

PROCEDURE MANUAL

18-01



MICHIGAN STATE POLICE

Worksite Inspections

Purpose: This manual provides guidance and procedures to be followed when conducting worksite inspections. This manual coincides with the Worksite Inspection Report, EX-076 and includes references to that form, along with other relevant forms either completed or audited during inspection.

The inspection process is a tool for the department to verify all worksites are consistently adhering to the established standards. This process is essential in evaluating the quality of the department's operations, identifying improvement needs, and ensuring the department's goals are being pursued.

During the inspection, facilities and equipment will be checked for safety, cleanliness, and accountability. Supervisors will be inspected for accountability of supervisory responsibility and adherence to required training. All records, files, logs, reports, etc., shall be subject to inspection and auditing for accuracy, thoroughness, and neatness.

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Definitions:

Worksite Inspection: An annual inspection of worksites conducted by a district or division commander.

Headquarters Inspection: An inspection conducted by the Professional Standards Section.

Inspection: A scheduled, annual review of a worksite's administrative and operational activities and compliance with written directives.

Inspection Team: A team working under the command of a district or division commander, or the commander of the Professional Standards Section, to perform an inspection.

Line Inspection: An inspection of an enforcement member's equipment and activity by their immediate supervisor conducted in accordance with Procedure Manual 18-02 – Line Inspections.

Property Audit: An in-person, physical inspection of all items held by a worksite as part of its property and evidence control function.

References: Written directives, Official Correspondence, and statutes citing specific direction for a particular area of the inspection are included as references next to that area on the inspection report.

Re-Inspection: A partial inspection which includes a review of all categories which received a Corrective Action Required (CAR) rating during the previous inspection.

Requirements: Those items which must be inspected are listed under each individual category. While it is necessary to inspect each of the listed items, there are other items which may be inspected as deemed necessary by the person completing the inspection. The additional item(s) reviewed, and the findings, shall be listed in the related comments section.

Sampling: Every category will indicate a standardized method for inspection, such as a percentage of items which should be reviewed. There are a few areas in which 100% inspection of the items in a category is required.

Specialized Enforcement: Divisions, sections, or units whose members have annual training or recertification requirements to perform their duties, above what is mandated for all department members. Examples of specialized enforcement include members of the Commercial Vehicle Enforcement Division (CVED), or a specialty unit, such as the Marine Services Unit.

Suggestions: Suggestions are provided to enhance operational efficiency and to display best practices which have proven successful in worksite operations.

Worksite: For the purposes of this manual, a worksite is a section or post managed by a department member with a Civil Service classification of 15 or above. A worksite includes all teams, units, outposts, under the command of a section or post and all equipment, facilities and personnel assigned.

Section 1: Inspection Overview

1.1 Frequency of Inspections

- a. District or division commanders, or their designees, shall inspect each worksite under their command once by December 31 of each calendar year. The inspection shall be no sooner than 10 months or later than 14 months from the previous inspection.
- b. The Professional Standards Section may elect to perform a re-inspection or headquarters inspection at any time during a calendar year in consultation with the effected worksite's bureau command.

1.2 Logistics

- a. District and division commanders shall provide their annual inspection schedule to the Professional Standards Section and their bureau command by January 1 of each year. Any changes made to the inspection schedule shall be reported to the appropriate bureau command and the Professional Standards Section.
 - i. The Professional Standards Section shall maintain a schedule of inspections that is shared with bureau command and the Planning, Research, and Accreditation Section.
- b. Many worksites have multiple teams or units in different locations throughout the state. A district or division commander may elect to perform their inspections at the unit or team level in accordance with this procedure manual. If inspections are completed in this manner, a separate inspection report shall be completed for each team or unit.
- c. All inspections shall be completed within 15 days once the inspection has begun. Requests for extensions shall be approved by the bureau commander, who shall notify the Professional Standards Section.

1.3 Inspection Teams

- a. District and division inspections and re-inspections shall be conducted by teams consisting of the district/division commander and/or the district/division assistant commander, and any number of subordinate members, with the rank of 14 or above. Sergeants and detective sergeants may assist with district or division inspections provided they are working under the direct supervision of a 14-level member, or above, and are not the primary inspecting officer for any category.
- b. Headquarters inspections are conducted by members of the Transparency and Accountability Division.
 - i. Any member of the Transparency and Accountability Division can conduct all categories of inspection.
- c. All members of the inspection team shall be documented on the EX-076.

1.4 Training

- a. All department members conducting district or division inspections must attend inspection training. The Professional Standards Section will provide semi-annual inspection training for all members promoted to the rank of 14 or above or sergeants and detective sergeants designated as inspection team members. Additionally, the Professional Standards Section will provide

update training in January of each year for all members participating in district or division inspections.

1.5 Rating System

- a. For each applicable category listed on the Worksite Inspection Report (EX-076), each district or division commander, or their designee, shall assign one of the five following ratings:
 - i. YES - Area inspected was found to be equal to or greater than 90% compliant. (Those areas with an asterisk require 100% compliance for a YES rating.)
 - ii. NO - Area did not meet the required 90% compliance standard (or the 100% compliance standard for areas with an asterisk.) A NO rating shall be accompanied by either a CDI or CAR assessment.
 - iii. CDI – Corrected During Inspection
 - iv. CAR – Corrective Action Required
 - v. Not Applicable (N/A) – Topic area does not apply to the worksite.
- b. When a YES rating is given, this indicates those items reviewed in a certain topic area were at least 90% compliant (or 100% compliant in those areas with an asterisk). If the 90% (or 100%) threshold is not met, then the rating would be a NO.

Example: 50 cash receipts are reviewed to determine if they are accurate and initialed.

Of the receipts reviewed, 45 are fully completed and initialed properly. The five remaining receipts have minor issues which are fixed during inspection. Since 90% or more of the receipts are completed properly, the rating given would be a YES. Comments shall be made to indicate this information.

“Cash receipts were inspected and found to be fully and properly completed within compliance standards.”

NOTE: For some categories, the threshold would not apply as the rating is simply YES or NO.

Example: Locked bond box used? The answer is either YES or NO.

When a NO rating is given, either the CDI or CAR box must also be checked. Relatively minor problems that can be immediately corrected without expected recurrences may be given a CDI rating. Any situation in which a particular problem is recurring, or the situation poses a potential safety or liability concern, should receive a CAR rating. The CAR rating requires an active effort on the part of the worksite commander to change the way things are being done procedurally or call for more active supervision to remedy a problem. The following examples provide a general guideline in making the proper choice for a CDI or CAR assessment.

- c. CDI Example

Worksite failed to display the required labor law postings according to federal and state laws but was able to correct this during inspection. The worksite would receive a NO rating in Appearance of Worksite, under the posted labor laws criteria. The CDI box would also be checked with the following comment listed in the comments section:

“During inspection it was found the worksite did not display the required up-to-date labor law postings. However, once this oversight was pointed out to the worksite commander, they made an immediate correction by obtaining and posting the laws in the squad room.”

d. CAR Example

The property room audit determined there was a missing piece of property that could not be found. The worksite would receive a NO rating for Property and Evidence, under property and evidence control, Section No. 10. The CAR box would also be checked with the following comment listed in the comments section:

“During an audit of the property room, property item No.1 of complaint 00-1234-21 described in eAICS as ‘2.5 grams of a green, leafy substance field-tested positive for marijuana, contained in a clear plastic sandwich baggie’ was missing. According to the eAICS property report, the item was entered into the property room and placed in the ‘drugs bin’ on 09/02/21. The worksite commander was directed to investigate the matter and indicate their response to the CAR on the EX-077 form. This response should be submitted to the district or division commander within 15 days.”

Note: The use of the comments section is required for any rating but must be used in greater detail for a NO rating with either a CDI or a CAR. The comments area must indicate what corrective action is required (CAR) to remedy the more serious problems occurring at the worksite. Even in those instances when a YES rating is given, the comments section, at a minimum, needs to provide details about what was inspected. The results and supporting evidence for each individual category shall also be indicated.

e. EX-077 Worksite inspection Corrective Action Report Form

The purpose of the EX-077 is two-fold:

- i. The EX-077 increases accountability by requiring the worksite commander to document the problem and how it was solved.
- ii. The EX-077 leads to the adoption of best practices by requiring worksite commanders to institute a system that prevents recurrence of the same or similar problems.

Once a worksite commander receives the completed EX-076 from the inspection team, they will be responsible for completing the EX-077 form for any CARs that they received. One EX-077 will need to be completed for each category that received a CAR rating. The worksite commander will be given 15 business days by the inspection team for the completion of the EX-077 form(s). The deadline for completion shall be clearly articulated in the comments section by the inspection team. Upon completion, the worksite commander shall submit the EX-077 form(s) to the district or division commander. The EX-077(s) should be reviewed no more than 10 days after receipt.

f. Summary Section on EX-076 Front Page

The front page of the EX-076 includes a summary section created to provide an overview of the worksite (i.e., number of personnel assigned, number detachments etc.) and a brief overview of the inspection team’s findings. An explanation of any CAR rating issued should be included in the summary.

1.6 Reporting

- a. All inspections shall be reported on an EX-076. The EX-076 shall be fully and accurately completed by the head of the inspection team within 10 business days of the conclusion of the inspection. An explanation is required in the appropriate summary section of the EX-076 for any category receiving a CDI or CAR rating.
 - i. The EX-076 shall be provided to the affected worksite commander and the Professional Standards Section no later than 15 days after the conclusion of the inspection. The EX-076 shall be saved to the worksite's inspection folder within PowerDMS.
- b. All comments for inspection categories shall be written in the comments space provided for that section within the EX-076. Any additional comments shall be documented at the end of the EX-076 in the space provided.
- c. The Professional Standards Section shall complete an annual report for the Director's Office summarizing the past year's inspections.
- d. Corrective Action
 - i. All corrective action shall be documented on an EX-077. One EX-077 will need to be completed for each category that received a CAR rating. The EX-077 shall be completed by the commander of the inspected worksite. If corrective action is necessary, the EX-077 shall be completed by the worksite commander within 10 business days of receiving a completed inspection report. The EX-077 shall be forwarded to the Professional Standards Section by the district or division commander no later than 15 business days after it has been submitted by the worksite commander for review.

1.7 Retention of Forms

- a. The EX-076 and EX-077 are to be retained in PowerDMS for four years after the annual inspection cycle is complete.

Section 2: Administrative Inspection Areas

2.1 LEIN

- a. Verify a current worksite member has been assigned as the Terminal Agency Coordinator (TAC) and has received training for the role.
- b. Verify a current worksite member has been assigned as the Local Agency Security Officer (LASO).
- c. Verify all members of the worksite who operate a terminal or access LEIN information to any degree have completed the required biennial LEIN training.
 - i. The year LEIN training was completed shall be carried forward on subsequent UD-034's or UD-034a's until recertification is necessary.

2.2 Stakeholder Survey

- a. Stakeholder Survey
 - i. This survey collects and measures feedback about worksite operations from external or internal stakeholders. External surveys at a minimum shall be given to executives at local police departments, prosecutor's offices, central dispatch center directors, members of the local judiciary, and concept team boards. The same survey will be

disseminated to all external stakeholders during a calendar year. Additionally, worksites without external stakeholders may survey internal stakeholders using the same process described below. The worksite commander is responsible for generating a list of stakeholders to be surveyed and obtaining district or division input and approval of the list. The worksite commander shall provide the approved list to the PRA Section 15 days prior to the scheduled worksite inspection.

1. The PRA Section will send an email invitation with the survey link to the stakeholders provided by the worksite commander.
2. Division or district commanders or their designees may choose to complete this survey with external stakeholders in person on the EX-032 form. A completed EX-032 shall be scanned and saved to the worksite's inspection folder in PowerDMS.
3. The results will be collected by the PRA Section and forwarded to the worksite commander, division or district commander, and Professional Standards Section for review.

b. Survey Reporting

- i. The results of the stakeholder survey shall be summarized on the EX-076.

2.3 Required Postings

- a. Ensure the worksite is displaying a complete and up-to-date set of labor laws.
- b. Verify Safety Data Sheets (MSDS) are posted according to federal and state laws.

Section 3: Financial Records

Financial Records include all records corresponding with money seized, received, or expended by a worksite. This area will require the inspection of forms like the ADM-027 Official Receipt Book, ADM-028 Record of Money Collected/Deposited, UD-078 Interim Bond Receipts, eAICS Property Labels, and ADM-002 Cash Box Reconciliation Worksheet. The purpose for inspecting this area is to ensure that worksites are documenting money received and expended in accordance with department policy and that appropriate controls are in place to prevent loss or theft of monies in the worksite's custody.

3.1 Cash Receipt Book

The Official State Police Receipt Book, ADM-027, is the one, permanent, official record of all money transactions in the department. It shall be verified that all money transactions are noted within the worksite's ADM-027, regardless of whether another receipt (eAICS property receipt, interim bond receipt, traffic bond, etc.) has been issued. This requirement also includes cases when money is paid to the department (fees, permits, receipt of reward money, restitution, etc.) and when the department is merely custodian of money (confiscated, recovered, interim bond, found, etc.).

- a. Sampling
 - i. Review 100% of ADM-027 cash receipt books for the time span of the inspection period.
- b. Requirements
 - i. Verify that a locked, secure bond box is available and in use for all money collected.

1. The worksite commander and a limited number of designees shall have access to the bond box.
 - ii. Verify that interim bond procedures are being followed in accordance with department written directives.
 1. Interim bonds shall be deposited with the magistrate within 48 business hours.
 2. The member who made the disposition of the traffic or interim bond money has initialed the lower right corner of each receipt for which traffic or interim bond money has been deposited.
 3. Verify that court receipts are attached to the reverse side of the corresponding cash receipt and folded in a manner so that the name, date, and amount are visible.
 - iii. When a cash receipt is used for seized property, verify that the property item number is on the face of the receipt. The property report or duplicate property label must be attached to the back of the ADM-027 for money items placed in the property room.
 - iv. Ensure cash entered into eAICS property has the receipt number entered in the description, and the eAICS property number is entered on the face of the ADM-027 official receipt. Cash that has reached final disposition has the receipt attached to the back of the ADM-027 over any existing receipts.
 - v. Any voided receipts must have both copies in the book and include the date and signature of the member who conducted the void.
 - vi. For seized cash deposited in bank accounts awaiting forfeiture action, a copy of the bank deposit slip is attached to the yellow copy of the ADM-027 in the book.
 - vii. CVED checks made out to a party other than the court shall have the Comcheck number and authorization number entered on the cash/check line.
- c. Suggestions
 - i. Any changes on the receipt should be explained and initialed by a supervisor, i.e., change in the amount of cash.
- d. References
 - i. Official Orders: 05-26, 19-20, 19-21, 19-22, 19-25
 - ii. Procedure Manuals: 05-04, 12-02
 - iii. Commercial Vehicle Enforcement Division Policy: Acceptance of Bond by Motor Carrier Officers
 - iv. Official Form: ADM-027

3.2 Petty Cash

Ensure purchases made from the Petty Cash Box are appropriate and the guidelines for reconciliation and replenishment of the Petty Cash Box are being followed.

- a. Sampling

- i. Audit 100% of a worksite's ADM-002s from the date of the last inspection to ensure expenditures follow spending guidelines. Determine the current balance in the petty cash box by adding together the cash on hand, petty cash reimbursement in transit, and bills paid out of the box for which a receipt has been issued.
- b. Requirements
 - i. The following controls are used for the petty cash box:
 - 1. Verify the current cash box custodian is registered with the Budget and Financial Services Division, Financial Services Section, Cashier's Office.
 - 2. Maximum transaction limit is \$25 unless authorized by Financial Services (BFSD).
 - 3. Only certain non-recurring, minor expenses are paid. Spending guidelines include no:
 - a) multiple payments to the same vendor or warehouse/contract supplies
 - b) motor vehicle expenses
 - c) sales tax (except member paid)
 - d) freight bills
 - e) travel expenses and parking/bridge tolls where a travel voucher was submitted.
 - 4. Verify the petty cash box has been reconciled monthly using an ADM-002.
 - ii. Investigative teams and MJTFs sub-accounts must be documented in the unit's main cash box to include a signed IOU hold chit.
- c. References
 - iii. Official Orders: 19-20, 19-21, 19-22, 19-25
 - iv. Procedure Manual 19-14 – Purchasing Manual
 - v. Official Forms: ADM-002, ADM-062
 - vi. FOB Policy 12: Imprest Cash

3.3 Confidential Funds

Confidential funds are only approved for expenditures as indicated in written directives or the team's governing board policy. Confidential funds shall be inspected to verify if hold chits have been completed for all checked out cash, chits are documented correctly, and hold money assigned out has been balanced monthly.

- a. Sampling
 - i. Review 100% of confidential funds since the last inspection.
- b. Requirements
 - i. Verify a letter or other documentation from the fiduciary is present showing how much money the worksite holds in confidential funds.

- ii. The worksite commander shall maintain a ledger that documents all movement of money to and from the cash box. The cash ledger shall be reconciled on each transaction.
 - 1. Worksite commanders are responsible for monitoring expenditures of confidential funds for their worksite. Team leaders/assistant leaders may hold confidential funds, “cash bags” with prior approval of the section commander.
 - 2. The team leader or assistant team leader shall maintain a ledger that documents all movement of money to and from the cash bag. The cash ledger shall be reconciled on each transaction.
 - 3. When a team leader or a team member holds a pre-determined amount of confidential funds in a cash bag, that member is responsible for maintaining the bag and shall sign a receipt that shall be kept in the section cash box.
- iii. Confidential funds shall not be commingled with personal or seized funds and shall not be loaned out.
- iv. Whenever confidential funds are spent, members shall submit a confidential funds (chit) worksheet and all supporting documentation to their immediate supervisor by the end of the next business day or as soon as practical.
 - 1. Unspent confidential funds shall be returned to the cash box or cash bag immediately once it is no longer needed.
- v. Verify chit worksheets contain complete information as required for each type of expense (“A,” “B,” “C,” “O,” etc.).
- vi. When confidential funds are used for confidential informant/undercover officer purchases or payments to confidential informants, the payments shall be documented in MIMS under the correlating confidential informant.
 - 1. For a confidential informant or undercover officer purchase; the complaint number, amount and type of drug/contraband purchased, suspect’s name or street name (if one is known), and location of the purchase shall be documented on the Record of Reliability (CID-63A) in MIMS.
 - 2. For payments to a confidential informant, the complaint number, suspect’s name or street name (if one is known), reason for payment, CIS-63B receipt number, and payment amount shall be documented on the Record of Reliability (CID-63A) in MIMS.
- c. References
 - i. Procedure Manual: 03-06 – MSP Sigma Desk Manual
 - ii. FOB Policy: FOB-12: Imprest Cash

Section 4: Worksite Management

Worksite management includes a review of the human resource functions at a worksite including performance management, training records, and review of written directives. Worksite management

also includes a review of the worksite's local policies. This area will require the inspection of performance appraisals in NEOGOV, and training records recorded on a member's TD-007 and UD-034. Additionally, inspection teams will need to review PowerDMS to ensure worksite members have reviewed all assigned written directives, as well as the existence of worksite policies. The purpose of inspecting this area is to determine if the human resources functions are being performed and documented in accordance with department policy.

4.1 Performance Appraisals

Performance appraisal records shall be inspected to ensure annual completion within the 60-day window of the due date (30 days before or after the end of the rating period).

a. Sampling

- i. 100% of the worksite's performance appraisals shall be reviewed to ensure completion within the 60-day required window (4.1(b) i and iv).
- ii. A sampling of 20 appraisals or 50% (whichever is less), shall be reviewed to evaluate and determine ratings for (4.1(b) ii, iii, and vi). For worksites having ten or fewer assigned members, all performance appraisals must be reviewed.
- iii. All development plans shall be reviewed.
- iv. Performance appraisable

b. Requirements

- i. Verify performance objectives have been established for all members, including objectives mandated by the department. Performance objectives contain specific comments (evidence) explaining progress towards an objective or its completion.
- ii. Competencies have been established for all members, including competencies mandated by the department for specific classifications.
- iii. Both the supervisor and member have electronically signed the performance plan and performance appraisal review within the 60-day window.
- iv. Documents prohibited by law or policy (e.g., medical information, supervisory actions, or discipline) are not contained in the file.
- v. Disciplinary documents shall not be in the performance appraisal file.
- vi. Medical information shall not be in the performance appraisal file.
- vii. The performance plan for the next rating period shall be completed within 30 days of the completion of the previous performance appraisal.
- viii. Career enrichment plan
- ix. Development plans are used for members who have demonstrated sub-standard performance.
 1. Development plans contain specific language describing the member's progress.

c. Suggestions

- i. Contact the Labor Relations Section for electronic access to a worksite's performance appraisals in advance of the inspection.
- d. References
 - i. Performance Management instructional aides are accessed through the Human Resources Division Intranet page and NEOGOV.

4.2 Training Records

Training records shall be inspected to ensure mandatory training has been completed with records updated and stored appropriately.

- a. Sampling
 - i. Audit 50% of the records for the span of the inspection period or the complete files for at least ten individuals assigned to the worksite, whichever is greater. Use a current personnel list and include dispatchers and civilians where required.

- b. Requirements

All department members have mandatory annual training requirements, although these requirements vary greatly between enforcement and civilian members. All training shall be documented on the member's UD-034, UD-034a, and TD-007.

- i. Verify enforcement members have a Firearms Training and Inspection Record, TD-007, completed following each quarterly training. This includes the name of the instructor who led the training, the date of completion, required tests completed, and any firearms inspected during the training. Instructor names should be typed on the form, no signatures are required.
 - ii. Verify members are updating their Annual Training Record, UD-034 or UD-034a, following completion of all required training. This includes the name of the instructor who led the training, the date of completion, required tests completed, and any required equipment inspections. Instructor names should be typed on the form, no signatures are required.
 - iii. Training records are completed electronically and saved in a central location at each worksite, accessible by the inspection team. Each worksite shall have a standard naming convention.
 - iv. Verify that the worksite commander has documented in a Memorandum, UD-040, any leave (i.e., medical leave, military leave, or administrative leave) or light duty assignment which prevented a member from completing required training. This memorandum shall be kept in the member's training records file and available for review during an inspection.
 - v. Files only contain current records as dictated by Official Order 14-04 – Retention and Disposal Schedule.
 - vi. Firearms
 - 1. All firearms training, including written examinations, shall be completed as required by each enforcement member, as well as non-enforcement members

authorized to carry a firearm on-duty. While it is acceptable to make up a missed shoot, no more than one qualification shoot shall be completed per day.

2. Enforcement members must qualify with their primary weapon, secondary weapon, shotgun, and rifle.
3. A minimum passing score of 70% on the written exam must be achieved.
4. Both sidearms and assigned shoulder weapons shall be inspected at each training for cleanliness, lubrication, and operability.
5. All MCOLES licensed enforcement members must complete and pass the mandatory MCOLES firearms proficiency examination. This is usually conducted at the summer shoot.
6. Shooting scores shall be recorded on the TD-007. Pass or fail shall be entered for the test score.
7. Enforcement members selected to serve as firearms instructors shall successfully complete the firearms instructor course offered by the Organizational Development Division.

vii. First Aid

1. First aid training is required for all enforcement members and those represented by the SEIU. SEIU members are required biennially.

viii. Hazardous Materials

1. Hazardous materials training is required for all enforcement members.
2. A minimum passing score of 70% on the refresher exam must be achieved.

ix. Criminal Justice Information System (CJIS) Online

1. CJIS Online: Security and Privacy training is required annually for all members, janitorial staff, maintenance staff, and outside vendors with unescorted access to the worksite.
 - a) TAC officer shall ensure Security Awareness training is provided. Worksite commanders are responsible for ensuring the training is completed by all applicable individuals.

x. Defensive Tactics

1. All enforcement members are required to complete defensive tactics training as prescribed by the Professional Development Bureau.
2. Worksite commanders shall ensure that all designated members under their command attend and complete this training.

xi. Electro-Muscular Disruption Device (EMD)

1. Worksite commanders shall ensure all designated members under their command receive EMD training. This training is part of the Defensive Tactics program.
 2. Training consists of a written exam and practical exercises as mandated by the EMD supplier.
- xii. Small Squad Tactics
1. All enlisted members at the rank of first lieutenant and below shall complete annual Small Squad Tactics training.
- xiii. Speed Measurement Operator Recertification
- Speed measurement operator recertification shall be completed every five years. The year the training was completed shall be carried forth on subsequent UD-034's until recertification is necessary.
- xiv. Other Mandatory Training
- All training, designated as mandatory via Official Correspondence by the Professional Development Bureau, Department of Civil Service, and Department of Technology, Management and Budget shall be recorded on the member's UD-034 or UD-034a.

c. References

- i. Official Forms: TD-007, UD-034, UD-034a
- ii. Official Orders: 05-20, 15-01, 15-02, 01-01
- iii. Procedure Manuals: 05-02, 15-03, 01-01

4.3 Department Written Directives

All department members shall comply with the department's written directive system, which includes signing new or revised written directives and completing assigned comprehension tests prior to the directive's effective date.

Work unit commanders are responsible for submitting all qualifying work unit policies or procedures to the Planning, Research, and Accreditation (PRA) Section to be stored and accessed by members through PowerDMS.

Work unit policies and procedures, as defined by Official Order 01-01, are policies, procedures, and rules that are promulgated and published by a commander of a bureau, office, district, division, section, or post, and that govern only members of the promulgating commander's work unit.

a. Sampling

- i. Review 100% of worksite members in PowerDMS to ensure compliance.
- ii. Audit all work unit policies and procedures. Verify that the document which is present at the worksite is consistent with the document in PowerDMS.

b. Requirements

- i. Verify that all members assigned to the worksite have a PowerDMS account and appear in the worksite report.
 - ii. Determine if any members have outstanding tasks to sign new or revised written directives in PowerDMS.
 - iii. Verify work unit policies and procedures are stored in PowerDMS and are accessible to members at the worksite.
 - iv. Ensure the work unit policies and procedures do not contain information or directives that conflict with existing written directives (including bargaining unit contracts).
 - v. If the work unit policies or procedures are not stored in PowerDMS, verify that they are available to worksite members in another manner.
 - c. Suggestions
 - i. Run an inbox summary report in PowerDMS for the worksite to verify compliance.
 - ii. Determine if worksite commanders are checking PowerDMS regularly to ensure assigned tasks are being completed timely.
 - iii. Verify if deviations from the review requirements are excused by long term leave.
- Contact the PRA Section if:
- iv. There are inconsistencies with the available documents and what is published.
 - v. The worksite reports that the document was sent but is not available in PowerDMS.
 - vi. Members of the worksite are not able to access all required documents.
- d. References
 - i. Official Order: 01-01
 - ii. Procedure Manuals: 01-01 and 01-02

The Forensic Science Division is exempt from having work unit policies and procedures in PowerDMS.

Section 5: Investigations and Reporting

The Investigations and Reporting category is an evaluation of a worksite's ability to detect, investigate, and adequately report criminal and non-criminal incidents in accordance with the law and department written directives. This area includes sections related to the collection and seizure of evidence, forfeitures, form completion, and report writing.

5.1 Investigations

Incident reports are filed in ascending numerical order or in ascending primary file class order. DD-079, DSS-3200, DV-001 forms are completed on proper file classes. Distribution of Crime Victims' Rights forms is noted in reports. UD-023 files are current, and forms are properly completed. Supervisors use eAICS for incident supervision, supplemental reports submitted as required, investigations are thorough and investigative resources used. Complainant is re-contacted prior to closing the investigation.

Investigative teams are completing de-confliction forms and a Confidential Operational Plan, DD-010, is completed under the appropriate circumstances.

a. Sampling

i. Incident Files/Arrest Sampling

1. A review of at least 15 UD-023 records shall be completed.
2. Run apprehension report (from date of last inspection to current) in eAICS and verify a UD-023 was completed for each apprehension. Also verify UD-023s have been purged when required.
3. Review at least 25 incident reports closed by arrest to ensure proper arrest charges are carried.
4. Review a sampling of 25 cases from prior years to determine if property and evidence dispositions are made in a timely manner.

ii. Investigations and reporting sampling

1. The eAICS generated Incident Book should be used to review incident reports.
2. A sample of incidents with file classifications, as well as specific forms, should be chosen from the Worksite Incident Book and Iytek.
3. Select and review samples of investigations from a cross section of shifts and members.
4. Review at least 20 UD-10 Traffic Crash Reports. Additionally, Criminal Traffic crash investigations should be reviewed. Document the enforcement action taken.
5. Review at least 25 active criminal investigations with a file class of 0900-1, 1100-1, 1300-1 and 2200-1 to determine if leads are being pursued and documented in supplemental reports.
6. Review 25 closed incidents to ensure they have been closed with a proper status i.e. c 2, 3, 5, or 7.
7. Review the BWC and/or In-Car VRS footage from at least ten incidents with a file class of 5400-2 or lower which involve an arrest to ensure the reporting in eAICS is consistent.

b. Requirements

i. Arrests/Apprehensions

1. When a department member assists another post, unit, or department and an arrest is made by the other post, unit, or department (i.e., narcotics raid, party involving MIPS), an assisted ORI must be indicated. The assisting member shall not carry an arrest or charge.

2. Verify that UD-023 files are being retained as required by the department's retention and disposal schedule. UD-023s are required to be purged upon the 21st birthday of the juvenile.
 - a) A juvenile apprehended for misdemeanor traffic offenses shall have both an electronic ULC and a UD-023 on file.
3. Arrest activity is carried appropriately on the enforcement member's corresponding Officer Daily.
4. The arrested or apprehended person is noted as such in eAICS.

ii. Major Case File

1. The Major Case File shall be maintained as a sub-file of the work file to ensure retention of the following categories:
 - a) Closed reports with property in LEIN or NCIC and the entry must be validated.
 - b) Any closed report at the worksite commander's option where there is a continuing interest.
2. A UD-074B cover sheet shall be completed and attached to each major case report. Because these reports are closed incidents, investigative leads are not to be recorded on cover sheets. Supplemental reports are used to re-open the incident and document all investigative leads and follow-up.
3. LEIN validations are recorded on a UD-074B.
4. When property is purged or removed from LEIN the report shall be closed in eAICS using a status of "5" and removed from the Major Case File and discarded if the retention period has expired.

iii. Master File

1. Verify that the file is locked and isolated from normal work/desk areas and that the key is under the control of the worksite commander or designee.
2. All documents in the file must be 8 ½ x 11 in size, and no photographs may be included.
3. No staples may be in the file when forwarded to the Records Resource Section for permanent file.
4. The file contains all pertinent external documents referenced in an incident report such as search warrants, UD-091's, DV-001's etc.
5. The incident report has proper references to mandatory forms for which no copy is kept in the Master File (DD-079, UD-030, etc.). No portion of the DD-079 is to be in the file.
6. The incident report lists all external documents found in the Master File.

7. CCH information shall not be placed in the Master File when it refers to arrest data without conviction.
 8. Evidence, like written statements and SCAN surveys, are not included in the Master File.
- iv. Incident Investigation Requirements
1. Investigations must be conducted in accordance with the law, and the policies of the department, local prosecutor, and courts.
 2. File classifications must follow MICR guidelines.
 3. All information from complainants, victims, and witnesses shall be documented and identified as to the source of information. Person screens should be completed with all information available to the investigator.
 4. Suspects have been positively identified using methods prescribed by department policy. eAICS incident reports contain a heading of "Identification of Suspect."
 5. The identity of potential witnesses, suspects, or victims who were interviewed to gain information must be articulated in reports. The name of investigators who conducted these interviews, or who canvassed the areas should also be included.
 6. Investigators must use resources such as Crime Lab Units, Accident Reconstructionists, Investigative Units, Michigan Intelligence and Operations Section (MIOC), Canine Handlers, Aviation, Forensic Artists, or other department resources that would benefit efforts to successfully prosecute perpetrators.
 - a) Use of resources located within LEIN, NCIC, CCH, MIOC, and eAICS should be reflected in investigative reports.
 7. All efforts must be exhausted to collect, process, and preserve evidence in a thorough crime scene search.
 - a) If no evidence is located, this information must be articulated in reports, along with a narrative of which efforts or techniques were used or considered.
 8. Proper use of confidential sources should be documented in incident reports and on required confidential source forms.
 9. Domestic violence investigative reports must include all statutory mandates, including the completion of a DV-001 and the filing of a copy of the report with the prosecuting attorney within 48 hours after the dispute or incident is reported to the department.
 10. Proper notifications, such as those required during juvenile apprehensions and contact of parents of persons under 18 years of age during possession/consumption/purchase of alcohol investigations, must be made, and documented in reports. MCL 436.1703 (7)

11. NSF check investigations must adhere to the mandates of the written worksite policy that was formulated with the assistance of the local prosecuting attorney.
12. Specific incidents require individual reporting formats; examples include, but are not limited to motor vehicle/watercraft/aircraft accidents, domestic violence, missing persons, etc.
13. De-Confliction forms have been submitted on all pertinent activity by MJTF teams.
14. A Confidential Operational Plan, DD-010, has been filled out completely and a briefing held for all Search Warrants, High Risk arrest warrants, buy-busts, or any other high-risk activity.
15. UD-010 Traffic Crash Reports are completed accurately, with applicable fields completed, and hazardous action is indicated if appropriate.
16. BlueTeam Reports are completed correctly when required by written directive, i.e., pursuits, use of force, and firearms discharges.
17. Sufficient probable cause is documented for Fourth Amendment Intrusions such as vehicle searches, residential searches, searches of a person, and use of force. The search is correctly documented on the member's Officer Daily.
18. Injuries to members of the public and medical treatment provided are documented in the incident report.
19. When a vehicle is impounded, an Impounded Vehicle Report, UD-091, is completed and included in external documents.
20. Footage of an incident from In-Car Video Recording Systems (VRS) or Body-Worn Cameras (BWC) is consistent with what is reported.

c. Suggestions

- i. Some large Major Case Files are filed by type of article, and then incident number.
- ii. Annually review incidents with property at headquarters storage vault for final disposition.

d. References

- i. LEIN Policy
- ii. Uniform Crime Reporting Handbook
- iii. FOB Policy 04 – Conducting Raids
- iv. FOB Policy 18 – Police Facilitated Deliveries, Controlled Substances, and Cigarettes
- v. Much of the written directive system is aimed at facilitating crime prevention and detection. The following directives were chosen to aid with this category:
 1. Official Orders:
 - a) Chapter 05 – Arrests, Use of Force, Care of Prisoners

- b) Chapter 07 – Investigations and Enforcement Operations
- c) Chapter 08 – Searches
- d) Chapter 10 – Operating Department Vehicles
- e) Chapter 11 – Specialty Services
- f) Chapter 13 – Incident Reports and Forms
- g) Chapter 16 – Community Engagement and Victim Services
- h) Chapter 19 – Department Operations

Procedure Manuals:

- a) Chapter 05 – Arrests, Use of Force, Care of Prisoners
- b) Chapter 06 – Traffic Enforcement and Crash Investigation
- c) Chapter 07 – Investigations and Enforcement Operations
- d) Chapter 09 – Critical or Specialized Incidents
- e) Chapter 10 – Operating Department Vehicles
- f) Chapter 12 – Property, Evidence, and Forfeiture
- g) Chapter 19 – Department Operations

5.2 Forfeitures

Seized monies are deposited in proper accounts, probable cause for forfeiture existed and is documented in the report. All property seized with intent to forfeit is identified in eAICS and retained items are properly recorded. The DD-020 is used to record all seized money. Property items are marked as forfeiture in eAICS property segment. ADM-027 Official Receipt number is listed in eAICS property description for seized money.

a. Sampling

i. Post Worksites

1. A minimum of 20 open forfeiture cases or 25% (whichever is greater), shall be reviewed.
2. All forfeiture cases closed since the last inspection, shall be reviewed.

ii. Multijurisdictional Task Forces and Hometown Security Teams

1. A minimum of 20 open forfeiture cases or 25% (whichever is greater), shall be reviewed.
2. All forfeitures closed since the last inspection shall be reviewed.
3. Even when a sampling is allowed, the 90% or 100% thresholds (as indicated on the EX-076) still apply for the sample of cases reviewed.

- a) Example: if there are a total of 100 items of property seized for forfeiture in the cases being reviewed, 90 of these items must be marked as forfeiture in eAICS property segment to obtain a YES rating for criteria 5.2 (90% compliance required).
- b) Example: if money is seized as property 20 times in the cases you reviewed, then the ADM-027 receipt must be properly completed for all 20 instances in order for a YES rating for criteria No.3 (100% compliance required).

b. Requirements

- i. FOB uniformed worksites and hometown security teams must process their own forfeitures; they cannot turn them over to a multijurisdictional task force.
- ii. Property subject to forfeiture must comply with the requirements authorized by each Act.
- iii. Narcotics forfeiture may be initiated by the seizing agency if the total value of property is under \$50,000.
- iv. CID-012 through CID-015A forms usually need to be submitted on all property seized for forfeiture. This includes vehicles, houses, bank account, and others. Exceptions include drugs, buy money, recovered stolen property, and others. eAICS Property Label is still required for exceptions.
- v. The Notice of Seizure and Intent to Forfeit must be served immediately via personal service, certified mail, or a newspaper with general circulation. Forfeitures under the Omnibus Act must be made within seven days of the seizure.
- vi. Incident reports must include a heading of Probable Cause to Forfeit and contain narrative updates on progression and final disposition on all property seized for forfeiture.
- vii. Description and item numbers on CID-012 through CID-015A forms must match the eAICS Property Label.
- viii. Incidents involving forfeiture are indicated as such on the Incident Book screen of eAICS.
- ix. Items that are seized with the intent to forfeit shall be identified in eAICS as forfeiture items.
- x. Receipt must be issued for all cash; receipt number must be listed on eAICS Property Label. The eAICS item number must be listed on the ADM-027 receipt. Property report must be attached to the back of the ADM-027 for money held in the property management system.
- xi. Cash must be held pending authorization from court to dispense.
- xii. Verify money has been properly deposited by verifying bank deposit and confirmation receipts have been attached to the receipt along with an ADM-028 (or equivalent local form for multijurisdictional task force).

1. The ADM-028 (or equivalent) shall be completed listing the complaint number; property item number; ADM-027, Official Receipt Number; and amount for each source of revenue. The deposit receipt shall be attached to the ADM-028 (or equivalent) and filed by date.
- xiii. If no appeal has been filed, the forfeiture proceeding should be closed, and the property disposed of in a timely manner.
 - xiv. Forfeiture bonds must be timely and issued with a cash receipt and CID-014. The CID-014 must be signed by the claimant.
 - xv. Bonds accepted by other work units must be receipted when received and picked-up.
 - xvi. Contested property cannot be disposed of without the consent of the prosecutor or the issuance of a court order. Contested cases include when a bond is posted, criminal charges are still pending, or a civil suit has been filed.
 - xvii. Once forfeiture is initiated, the incident report shall remain open until final disposition of the property and the forfeiture action is completed.
 - xviii. Copies of all forfeiture forms, letters, court orders, etc. must be included in the forfeiture file and Master File.
 - xix. Disposition of the following categories of property requires specific processing methods:
 1. **Firearms** – If not returned to the lawful owner in accordance with department written directives, seized firearms shall be turned over to the Forfeited Weapons Unit for destruction. Task forces may sell seized firearms, if approved by the local governing Board of Directors. All firearms should have been run in LEIN.
 2. **Seized Money** – eAICS Property Receipt and ADM-028 must be submitted to the Budget and Financial Services Division (BFSD). Seized money shall be transferred from the pending forfeiture account or property cash bin to adjudicated forfeiture. Monies should be shown as released in the records management system once deposited in an adjudicated account. An ADM-028 shall be completed listing the complaint number, property item number, ADM-027 receipt number, and the amount for each source of revenue. The deposit receipt shall be attached to the ADM-028 and filed by date. The ADM-028 shall be retained until the retention date of the corresponding Official receipt Book has expired. A multijurisdictional task force may accept responsibility for forfeiture proceedings instituted by the task force according to its internal policies and procedures, as approved by the Board of Directors.
 3. **Motor vehicles, trailers, boats, etc.** – Must be inventoried and a title secured before selling or retaining.
 4. **Grow equipment** – If the equipment is to be donated to a school, a written request must be filed and the eAICS Property Receipt signed by the school, as indicated in Procedure Manual 12-02.
 5. **Houses, real estate, and business property** – Real property must be handled by the prosecutor via a Lis Alibi Pendens notice.

6. **Items sold at auction such as jewelry, coin collections, etc.** – Members involved in the forfeiture are prohibited from directly or indirectly purchasing auction items. A DTMB-222 is required with an eAICS Property Receipt. (A DTMB-222 is not required for MJTFs).
 7. **Property turned over to another agency** – Must be authorized by the district or division commander or MJTF Board of Directors, with signed property receipt.
 8. **Property retained for official use** – An inventory tag number is required for property retained for official use; the number must be listed in the eAICS property description before closing. Exceptions apply to MJTFs. However, MJTFs must maintain a record of all retained property and include the complaint number, description, date retained, and final disposition of these items. Property received from Omnibus forfeitures cannot be converted to official use. It must be converted to cash to comply with the Crime Victim Rights Act. Forfeited money should reflect a status of “released” in the eAICS property segment, it should not be “retained.”
- xx. Joint federal forfeitures require submission of a DAG-071. An eAICS Property Label is not required if property is in the custody of another agency. Asset sharing must be reported on an ADM-027 and an ADM-028.
- c. Suggestions
- i. Use the forfeiture worksheet that goes with the CID-012 through -015A.
 - ii. Assign one person to inspect all forfeitures.
 - iii. Run an eAICS report for “retained” items to determine if forfeiture items were retained. This report will identify all items that are retained, regardless of whether the item was marked “forfeiture” in eAICS.
- d. References
- i. Official Orders: Chapter 12
 - ii. Procedure Manuals: 12-01, 12-02
 - iii. FOB Policy: Federal Forfeiture Sharing Form (DAG-071)

5.3 Confidential Informants

The requirements in Procedure Manual 07-02 – Confidential Informants shall be followed. Source and record of reliability cards shall be accurately completed and securely maintained. Informant payment records shall be maintained. Informants that are activated and de-activated shall match with GRIP records. Any in-person contacts made with an informant shall be recorded (by source number) on the record of reliability.

- a. Sampling
- i. 100% of active source files and no less than 25% of files deactivated since the last inspection shall be reviewed to determine ratings for criteria 5.3 on the EX-076.
- b. Requirements

- i. Obtain a list of all active informants for the worksite from the Michigan Intelligence Management System (MIMS). Compare this list to the GRIP list of active informants. (Clarify any discrepancies with worksite/control officers).
 - ii. Each confidential source must have a CID-063, CID-063A and CI – LEIN/Criminal Intel Review documents on file.
 - iii. CID-063 identification cards must:
 - 1. Have complete information.
 - 2. Include a photo of the source, or signature of command officer authorizing use of the source without a photo.
 - 3. Have the digital signature of the source on the card, or scanned copy of physical signature attached. Source signatures must be documented on a CID-063 prior to any payment to the source.
 - 4. Have the names of two control officers. Control officers must be current members of the worksite.
 - 5. Remain in active status when the source is truly an active source, and filed together with CID-063A reliability cards and CID-063B payment receipts when the source has been deactivated.
 - 6. Be newly completed when a source is re-activated.
 - iv. CID-063A Record of Reliability Cards must:
 - 1. Include a description of the activity that occurred.
 - 2. Have dates, officer(s) involved, and incident numbers included for each entry.
 - 3. Include notations of command officers when the source was the recipient of a one-member payment.
 - 4. State why a source was deactivated.
 - 5. Be filed together with CID-063 and CID-063B Payment Receipts when the source is de-activated.
 - 6. Record payments, including date/members/complaint number/amount paid/receipt number.
 - v. CID-063B Payment Receipts must be completed in their entirety. Specific emphasis is placed on proper and legible signatures being present on each receipt.
 - vi. All confidential source records shall be maintained in such a manner as to ensure confidentiality.
- c. Suggestions
 - i. As personnel changes are made at the worksite, confidential source files must be reviewed to ensure access by two control officers currently assigned to the worksite.

- ii. There should be a correlation between dates of payment and entries on payment ledgers.
 - iii. When inspecting, common sense should be applied to the reasonableness of keeping individuals in the active source files. A good rule of thumb would be contact within the last six months (corresponding with the latest LEIN check).
 - iv. Records should be stored in MIMS.
 - v. Inspecting members should run active confidential sources in LEIN to determine:
 - 1. If source is on parole or probation
 - 2. If source has any outstanding warrants.
 - vi. A criminal history check should be completed every six months in addition to the required LEIN and Intel checks.
- d. References
- i. Procedure Manual 07-02 – Confidential Informants
 - ii. Official Forms: CID-063, CID-063A, CID-063B

5.4 BlueTeam Incident Reports

BlueTeam Incident Reports are being completed, submitted, and reviewed in accordance with written directives.

a. Sampling

For pursuits, use of force incidents, firearm discharges, and member involved traffic crashes, review 25% of instances since last inspection period to ensure compliance.

b. Requirements

- i. All vehicle pursuits, use of force incidents, firearms discharges, and member involved traffic crashes are reported in BlueTeam.
- ii. Where appropriate, multiple BlueTeam reports have been generated, for example: a pursuit which culminated in a use of force requires two BlueTeam entries.
- iii. All fields are completed, in-car Video Recording System (VRS) footage, Body Worn Camera (BWC) footage, and incident reports are attached to the BlueTeam report.
- iv. All involved members, individuals, and witnesses are included in the BlueTeam report.
- v. The BlueTeam report is submitted within timeframes specified in policy. The BlueTeam report is reviewed by the member's chain of command in a timely manner and the review includes comments explaining why the member's actions are or are not within policy.

c. Suggestions

- i. Obtain a list of all pursuits, member involved traffic crashes, and use of force incidents involving the inspected worksite from the Professional Standards Section.

- ii. Use Watchguard Audit Log function to determine compliance.
 - iii. Cross reference activity with the members Officer Daily, eAICS Incident Report, and VRS or BWC footage. Was the BlueTeam report consistent with other documentation?
- d. References
 - i. Official Orders: 10-20, 10-25
 - ii. Procedure Manuals: 10-01, 05-03

Section 6: Equipment

Department equipment includes all department issued and worksite equipment issued to an enforcement member. This area also includes all pool equipment issued to a worksite. The purpose of inspecting this area is to ensure that all equipment specifically assigned to an enforcement member or worksite is accounted for, regularly inspected, and serviceable.

6.1 Pool Equipment

All pool equipment is recorded on a UD-098. A quarterly check was completed and properly documented on the UD-098 to ensure operational readiness. Equipment is operational and batteries are charged.

- a. Sampling

Inspect all available equipment.

 - i. Verify the equipment listed on the UD-098 at the worksite is being accounted for.
 - ii. Verify all tagged equipment is accounted for.
- b. Requirements
 - i. All tagged equipment, i.e., department equipment with a value of \$5,000 or more, other than in-car video recording systems, shall be accounted for at the worksite. A copy of the last printout of the worksite's inventory (from BFSD) shall be obtained from the worksite commander. Review this list and verify a random sample of items is present and accounted for. Confirm the worksite's inventory has been verified and verification has been returned to the Budget and Financial Services Division.
 - ii. Pool equipment such as AEDs, Lidar's, and unassigned portable radios are recorded on a UD-098 and checked quarterly.
 - iii. AED batteries are charged and functioning properly.
 - iv. AED chest pads are within the expiration date.
 - v. Portable radios are in good condition and batteries are being charged properly.
 - vi. UD-098's are named correctly and stored as prescribed within PowerDMS.
- c. Suggestions
 - i. Keep the inventory list (UD-098) saved electronically in one location where it can be updated and verified easily by the appropriate members.

- ii. Keep the master inventory list posted at each work location so the appropriate quarterly checks can be completed on the UD-098.
- d. References
 - i. Official Orders: 05-02, 05-05, 02-18, 15-12, 18-01, 18-02, 18-03, 18-04, 18-05, 18-06, 18-07, 18-09,
 - ii. Procedure Manuals: 05-03, 06-01, 15-01, 17-02

6.2 Pool Firearms

The UD-099 shall be completed with an updated inventory of pool firearms. Quarterly checks shall be noted on the UD-099. Shoulder weapons shall not contain any chambered rounds, safeties shall be in the “on” position, and patrol rifle magazines shall contain 28 rounds of authorized ammunition. Weapons, magazines, and gun cases shall be clean and in good repair. Pool handguns shall be clean and unloaded.

- a. Sampling
 - i. Inspect all department issued handguns and long guns from available members, as well as all pool weapons.
- b. Requirements
 - i. Quarterly audits and inspections of pool firearms issued to the worksite are completed by serial number on the UD-099.
 - ii. Ensure there are no chambered rounds and safeties are on.
 - iii. Magazines for the patrol rifle shall contain 28 rounds of .223 ammunition.
 - iv. The patrol rifle shall be stored out of the case with the dust cover closed.
 - v. Only approved ammunition shall be carried; rifled slugs are in the patrol car.
 - vi. Case pouches contain appropriate ammunition and are loaded to capacity.
 - vii. Holographic weapon site is operable.
 - viii. Weapons and cases are clean and in good working order.
 - ix. Storage area is secure, and all weapons are accounted for.
 - x. Weapons are clean, well lubricated, loaded to capacity, and only issued ammunition is used.
 - xi. Squad boxes contain 100 rounds of .223, 50 rounds of 9mm cal., and 50 12-gauge shells (25-No.00, 25-rifled slugs, and 50 rounds of 9mm cal.) Note: Quantity of squad boxes is determined by the number of squads a worksite can assemble, i.e., Squad = 5 troopers and 1 sergeant – if there are 7 troopers and 2 sergeants at the worksite, the worksite must have one squad box assembled.
 - xii. Squad box ammunition shall be replaced every five years and a dated notation placed on each box.

c. Suggestions

- i. Heavy weapons should not be left in the case, especially during inclement weather, to reduce rust.
- ii. Good key control is practiced, especially if secured area is near an area frequented by suspects or visitors.
- iii. TD-008 repair tags are used appropriately. Long guns sent in for repair are so indicated on the UD-099 or UD-100.

d. References

- i. Official Orders: 04-23, 04-24, 04-25, 05-01
- ii. Procedure Manuals: 05-02, 05-03, 09-06, 15-03

6.3 Pool Vehicles

Vehicles are equipped, maintained, and inspected in compliance with department written directives and bureau and district or division policy. The UD-024 form is completed for all pool vehicles.

a. Sampling

Inspect any available pool vehicles assigned to the worksite and at least five vehicles assigned by the worksite to enforcement members.

b. Requirements

- i. Ensure that pool vehicles have the required equipment and a UD-024 has been completed quarterly.
- ii. The fire extinguisher is properly charged, is in good working order, and manufacturer's durable tag is completed with signatures.
- iii. Emergency lighting, siren, radio, and in-car Video Recording System (VRS) are operational.
- iv. Obvious damage is accounted for and supported by written documentation.
- v. Vehicle contains current State of Michigan Proof of Insurance.
- vi. Preventative maintenance has been performed as required.
- vii. Pool vehicles have been inspected quarterly by the worksite commander, or their designee and documented on the UD-024.

c. Suggestions

- i. Verify vehicles are locked and secure.
- ii. Ensure each vehicle has a fuel card inside.
- iii. Check back seat areas for contraband and weapons.
- iv. Worksites should be using the Wheels Fleetview tool to monitor vehicle maintenance.

d. References

- i. Official Orders: 10-05, 10-07, 10-22, 10-30
- ii. Procedure Manuals: 10-01, 10-02
- iii. Official Forms: MC-024, UD-024

Section 7: Frontline Supervision

Frontline supervision measures the worksite's ability to perform effective front-line supervision. This area includes case supervision and Body-Worn Camera (BWC) audits.

7.1 Complaint Review

- a. Sampling
 - i. Review all 0900-1 complaints to ensure appropriate case supervision is or has occurred. While reviewing the 25 complaints required in Section 7, note compliance with this area.
 - ii. During the inspection, at least five complaints from every frontline supervisor tasked with conducting case review must be reviewed.
- b. Requirements
 - i. All incident reports of 0900-1 to 1300-2 file class are submitted within seven days of taking the original complaint.
 - ii. All other original incident reports, including UD-010 traffic crash reports, shall be submitted within ten days of taking the original complaint. Final approval may occur outside of the ten-day threshold depending on supervisory action.
 - iii. The eAICS generated Incident Book or Incident Report shall be used to monitor the progress of open investigations.
 - iv. Open active incidents shall be case supervised at least once every 30 days unless a written exemption has been authorized by the appropriate bureau commander.
 - v. Supplemental reports shall be submitted at least once every six months.
 - vi. Supplemental reports must be submitted (not just a journal entry) each time individuals are arrested.
 - vii. Closing status code must be appropriate when compared to information within the report.
 - viii. Open incidents being placed on inactive status or incidents being closed for the purposes of LEIN validation must have the approval (signature) of the worksite commander or their designee. The worksite commander or assistant worksite commander may either provide a signature on a work copy of the eAICS report or by conducting the electronic review of the inactive supplemental report in the records management system.
 - ix. Electronic Journals are used to track case progress.
 - x. UD-074 or UD-074A must include a check mark in the box(es) for any active LEIN entry.

- x. When conducting case supervision, simply making the notation “Reviewed,” without further comment is not sufficient. The specific action that must be taken to bring the investigation current, or to a successful conclusion, shall be noted on the Case Supervision Sheet.
 - xii. The post detective, or in their absence, the worksite commander has reviewed incident reports with a file class less than 2500, excluding 2300, within twenty days.
 - xiii. Original file class must be accurate.
 - xiv. Each review must be documented.
 - xv. Multiple notes for incident follow-up, given to the same individual (without response) shall not be tolerated.
- c. Suggestions
 - i. Check for complete and appropriate investigations, collection of evidence, incidence of reports returned by the prosecutor for further investigation, and overall quality of investigations. Take special note of instructions and guidance from shift supervisors and detectives.
 - ii. Determine if instructions to the member were thorough.
 - iii. Determine if documentation of the investigation is complete. Review the formal status of the report.
 - iv. Determine if closure is appropriate. Review the eAICS Incident Book for closed complaints that are still open because the report was not coded as closed with a 2, 3, 5, or 7.
 - v. Review all journal entries to ensure each open report has had punctual 30-day case supervision and supplemental reports have been submitted at least every six months.
 - vi. Review inactive reports for punctual six-month case supervision.
 - vii. Require a supplemental report when court dispositions are obtained and when information is obtained on warrants, wanted property, etc.
- d. References
 - i. Official Orders: 13-01, 13-03, 13-04, 13-05
 - ii. Procedure Manuals: 06-03, 13-06

7.2 Enforcement Member Performance

The behavior of enforcement members, during contacts with the public, is regulated through the Code of Conduct and department written directives.

- a. Sampling
 - i. Cross reference eAICS, eDaily, BWC, and in-car VRS from 10 uniform enforcement members assigned to a patrol function at the worksite (or 50%, whichever is less). This should include members at the rank of sergeant and below.

b. Requirements

- i. All enforcement members are required to treat members of the public with courtesy, dignity, and respect.
- ii. All enforcement members are required to record contacts with members of the public on their respective Officer Daily.
- iii. All enforcement contacts should be captured on a member's in-car VRS or BWC.
- iv. Enforcement members are required to respect the constitutional rights of all persons they encounter during the performance of their duties.
- v. All enforcement members are required to complete thorough and accurate incident reports for investigations conducted during the performance of their duties.
- vi. Body-worn camera and in-car video recordings are reviewed quarterly in accordance with written directives.
- vii. All BWC and in-car VRS footage from members involved in pursuits have been reviewed by first line supervisors and worksite commanders.
- viii. All BWC and in-car VRS footage from members involved in on-duty traffic crashes have been reviewed by first line supervisors and worksite commanders.
- ix. All BWC and in-car VRS footage from members involved in use of force incidents have been reviewed by first line supervisors and worksite commanders.
- x. Supervisors are conducting at least one random BWC and in-car VRS footage review of each enforcement member under their command monthly.

c. Suggestions

- i. Review BWC and in-car VRS footage to ensure the member was wearing the complete and appropriate uniform of the day.
- ii. Did the member introduce themselves and provide context for why the contact was occurring (i.e., on a traffic stop did the member introduce themselves and provide a reason for the traffic stop as required by policy).
- iii. Was the member courteous towards the individual during their contact.
- iv. At the conclusion of the contact, did the member provide a business card with complaint number, traffic citation, or other information (i.e., crime victim rights form).
- v. Did the member have sufficient probable cause or consent to search a person, vehicle, or premise. Was this documented in their incident report and/or on an eDaily.
- vi. Did the member use appropriate and legal force to subdue a subject? Was this properly documented in an incident report and BlueTeam Use of Force Report.
- vii. If force was used which resulted in an injury to the suspect, was medical aid rendered and documented in a report.
- viii. Was the in-car VRS and BWC footage tagged appropriately.

- ix. Use the Watchguard Audit Log function to determine compliance.
 - x. Cross reference known random reviews with activity recorded on the member's Officer Daily and eAICS Incident Report. Was the recording consistent with what was documented?
- d. References
- i. Official Orders: 02-01, 02-03, 02-07, 02-43, 02-44, 04-20, 04-21, Chapter 5, Chapter 6, Chapter 8.
 - ii. Procedure Manuals: 05-02, 05-03, 06-02, 06-03, 18-03

7.3 Line Inspection Review

Line inspections of enforcement members are conducted in accordance with written directives.

a. Sampling

For worksites with more than ten enforcement members, sampling is a minimum of 25%. Worksites with ten or less enforcement members should inspect 100%.

b. Requirements

- i. Each enforcement member has a recorded line inspection annually or semi-annually, documented on a UD-100 and saved in PowerDMS.
 - 1. Corrective action was taken for any area noted on the UD-100.
- ii. All department assigned and worksite assigned equipment is properly accounted for on an enforcement member's UD-100.
- iii. For at post members, a semi-annual inspection of this equipment has been conducted by the enforcement member's immediate supervisor.
- iv. For enforcement members not assigned to a post, an annual inspection of this equipment has been conducted.
- v. The immediate supervisor documented the semi-annual or annual inspection in accordance with Procedure Manual 18-02 – Line Inspections.
- vi. Any issues noted during the Line Inspection were corrected within 30-days.

c. References

- i. Official Order 18-01
- ii. Procedure Manual 18-02
- iii. Official Forms: UD-100

Section 8: Property and Evidence

This category measures a worksite's compliance with policies related to the property and evidence control function at a worksite.

8.1 Property and Evidence

All property and evidence is accounted for and the proper status and bin location indicated in eAICS. Drugs, guns, and currency are not entered as miscellaneous items. Property audits are completed and recorded in eAICS. The property manager is using the eAICS property review screen and property journal to manage property. Appropriate and timely disposition is made of property. The property room is clean, orderly, and secure. A secure holding area is provided for unprocessed new evidence. Property tags are complete and securely affixed to all property items and containers. All property items are entered into eAICS. NOTE: "eAICS" also includes e-AICS.

a. Sampling

- i. A full audit (100%) must be completed to account for all property and evidence held by a worksite. All property items must be entered into eAICS.
- ii. In eAICS run a query of items classified as miscellaneous since the last inspection. Review at least 25 items to determine if the items are classified correctly. Review the eAICS property review screen to verify the property manager is using this function on a routine basis.
- iii. Destroyed Property - random sample of no fewer than 20 items destroyed since last inspection, to include drug and non-drug items.

Note: Although a sampling of items is allowed for most topic areas, the 90% and 100% compliance thresholds still apply to determine rating for each specific topic area (as indicated on EX-076).

b. Sampling for UD-014's – 1998 and before

- i. District/Division level inspections audit 100% of the property and evidence currently held by the worksite. All property is audited via comparison of Criminal Justice Information Center copies (green) to closed UD-014s (blue) on file at the worksite.

c. Requirements

i. Condition of Property Room

1. Fireworks or explosives cannot be stored anywhere in the worksite.
2. Key controlled temporary storage for unprocessed new evidence must be provided outside the property room.
3. The property room must be clean, orderly, and secure.
4. Only evidence can be stored in the property room; exceptions include:
 - a) Weapons/items from another law enforcement agency and bureau approved items.
5. A separate locked area inside the property room must be used for narcotics and cash; exceptions must be approved and on file for each worksite.
6. Key control must be practiced; only a limited number of members can have access.

7. All property must be tagged using a completed eAICS Property Label, UD-014, or UD-014a; this includes vehicles, manufactured/derivative evidence, and weapons being held in the property room for another law enforcement agency.
8. Canine training materials must be secured in the property room, except during training hours.
9. The size and material of the packaging used must be suitable for the evidence involved and appropriate for submission to the laboratory (if necessary).
10. Packages must be sealed to prevent contamination from other evidence and environmental factors. The integrity of the property packaging must be intact.
11. Package seals must be initialed, dated, and overlap the package material.
12. Tagging must be done in a permanent fashion, i.e., indelible ink.
13. When appropriate, interior tags of specific items must include the member's initials and item number.
14. Special packaging and labeling must be used for items that are fragile, a biohazard, protected for prints, etc.
15. The property manager uses the eAICS Group Property Review screen and Property Journal to manage property including selecting the correct status and bin location.
16. When an item is Temporarily Removed from the property room, the eAICS entry has been updated to reflect the change in location.
17. The eAICS Property Report reflects the correct status and bin location of each item.
18. All weapons, except for black powdered pistols and rifles have been sent to the lab for IBIS processing.

ii. Audit of Property Room

1. UD-014s 1998 and Earlier
 - a) All items recovered, seized, received, or held in departmental custody are accounted for or closed property receipts are on file (no property shortage).
 - b) There are no additional items of evidence in the property room for which UD-014s have already been closed, or for which no UD-014s have yet been prepared (No property overage).
 - c) There is proper completion and distribution of UD-014 copies as outlined in written directives.
 - d) Property status indications are accurate in incident books, and in ink.
 - e) UD-014s bearing cash have appropriate cash receipt numbers posted on all copies.

- f) Inspecting members must initial the top right corner of all open UD-014s upon inspecting the item.
- g) The worksite commander must submit a special report, using the UD-040, through their chain of command via email to the Director for any unexplained property discrepancies. The reviewed copies are on site for review by the inspection team.
- h) Worksite commanders are reviewing weapon dispositions.
- i) Destruction and witness of the destruction and disposal of evidence/property is completed at the appropriate rank.
- j) A minimum of two property audits shall be completed annually with a period of at least four months between audits. One of the audits must be a random inspection performed by PSS members, the other may be an audit performed during a District or Division Inspection.
- k) When there is a change in command, the incoming commander shall conduct a complete audit of the property room. Items entered in eAICS will be recorded as audited in the system.
- l) Property audits should be recorded on an EX-078 and the results forwarded to the PSS.
- m) Disposition of the following categories of property requires specific processing methods per Official Order Chapter 12:
 - a. Found or recovered stolen property
 - b. Sealed liquor, cigarettes, and gambling equipment
 - c. Impounded vehicles
 - d. Firearms, starter pistols and other weapons, including those seized in conservation violations
 - e. Cash and counterfeit currency
 - f. Items for which forfeiture proceedings have been initiated (including real estate)
 - g. Registration plates, driver licenses, social security cards, and credit cards
 - h. Items with value or owner names listed
 - i. Fireworks and explosives
 - j. Controlled substances
 - k. Narcotics paraphernalia, including grow equipment
 - l. HEMP harvests and marijuana sample submissions
 - m. Evidence maintained in long-term storage at Headquarters

- n. Investigative teams seizing currency during investigations
 - i. The team supervisor shall be assigned to handling, counting, and packaging the currency.
 - ii. Under \$100,000- independently counted by two assigned members, both shall sign UD-014s
 - iii. Over \$100,000- package sealed by two members, taken to bank together, seal broken at bank for a one-time count, denominations listed on UD-014
 - iv. Command Officers supervising investigative teams may adopt a lower cash threshold of \$50,000

2. eAICS after 1999

- a) Inspectors shall use the Property Journal in the eAICS Group Property Section, as well as the eAICS generated Property Report and Property Status Report.
- b) The status and bin location of each item must be correct as shown on the Property Report.
- c) The worksite property manager shall use the review screen in the eAICS Property Section (entries appear in the review screen whenever an item is initially entered into the eAICS system. The review screen is accessible only to the property manager and allows that person to monitor and evaluate the flow of property into the property room).
- d) Three most important Property Status types:
 - a. **Record Created by Worksite** – Indicates a new property record has been created. Item will appear on the Group Property – Review – screen. Indicates item has not been checked into the property room. Storage bin must indicate temporary storage.
 - b. **Placed in Agency Property** – Indicates the item has been reviewed by the property manager. Item no longer appears on the Group Property – Review – screen. Indicates property has been accepted into the agency property management system.
 - c. **Temporarily Removed from Agency Property** – Indicates property is not in the custody of the seizing agency but will be returned to the agency in the future. Indicates property is not in one of the agency-controlled bins.
- e) Property Status and Bin Location must be consistent.
 - a. Bin Location is the official property storage location.
 - b. Must specifically reflect physical location of property. For example:

- i. Property Status = Record Created by Worksite
Bin Location = Temporary Storage Locker
 - ii. Property Status = Placed in Agency Property Room
Bin Location = Narcotics Locker
 - iii. Property Status = Temporarily Removed from Agency Property Room
Bin Location = Bridgeport Lab
 - f) Property Class Types – Items must have the correct eAICS class types. For example:
 - a. Automobiles
 - b. Money
 - c. Narcotics
 - d. Firearms
 - g) Conduct Cross Checks by eAICS – Property Class Types and Property Status Types
 - a. Vehicle class with Tow Log
 - b. Money class with Receipt Book and forfeiture cases
 - c. Temporarily Removed from Agency Property and items out of agency custody
 - h) Property management (entry, review, journal, audit, etc.) is in accordance with eAICS Section Policy.
 - i) Property entries containing cash have the appropriate cash receipt numbers entered in eAICS and on the property label.
 - j) Ensure property that has been disposed of using UD-014s as the tracking mechanism, while the department was operating under the dual system (UD-014 and eAICS during 1998) is correctly reflected in eAICS.
- d. Suggestions
- i. Descriptions on property tags should be identical to the eAICS Property Label/UD-014s.
 - ii. Only property with eAICS Property Labels/UD-014s should be allowed into the property room, other than exceptions.
 - iii. Check each package against the eAICS Property Label/UD-014s before accepting it into your property room. This includes items returned from court, lab, etc. Re-tag and re-seal if necessary.

- iv. If a package must be opened, do not disturb the original seal. Open and re-seal at a separate seam or location on the packaging. This maintains the chain of the package for court purposes.
 - v. Consider property items that are stored offsite (tow yards, storage facilities, etc.), and ensure all items are accounted for.
- e. Suggestions for UD-014s – 1998 and before
 - i. Match status indications in incident books to open UD-014s.
 - ii. Review closed blue UD-014s.
- f. References
 - i. Official Orders: 18-08, 12-03 through 12-16
 - ii. Procedure Manuals: 12-02, 12-03

Section 9: Specialized Operations

9.1 Commercial Vehicle Enforcement Division (CVED)

Some categories will be inspected by either the CVED inspection team or the district inspection team, or both, as they relate to CVED personnel assigned to a worksite. Below is a table delineating which party is responsible for inspecting specific categories.

Categories specific to CVED are inspected either at the District HQ, or post, depending on the extent of CVED operations.

If a specific CVED issue is identified during a district inspection, the inspector shall note it in the inspection report and provide a copy to the CVED commander.

District inspectors are encouraged to take CVED district lieutenants on worksite inspections to assist.

Vehicle Inspection Forms

CVSA certification requirements met for all officers. CVSA Inspections are being done consistently throughout the year. All “Out-of-Service” violations are being properly identified. Citations books are accounted for, and ledgers retained by district supervision. Dailies are complete and use proper activity codes. Dailies are submitted timely, and accounting is consistent with SIGMA.

- a. Sampling

100% of CVSA qualifying inspections.
- b. Requirements
 - i. Inspections comply with CVSA certification requirements for each vehicle type category (e.g., hazmat, motor coach, bulk.)
 - ii. Vehicle inspections comply with division policy. Sufficient inspections are completed for each category.
 - iii. Supervisors document semi-annual inspection review with officers
 - iv. All fields are completed as required, (e.g., origin, destination, VIN, etc.)

- v. Out-of-service violations are properly identified.
 - vi. Inspections are conducted equally throughout the year.
 - vii. Portable scales are certified yearly, and the date documented.
- c. Suggestions
 - i. Inspections should be organized chronologically and by inspection type.
 - ii. Inspection certification is by fiscal year, October 1 – September 30.
 - iii. Note the date of the first and last inspection in each category.
- d. References
 - i. Official Orders: 02-17, 02-43, 08-02, 19-26
 - ii. Procedure Manuals: 06-04, 18-01
 - iii. CVSA Policy
 - iv. CVED Policy
 - v. ASPEN Instructions

MC-2 CVED Daily Report

- a. Sampling
 - i. 5% or less.
- b. Requirements
 - i. Time entry is consistent with SIGMA entries.
 - ii. Supervisory review is within one week of daily submission.
 - iii. Proper activity codes are used.
 - iv. Special project codes are properly used, and activities charged are appropriate.
 - v. Description of activity is appropriately entered, (e.g., court disposition, training, desk time, USDOT number, carrier name, driver, etc.)
 - vi. File class codes reflect activity generated.
 - vii. Code for leave time is properly used.
 - viii. Shift premium and overtime is entered appropriately.
- c. Suggestions
 - i. Officers should display appropriate time management and minimal down time.
 - ii. Budget and Accounting Unit provides a list of daily errors for a specified period.
 - iii. Supervisors should be running Crystal reports to verify time entries are correct and consistent with SIGMA.
- d. References

- i. Official Orders: Chapter 3 – Time Accounting
- ii. CVED Policy
- iii. TSD-002
- iv. CVED Policy – Daily Folder

Review Responsibility: Professional Development Bureau, Field Operations Bureau, Field Support Bureau, Transparency and Accountability Division

Accreditation Standards: CALEA 4.3.1, 17.4.2, 35.1.5, 41.3.2, 41.3.8, 46.1.8, 53.1.1, 53.2.1, 82.2.1, 84.1.6, 84.1.8, Appendix I, Appendix K