



## **OCSD and OCDA Joint Informant and Sources of Information**

### **Audit Procedures**



- Between January 1<sup>st</sup> and 15<sup>th</sup> of every calendar year, the Orange County Sheriff's Department (OCSD) Special Investigations Bureau (SIB) and Criminal Investigations Bureau (CIB) Captains will compile a list (List) of all Informants and Sources of Information (SOI) documented during the previous calendar year (January 1<sup>st</sup>-December 31<sup>st</sup>).
- The SIB and CIB Captains will complete the OCSD and Orange County District Attorney's Office (OCDA) Joint Annual Audit Form and attach the aforementioned List to it.
- The List along with the Joint Annual Audit Form will be hand-delivered by the SIB Captain to the Orange County Informant Index (OCII) Coordinator at OCDA.
- Upon delivery, the OCII Coordinator will sign the "RECEIVED BY OCDA" section of the Joint Annual Audit Form, acknowledging receipt of the form and List from OCSD.
- Within 10 business days of receiving the Joint Annual Audit Form the OCII Coordinator will review the attached List of documented Informants and SOIs to ensure that the OCDA has an OCII submission for each individual on the attached List.
- If the OCDA OCII Coordinator verifies that the OCDA has an OCII submission from OCSD on each individual on the OCSD List, the OCDA OCII Coordinator will sign the "OCDA USE ONLY SECTION" of the Joint Annual Audit Form verifying the same.
- If OCDA identifies any inconsistency between the List and OCDA's records, the OCII Coordinator will notify the SIB Captain and they will work together to reconcile each agency's respective records. Once the records are reconciled, the OCII Coordinator will sign the "OCDA USE ONLY SECTION" of the Joint Annual Audit Form verifying the same.
- In all cases, all records will be reconciled within 10 business days. The OCDA OCII Coordinator will hand-deliver the signed Joint Annual Audit Form to the SIB Captain within three business days of its completion.
- The Joint Annual Audit Form and List will be scanned into a PDF format. A complete digital copy will be retained by the OCSD SIB and CIB Captains and the OCDA OCII Coordinator.

- The SIB Captain will notify the OCSD Constitutional Policing Advisor once the audit is complete.
- The OCII Coordinator will notify the Senior Assistant District Attorney supervising the OCII of the results of the audit once the audit is complete.