



Louisville Metro Government Office of Internal Audit

The Office Of Internal Audit Engagement Request Form	
Date Request Submitted	
1. Requestor Name	Metro Council President David James
<p><i>Please note: Internal Audit requests from Department Directors will be shared with the Mayor's Office and may be subject to approval from the Mayor's Office, if the request is intended to be from the Mayor's Office , as a whole.</i></p> <p>Internal Audit requests from Metro Council Members will be shared with the Metro Council President's Office and may be subject to approval from the President's Office or by way of a Resolution, if the request is intended to be from the Metro Council Office , as a whole.</p>	
2. Requestor Department	Metro Council
3. If your department is not listed in the department drop-down box, please provide your department name here.	
4. What Type of Engagement is Desired (see definitions below)?	Assurance
5. Is this request for a Financial Impact Analysis?	no
6. Department to be Reviewed	Police
6a. Business Processes to be reviewed	Police Overtime
7. Who is the Key Stakeholder for Process to be Reviewed?	Police, Citizens, Metro Council, the Mayor's Office
8. Time period to be Reviewed	December 2016 - August 2018
9. What Are Your Desired Objectives/Outcome of the Engagement? (The more information provided the better, as it will be helpful as we make a determination about the request.)	<p>Objective: Perform an audit of the processes for administering overtime for the Louisville Metro Police Department (LMPD). The primary focus of the audit should be to access the internal controls for assigning, requesting, authorizing, tracking, and monitoring LMPD overtime (OT).</p> <p>Specific Questions to be addressed are:</p> <ol style="list-style-type: none"> 1. What was the total amount of OT funding allocated versus total amount spent for each year. 2. How was OT managed, how it was determined which officers would be granted OT. 3. How was the OT receiving officer's work assignments managed for each shift worked. 4. What were the desired out comes from the assignments for each shift? 5. What were the actual outcomes for each shift worked? 6. How was personnel managed , including the number of hours each officer worked ? 7. Was there and examination of OT hours worked versus regular on duty assignment? Compared to Off Days and vacations? 8. How were Division Majors made aware of which officer was working OT in their Divisions each day prior to their shift beginingand how was Directed Patrol information delivered to the officers working OT ?
10. What is Your Anticipated Completion Date for This Request?	
11. Comments	

For OIA Use ONLY

Approved by the Mayor
 Approved by Metro Council
 Request Accepted by the Office of Internal Audit



Louisville Metro Government Office of Internal Audit

Staff Assigned
Budgeted Hours



Louisville Metro Government Office of Internal Audit

Definitions of Core Services

-Assurance - Reviewing operations, policies, and procedures to ensure that the appropriate control structure is in place and that business risks are considered.

-Consulting - Providing services to help address specific issues and concerns, which may not necessarily be high-risk, but do add significant value to clients.

-Information Technology - Ensuring that electronic information is processed as intended, data integrity is maintained, and the control structure is assessed.

-Integrity - Investigating allegations regarding employee misconduct and / or non-violent criminal acts involving Metro Government resources.