

**Law Office of the Public Defender  
Self-Inspection Audit Procedures**

Extend to all agency operations as follows:

- All District Defenders and Managing Attorneys Trained on 3/20/2015
- All DD's and MA's provided with an Inspection Plan, 4 checklists, assistance from LPCC and/or safety members, and affidavit
- Each office has at least one LPCC and one Safety Committee member

Performed as often as needed, but at least semiannually

- March/ April will be our first one; due 4/14/2015

Provide written reports for all unsatisfactory conditions

- Sheet provided with each checklist to document needs or concerns to address

Reports must include significant issues and/or loss potential (checklist may serve as report)

- See above

Provide copies of all self-inspections and audits to agency LPC Coordinator: 100% received

Repeat deficiencies/violations must be communicated to LPCC & agency head

- All deficiencies are being reported by LPCC Coordinator to Chief Public Defender during weekly Executive Staffing
- Summary report prepared for Chief 4-17-2015

Corrective actions and responsible authority must be identified

- Yes – noted on report
- Written responses no later than 30 days from notification
  - Requested

Documentation furnished to agency LPCC & maintained as records

- Copy in local Loss Prevention Binder and
- Maintained electronically by LPCC Coordinator