

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number SSU-003
	Subject Operations Assessments and Procedural Audits	
	Special Instructions Replaces FIS-002 dated April 3, 2009	Effective Date March 1, 2015

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. AUTHORITY

A. Fiscal Section is vested by authority of the Superintendent to conduct administrative audits and other special-purpose assessments of all Department assets and operational functions.

B. Fiscal Section has not been organized as part of the line command function and shall not have line command authority over assessed or audited elements.

IV. PROCEDURE

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

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