

**From:** [Jones, DavidG](#)  
**To:** [Burgess, Tim](#); [Myerberg, Andrew](#); [Rahr, Sue](#); [Kim, Tanya](#); [Khan, Faisal](#)  
**Cc:** [LEG\\_CityAuditors\\_Group](#); [Noble, Benjamin](#); [Doss, Greg](#); [Gorman, Ann](#); [LEG\\_LAStaff\\_Group](#); [Eder, Dan](#); [Rouse, Alex](#); [Walton-Anderson, Natalie](#); [Washington, Tiffany](#); [Boatright, Rebecca](#); [Judge, Lisa](#); [LEG\\_CouncilMembers](#)  
**Subject:** New Office of City Auditor Audit: Gun Violence  
**Date:** Wednesday, July 24, 2024 4:18:49 PM  
**Attachments:** [Protocol 1\\_23\\_14.pdf](#)  
[image001.png](#)

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This is to inform you that the Office of City Auditor, at the request of Seattle City Council President Sara Nelson, is initiating an audit on gun violence in Seattle. Our objective is to understand the nature of the current gun violence problem in Seattle.

Dr. Claudia Gross Shader will serve as the auditor-in-charge.

Attached is our office protocol that presents the basic steps our office follows when conducting an audit. Our protocol includes the option of an "introductory meeting" during which we can discuss the audit's broad objectives with department officials as well as any concerns or suggestions they may have regarding the audit.

We request that by close of business **July 29, 2024**, that you designate someone from your departments (i.e., **Mayor's Office, Seattle Police Department, Human Services Department, Public Health – Seattle & King County**) to serve as the official liaisons to our office for this project. This person will be the individual we will work with to schedule initial meetings with the appropriate officials from your departments.

The first stage of our audit is the "job design" phase, and it is during this phase that our staff work to:

- a) Gain a broad understanding of the program, such as its functions, mission, objectives, key performance indicators, and areas of risk; and
- b) Define the audit's objectives and determine what specific steps and tests the auditors will need to perform.

After we complete this phase of our work, we will meet with you to inform you whether we plan on continuing work beyond the job design phase. If we decide to continue our work beyond this phase, we will brief you about the audit's specific goals and objectives.

I would like to note one other part of our protocol. During the "draft document" phase we provide you with the opportunity to review and discuss with us a draft of the report before it is finalized. Our goal, while working with you during this phase, is to ensure that the report

provides a full, unbiased, and factual description of the current gun violence problem in Seattle.

The official liaison referred to above will also be the person from your department to whom we will send drafts of our report and will be responsible for: 1) ensuring that our drafts are forwarded to the appropriate individuals within your department for review, 2) ensuring that comments from the various department units are consolidated into one official department response to our draft report, and 3) ensuring that your department provides its comments by the deadline stated in the email from our office that accompanies the draft report.

To help us get started, we would appreciate it if you would inform our office about any ongoing or completed audits, studies, evaluations, or reviews of gun violence in Seattle and provide us with copies of, or access to, any reports generated by such work.

Please call or e-mail me or Dr. Gross Shader ([Claudia.Gross-Shader@seattle.gov](mailto:Claudia.Gross-Shader@seattle.gov); 206/684-8158) if you have any questions about this email.



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