



## Memorandum

**To:** Gerald Sokol, Jr.  
Chief Financial Officer

**From:** David R. Warren *E. Studjinsky For*  
Assistant Inspector General, Audits and Evaluations

**Date:** May 12, 2014

**Subject:** Engagement Memo – Best Practices for Determining Police Department Staffing (Project code 011-2014)

The Office of the Inspector General is initiating an audit involving the Amtrak Police Department. Our objectives will be to (1) assess the police department's process for determining the appropriate size and composition of its staff and (2) determine whether the current staffing process could be improved by utilizing best practices.

During this audit, we plan to interview senior police department officials and identify generally accepted best practices used by similar police departments to assure they have the correct number of officers with the right skills in the appropriate locations. We will work to minimize any impact on the Amtrak police department by coordinating interviews with staff in advance.

Our work will be performed in accordance with generally accepted government auditing standards. Our interactions with the corporation will be consistent with P/I 2.1.3 which sets forth the relationship between the OIG and the corporation. In particular, section 7.0 of the policy discusses coordination between Amtrak officials and the OIG on audits and evaluations.

[http://www.amtrakoig.gov/sites/default/files/reports/ig-amtrak\\_relat\\_policy\\_01-2012.pdf](http://www.amtrakoig.gov/sites/default/files/reports/ig-amtrak_relat_policy_01-2012.pdf)

We request that your office arrange an entrance conference for us with the appropriate Amtrak officials at the earliest possible date. We will keep you informed of the status of our work and any material changes in our objective, should they occur.

Michael Kennedy will be the Senior Director and J.J. Marzullo will be Audit Manager for this audit. If you have any questions regarding this audit, please contact me at (202) 906-4742 ([david.warren@amtrakoig.gov](mailto:david.warren@amtrakoig.gov)) or Michael Kennedy, Senior Director, Audits, at 202-906-4308 ([michael.kennedy@amtrakoig.gov](mailto:michael.kennedy@amtrakoig.gov)).

cc: Polly Hanson, Chief of Police  
William Herrmann, Managing Deputy General Counsel  
Matthew Gagnon, Senior Director, Amtrak Controls  
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