

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
2106.4, INSPECTIONS UNIT**

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RESCINDS:	2106.3
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	PROFESSIONAL STANDARDS DIVISION COMMANDER
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CHIEF OF POLICE:	ORLANDO ROLÓN

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POLICY: It is the policy of the Orlando Police Department to provide a means of inspection and control through a process of staff review and evaluation to ascertain if policies and procedures, and rules and regulations, are adequate and being adhered to; whether Department resources are adequate and are being properly utilized; to evaluate the overall performance and attitude of the Department, and to ensure compliance with applicable accreditation standards.

PROCEDURES:

1. DEFINITIONS

Inspection: An objective and purposeful observation, evaluation and review of an activity, event, equipment, personnel, and execution of Department policies and procedures, conducted by a member or section under the authority of the Chief of Police.

Staff Inspection: An inspection conducted by personnel who do not have control of the persons, facilities, or procedures being inspected.

The Staff Inspection is a quality control management tool designed to objectively review the Agency's organizational units. Staff inspections involve the examination of all Agency operations for efficiency, safety, effectiveness, policy compliance, specific needs, requirement for change and adequacy of management controls.

Line Inspection: An inspection conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected.

2. INSPECTIONS UNIT FUNCTION

The Staff Inspections Unit shall be assigned to the Professional Standards Division. The primary purpose and function of the Staff Inspections Unit is to determine organizational effectiveness and efficiency and ensure policies and procedures are adequate and are adhered to..

The Inspections Unit shall have the authority of the Chief of Police to inspect various areas of operations within the Police Department to ensure that:

1. Delegated authority is being executed properly.
2. Orders and instructions have been effectively carried out.
3. Policies and procedures of the Police Department are understood and adhered to.
4. Information concerning the quality of services delivered and its effectiveness is surveyed, evaluated, and shared.
5. Resources are adequate for achieving the goals and objectives of the Department.
6. The Chief of Police is informed of all deficiencies of the Department on a routine basis.

3. STAFF INSPECTION PROCEDURES

3.1 INITIATION OF INSPECTIONS

Each inspection to be conducted shall be directed by the Chief of Police and initiated in accordance with accreditation standards. Inspections may be suggested or requested by a written request by any member or employee via the Chain of Command. The Chief of Police can direct an inspection of any Agency component at any time. Once the Chief of Police has directed an inspection to be conducted, the Inspections Unit will then determine the scope of the inspection and plan how the inspection will be conducted.

3.2 PRE-INSPECTION CONFERENCE AND NOTIFICATION

A pre-inspection conference will be scheduled, not less than five days prior to the inspection, with the affected commander and/or manager of the section or unit to be inspected. The purpose of this conference is to discuss the goals of the inspections process, areas to be inspected, methods used to gather information, length of the inspection, and the procedures used to report the findings to the Chief of Police.

At this time, the Inspections Unit personnel may ask for specific requests for desired actions, documents to be produced, answers to inquiries, or any other action deemed necessary to complete the inspection.

Once the on-site inspection is conducted, the Staff Inspections Unit will then analyze the data and determine the findings. The Inspections Unit will meet with the affected commander and/or manager to discuss the findings prior to reporting them in written form to the Chief of Police. A copy of this report will also be sent to the affected commander and/or manager when completed.

3.3 POST-INSPECTION CONFERENCE

At his or her discretion, the Chief of Police will then have a post-inspection conference with the affected commander and/or manager, their chain of command, and the Staff Inspections Unit. It is at this point that a plan of action will be set in place if there are any areas that need improvement. If there were no deficiencies noted during the inspection, no further action is needed.

3.4 RESPONSE TO FINDINGS

The commander and/or manager in charge of the component found to have deficiencies will submit to the Chief of Police the steps that have been taken to correct the deficiencies. This report will be submitted within ten working days after the post-inspection conference. A copy of this report will be forwarded to the Inspections Unit.

3.5 FOLLOW-UP INSPECTIONS

At prescribed time intervals following the initial inspection, the Inspections Unit will conduct follow-up inspections and report on the progress made of the recommended changes and noted deficiencies, which could not be immediately corrected. All follow-up inspections shall be documented in written reports to the Chief of Police (see Attachment A, Flowchart of Inspection Procedures).

3.6 SPOT CHECK INSPECTION

Spot check inspections shall be conducted on an unscheduled basis, requiring no advance written notice. (36.02b) If the spot check inspection reveals a need for a more comprehensive inspection, a pre-inspection notification shall be initiated prior to a formal inspection.

Recommendations for improvement may be made to the commanding officer of the component being inspected in cases where it is within the authority of the commanding officer to affect the change. When possible, reports shall be discussed with that component's commander prior to being finalized. The completed report shall be directed to the Chief of Police and other distribution shall be at the discretion of the Chief of Police.

4. TYPES OF INSPECTIONS

Inspections may be conducted in, but are not limited to, the described areas below.

An inspection may review the conduct and performance of personnel, including, but not limited to:

1. Appearance
2. Job Knowledge
3. Discipline
4. Morale
5. Integrity

Inspections may review operational activities, including, but not limited to:

1. Department facilities and equipment conditions.
2. Investigative techniques.
3. Communications discipline.
4. Incident response time.
5. Report preparation and records.
6. Quality of service.
7. Supervision and command.
8. Selectivity of enforcement.
9. Manpower scheduling and deployment.
10. Proper execution of policies and procedures.
11. Standards of training.
12. Any other topic the Chief of Police directs.

Inspections may also review administrative activities, including, but not limited to:

1. Cooperation with other components.
2. Utilization of personnel.
3. Control of overtime.
4. Fiscal activities.
5. Selection process for employment.
6. Mismanagement of personnel/equipment

There are four major areas that will be inspected:

1. Facilities and Equipment
2. Policies and Procedures
3. Files and Records
4. Supervision and Leadership

5. FREQUENCY AND PROCEDURE OF INSPECTIONS

The Chief of Police may cause inspections to be conducted as needed. The Inspections Unit will conduct an annual inventory and audit of the Property and Evidence gun, drug, and money rooms. In addition, a count of the Law Enforcement Trust Fund (LETF) and City Finance fund will be conducted as deemed necessary by the Property and Evidence Supervisor.

5.1 PROCEDURE FOR ANNUAL INVENTORY AND AUDIT OF PROPERTY AND EVIDENCE GUN, DRUG, AND MONEY ROOMS

- a. The Inspections Unit will notify the Property and Evidence Supervisor within five days of the annual inventory.
- b. The Inspections Unit will then be given access to the drug, gun, and money rooms by Property and Evidence personnel.
- c. One by one, the Inspectors will verify that every item on the Property and Evidence log is in the correct bin.
- d. A report is then generated indicating any errors found (e.g., missing items, items in wrong location, items at lab, items checked out by officers, and items with data entry errors).
- e. All errors will be researched and given detailed explanations by Property and Evidence personnel.
- f. After completing the inventory, a memorandum will be sent to the Chief of Police informing him or her of the results of the inventory

During the inventory process, an audit of the records and activities will also be examined to ensure compliance with established controls, policies, and operational procedures. The results will be included in the above memorandum to the Chief of Police.

6. RESPONSIBILITIES AND AUTHORITY

The Inspections Unit is under the direct supervision of the Training/Accreditation and Inspections Section Commander. The Inspections Unit shall be responsible for the periodic inspection of personnel, Department facilities, and operating procedures of the Police Department.

Personnel assigned to the Inspections Unit shall operate under the direct authority of the Chief of Police while conducting an inspection. Inspection Unit personnel, regardless of rank, shall be subordinate **ONLY** to the Chief of Police, his designated Division Commander and the Training/Accreditation and Inspections Section Commander. Personnel assigned to an inspection shall be considered equal with the ranking members of the organization component being inspected and shall have access, for the purpose of inspection, to all records, facilities, property and equipment of the Department.

Personnel shall cooperate with and assist the Inspections Unit personnel, recognizing that inspections are conducted under the immediate authority of the Chief of Police.

7. REPORTS

At the conclusion of an inspection, the Inspections Unit Sergeant shall prepare a final written report of the inspection. A copy of the report will be sent to the affected commander and/or manager of the inspected component.

The final report shall include specific indications of compliance or non-compliance with Department policies and procedures. Exemplary performance should be documented as well as operations or facilities found in non-compliance. Any serious violations of rules and regulations and/or state laws will be directed to the Criminal Investigations Division and/or Internal Affairs.

7.1 INSPECTION REPORT FORMAT

The written report format should include the following:

1. Subject (title)
2. Introduction
3. Facilities and Equipment (Findings and Recommendations included)
4. Policies and Procedures (Findings and Recommendations included)
5. Files and Records (Findings and Recommendations included)
6. Supervision and Leadership (Findings and Recommendations included)
7. Appendix

Inspection reports by the Staff Inspections Unit will be submitted within thirty working days from completion of the inspection.

7.2 DISTRIBUTION OF REPORT

The original document and one copy will be provided to the Chief of Police, and a copy to the concerned component commander.

A copy of the report and all incidental work sheets, materials, and notes relative to the completed inspection will be retained by the Inspections Unit in the Professional Standards Division for at least three years after the date of the report, at which time those items may be purged from the Inspections Unit files, and destroyed as authorized by the Florida Archives Schedule for Law Enforcement Agencies, GS2, utilizing the approved form.

7.3 RELEASE OF INFORMATION

Any release of inspection reports will be pursuant to the Public Records Law, Chapter 119 of Florida State Statutes. It is the responsibility of all Inspection Unit personnel to maintain the confidentiality of all on-going reviews and assignments.

2106.3 P&P

ATTACHMENT A
FLOWCHART OF INSPECTIONS UNIT PROCEDURES

