

**BAY CITY DEPARTMENT OF PUBLIC SAFETY  
BAY CITY, MICHIGAN**

SECTION 1 - ADMINISTRATIVE  
GENERAL ORDER

March 10, 2015  
INDEX NO. 1.24

**DEPARTMENT AUDITS**

**I. PURPOSE**

The purpose of this General Order is to define and establish audits and an audit schedule for the Bay City Department of Public Safety.

**II. DEFINITIONS**

A. Audits: Conducted internally by the Professional Standards Sergeant or other knowledgeable individual based upon generally accepted auditing standards.

1. Audits generally fall into three categories:
  - a) Financial
  - b) Attestation (to affirm or certify a process or procedure)
  - c) Performance/compliance
2. All audits must contain the following elements:
  - a) Authority
  - b) Observations
  - c) Conclusions
  - d) Recommendations

B. Inspections: Independent and objective observation of a function and/or documentation to determine compliance with policy.

C. Inventory: Reconciliation of items.

**III. LAW ENFORCEMENT DIVISIONS**

The following is the schedule for audits, inspections, and inventories for the Law Enforcement Divisions of the Bay City Department of Public Safety.

- Petty Cash Audit – Conducted weekly by the Professional Standards Sergeant.
- Vehicle Equipment Inspection – Conducted monthly by shift supervisor.
- Taser Inspection – Conducted monthly by shift supervisor (conducted yearly by Professional Standards Sergeant).

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- Firearms Inspection – Conducted monthly by shift supervisor (conducted yearly by Professional Standards Sergeant).
- Driver’s License Inspection – Conducted monthly by shift supervisor (conducted yearly by Professional Standards Sergeant).
- Commission Card Inspection – Conducted monthly by shift supervisor (conducted yearly by Professional Standards Sergeant).
- Mobile Data Terminal “who’s/where” message audit – Conducted quarterly by Professional Standards Sergeant.
- Subpoena Audit – Conducted quarterly by Professional Standards Sergeant.
- Property Room Audit – Conducted quarterly by Professional Standards Sergeant.
- Grant Compliance Audit – Conducted yearly by Professional Standards Sergeant.
- Bullard – Plawecki Act Compliance Audit - Conducted yearly by Professional Standards Sergeant.
- Firearms Inventory – Conducted yearly by head firearms instructor.
- Patrol Rifle Inventory – Conducted yearly by head firearms instructor.
- Taser Inventory – Conducted yearly by head Taser instructor.
- Mass Demonstration Gear Inventory – Conducted yearly by Professional Standards Sergeant.
- Roll Call Inspection – Conducted randomly by Professional Standards Sergeant.
- Court Room Testimony Audit – Conducted randomly by Professional Standards Sergeant.
- Call for Service Inspection – Conducted randomly by Professional Standards Sergeant.

**IV. FIRE DIVISION**

The following is the schedule for audits, inspections, and inventories for the Fire Division of the Bay City Department of Public Safety.

- Driver’s License Inspection – Conducted monthly by supervisor (conducted annually by Professional Standards Sergeant).
- Commission Card Inspection – Conducted monthly by supervisor (conducted annually by Professional Standards Sergeant).

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- Vehicle/EMS Equipment Audit – Conducted monthly by Fire Chief’s designee. Conducted annually by the State Inspector with the assistance of the Professional Standards Sergeant.
- NFIRS Reporting Audit – Conducted quarterly by Professional Standards Sergeant.
- EMS Quality Assurance Audit – Conducted quarterly by Fire Chief’s designee.
- Turn Out Gear Inspection – Conducted annually by Fire Chief’s designee.
- Individual EMS License Inspection – Conducted annually by Professional Standards Sergeant.
- Portable Radio Inventory – Conducted annually by Fire Chief’s designee.
- AED Inventory – Conducted annually by Fire Chief’s Designee.
- MIOSHA Part 74, 451 and 554 Compliance Audit – Conducted annually by Professional Standards Sergeant.
- Grant Compliance Audit – Conducted annually by Professional Standards Sergeant.
- Bullard – Plawecki Act Compliance Audit - Conducted annually by Professional Standards Sergeant.

By order of:

  
Michael J. Cecchini  
Public Safety Director