



GENERAL ORDER

**DURHAM POLICE DEPARTMENT
DURHAM, NC**

NUMBER:

1027 R-4

STAFF INSPECTIONS

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INTRODUCTION

It is the policy of the Durham Police Department to periodically evaluate the various units of the Department to determine their efficiency and adherence to Department orders, rules, and policies. The Staff Inspections Unit exists to perform these functions.

ORGANIZATION AND AUTHORIZATION

The Staff Inspections Unit is located within the Professional Standards Division.

The Staff Inspector shall be responsible for conducting staff inspections.

The Staff Inspector shall exercise no authority over Department members, nor shall he or she give orders, except in accordance with departmental general orders.

INSPECTION/AUDIT OBJECTIVES

Staff inspections and audits will be conducted with the following objectives:

- To assess how Department resources are being utilized.
- To assess uniformity of operations within the Department.
- To assess compliance with department orders, rules, policies and procedures and the discharge of command and supervisory duties and responsibilities.

INITIATION OF STAFF INSPECTIONS

Supervisors may utilize the staff inspection function to evaluate units under their command. Examples of when a Staff Inspection could be requested include a change in unit commander; prior to or following reorganization; observed low morale or any other circumstances that may be affecting the primary function and service of a division or unit. Division Commanders may request, through their chain of command that a staff inspection be conducted for units under their command. The Chief of Police may order inspections/audits at his/her discretion.

CONDUCTING INSPECTIONS

The facts reported by the Staff Inspector are derived from observations of existing conditions, examination of pertinent records, reports, personnel profile sheets and interviewing personnel.

Disguised or undercover methods of information collection shall not be employed. To alleviate the possibility of misinterpretation of motive, the Staff Inspector shall freely discuss with the responsible person any reportable matter at the time of its disclosure.

To ensure the facts reported are accurate, clear and specific, the Staff Inspector shall maintain adequate notes and summaries of observations. Copies of the inspected units' reports or records, if they are of significant importance, may be included in the report.

NOTIFICATION OF INSPECTIONS

Before any formal inspection/audit is initiated, the Staff Inspector shall notify the affected Bureau Commander and Division Commander of the time and date the inspection/audit shall begin. The notification shall contain the scope of the inspection/audit, along with any request for reports, files, or materials desired by the Staff Inspector. The notification may request a member of the affected division to act as liaison between the division and the Staff Inspector.

PRE-INSPECTION CONFERENCE

The Staff Inspector shall meet with the Commanding Officer of the Bureau, Division or District to be inspected and outline the inspection plan and inquire whether there are any specific activities to be included within the scope of the inspection/audit. A schedule of the inspection/audit shall be coordinated with the inspected unit so that it shall not unduly disrupt the unit's operation.

FORMAL INSPECTIONS

The formal inspection/audit shall encompass a review of all operations of a Bureau, Division or District. This inspection shall include all aspects of administration, personnel, equipment and facilities and shall be primarily concerned with the current operations of the Bureau, Division or District being inspected/audited.

SPECIAL INSPECTIONS

A special inspection/audit is limited in scope and designed to examine a specific function or functions of a Bureau, Division or District. An example of a need for a Special Inspection would be a problem with morale on a particular squad.

SPOT INSPECTIONS

Spot inspections/audits shall be conducted intermittently when and where conditions require. This type of inspection/audit shall also be used to re-inspect problem areas identified in formal and special inspections/audits and as a random check of the various segments of the Department to locate problem areas. Spot inspections/audits may or may not be announced before they are conducted. An example of a need for a Spot inspection/audit would be for a security problem in the area of property and evidence control.

CORRECTION OF DEFICIENCIES

District or Division commanders shall have 90 days after receiving an inspection report to correct deficiencies discovered during the inspection/audit. The District or Division commanders shall notify the Chief of Police of the corrections to any such deficiencies by memorandum. A copy of any such memorandum or other correspondence with regard to these matters shall also be sent to the Staff Inspector. If 90 days is not sufficient to correct deficiencies an extension request for can be made to the appropriate Assistant Chief. Any corrections that require a financial commitment not already accounted for in the budget must be approved by the Chief of Police.

FOLLOW-UP INSPECTIONS

Follow-up inspections/audits shall be conducted whenever there are problems encountered in initial inspections/audits that cannot be immediately corrected. They shall be done within six (6) months of the initial inspection/audit.

A report of the findings during follow-up inspections/audits shall be sent to the District/Division Commander and the Assistant Chief, as well as filed with the inspection report.

EVIDENCE AND PROPERTY INSPECTIONS

The Staff Inspections Unit shall conduct semiannual unannounced inspections of property storage areas. In addition, the Staff Inspection Unit shall conduct an annual inspection/audit of property held by the agency.

The focus of these inspections/audits is property management. The Staff Inspector shall determine if the property storage area is clean and orderly, that integrity of the property is being maintained, that property is being protected from damage or deterioration, that proper accountability procedures are being maintained in accordance with department policies, and that property having no further evidentiary value is being disposed of promptly.

The Staff Inspector and the Bureau Commander shall coordinate actual scheduling of these inspections/audits.

REPORTS

After the inspection/audit has been completed, the Staff Inspector shall prepare a written report on all aspects covered in the inspection/audit. A copy of the report shall be given to the Division Commander for review then forwarded to the Chief of Police, as well as the appropriate Bureau Commanders.

Within fifteen (15) working days after the report has been received, the affected Division Commander shall notify the Chief of Police through the Bureau Commander, by memorandum, of concurrence or non-concurrence with the inspection/audit report. The memorandum shall specify the Division Commander's reasons for concurrence or non-concurrence and contain any corrections. A copy of any such memorandum or other correspondence with regard to these matters shall also be sent to the Staff Inspector. The affected Division Commander may request an extension if necessary for response purposes. The Chief of Police shall determine final approval.

After the Division Commander responds by memorandum, the Chief of Police, Division Commander, and/or Staff Inspector may request a meeting to discuss the response.

REVIEW CONFERENCE

After consideration and review of all pertinent reports, the Chief of Police or the affected Division or Bureau Commander may request a review conference to discuss any aspect of the inspection/audit. Documentation shall be kept for one (1) year and may then be destroyed.

STAFF INSPECTION FILES

Since staff inspections may relate to performance and personnel issues, staff inspections files are generally considered administrative and confidential in nature. Access to these files is restricted to the Staff Inspector and the Chief of Police. Security of Staff Inspections files is the responsibility of the Staff Inspector.



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Chief of Police