ACADEMY & IN-SERVICE
AUDIT REPORT
JUNE 2023

Amended 12/19/2023

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 June 2023. The audit period covered from January 1, 2022, to December 31, 2022. 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 2023 audit. The audit consists of 28 sections, containing 140 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 **93%**. Below is the breakdown by audit section:

Summary Table

Sections	Audit Score	Outcome
1- Instructor Qualification Requirements	100%	Compliant
2-Academy Instructor: recruitment, interview, and selection	100%	Compliant
3- Instructor Professional Development	100%	Compliant
4- Instructor Evaluation	60%	Not Compliant
5- Recruit Evaluation	33%	Not 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

Sections	Audit Score	Outcome
17- Scheduling of Training	100%	Compliant
18- Recruit Program Guidelines	100%	Compliant
19- Academy Safety Manual	50%	Not Compliant
20- Academy Recruit Manual	50%	Not Compliant
21- Training Advisory Committee (TAC)	100%	Compliant
22- Training Video Approval Committee	0/0	Compliant
23- Field Training Officer (FTO) Program Guidelines	50%	Not Compliant
24- Recruit Field Training	100%	Compliant
25- Recommend Termination of Recruit in FTO Program	0/0	Compliant
26- Release of Trainee from FTO Program	100%	Compliant
27- Academy Procurement	100%	Compliant
28- Academy Equipment	100%	Compliant

Contents

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 officers 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 2023

All evidence was reviewed in a single peer audit process for each audit topic. The one hundred and forty (140) 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**	**100%**	**10**	**-**	**-**	**41**	**258-261**	
1a	Does the Academy Staff Instructor possess a Baccalaureate Degree or 6 years' experience?		1	-	-	4	258	Only one Academy Instructor in the sample
1b	Has the Instructor successfully completed the LA POST Instructor Development Course?			-	-	5	258	One Academy Instructor and has not reached a year for training deadline.
1c	For new instructor candidates: was POST Instructor Training completed within one year of Academy assignment?			-	-	5	258	One Academy Instructor and has not reached a year for training deadline.
1d	Does the Academy Staff Instructor have exceptional practical law enforcement or subject matter expertise with at least six years combined NOPD service?		1	-	-	4	258	Only one Academy Instructor in the sample
1e	Did the instructor have any "sustained" PIB investigations within 24 months of applying for an Academy position or pending "open" investigation at the time of application?		1	-	-	4	258	Only one Academy Instructor in the sample
1f	Does the instructor have a resume in the file?		5	-	-	-	258	
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?			-	-	5	259	None in sample.
1h	For legal education classes, is the Legal Instructor a qualified attorney with significant experience in Fourth Amendment issues?		1			4	259,268	None in sample.
1i	Is the Civilian Firearms instructor POST certified?					5	260,261	None in sample.
1j	Is the Civilian instructor a Reserved NOPD Officer with commissioned authority?					5	260,261	None in sample.
1k	Has the Academy used outside instructors or guest lecturers in this audit period? If so, list.		1				260,261	

#	Description	%					Page	Comments
2	**02 Academy Instructor: recruitment, interview, and selection**	**100%**	**31**	**-**	**-**	**4**	**258-259**	
2a	Did the Academy have an interview file for each instructor selected that identified the interview date, application date, candidates, and held interview materials?		7				258	
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?		7				258,259	
2c	Was the applicant's performance scored using the scoring assessment?		7				258,259	
2d	Did the panel ask the applicant a list of structured questions relevant to the needs of the position?		7				258,259	
2e	Did the instructor candidate have appropriate certification requirements?		3			4	258,259	LA POST Instructor certification classes were not being held.
3	**03 Instructor Professional Development**	**100%**	**4**	**-**	**-**	**-**	**249-260**	
3a	Did the Academy provide professional development days this audit period?		1				260	
3b	Did the Academy have agendas that identified the structure and topics discussed?		1				249,254, 255,260	
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	
3d	Were the courses reviewed in the agenda consistent with the Annual Master Training Plan?		1				249,254, 255,260	
4	**04 Instructor Evaluation**	**60%**	**6**	**4**	**-**	**1**	**261**	
4a	Does the instructor evaluation file contain at least one Instructor Assessment Form for each Academy and Adjunct Instructor (within last year)?		3	2			261	
4b	Did the Director of Academics assess Academy instructors' performance and provide corrective action?		3	2			261	
4c	Has the Academy used external assessments in this audit period?					1	261	NA, Informational only
5	**05 Recruit Evaluations**	**33%**	**10**	**20**	**-**	**-**	**262**	

#	Item						Reference	
5a	Did the recruits complete a course performance evaluation?			10	-	-	262	
5b	Did the recruits complete peer evaluations?		10	-	-	-	262	
5c	Were the recruits given a final Academy evaluation?			10	-	-	262	
6	**06 Louisiana POST Curriculum Requirements: Academy Recruits**	**100%**	**54**	-	-	-	**254. 264-274**	
6a	Did the recruits have an Academy certificate of completion?		18	-	-		254,264	
6b	Did the recruits achieve a minimum 70% passing score on the LA POST final exam?		18	-	-		254,264	
6c	Did the Academy forward to LA POST the names of all recruits that graduated from the Academy during the audit period?		18	-	-		254,264	
7	**07 Louisiana POST Curriculum Requirements: In-Service Requirements**	**100%**	**80**	-	-	-	**254-255, 283-288**	
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	
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?		10				255,283, 286,287, 288	
7d	Were grades and survey data uploaded in SABA Systems?		10				283,286, 287,288	
7e	Tracking Attendance – Did SABA Systems document the officers' attendance?		10				283,286, 287,288	
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				283,286, 287,288	
7g	Evaluations – Does SABA Systems contain student exit critiques for all students in the selected course?		10				283,286, 287,288	

#		%						
7h	Does each student exit critique address course content, instructor ability, and provide general and/or specific feedback?		10				283,286, 287,288	
8	**08 Annual Master Training Plan**	**100%**	**6**	**-**	**-**	**4**	**245, 248-251, 254-255, 263, 268, 280, 282-284**	
8a	Did the Curriculum Director complete the Training Needs Assessment (TNA) process by August 15th?		1	-	-	-	245,249, 251,252, 284	
8b	Did the Curriculum Director prepare summary reports for the TNA activities?		1	-	-	-	249,251, 252,284	
8c	For each training need identified, are there learning objectives?		1	-	-	-	249,251, 284	
8d	Was the Priority Ranking Matrix completed by August 15th?		1	-	-	-	249	
8e	Was the AMTP submitted to the Commanding Officer of Education and Training Division by August 15th?		1	-	-	-	249	
8f	Was the AMTP submitted to the Training Advisory Committee by August 15th?			-	-	1	249,251	NA, Informational only
8g	Was the AMTP submitted to the Superintendent of Police by August 31st?		1		-	-	249,250	
8h	Did ETD publish the next year's training calendar by August 31st?			-	-	1	249,254, 255	NA, Informational only
8i	Did the Curriculum Director inform instructors of the new/revised courses by September 15th?			-	-	1	249,254, 255	NA, Informational only
8j	Were the lesson plans submitted 90 days prior to the new/revised course delivery dates?			-	-	1	249,253, 254,255	NA, Informational only
9	**09 Lesson Plan Development**	**100%**	**8**	**0**	**0**	**0**	**253, 257**	
9a	Did the two sample lesson plans follow the standard format?		2		-		253	
9b	Did the two sample lessons plan cover sheets state the issue date?		2	-	-		253,257	
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?		1	-	-		253,257	

#	Description	%	Points				Pages	
9d	Has the Curriculum Director reviewed all course materials *as needed?*		1	-	-		253,257	
9e	Are the lesson plans stored on the Academy G: drive?		1				253,257	
9f	Are the master files of all current and extinct lesson plans restricted by system administrator access?		1				253,257	
10	**10 Lesson Plan Updates: general updates**	**100%**	**5**	**-**	**-**	**-**	**254-257**	
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%**	**20**	**-**	**-**	**-**	**254-257**	
11a	Did PSAB forward report of all new and/or revised chapters to the Curriculum Director?		5				257	
11b	Did Curriculum Director conduct an analysis of new/revised chapters to determine what lesson plans needed to be updated?		5				256,257	
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?		5				255,256,257	
11d	Did the Curriculum Director enter the new/revised lesson plan into the lesson plan database?		5				255,256,257	
12	**12 Classroom preparation**	**100%**	**10**	**-**	**-**	**-**	**253-261, 282-283**	
12a	Did the instructor arrive at least 15 minutes before the start of the instructional period?		2				260,261	
12b	Did the instructor ensure that all necessary instructional material was available prior to the start of the instructional period?		2				260,261	
12c	For NOPD instructors, is the NOPD instructor appropriately uniformed in accordance with NOPD rules and standards?		2				260,261	
12d	Did the instructor complete all required role-play and breakout group scenario exercises?		2				253,254, 255,256, 282,283	
12e	Did the instructor adhere to the specific time allocations for exercises and lecture discussions?		2				253,254, 255,256, 282,283	

13	**13 Supervisory Evaluation of Instruction**	100%	1	-	-	-	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.		1				258,261	
14	**14 Testing and Evaluation**	100%	14	-	-	17	252-282	
14a	Ask if there were any new testing protocols or procedures initiated during this audit period?				-	1	263	Reviewed but no new testing protocols or procedures
14b	Did the instructor prepare or approve the test questions associated with each course and lesson plan?				-	1	254,255, 263	Curriculum Director responsible for preparing and approving this procedure
14c	How many first-time test failures were in the randomly selected recruit class?			-	-	5	252,254, 263	No test failures in the sample
14d	How many second-attempt test failures were in the randomly selected class?			-	-	5	252,254, 263	No test failures in the sample
14e	How many recruits were directed to an Academy Review Panel for failing two recruit tests?					5	252,254, 263	No test failures in the sample
14f	Did the Academy calendar for recruits identify the sequenced courses that form the basis for the test given that week?		1				265,266, 267,269	
14g	Did the Academy calendar clearly show the learning domains were sequenced?		1				265,266, 267	
14h	Did the Academy use Problem-Based Learning (PBL) exercises?		1				249,254, 255,264, 267,268, 269,270, 282	
14i	Did the Academy use practical exercises?		1				249,254, 256,264, 269,270, 282	

ID	Question	%					Refs	Comments
14j	Did the Academy conduct mid-term simulations exercises?		5				249,254, 256,263, 267	
14k	Did the Academy conduct the final simulations exercises and testing?		5				249,254, 256,263, 267	
15	**15 Training Records Management**	**100%**	**3**	**-**	**-**	**1**	**247,286-288**	
15a	Are records of officers' training stored and available to them in SABA Systems?		1				286	
15b	Does SABA Systems track and email officers when they fail to satisfy mandatory training requirements?					1	247,286	SABA system is not available to track and email officers.
15c	Does each officer and training coordinator have access to SABA Systems to review their training records and to schedule training?		1				247,286	
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	
16	**16 End-of-Year Training Report**	**100%**	**11**	**-**	**-**	**32**	**284-288**	
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	
16b	Did the Academy Assistant Commander issue quarterly reports and were they uploaded in the MAX management system?					1	284 287	No MAX management system.
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	NA, Informational only
16d	Did the Department provide training to all employees within the training tracks with a minimum of 95% compliance?		10				288	
16e	Is there evidence that Department employees who did not attend training were held accountable?					10	288	All completed training in sample.
16f	Did the Assistant Commanding Officer of ETD identify all Department employees that were exempt from training (ADD and military)?					10	288	All completed training in sample.

ID	Question	%					Pages	Notes
16g	Were there any Department employees who failed to obtain LA POST compensation that were entitled to receive it?					10	288	All completed training in sample.
17	**17 Scheduling of Training**	100%	2	0	0	0	267, 286	
17a	Does the Office Assistant Scheduler use a scheduling management system to identify and resolve conflicts between booking assignments of instructors?		1		-	-	267	
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	
18	**18 Recruit Program Guidelines**	100%	84	-	-	26	245-246, 261-275	
18a	Did the recruit commander select a Recruit in Charge for the graduated class?		2				273	
18b	Have peer evaluations been completed by all recruits according to assigned intervals throughout the term?		10				262	
18c	Has Academy staff reviewed the peer evaluations, and taken follow-up action as appropriate?		10				261,262	
18d	Have Recruit Observation Reports been filed?		6			4	261,262	Only 6 of the 10 recruits have observation reports filed
18e	Have deficiencies in recruit behavior, appearance, and/or performance been identified and appropriately addressed?		6			4	261,262	Only 6 of the 10 recruits have observation reports filed
18f	How many Academy Review Panels were held for the selected graduating class					4	261,262	Informational, 4 Academy Review Panels were held
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?		6			4	261,262	6 of the recruits had a progress review panel held
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?		10				261,262	

#	Question	%					Page	Comments
18i	Was each recruit's performance measured according to the ten behavioral competencies?		10				261,262	
18j	Did the FTO Coordinator, and the Department Psychologist meet prior to completion of FTO Phase Four and review each recruit's development progress?		10				275	
18k	Did the five recruits receive all LA POST Legislatively mandated courses?		10				254,264	
18l	Were any recruits that failed to complete the mandated training prior to completion of the term separated from the Academy?		1			9	245,246, 254,264	Only one recruit in the sample failed to complete the mandated training
18 m	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, 254,264	None in sample
18n	Were deviations from the published coursed schedule reported immediately to the Academy Administrator or Academy Commander?		1				261,267	
18o	Did the instructor *NOT* address recruits by nicknames or monikers, other than those authorized by the recruit?		1				245,246, 261	
18p	Did the instructor provide the LA POST note taking guide at the end of class?		1				246,254, 264	
19	**19 Academy Safety Manual**	**50%**	**1**	**1**	**-**	**-**	**245-246**	
19a	Has the Academy Safety Manual been updated since the last audit?		1				245,246	
19b	Did all Academy staff and recruits sign an attestation acknowledging receipt of the manual and acceptance of the procedures?			1			245,246	
20	**20 Academy Recruit Manual**	**50%**	**1**	**1**	**-**	**-**	**245-246**	
20a	Has the Academy Recruit Manual been updated since the last audit?		1	-	-	-	245,246	
20b	Did all recruits sign an attestation acknowledging receipt of the manual and acceptance of the procedures?			1	-	-	245,246	
21	**21 Training Advisory Committee (TAC)**	**100%**	**2**	**-**	**-**	**-**	**248-249**	

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?		1	-	-	-	249	
21b	Did the TAC meet quarterly with Academy administrative staff to discuss training needs and support?		1	-	-	-	249	
22	**22 Training Video Approval Committee**	-	-	-	-	4	245-255	
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 training video approval committee held
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 training video approval committee held
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 training video approval committee held
22d	Were the videos used in the classroom presentations by the instructors?			-	-	1	245,246, 252,253, 255	No training video approval committee held
23	**23 Field Training Officer (FTO) Program Guidelines**	50%	5	5	-	5	275-280	
23a	Was the FTO selection panel comprised of the Field Training Coordinator (FTC), a District FTO and the District Field Training Sergeant (FTS)?			5			275,276	
23b	Did the FTOs receive annual re-certification that included feedback from ETD?		5				275,276, 279	
23c	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 removed
24	**24 Recruit Field Training**	100%	27	-	-	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 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	
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	2 of the DORs were rated below
24g	Did the FTC send any 105 notifications of late DORs to the District Captains?					5	275,276	No 105 notifications sent
24h	Was the Skills Mastery Checklist completed and signed off by FTOs on the selected recruits?		5				275,276	
24i	Did the selected recruits have an FTO evaluation completed on each phase of training?						275,276, 279,280	Duplicate-23b
24j	Was a Behavioral Review Panel held at the end of phase IV?						275,276	Duplicate-18j
25	**25 Recommend Termination of Recruit in FTO Program**	**-**	**0**	**0**	**0**	**3**	**275-280**	
25a	Was a 105-form forwarded by District Captain to FTC recommending termination?					1	275,276	No recruits were terminated
25b	Was an Academy Panel convened to review termination case?					1	275,276	No recruits were terminated
25c	Did the Superintendent of Police sign and approve any recruit terminations?					1	275,276	No recruits were terminated
26	**Release of Trainee from FTO Program**	**100%**	**15**	**-**	**-**	**5**	**275-280**	
26a	Did the FTC receive and review all DORs, EOPs, skills checklists, FTO evaluations, and final exams for the selected recruits?		5				275,276	
26b	Was the recruit cleared by the Academy Panel?					5	275,276	None in sample
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	
27	**Academy Procurement**	**100%**	**1**	**-**	**-**	**-**	**245-246**	
27a	Did the Commanding Officer of ETD have a procurement file?		1				245,246	

28	**Academy Equipment**	100%	21	-	-	-	**245-246, 249-283**	
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	
28e	Did all Department employees pass the Annual LA POST firearm test?		5				249,255, 283	
	Total	93%	432	31	-	156		

Review Analysis

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

Compliance Status: 100%, Compliant

Summary of results: PSAB randomly sampled 10% of the Adjunct and Academy Instructor Files to Audit. The Instructor Qualifications Requirements, sub-sections A-K were accurately upheld. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2023\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 2023* 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 2023* \3. Instructor Professional Development\A-D.

4. **Instructor Evaluation: (sub-sections A-C)**
Compliance Status: 60%, Not Compliant

Summary of results: PSAB randomly sampled 10% of the Adjunct and 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 five instructors, only three Instructor Assessment forms were located.
- Sub-section B regarding the Director of Academics assessing Academy Instructors' performance and providing corrective action for the five instructors, only three Instructors' performance were assessed.

Proof of compliance for sub-sections A-B can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2023* \4. Instructor Evaluation\A-B.

Recommendations: The Academy should continue to require all Adjunct and Academy Instructors' performance be assessed by the Director of Academics and provide corrective action if necessary, annually.

5. Recruit Evaluations: (sub-sections A-C)

Compliance Status: 33%, Not Compliant

Summary of results: PSAB randomly selected ten recruits who graduated during the audit period and reviewed the Academy files. The following sub-sections were not deemed compliant:

- Sub-section A regarding recruits completing a course performance evaluation were not completed for recruit classes 194 and 195. However, the Academy has since implemented the requirement of recruits completing a course performance evaluation beginning with recruit class 196.
- Sub-section C regarding recruits being given a final Academy evaluation were not fulfilled for recruit classes 194 and 195. However, the Academy has also since implemented that recruits complete final Academy evaluations starting with recruit class 196.

Proof of compliance for sub-section B can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2023* \5. Recruit Evaluations\B.

Recommendations: The Academy should continue to require graduating recruits to complete course performance evaluations as well as final Academy evaluations in every recruitment class.

6. Louisiana POST Curriculum Requirements- Academy Recruits: (sub-sections A-C)

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-C were completed. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2023* \6. Louisiana POST Curriculum Requirements -Academy Recruits \A-C.

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 2023* \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 met and confirmed the audit topics with the Curriculum Director. Proof of compliance for sub-sections A-J can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2023* \8. Annual Master Training Plan\A-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 2023* \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 2023* \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 five 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 2023* \11. Lesson Plan Updates-Changes to Chapters \A-D.

12. Classroom Preparation: (sub-sections A-E)

Compliance Status: 100%, Compliant

Summary of results: Innovation Manager observed two new in-service classes that are listed in the Annual Master Training Plan. The Classroom Preparation, sub-sections A-E were efficiently satisfied. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2023* \12. Classroom Preparation \A-E.

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 2023* \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 2023* \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 training 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 2023* \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 2023* \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 training 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 2023* \17. Scheduling of Training \A-B.

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

Compliance Status: 100%, Compliant

Summary of results: PSAB randomly selected five recruits within a class that graduated from the Academy during the audit period. Recruit Program Guidelines sub-sections A-P were appropriately followed. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2023* \18. Recruit Program Guidelines \A-P.

19. Academy Safety Manual: (sub-sections A-B)

Compliance Status: 50%, Not Compliant

Summary of results: PSAB analyzed the Academy Safety Manual and corresponding procedures. The following sub-section was not deemed compliant:

- Sub-section B determines if all Academy staff and recruits sign an attestation acknowledging receipt of the safety manual and acceptance of the procedures. The recruits in recruit class 194 signed an attestation, but no proof of signed attestations for recruit class 195 was found. However, the Academy has since implemented the requirement for all Academy staff and recruits to sign an attestation acknowledging receipt of the safety manual and acceptance of the procedures for all recruits starting with recruit class 196.

Proof of compliance for sub-section A can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2023 \19. Academy Safety Manual \A.*

Recommendations: The Academy should continue to require all Academy staff and recruits to sign an attestation acknowledging receipt of the safety manual and acceptance of the procedures.

20. Academy Recruit Manual: (sub-sections A-B)

Compliance Status: 50%, Not Compliant

Summary of results: PSAB evaluated the Academy Recruit Manual and corresponding procedures. The following sub-section was not deemed compliant:

- Sub-section B determines if all recruits sign an attestation acknowledging receipt of the recruit manual and acceptance of the procedures. The recruits in recruit class 194 signed an attestation, but no proof of signed attestations for recruit class 195 was found. Nevertheless, the Academy has since implemented the requirement to sign an attestation acknowledging receipt of the recruit manual and acceptance of the procedures for all recruits starting with recruit class 196.

Proof of compliance for sub-section A can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2023 \20. Academy Recruit Manual \A.*

Recommendations: The Academy should continue to require all recruits to sign an attestation acknowledging receipt of the recruit manual and acceptance of the procedures.

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 2023 \21. Training Advisory Committee \A-B.*

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

Compliance Status: 0/0, Compliant

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

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

Compliance Status: 50%, Not Compliant

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

- Sub-section A assesses if the FTO selection panel were comprised of the Field Training Coordinator (FTC), a District FTO, and the District Field Training Sergeant (FTS). Due to constraints, the FTO selection panel was comprised of Academy staff.

Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2023* \23. Field Training Officer Program Guidelines \A-C.

Recommendations: The Academy should ensure the FTO selection panel is comprised of the Field Training Coordinator (FTC), a District FTO, and a FOB supervisor.

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

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-J were completely evaluated. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2023* \24. Recruit Field Training \A-J.

25. Recommend Termination of Recruit in FTO Program: (sub-sections A-C)

Compliance Status: 0/0, Compliant

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: 100%, Compliant

Summary of results: PSAB used the same five randomly selected recruits who are recent FTO graduates. Release of Trainee from FTO Program sub-sections A-D were confirmed and

reviewed. Proof of compliance for all sub-sections can be found in *G:\MTA\PSAB\Academy & In-Service Audit 2023* \26. Release of Trainee from FTO Program \A-D.

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 2023* \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 2023* \28. Academy Equipment \A-E.

Overall Recommendations and Conclusion

One general recommendation for the Academy would be to maintain their proof of compliance files throughout the year. This would ensure the requirements are completed in a timely manner as well as prepare in advance for the next audit. Another recommendation would be to update their records regularly to ensure accurate records. This allows the Academy as well as other bureaus to track and report on accurate records of current instructors, recruits, officers, curricula, lesson plans, training delivered, and other training materials.

The last recommendation would be to add the following questions to the Academy protocol/ scorecard to satisfy the missing following consent decree paragraphs not addressed in the audit:

- Paragraph 271: *Did Academy add any recruits to a recruit class after the first week started?*
- Paragraph 272: *Did Academy pull any recruits out of class to work special events?*
- Paragraph 274: *Did Academy maintain the training facilities to ensure adequate access to safe and effective training?*
- Paragraph 277: *Did Academy provide 40 hours of initial training to all new FTO's and FTS's?*
- Paragraph 285: *Did Academy implement a comprehensive roll-call training program?*
- Paragraph 281: *Was the FTO participation policy reviewed and revised to maintain a program that effectively attracts the best FTO candidates?*

Overall, these general recommendations along with the recommendations in the review analysis section will ensure that all the Academy policy requirements are being met and documented appropriately for audit review as well as overall compliance.

Academy Re-evaluation Requests and PSAB Responses

Section 8 Annual Master Training Plan:

- 8f Was the AMTP submitted to the Training Advisory Committee by August 15th?
- 8h Did ETD publish the next year's training calendar by August 31st?
- 8i Did the Curriculum Director inform instructors of the new/revised courses by September 15th?
- 8j Were the lesson plans submitted 90 days prior to the new/revised course delivery dates?

Academy Re-evaluation Request:

These dates are unattainable and require modifications to gain compliance.

PSAB Response:

The following checklist questions have agreed to be modified and scored informational only. The Academy and OCDM agreed that modifications are in progress to update current processes, timelines, and activities within the Academy.

Section 16 End of Year Training Report:

- 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?

Academy Re-evaluation Request:

The requirements of the report are cumbersome and require modifications.

PSAB Response:

The following checklist question has agreed to be modified and scored informational only. The Academy and OCDM agreed that a modification is in progress to update the requirements of the report.

Section 21 Training Advisory Committee (TAC):

- 21b Did the TAC meet quarterly with Academy administrative staff to discuss training needs and support?

Academy Re-evaluation Request:

The requirement was met with the additional TAC meetings held on: February 17,2022, May 26, 2022, and November 18, 2022.

PSAB Response:

The following checklist question was scored as complaint based on the additional evidence provided by the Academy. Also, confirmation by two TAC member participants.

Section 22 Training Advisory Video Committee (TVAC):

- 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?
- 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?
- 22c Did the committee assess the videos' value for reinforcing learning objectives towards best practices and for exposing opportunities for improvement?
- 22d Were the videos used in the classroom presentations by the instructors?

Academy Re-evaluation Request:

The Training Video Advisory Committee (TVAC) did not receive any requests to review videos.

PSAB Response:

The following checklist question was scored as not applicable since there were no requests to review any videos during the audit period.

Heather Gillespie, Innovation Manager, PSAB

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 Academy Instructor Files to Audit**		
A. Does the Academy Staff Instructor possess a Baccalaureate Degree or 6 years' experience? (258)	☐ Y / ☐ N/ ☐ N/A	1. Confirm with Assistant Commanding Officer of Education and Training Division (ACO)
B. Has the instructor successfully completed the LA POST Instructor Development Course?	☐ Y / ☐ N/ ☐ N/A	
C. For new instructor candidates: was POST Instructor Training completed within one year of Academy assignment?	☐ Y / ☐ N/ ☐ N/A	
D. Does the Academy Staff Instructor have exceptional practical law enforcement or subject matter expertise with at least six years of combined NOPD service?	☐ Y / ☐ N/ ☐ N/A	
E. Did the instructor have any "sustained" PIB investigations within 24 months of applying for an Academy position or pending "open" investigation at the time of application?	☐ Y / ☐ N/ ☐ N/A	
F. Does the instructor have a resume in the file?	☐ Y / ☐ N/ ☐ N/A	
G. 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?	☐ Y / ☐ N/ ☐ N/A	1. Firearms certification 2. Defensive tactics certification 3. CEW certification 4. Monadnock (baton) certification 5. Emergency Vehicle Operations Center (driving) certification

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
		Note: These are generally for instructors that teach psychomotor skills
H. For legal education classes, is the Legal Instructor a qualified attorney with significant experience in Fourth Amendment issues?	☐Y / ☐ N/ ☐ N/A	1. Confirm Law Degree Diploma in personal package
I. Is the Civilian Firearms instructor POST certified?	☐Y / ☐ N/ ☐ N/A	
J. Is the Civilian instructor a Reserved NOPD Officer with commissioned authority?	☐Y / ☐ N/ ☐ N/A	
K. Has the Academy used outside instructors or guest lecturers to supplement the skills of in-house training staff and adjunct instructors in this audit period? If so, list.	☐Y / ☐ N/ ☐ N/A	1. Confirm with Director of Academics 2. Identify instructors 3. Classes taught 4. Qualifications to teach appropriate
2. Academy Instructor: recruitment, interview, and selection **Sample Size: Review all interview packages of new instructors selected within the audit period.**		
A. Did the Academy have an interview file for each instructor selected that identified the interview date, application date, candidates, and held interview materials?	☐Y / ☐ N/ ☐ N/A	
B. 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?	☐Y / ☐ N/ ☐ N/A	Note: Captain reserves the right for flexibility of Panel make-up because of schedules.
C. Was the applicant's performance scored using the scoring assessment?	☐Y / ☐ N/ ☐ N/A	(Use scoring matrix within KSA packet)
D. Did the panel ask the applicant a list of structured questions relevant to the needs of the position?	☐Y / ☐ N/ ☐ 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
E. Did the instructor candidate have appropriate certification requirements?	☐Y / ☐ N/ ☐ N/A	

3. **Instructor Professional Development** **Sample Size: Review agendas for all professional development days held during audit period**		
A. Did the Academy provide professional development days this audit period?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Director of Academics 2. Will place Professional Development documents in G: Drive
B. Did the Academy have agendas that identified the structure and topics discussed?	☐Y / ☐ N/ ☐ N/A	
C. Did the Director of Academics and Curriculum Director use a Training Needs Assessment process to identify the annual refresher topics?	☐Y / ☐ N/ ☐ N/A	
D. Were the courses reviewed in the agenda consistent with the Annual Master Training Plan?	☐Y / ☐ N/ ☐ N/A	

4. **Instructor Evaluation** **Sample size: Review the Instructor Assessment Form file held by the Director of Academics**		
A. Does the instructor evaluation file contain at least one Instructor Assessment Form for each Academy and Adjunct Instructor (within last year)?	☐Y / ☐ N/ ☐ N/A	
B. Did the Director of Academics assess Academy instructors' performance and provide corrective action?	☐Y / ☐ N/ ☐ 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
C. Has the Academy used external assessments in this audit period?	☐Y / ☐ N/ ☐ N/A	
5. **Recruit Evaluations** **Sample size: Randomly select ten recruits who graduated during the audit period and review the Academy files**		

A. Did the recruits complete a course performance evaluation?	☐Y / ☐N/ ☐N/A	1. Confirm with Director of Academics 2. Mid-Term and Final Survey	
B. Did the recruits complete peer evaluations?	☐Y / ☐N/ ☐N/A	1. Review peer evaluation file held by Director of Academics 2. Confirm that the recruits submitted peer evaluations at the correct intervals on the Academy Calendar	
C. Were the recruits given a final Academy evaluation?	☐Y / ☐N/ ☐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.

A. Did the recruits have an Academy certificate of completion?	☐Y / ☐N/ ☐N/A	1. Review records with SABA Systems Coordinator.
B. Did the recruits achieve a minimum 70% passing score on the LA POST final exam?	☐Y / ☐N/ ☐N/A	1. Review records with SABA Systems Coordinator.
C. Did the Academy forward to LA POST the names of all recruits that graduated from the Academy during the audit period?	☐Y / ☐N/ ☐N/A	1. Confirm with the Assistant Commanding Officer of ETD via the LA POST interface

7. Louisiana POST Curriculum Requirements:
In-Service Requirements
Sample size: Randomly select five Department employees from every AMTP training track.

A. Enrollment – Did the Department employees register using SABA Systems?	☐Y / ☐N/ ☐N/A	1. Review records with SABA Systems Coordinator.
B. Do classes adhere to Academy guidelines for required in-service class size?	☐Y / ☐N/ ☐N/A	1. Review with SABA Systems Coordinator 2. Generally, fifty students max to a class for in-service
C. 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?	☐Y / ☐N/ ☐N/A	1. Review records with SABA Systems Coordinator.
D. Were grades and survey data uploaded in SABA Systems?	☐Y / ☐N/ ☐N/A	1. Review records with SABA Systems Coordinator.
E. Tracking Attendance – Did SABA Systems document the officers' attendance?	☐Y / ☐N/ ☐N/A	1. Review records with SABA Systems Coordinator. 2. Review physical file of course attendance rosters.
F. Certificates – For each officer that earned a certificate, does SABA Systems contain records to document	☐Y / ☐N/ ☐N/A	1. Review records with SABA Systems Coordinator.

	successful completion of required coursework, active participation in courses, completion of required tests and quizzes, and submission of the assigned survey?		
	G. Evaluations – Does SABA Systems contain student exit critiques for all students in the selected course?	☐Y / ☐N/ ☐N/A	1. Review records with SABA Systems Coordinator.
	H. Does each student exit critique address course content, instructor ability, and provide general and/or specific feedback?	☐Y / ☐N/ ☐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**			
	A. Did the Curriculum Director complete the Training Needs Assessment (TNA) process by August 15th?	☐Y / ☐N/ ☐N/A	1. Confirm Curriculum Director has copy of TNA report.
	B. Did the Curriculum Director prepare summary reports for the TNA activities?	☐Y / ☐N/ ☐N/A	1. Confirm Curriculum Director has copies of the summary reports.
	C. For each training need identified, are there learning objectives?	☐Y / ☐N/ ☐N/A	1. Confirm Curriculum Director has copies of the learning objectives checklists.
	D. Was the Priority Ranking Matrix completed by August 15th?	☐Y / ☐N/ ☐N/A	1. Confirm Curriculum Director has copy of Priority Ranking Matrix report.
	E. Was the AMTP submitted to the Commanding Officer of Education and Training Division by August 15th?	☐Y / ☐N/ ☐N/A	
	F. Was the AMTP submitted to the Training Advisory Committee by August 15th?	☐Y / ☐N/ ☐N/A	
	G. Was the AMTP submitted to the Superintendent of Police by August 31st?	☐Y / ☐N/ ☐N/A	
	H. Did ETD publish the next year's training calendar by August 31st?	☐Y / ☐N/ ☐N/A	
	I. Did the Curriculum Director inform instructors of the new/revised courses by September 15th?	☐Y / ☐N/ ☐N/A	
	J. Were the lesson plans submitted 90 days prior to the new/revised course delivery dates?	☐Y / ☐N/ ☐N/A	

9. Lesson Plan Development
   Sample size: Obtain two lesson plans listed as new courses in the AMTP

A.	Did the two sample lesson plans follow the standard format?	☐Y / ☐ N/ ☐ N/A	1. Obtain copy of approved lesson plan format from Curriculum Director 2. Compare format to template
B.	Did the two sample lessons plan cover sheets state the issue date?	☐Y / ☐ N/ ☐ N/A	
C.	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?	☐Y / ☐ N/ ☐ N/A	1. Review lesson plan database with Curriculum Director and confirm version control
D.	Has the Curriculum Director reviewed all course materials?	☐Y / ☐ N/ ☐ N/A	
E.	Are the lesson plans stored on the Academy G: drive?	☐Y / ☐ N/ ☐ N/A	
F.	Are the master files of all current and extinct lesson plans restricted by system administrator access?	☐Y / ☐ N/ ☐ N/A	

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

Did the instructor update the lesson plan within the last 12 months?	☐Y / ☐ N/ ☐ 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

A.	Did PSAB forward report of all new and/or revised chapters to the Curriculum Director?	☐Y / ☐ N/ ☐ N/A	1. Confirm Curriculum Director has copy of new/revised chapters report
B.	Did Curriculum Director conduct an analysis of new/revised chapters to determined what lesson plans needed to be updated?	☐Y / ☐ N/ ☐ N/A	1. Confirm Curriculum Director conducted analysis 2. Waiting for PSAB Updates
C.	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?	☐Y / ☐ N/ ☐ 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
D.	Did the Curriculum Director enter the new/revised lesson plan into the lesson plan database?	☐Y / ☐ N/ ☐ 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

A. Did the instructor arrive at least 15 minutes before the start of the instructional period?	☐Y / ☐ N/ ☐ N/A	
B. Did the instructor ensure that all necessary instructional material was available prior to the start of the instructional period?	☐Y / ☐ N/ ☐ N/A	
C. For NOPD instructors, is the NOPD instructor appropriately uniformed in accordance with NOPD rules and standards?	☐Y / ☐ N/ ☐ N/A	
D. Did the instructor complete all required role-play and breakout group scenario exercises?	☐Y / ☐ N/ ☐ N/A	Note: If applicable to the course content.
E. Did the instructor adhere to the specific time allocations for exercises and lecture discussions?	☐Y / ☐ N/ ☐ N/A	

13. Supervisory Evaluation of Instruction

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.	☐Y / ☐ N/ ☐ 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

A. Ask if there were any new testing protocols or procedures initiated during this audit period?	☐Y / ☐ N/ ☐ 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
B. Did the instructor prepare or approve the test questions associated with each course and lesson plan?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Director of Academics 2. Review examples of instructor test questions

C. How many first-time test failures were in the randomly selected recruit class?	☐ Y / ☐ N/ ☐ N/A	1. Confirm number of first-time test failures with the Recruit Commanders. 2. Confirm recruits failed to achieve 80% on tests. 3. Confirm that an observation feedback form was completed, and the recruit was counseled.
D. How many second-attempt test failures were in the randomly selected class?	☐ Y / ☐ N/ ☐ N/A	1. Confirm second-attempt test failures with the Recruit Commanders. 2. Confirm recruits failed to achieve 80% on tests. 3. Confirm that an observation feedback form was completed, and the recruit was counseled.
E. How many recruits were directed to an Academy Review Panel for failing two recruit tests?	☐ Y / ☐ N/ ☐ N/A	1. Confirm with Captain. 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
F. Did the Academy calendar for recruits identify the sequenced courses that form the basis for the test given that week?	☐ Y / ☐ N/ ☐ N/A	1. Confirm on Academy calendar with the Curriculum Director 2. Review test to confirm they match the calendar
G. Did the Academy calendar clearly show the learning domains were sequenced?	☐ Y / ☐ N/ ☐ 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.
H. Did the Academy use Problem-Based Learning (PBL) exercises?	☐ Y / ☐ N/ ☐ N/A	1. Confirm on Academy calendar with the Curriculum Director 2. Review examples of PBL confirm they match the calendar
I. Did the Academy use practical exercises?	☐ Y / ☐ N/ ☐ N/A	1. Confirm on Academy calendar with the Curriculum Director 2. Review practical exercises to confirm they match the calendar
J. Did the Academy conduct mid-term simulations exercises?	☐ Y / ☐ N/ ☐ 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.
K. Did the Academy conduct the final simulations exercises and testing?	☐Y / ☐ N/ ☐ N/A	1.	Confirm on calendar with Curriculum Director
		2.	Confirm final simulations exercises test scores with Director of Academics
		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

A. Are records of officers' training stored and available to them in SABA Systems?	☐Y / ☐ N/ ☐ N/A	
B. Does SABA Systems track and email officers when they fail to satisfy mandatory training requirements?	☐Y / ☐ N/ ☐ N/A	
C. Does each officer and training coordinator have access to SABA Systems to review their training records and to schedule training?	☐Y / ☐ N/ ☐ N/A	
D. Did the SABA Systems coordinator log all individual required courses by job class and assignment at the beginning of the year?	☐Y / ☐ N/ ☐ 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

A. Did the Assistant Commanding Officer of ETD conduct a course assessment and issue an End of Year Training report by January 31st?	☐Y / ☐ N/ ☐ 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
B. Did the Academy Assistant Commander issue quarterly reports and were they uploaded in the MAX management system?	☐Y / ☐ N/ ☐ N/A	1.	Confirm with Assistant Commanding Officer of ETD

C. Did the End of Year Training Report describe each course, including the following: • a summary of the subject matter. • the duration, date, and location. • the number of persons who completed the training.	☐ Y / ☐ N/ ☐ N/A	1. Confirm with Assistant Commanding Officer of ETD
D. Did the Department provide training to all employees within the training tracks with a minimum of 95% compliance?	☐ Y / ☐ N/ ☐ N/A	1. Confirm with Assistant Commanding Officer of ETD 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
E. Is there evidence that Department employees who did not attend training were held accountable?	☐ Y / ☐ N/ ☐ 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
F. Did the Assistant Commanding Officer of ETD identify all Department employees that were exempt from training (ADD and military)?	☐ Y / ☐ N/ ☐ 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.
G. Were there any Department employees who failed to obtain LA POST compensation that were entitled to receive it?	☐ Y / ☐ N/ ☐ 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

A.	Does the Office Assistant Scheduler use a scheduling management system to identify and resolve conflicts between booking assignments of instructors?	☐Y / ☐ N/ ☐ N/A	
B.	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?	☐Y / ☐ N/ ☐ 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

A.	Did the recruit commander select a Recruit in Charge for the graduated class?	☐Y / ☐ N/ ☐ N/A	1. Confirm with the Recruit Commander for the graduated class
B.	Have peer evaluations been completed by all recruits according to assigned intervals throughout the term?	☐Y / ☐ N/ ☐ N/A	1. Confirm with the Captain
C.	Has Academy staff reviewed the peer evaluations, and taken follow-up action as appropriate?	☐Y / ☐ N/ ☐ N/A	1. Confirm with the Captain
D.	Have Recruit Observation Reports been filed?	☐Y / ☐ N/ ☐ N/A	1. Confirm file with the Recruit Commanders.
E.	Have deficiencies in recruit behavior, appearance, and/or performance been identified and appropriately addressed?	☐Y / ☐ N/ ☐ N/A	1. Confirm with the Recruit Commanders.
F.	How many Academy Review Panels were held for the selected graduating class	☐Y / ☐ N/ ☐ N/A	1. Confirm with the Captain. 2. Determine what was the panel held for 3. Determine outcome of panel (s)
G.	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?	☐Y / ☐ N/ ☐ N/A	1. Confirm with the Recruit Commanders 2. Verify the assessment tool was completed by the Department Psychologist
H.	For the Academy session, did the panel review each recruit's folder to determine where there were any patterns or trends in academic grades,	☐Y / ☐ N/ ☐ N/A	1. Confirm with Department Psychologist

tactical performance, or attendance that may cause concern?		
I. Was each recruit's performance measured according to the ten behavioral competencies?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Department Psychologist
J. Did the FTO Coordinator, and the Department Psychologist meet prior to completion of FTO Phase Four and review each recruit's development progress?	☐Y / ☐ N/ ☐ N/A	1. Confirm with FTO Coordinator
K. Did the five recruits receive all LA POST Legislatively mandated courses?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Curriculum Director
L. Were any recruits that failed to complete the mandated training prior to completion of the term separated from the Academy?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Director of Academic
M. 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?	☐Y / ☐ N/ ☐ N/A	1. Confirm with the Director of Academics
N. Were deviations from the published coursed schedule reported immediately to the Academy Administrator or Academy Commander?	☐Y / ☐ N/ ☐ N/A	1. Confirm with the Director of Academics
O. Did the instructor address recruit by nicknames or monikers, other than those authorized by the recruit?	☐Y / ☐ N/ ☐ N/A	
P. Did the instructor provide the LA POST note taking guide at the end of class?	☐Y / ☐ N/ ☐ N/A	Confirm recruits given LA POST note taking guides electronically at the beginning of the Recruit Training.
19. Academy Safety Manual		
A. Has the Academy Safety Manual been updated since the last audit?	☐Y / ☐ N/ ☐ N/A	1. Confirm with the Director of Academics
B. Did all Academy staff and recruits sign an attestation acknowledging receipt of the manual and acceptance of the procedures?	☐Y / ☐ N/ ☐ N/A	1. Confirm with the Director of Academics
20. Academy Recruit Manual		
A. Has the Academy Recruit Manual been updated since the last audit?	☐Y / ☐ N/ ☐ N/A	1. Confirm with the Director of Academics

B.	Did all recruits sign an attestation acknowledging receipt of the manual and acceptance of the procedures?	☐Y / ☐ N/ ☐ N/A	1. Confirm with the Director of Academics

21. Training Advisory Committee (TAC)

A.	Is the TAC composed of representatives from the NOPD, and volunteers from local, state, and federal law enforcement agencies, local universities, and community members?	☐Y / ☐ N/ ☐ N/A	1. Confirm with the Director of Academics
B.	Did the TAC meet quarterly with Academy administrative staff to discuss training needs and support?	☐Y / ☐ N/ ☐ N/A	1. Confirm with the Director of Academics 2. Review agendas of meetings

22. Training Video Approval Committee

A.	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?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Assistant Commanding Officer
B.	Did the committee review and approve use of body-worn camera or in-car camera footage prior to their use as a training aid?	☐Y / ☐ N/ ☐ N/A	1. Confirm with the Assistant Commanding Officer of ETD
C.	Did the committee assess the videos' value for reinforcing learning objectives towards best practices and for exposing opportunities for improvement?	☐Y / ☐ N/ ☐ N/A	1. Confirm with the Assistant Commanding Officer of ETD
D.	Were the videos used in the classroom presentations by the instructors?	☐Y / ☐ N/ ☐ 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

A.	Was the FTO selection panel comprised of the Field Training Coordinator (FTC), a District FTO and the District Field Training Sergeant (FTS)?	☐Y / ☐ N/ ☐ N/A	1. FTO selection panel comprised of FTC and available Academy staff.

B. Did the FTOs receive annual re-certification that included feedback from ETD?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Academy FTC 2. Review correspondence from Commanding Officer to District Captains
C. Were there any FTOs or FTS that were removed from their duties for performance or discipline issues during this audit period?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Academy FTC 2. Review file on removal 3. Ensure signature of Superintendent for deselection

24. Recruit Field Training update the questions from manual, some terms changed
   Sample size: Randomly select five recruits that graduated from the FTO Program within the audit period

A. Did the selected recruits complete all four phases of the FTO Program?	☐Y / ☐ N/ ☐ 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
B. Were there any recruits that received extended FTO training?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Academy FTC 2. Verify that they completed all phases of training before graduation
C. Did the selected recruits provide an FTO feedback evaluation at the end of each training phase?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Academy FTC
D. Did the selected recruits **receive End of Phase** reports for the four phases of training	☐Y / ☐ N/ ☐ N/A	1. Confirm with Academy FTC
E. Did the selected recruits have Daily Observation Reports (DOR) completed by the FTO?	☐Y / ☐ N/ ☐ 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
F. Were any of the DORs rated below standard (1-3)?	☐Y / ☐ N/ ☐ 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
G. Did the FTC send any 105 notifications of late DORs to the District Captains?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Academy FTC 2. What was the results of the 105 reports
H. Was the Skills Mastery Checklist completed and signed off by FTOs on the selected recruits?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Academy FTC

I.	Did the selected recruits have an FTO evaluation completed on each phase of training?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Academy FTC 2. Were gold sheets completed by FTO at end of phases
J.	Was a Behavioral Review Panel held at the end of phase IV?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Academy FTC 2. Confirm panel consisted of Department Psychologist, recruit commanders, and FTC 3. Was a sheet completed after panel review?

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

A.	Was a 105-form forwarded by District Captain to FTC recommending termination?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Academy FTC
B.	Was an Academy Panel convened to review termination case?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Academy FTC 2. Did panel consist of Field Operations Bureau Chief, Management Services Bureau Chief, and the Department Psychologist
C.	Did the Superintendent of Police sign and approve any recruit terminations?	☐Y / ☐ N/ ☐ 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

A.	Did the FTC receive and review all DORs, EOPs, skills checklists, FTO evaluations, and final exams for the selected recruits?	☐Y / ☐ N/ ☐ N/A	
B.	Was the recruit cleared by the Academy Panel?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Academy FTC 2. Review gold sheet
C.	Was Civil Service notified that the recruits met all training qualifications?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Academy FTC 2. Review report of notification
D.	Was a Police Officer Promotional Application completed for the recruits?	☐Y / ☐ N/ ☐ N/A	1. Confirm with Academy FTC 2. Review the promotional application

27. Academy Procurement

Did the Commanding Officer of ETD have a procurement file?	☐Y / ☐ N/ ☐ 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**		
A. Did the Academy have enough body armor to distribute to recruits and address in-service replacement during the audit?	☐Y / ☐ N/ ☐ N/A	1. Confirm in body armor database
B. Did the Academy have enough CEW (Tasers and cartridges) to distribute to recruits and address in-service replacement during the audit?	☐Y / ☐ N/ ☐ N/A	1. Confirm in CEW database
C. Did the Academy have enough firearms to distribute to recruits and address in-service replacement during the audit?	☐Y / ☐ N/ ☐ N/A	1. Confirm in firearms database
D. Did the Academy have enough ammunition to distribute to recruits and address in-service training requirements during the audit?	☐Y / ☐ N/ ☐ N/A	1. Confirm in ammunition database 2. Review requests for ammunition for in-service training
E. Did all Department employees pass the Annual LA POST firearms test	☐Y / ☐ N/ ☐ N/A	1. Confirm with Assistant Commanding Officer of ETD 2. Confirm in in End of Year Report