**Auditee Contact: Form 09**

Below is an **EXAMPLE** of an e-mail / memo / letter format for the pre audit agenda meeting.

Joe Smith, Commander

CC: Frank Lewis, Administrative Sergeant

Patrol Precinct #3

Dan Olson, Lieutenant

Inspections Unit

Subject: Precinct 3 Pre-Audit Agenda Meeting

Thanks for taking my call yesterday. I wanted to confirm that the pre-audit agenda meeting for your precinct audit will be on Monday xx/xx/xxxx, at 0900 hrs. in your office. I will be in attendance along with Lt. Giammarino, and Staff Auditor, Erin Kenney, from the Inspections Unit. Per our conversation yesterday please have your administrative assistant *(depending on your organization this may be an Adm Sgt. Or Adm Asst. etc.)* attend the meeting to assist with any logistical or administrative details. Feel free to have other staff members attend that you feel may add value to the meeting.

***(WHY)*** This is a scheduled audit based on the organizations audit schedule. The schedule was created based on a risk assessment process in consultation with the CEO and the Executive Staff *(Or an accreditation process etc)*. Based on the schedule your precinct along with other precincts and bureaus in the organization were selected for an audit.

***(What)*** In the meeting we will discuss the areas of your precinct to be audited. These areas were chosen based on the risk associated with each activity. Please consider any areas of your precinct you would like to be included in the audit for discussion in the meeting. If time and resources allow, we may add an item to the agenda.

***(How)*** Inspectors will conduct scheduled staff interviews as well as make observations related to the engagement. Observations and recommendations will be provided in draft report for your review and input prior to the final report publication.

We look forward to meeting with you and your staff. Please contact me if you have any questions or need to reschedule the meeting. It is important that you be in attendance.

Thank you

Lt. Dan Olson

Inspections Unit (Include phone and e-mail info for contact)