

	SECTION:	ADMINISTRATION	ADM-149
	CHAPTER:	PERSONNEL	
	DIRECTIVE:	INSPECTIONS AND AUDITS	

149.01 SUMMARY

An inspection or audit is not an occasional process, but rather an ongoing process designed to ensure that the mechanisms of daily operation are in line with the goals and direction of the organization. Inspections and audits provide a positive means to assess readiness, evaluate progress, identify problems and recognize commendable performance.

149.02 OBJECTIVES

The main objectives of the Inspection/Audit process are: to ensure compliance with Department Directives and City Policy, to assist in determining training needs, and to assess the quality and delivery of service.

149.03 DEFINITIONS

INSPECTION – Inspections are a formalization and reduction to writing of the ongoing and routine process whereby a Supervisor or independent Unit monitors, reviews, evaluates and reports when necessary, those matters for which a particular unit or Department Division is responsible. Inspections are focused on how functions are being done (process management) and not necessarily on the people who are performing those functions. (personnel management)

Line inspections are an ongoing activity to help ensure that employees are acting in concert with agency requirements in such areas as personal appearance, use and maintenance of equipment, and adherence to department directives and orders.

Line inspections are also concerned with the status and condition of physical facilities within the Department. Line inspections are a primary responsibility of Supervisors and Managers at every level of the Department and will be performed by supervisory personnel who have the authority and responsibility for the activity or employees being inspected.

STAFF INSPECTIONS COORDINATOR: The Staff Inspections Coordinator is an employee, either sworn or non-sworn, whom the Chief of Police has assigned as providing oversight for audits and inspections within the Grand Junction Police Department.

DEFINITIONS (con't)

AUDIT – An audit is a long term process that involves inspection of a particular work unit or division over an extended period of time. An audit may be directed mainly at the Department, Division or Unit levels and may include but are not limited to:

- Compliance with city/departmental policies and procedures.
- An assessment of the progress of a department program.
- The reporting integrity of the Department is being achieved and maintained.
- An analysis is conducted of department support functions to gauge the level of service to line personnel.
- Overall quality of police service to the public is maintained.

Audits will be performed by assigned Department personnel and will report either to the Chief of Police or his designee.

149.04 LINE INSPECTIONS**DEPUTY CHIEF OVERSEES INSPECTION PROCESS –**

Division Deputy Chiefs are responsible for the development, review and implementation of a schedule of line inspections for their respective divisions. The inspections will include all organizational components, facilities, property, equipment, activities, and personnel.

- The schedule will set forth Items, areas, or matters to be inspected and a time frame when the inspections will be conducted.
- Proposed line inspection schedules will be forwarded to the Chief of Police and, on approval, will be maintained and monitored by the Professional Standards Administrator.
- Division Deputy Chiefs are responsible for causing line inspections to be conducted in accordance with the approved schedule.
- Exceptions to the approved line inspection schedule require approval by the Chief of Police.
- Division Deputy Chiefs may initiate a line inspection at their discretion and at any time.

LINE INSPECTIONS (con't)

- Line inspections are to be conducted by the Division Deputy Chief or assigned to their respective designee(s). (A Deputy Chief may assign a Commander or Manager to conduct a line inspection at his/her discretion)

REPORTS – An inspection report will be prepared by the person conducting the inspection and forwarded for review, through the appropriate Division Commander to the Chief of Police. After review and approval, the inspection report will be forwarded to and maintained by the Professional Standards Administrator. A typical inspection report may consist of the following;

- Cover Memorandum with title and date of the inspection, purpose and scope of the inspection and name of the inspector.
- Table of contents.
- Details of the inspection and presentation of factual data.
- Summary describing the major findings and recommendations including any recommendations for re-inspection.
- Exhibits such as worksheets, checklists, photographs, charts, copies of directives, or other documentation.

Corrective action for a situation or condition revealed by an inspection should be carried out as soon as practicable by the first Supervisor who becomes aware of the deficiency and can affect the necessary corrections.

149.05 AUDITS

FREQUENCY OF OCCURRENCE – Audits may be conducted on an ongoing basis or as needed when a particular incident occurs and the Chief of Police determines an audit is necessary.

Pre-scheduled Audit (Announced) –

- Audit of an entire section of the department containing detailed observations, in depth inquiry and written reporting.
- Section Commander/Manager(s) are notified in advance of scheduled audits via the affected Division Deputy Chief.

AUDITS (con't)

- Upon completion of a scheduled audit, informal recommendations may be provided to the Division Deputy Chief and Section Commander/Manager.
- A written report of a pre-scheduled audit shall be prepared upon completion of the audit and dissemination of recommendations if any. The report shall be submitted to the Chief of Police.
- At the sole discretion of the Chief of Police, a pre-scheduled audit may be conducted by an independent or outside inspector such as a CALEA or CACP accreditation assessor.

Directed Audit –

- Directed audit are similar in scope and substance to the scheduled audit, but they are conducted at the direction of the Chief of Police, and may be done so unannounced.
- Directed audits are aimed at analyzing a specific event, function or incident within the department.
- May consist of the examination and evaluation of a single function or procedure performed by a single unit in the department.
- Directed audits do not require a written report unless required by the Chief of Police.
- Copies of audit reports may be disseminated downward in the chain of command at the direction of the Chief of Police.
- Recommendations made in any audit will be addressed by the affected Division Deputy Chief who may prepare a written response directed to the Chief of Police.

Audits that result in any kind of recommendation(s) for change of policy, procedure or practice shall be submitted in writing as described in the “**WRITTEN DIRECTIVE SYSTEM**” (ADM-161) directive.

