriculum Director 2. Confirm final simulations exercises test scores 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
		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. 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

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 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
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	1. 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 2. 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	1. Confirm with Assistant Commanding Officer of ETD 2. Review the ADD Report and match to the exempt employees 3. Confirm Superintendent of Police approved and signed the report exempting employees 4. Confirm LA POST was notified who was exempt from training 5. 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	1. Confirm with Assistant Commanding Officer of ETD 2. ETD is required to confirm LA POST compensation by March 31st for the previous year 3. 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	

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
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		
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	<input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> N/A	1. Confirm with FTO 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
Phase Four and review each recruit's development progress?		
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
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		

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
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
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

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
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 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

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. 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		
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

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
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
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