
	POLICY AND PROCEDURAL ORDER		035-004
	Employee Audit		Page 1 of 5
Issued By: Chief Andre Anderson		CALEA Standards	
Effective: 01/01/2015	Effective: 06/18/2025		
Last Reviewed: 06/18/2025		41.3.10	

I. Purpose

To establish guidelines and procedures for regular audits of employees' activities by supervisory personnel.



II. Policy

It is the policy of the Ann Arbor Police Department to create an environment of trust, transparency, and accountability by ensuring the highest level of customer service by conducting regularly scheduled audits on employees' activities as outlined below.

III. Road Patrol/Special Services Activity Log Audits

A. Once during each Road Patrol/Special Services shift period, each officer will have an audit performed on their activity. A specific date and time will be given to the supervisor by the Professional Standard Section Lieutenant four weeks prior to the end of the shift period. The employee audit will include the following:

1. Uniform Patrol Activity Log and Video Reconciliation: The employee's Patrol Activity Log and Axon video entries from that selected day will be compared for consistency.
2. Traffic Stop/Citizen Contact Review: The supervisor will review the video of all traffic stops, calls for service, or citizen contacts that have videos available. The following are points of focus:
 - a. Was the Body Worn Camera (BWC) activated in a timely fashion to ensure events were captured.
 - b. Was the officer's conduct during the interaction/investigation overall professional and within policy.
 - c. Did the officer handle the interaction/investigation appropriately, bring it to a logical and reasonable conclusion.
3. Once completed, the reviewing supervisor will meet with employee who had been audited to conduct a debrief and coaching meeting.
 - a. If a policy violation discovered during the audit results in a Personnel Complaint a meeting will be held following the completion of the PC investigation.
 - b. Employee and supervisor will both sign audit form upon completing the debriefing and coaching meeting.

	POLICY AND PROCEDURAL ORDER		035-004
	Employee Audit		Page 2 of 5
	Issued By: Chief Andre Anderson		CALEA Standards 
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B. The results of the audit will be documented on the Audit Form (**Attachment A**). In most cases, the behavior evaluated will be used informally for coaching purposes. This applies to both positive and negative observations. However, there are circumstances that may arise that warrant more formal documentation.

1. Employee's demeanor or professionalism that is exceptional and goes above and beyond what is expected of an Ann Arbor Police personnel.
2. Employee's demeanor or professionalism that is a serious violation of policy or a minor violation that has occurred on other recent audits (example: BWC not activated and/or malfunctioning In-Car Camera not reported to command).



III. Arrest Audit

A. Once during each shift period, Day shift and Night command will be required to conduct an audit of arrests made by officers and supervisors during the shift period. The Professional Standards Section Lieutenant will provide each shift Lieutenant (10) arrests that occurred during their shift hours to be assigned for audit and review by the shift sergeants. The arrest audit will include the following:

1. Arrest Review: The supervisor conducting the audit will review all available video from the vehicle In-Car Camera, BWC, and station security cameras (if applicable) to audit the following:
 - a. Were all BWC's activated during the arrest
 - b. In-Car Camera activated during transport
 - c. Officer safety/handcuffing/search
 - d. Officer demeanor/professionalism
 - e. The role of each involved officer during the arrest and transport
2. The sergeant completing the audit will document each arrest on the Arrest Audit Form. Once completed, the reviewing sergeant will return the completed form to their shift Lieutenant.
3. No one shift sergeant will complete all arrest audits, and no more than three arrests will be assigned to a single sergeant for audit and review.

B. Once all arrest audits for each shift are completed and returned to the shift Lieutenant, the shift Lieutenant will conduct a review of the audited arrest. The focus of this review will be on for the following:

1. Was the audit form fully completed by the reviewing sergeant?



	POLICY AND PROCEDURAL ORDER		035-004
	Employee Audit		Page 3 of 5
	Issued By: Chief Andre Anderson		CALEA Standards 
Effective: 01/01/2015	Effective: 06/18/2025		
Last Reviewed: 06/18/2025		41.3.10	

2. Were there training points that were missed or not documented?
3. Were there violations of policy not addressed by the reviewing sergeant?



IV. Record Management



- C. A supervisor performing the audit will make a duplicate copy of the completed Patrol/ Special Services Activity Audit form to be included with the employee's shift evaluation and uniform inspection form until the end of the shift period. This form should be used to complete the officers Shift Evaluation.
- D. All completed audit forms will be returned to the Professional Standards Section Lieutenant who will create a report documenting the results of that Activity Log Audit and Arrest Audit. This report shall include an administrative review of the fleet and body worn camera system, highlighting any issues found with policy and procedures, practices, equipment or training. This report shall be sent to the Chief of Police for review.
 1. Audits are to be completed and returned to the Professional Standards Section Lieutenant as directed by the assigned due date.



The report is due 21 days after receiving ALL completed audit forms.

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Attachment A

	ANN ARBOR POLICE DEPARTMENT PATROL/SPECIAL SERVICES ACTIVITY AUDIT				
<hr/>					
Employee: _____ Auditing Supervisor: _____ Date of Audit: _____ Returned to Audit & Review by: _____ Shift Date to be Audited: _____					
Activity Log/Axon Evidence.com Reconciliation					
1. Was the officer's activity log filled out completely?		<input type="checkbox"/> YES <input type="checkbox"/> NO			
2. Were there any calls for service or contacts not documented on activity log? <i>If yes, how was this addressed?</i>		<input type="checkbox"/> YES <input type="checkbox"/> NO			
<hr/>					
Event Review <small>*Review only Events that have videos associated with them</small>					
	Event 1	Event 2	Event 3	Event 4	Event 5
Was the event a CFS or Traffic Stop?					
Location:					
Was body camera activated for duration of contact?					
Was the officer's demeanor/professionalism appropriate?					
Was the call handled to a logical and reasonable conclusion?					
If NO was selected for any of the above, how was the issue addressed? Comments:					
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Was there any exceptionally positive demeanor/professionalism demonstrated? Comments:					

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	<p align="center"> ANN ARBOR POLICE DEPARTMENT PATROL/SPECIAL SERVICES ACTIVITY AUDIT </p>	
<hr/>		
<p>3. Was there any exceptionally positive demeanor/professionalism demonstrated?</p> <p> <input type="checkbox"/> EVALUATION WORKSHEET <input type="checkbox"/> LETTER OF COMMENDATION </p>		
<p>Comments:</p> <div style="border: 1px solid black; height: 500px; width: 100%;"></div>		