



2025 ANNUAL WORK PLAN OVERVIEW

August 30, 2024

According to Parish ordinance, the Jefferson Parish Office of Inspector General (JPOIG) must present an annual work plan for the next calendar year by September 1st. The plan should include:

- Risk assessment criteria used in establishing the work plan;
- A schedule of projects and anticipated completion dates; and
- Quality assurance procedures planned for implementation.

This Annual Work Plan presents a schedule of projects for 2025 based upon a risk assessment. Our work plan is implemented through audits, evaluations, and inspections. Our goal is to focus on areas that would most benefit Parish government and the public. On-going projects, which will be completed in 2024, are included for context and reference.



AUDIT PROJECTS

2024 Ongoing Audits

East Bank Consolidated Fire Department #2023-0006

An audit to examine the nature and extent of sick leave usage.

2025 Planned Audits

East Bank Consolidated Fire Department

An audit to examine the nature and extent of secondary employment among firefighters to determine compliance with policies and laws.

Hospital Service District No. 1

An audit to determine if proceeds from the lease of West Jefferson Medical Center expended by the Parish complies with applicable laws and regulations.

Procurement & Contracting

An audit to determine if the Parish is receiving goods and services required in its contracts.

EVALUATION AND INSPECTION PROJECTS

2024 Ongoing Evaluations and Inspections

Hospital Service District No. 1 #2024-0002

An evaluation to determine whether capital improvements were made to West Jefferson Medical Center pursuant to the lease agreement with the Parish.

Third-Party Inspections #2023-0009

An evaluation of the Building Permits' processing of third-party inspections.

Personnel - Hiring Practices #2022-0020

An evaluation of the Personnel's ability to recruit qualified candidates for employment.

2025 Planned Evaluations and Inspections

Personnel - Testing Procedures

An evaluation of the Personnel's testing procedures to determine whether testing procedures are appropriately designed to test needed qualifications of candidates.

Monitoring Council Discretionary Funds

A transparency initiative to capture Council discretionary spending.