

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870(R/S-06)</small>	Reference Number <b>SSU-003</b>
	Subject <b>Operations Assessments and Procedural Audits</b>	
	Special Instructions <b>Replaces SSU-003 dated March 1, 2015</b>	Effective Date <b>November 14, 2025</b>

## **I. PURPOSE**

Establishes guidelines and identifies standards for conducting an objective review of Department personnel, facilities, equipment, and operational procedures to enhance uniformity and compliance.

## **II. POLICY**

Assessments and audits, as ordered by the Superintendent, will be conducted in compliance with Department rules, regulations, and standard operating procedures.

## **III. PROCEDURE**

A. Procedural audits and operational assessments shall be designed to provide the Department with objective reviews of all personnel, facilities, equipment, and/or operational activities.

B. Procedural audits and operational assessments shall be conducted in accordance with written instructions, guidelines, and procedures to provide the Superintendent with assessments of the conduct of the business of the agency.

C. In accordance with provisions of Indiana Code 5-14-3, Internal Audit and Assessment Reports are considered confidential documents and shall not be released nor reproduced without written permission from the Superintendent or the Assistant Superintendent.

D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.