



ADMINISTRATIVE PROCEDURE			1107.00	
<div><div></div><div>STAFF INSPECTIONS</div><div></div></div>				
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PURPOSE

The purpose of this standard operating procedure is to establish guidelines for the coordination of staff inspections.

SCOPE

This procedure shall apply to all Punta Gorda Police Department personnel.

DISCUSSION

The purpose of the staff inspections is to provide fact-finding assistance to the Chief of Police and their staff. Staff inspections should provide a systematic, objective review of department facilities, property, equipment, personnel, administration, and operational activities outside the normal supervisory and line inspection procedures.

DEFINITIONS

1. **Annual:** An event occurring once every 12 months.
2. **Biennial:** An event occurring once every two years.
3. **Functional Staff Authority:** Executive authority granted by the Chief of Police to control activities of other components as they relate to specific staff responsibilities. Staff authority may extend to the issuance of direct orders to personnel in order to assure compliance with accreditation standards. As used in this standard operating procedure, functional staff authority is limited to those matters relating to the law enforcement accreditation process. This language shall be included in the notification of a staff inspection.
4. **Monthly:** An event occurring once each calendar month.
5. **Quarterly:** An event occurring once each quarter during the calendar year.
6. **Periodic:** Conducted or occurring at least every three years.
7. **Semi-Annual:** An event occurring twice each calendar year.
8. **Staff Inspection:** An inspection conducted by personnel who have been assigned by the Chief of Police to operate in a staff capacity.
9. **Staff Inspections Officer:** An individual, sworn or unsworn, selected by the Chief of Police or their designee to conduct staff inspections, and granted functional staff authority by the Chief of Police.

PROCEDURE

I. FUNCTION OF STAFF INSPECTIONS

- A. Staff inspections shall be conducted by the Staff Inspections Officer throughout the police department on a routine basis or as directed by the Chief of Police or their designee.
- B. The primary purpose of staff inspections is to ensure sound operating procedures within the police department and to correct deficiencies.
- C. The Staff Inspections Officer shall conduct inspections and studies of the various areas of operation within the police department as directed by the Chief of Police or their designee for the following purposes:
 1. Inspections provide a primary means of exercising administrative control over delegated actions or activities through observations determining if orders and instructions have been carried out in an effective, satisfactory manner.

2. Inspections ensure that policies and procedures of the police department are understood and adhered to, and that policies and procedures are adequate and effective in achieving organizational objectives.
3. Inspections provide information concerning the quality and effectiveness of delivered service.
4. Inspections provide information concerning the quality and effectiveness of leadership.
5. Inspections provide observation and evaluation of the conduct, appearance, and proficiency of police personnel.
6. Inspections serve to inform the Chief of Police if resources (personnel, equipment, and materials) are being used properly and to the fullest and most cost-effective extent.
7. Inspections provide determinations of whether resources are adequate for achieving the goals and objectives of the police department.
8. Inspections serve to inform the Chief of Police of deficiencies of personnel, integrity, training, morale, supervision, or policy.
9. Inspections reveal the existence of a specific need or requirement for change.

II. INSPECTION PROCEDURE

A. Origination

1. Inspections shall be conducted as directed by the Chief of Police to meet agency objectives or requirements.
2. An inspection may be suggested or requested by any member of the police department upon submission of a memorandum to the Chief of Police via the chain of command, briefly stating the reasons for the requested inspection.

B. Pre-Inspection Procedures

1. The Staff Inspections Officer will notify the commander of the component to be inspected at least one week prior to the commencement of actual inspection activities. This does not preclude an unannounced inspection that may be directed by the Chief of Police or their designee under extenuating circumstances.
2. A request for specific materials and/or answers to specific questions which are considered necessary by the Staff Inspections Officer may be included in the notification memorandum.

C. Post-Inspection Activity

1. The Staff Inspections Officer shall be responsible for the completion of a constructive report at the conclusion of staff inspections.
2. Credit or recognition shall be given to the inspected organizational component and its personnel when found to be exemplary.
3. Recommendations for improvement may be made to the component's commanding officer in cases where it is within the authority of the commanding officer to affect the change.
4. When possible, reports shall be discussed with the component's commander prior to finalization.
5. The completed report shall be directed to the Chief of Police and other distribution shall be at the discretion of the Chief of Police or their designee.

D. Follow-Up Inspections: At prescribed time intervals following the initial inspection, inspectors shall be directed by the Chief of Police or their designee to conduct follow-up inspections and report on the progress of the implementation of recommended changes.

E. Types of Inspections Which May Be Conducted

1. Personnel
 - a. Conduct;
 - b. Appearance;
 - c. Discipline;
 - d. Job performance;
 - e. Job knowledge;
 - f. Integrity; and
 - g. Morale.
2. Operations
 - a. Facilities and equipment condition;
 - b. Investigative techniques;

- c. Communications discipline;
 - d. Incident response time;
 - e. Quality of Service;
 - f. Report preparation and record;
 - g. Supervision and command;
 - h. Court appearance and presentation;
 - i. Selectivity of enforcement and use of discretion; and
 - j. Manpower scheduling and deployment.
3. Administration
- a. Cooperation with other components or agencies;
 - b. Manpower utilization;
 - c. Control of overtime; and
 - d. Fiscal expenditures.
4. The Chief of Police or their designee may order other inspections and/or the Staff Inspections Officer may conduct inspections of an organizational component, procedure, or condition that does not appear to be functioning properly.

III. RESPONSIBILITIES AND AUTHORITY

- A. The Staff Inspections Officer shall be responsible for the periodic inspection of personnel, facilities, and operating procedures of the police department. Police personnel assigned to conduct staff inspections shall have full authority to discharge this responsibility.
- B. The Staff Inspections Officer shall be given access, for the purpose of inspection, to appropriate police department facilities, equipment, and records.
- C. Personnel shall cooperate with and assist the Staff Inspections Officer, recognizing that staff inspections are conducted under the immediate authority of the Chief of Police.
- D. Personnel assigned to conduct an inspection shall operate with the direct authority of the Chief of Police while conducting an inspection.

- E. The primary focus of staff inspections shall be upon policies, procedures, and process and only incidentally on persons.
 - 1. The primary concern is to determine if policies and procedures are adequate and adhered to, and not that a particular person may be performing improperly.
 - 2. Training, direction, and discipline are the responsibility of the appropriate commander.
- F. Upon completion of the inspection activity, a written report will be prepared by the Staff Inspections Officer and submitted to the Chief of Police. The commander of the inspected component will receive a copy of the completed report for review and appropriate action. Other copies of inspection reports may be distributed as necessary.

IV. FREQUENCY OF INSPECTIONS, AUDITS AND REVIEWS: Inspections and audits shall be completed as outlined below. All inspections and audits shall be forwarded to the Professional Standards Section for tracking and filing.

A. Weekly

- 1. **QAR Review – Professional Standards Specialist:** The Professional Standards Specialist shall compile a weekly quality assurance report (QAR) showing a summary of all quality assurance calls made during that week. This report shall be sent to the Chief of Police to distribute to police personnel.
- 2. **In-Car Video Reviews – Operations Section Commander:** A bi-weekly officer video inspection of IVAVR audio and video recordings will be reviewed by supervisors and forwarded to the Operations Commander. This shall be completed using Form Admin 282. This will be to ensure the equipment is operating properly. The Professional Standards Specialist shall check the Operations Division files to track the completion on a monthly basis.
- 3. **Communications Radio Checks – Designated Public Safety Dispatcher:** On a weekly basis, an assigned Public Safety Dispatcher will ensure that portable radios, back up radios and all significant equipment is accounted for, in working condition, and intact (not damaged). Any equipment that does not meet the above criteria shall be immediately reported to the Communications Supervisor.

B. Monthly

- 1. **Seal and Expunge Check – Designated Records Specialist:** The Administrative Services Supervisor, or their designee, will check the appropriate department email account on the Florida Criminal Justice Network (CJNET) for FDLE expunction notifications on a monthly basis. These notifications alone are not sufficient for sealing or expunction, a valid court order is still necessary in order to seal or expunge a record.

An email shall be sent to the Professional Standards Section each month with the results of the check.

2. Citation Audit – Designated Records Specialist: The designated records specialist shall conduct a monthly audit of digital citations. Citations shall be validated to ensure that each individual citation has been accounted for and utilized in the appropriate manner. If all citations are not accounted for after verification through the Charlotte County Clerk’s Office computer system (CASWEB), the officer shall be contacted by the Records Unit in reference to the missing citation. If the citation(s) cannot be accounted for, the officer shall indicate the same, in writing, to the Administrative Services Supervisor with an explanation of the circumstances. Once all citations are accounted for a memo shall be submitted to the Professional Standards Section.
3. I&E Fund Accounting – Evidence Technician: The Evidence Control Officer shall prepare a monthly report of expenditures from the I&E Fund. This monthly report shall be reviewed and approved by the Professional Standards Section Supervisor or designee. This report shall include a reconciliation of cash received, expended, and the remaining balance. All receipts and confidential records shall remain with the Evidence Control Officer.
4. Cash Drawer Audits – Professional Standards Specialist: Each month the Professional Standards Specialist shall count and record the funds in each of the department's cash drawers (Records, Petty Cash and I&E fund). These counts shall be saved in the Professional Standards Section files each month.
5. Canine Training Aids Audit – Professional Standards and Community Services Section Supervisor: The Professional Standards Section Supervisor or designee and Community Services Supervisor will conduct a documented monthly unannounced inventory of narcotics use to verify the weights of the training aids and the sign out log. The report shall be sent to the Chief of Police, Operations Division Commander, Support Services Division Commander, and the Administrative Services Section Supervisor.
6. Fuel Card Audit – Professional Standards Specialist: The Professional Standards Specialist shall validate fuel card transactions by comparing them to officer’s on-duty status. The audit shall be forwarded to the Support Services Division Commander each month. The completed audit shall be filed and maintained by Professional Standards.
7. JJDP Juvenile Compliance Auditing – Professional Standards Section Supervisor: In accordance with the requirements of the Department of Justice Office of Juvenile Justice & Delinquency Planning (OJJDP), any juvenile who is a suspect or potential suspect that enters the Police Department at 1410 Tamiami Trail, Punta Gorda shall be logged. The Professional Standards Section Supervisor shall prepare a monthly report. The report shall be sent by the 20th of each month to the appropriate emails (See Policy Appendix Section XII(A)(5)).

8. Communications Call Reviews – Communications Section Supervisor: The Communications Section Supervisor shall complete monthly reviews of 911 and administrative calls to ensure that calls are being handled in an appropriate manner. An email shall be sent to the Professional Standards Section each month upon completion of the communications call reviews.
9. FCIC/NCIC Validations – Designated Public Safety Dispatcher: FCIC record validation is required by FDLE to ensure the quality, timeliness, and accuracy of all records that each agency has entered into the system. This process is completed by the FAC upon receipt of the monthly validation report from FDLE. An email outlining the entries that were validated shall be sent to the Professional Standards Section each month.
10. TTY Equipment Checks – All Public Safety Dispatchers: TTY equipment operation shall be tested a minimum of twice weekly during each shift. TTY equipment operation shall be conducted with random TTY test calls with both silent, open-line calls in which no tones are emitted and calls where the caller introduces the call by transmitting TTY tones. There should be an internal testing program at each PSAP to conduct random TTY test calls for each call taking position. The testing program should cover each call taker and each position. A PSAP initiates a TTY test call to verify that the equipment or functionality is operational. If possible, it is recommended that arrangements be made for a local agency, representing the hearing impaired and/or voice impaired community, to initiate such an incoming test call on 911 lines to ensure access for both the voice and hearing impaired. All call takers shall be trained and be proficient in the use of TTY equipment. All tests shall be documented and maintained on file in the Communications Section by the Communications Section Supervisor. A monthly audit shall be performed by the Communications Section Supervisor and forwarded to the Staff Inspections.
11. Communications Section Generator Testing – Facilities Maintenance: The UPS and generator systems shall be inspected and tested monthly by City of Punta Gorda personnel. Test results shall be kept in a maintenance log in the Communications Section. The Professional Standards Specialist shall check the Communications Section's generator log to track the completion on a monthly basis.
12. Surveillance Equipment Inventory – Designated Criminal Investigations Section Member: The designated CIS member shall conduct a monthly inventory of all equipment and also ensure that it is operating properly and is ready for field use (e.g. batteries charged, etc.). The designated CIS member shall send an email to the Professional Standards Section upon completion each month.

C. Quarterly

1. In-Vehicle Audio/Video Quality Control Review – Operations Division Commander: The Professional Standards Specialist shall check the Operations Division files to track the completion on a quarterly basis.

2. Line Inspections – Operations Division Commander: Inspections of all sworn personnel shall include, but not be limited to, field inspection and vehicle inspection. These inspections will be randomly scheduled and unannounced by the inspecting supervisor and shall be conducted at a minimum frequency once every three (3) months (quarterly). Following each inspection, the individual conducting the inspection shall complete a Line Inspection Report and shall forward the completed report to the respective division commander (unless inspection is conducted by the division commander). The division commander will then forward all reports to the Police Chief and then to Staff Inspections where a central repository of these reports will be maintained.
3. Dive Team Equipment Inspection and Inventory – Operations Division Commander: All department diving equipment (e.g. backup equipment) will be inspected quarterly and the inspections documented on the appropriate forms. The Professional Standards Specialist shall check the Operations Division files to track the completion on a quarterly basis.
4. Taser Audit – Employee Development Coordinator: TASER battery packs shall be docked at least once every thirty days for data upload. Quarterly, the Employee Development Coordinator will review TASER uploads to ensure that spark tests are being performed by officers and verifying date and time information is accurate. The Employee Development Coordinator shall write a memo to the Chief of Police documenting the results. This report shall be forwarded to Professional Standards.
5. Evidence Van Line Inspection – Administrative Services Section Supervisor: Inspections of Crime Scene and Evidence Personnel shall include, but not be limited to, field inspection and vehicle inspection. These inspections shall be randomly scheduled and unannounced by the inspecting supervisor and shall be conducted at a minimum frequency once every three (3) months (quarterly). The Evidence Van Line Inspection shall be forwarded to the Professional Standards Section upon completion.
6. DAVID Audit – Administrative Services Section Supervisor: The Primary Point of Contact will perform the quarterly quality control review. The POC shall forward the complete audit report detailing the requirements to the Chief of Police for review and approval. The DAVID audit shall be forwarded to the Chief of Police and Professional Standards Section upon completion.
 - a. Cash Account Audit – Finance: Quarterly cash account audits shall be completed at the direction of the Finance Department. Completed audit forms shall be forwarded to the Professional Standards Section.
 - b. Car-to-Car CAD Audit – Professional Standards Specialist: The Professional Standards Section Supervisor or designee shall complete an audit of the CAD messaging system to ensure proper usage by department members. The CAD audit

memo shall be forwarded to the Chief of Police and saved in the Professional Standards Section files each quarter.

D. Semi-Annual

1. **FALCON Audit – Designated Public Safety Dispatcher:** The designated Public Safety Dispatcher shall review the list of retained applicants to determine whether those records should continue to be retained. In addition to employees, an agency's list of retained applicants should contain records for any individuals granted unescorted access to the CJA's CJIS secure areas and/or computer systems. Falcon Audits shall be completed once every six months and shall be submitted to Staff Inspections.
2. **Off-Site TTY Test – Communications Section Supervisor:** Biannually the Communications Section will conduct an offsite TTY test to the 9-1-1 system. The results of this test shall be documented on a 9-1-1 state test form with the caller and receiver signing the form. The form shall be maintained on file in the Communications Section by the Communications Section Supervisor. The Communications Supervisor shall notify the Professional Standards Section upon completion.
3. **Building Security Audit – Professional Standards Specialist:** A semi-annual audit shall be conducted of the security ID roster by the Professional Standards Section Supervisor or designee for review by Police Administration.
4. **OSSI Background Audit – Professional Standards Specialist:** The Professional Standards Specialist shall complete an audit by comparing OSSI employee records to OSSI background checks on file. OSSI employees no longer employed shall be archived and new employee background checks shall be added to staff inspections files.
5. **Radar and Laser Calibrations – Operations Division Commander:** Each radar and laser speed measuring device and tuning fork is certified by an Electronic Technician. Proof of certification shall be maintained in the respective file of each radar and laser device.

E. Annual

1. **Armory Inventory and Inspection - Professional Standards Specialist:** A documented inventory shall be conducted by the Professional Standards Section Supervisor or a department member designated by the Chief of Police annually, or as ordered by the Chief of Police, for the purpose of determining the following:
 - a. That the armory is clean and orderly;
 - b. That this policy is being followed and adhered to on an on-going and consistent basis; and

- c. That the assignments of firearms and TASERs are consistent with the inventory in the OSSI Quartermaster module.
 - d. The Armory Inventory and Inspection shall be forwarded to the Chief of Police and saved in the Professional Standards Section once every 12 months.
2. Audit of Evidence Section – Professional Standards Specialist: an examination of conformance with agency controls, policies and procedures, of the evidence/property function shall be conducted by a member not routinely or directly connected with control of evidence/property. Upon completion, this audit shall be forwarded to the Chief of Police and saved in the Professional Standards Section.
 3. Inventory of Evidence Section – Professional Standards Specialist: A full or partial accounting of property/evidence, shall be conducted by the Evidence Technician or designee and a designee of the Chief of Police not directly connected with control of property/evidence. The inventory of property/evidence shall include 100% of firearms, 100% of narcotics, 100% of money, 100% of jewelry, and 10% of all other evidence randomly selected by the computer.
 4. Unannounced Inspection of Evidence Section: An annual audit, which consists of an examination of conformance with agency controls, policies and procedures, of the evidence/property function shall be conducted by a member not routinely or directly connected with control of evidence/property. Upon completion, this audit shall be forwarded to the Chief of Police and saved in the Professional Standards Section.
 5. Criminal Intelligence Equipment Inspection – Professional Standards Specialist: The Professional Standards Specialist shall complete an inspection of the criminal intelligence equipment to ensure that it is operating properly and is ready for field use (e.g. batteries charged, etc.). The Criminal Intelligence Equipment Inspection shall be forwarded to the Chief of Police and saved in the Professional Standards Section once every 12 months.
 6. Confidential Informant Files Review – Professional Standards Specialist: A designee of the Chief of Police shall conduct an annual review of actual agency confidential informant practices within the last quarter of each calendar year to ensure conformity with department policies and procedures.
 7. DAVID Annual Audit – Professional Standards Supervisor: The secondary/back-up POC will perform an annual audit no later than 30 days after the anniversary date of the MOU. The annual audit shall be forwarded to the Chief of Police for review and approval. The DAVID Audit shall be saved in the Professional Standards Section files each year.
 8. Audit of Salary Incentive Program – Executive Assistant: On an annual basis, the Executive Assistant to the Chief of Police shall conduct an audit of the salary incentive program in the ATMS to verify compliance.

9. RLEX/NDEX Audit – Administrative Services Section Supervisor: The Administrative Services Section Supervisor shall conduct an annual audit of all Agency users of N-DEX to include confirming that those users are eligible to participate in N-DEX; and notifying the CSO of all users, upon request or as needed to maintain currency and completeness of the list of users.
10. Statute of Limitations Case Review – Criminal Investigations Section Supervisor: The Statute of Limitations Case Review shall be forwarded to the Professional Standards Section once every 12 months.
11. Review of Criminal Intelligence Files Disposal of Purged Records – Criminal Investigations Section Supervisor: The Criminal Intelligence File Review shall be forwarded to the Professional Standards Section once every 12 months.
12. Forfeiture and Seizures Review – Professional Standards: An annual review shall be conducted of the department's seizures of property, as well as settlements and forfeiture proceedings initiated by the department, to determine whether such seizures, settlements and forfeitures comply with the FCFA and these procedures. If the review suggests deficiencies, the department shall promptly move to ensure compliance with the FCFA and these standards. This review shall be conducted by the Professional Standards Section Supervisor or designee.
13. Network Permissions Audit – Support Services Division Commander: The Support Services Division Commander shall complete an annual audit to validate proper user access and rights to the network.
14. Fixed Asset Inventory – Property Custodian: Pursuant to FS 274.02 - Record and inventory of certain property, the City of Punta Gorda Finance Director, or a designee, will oversee a complete physical inventory of all fixed assets each fiscal year. Computer printouts of assigned assets (Capital Asset Subsidiary Ledger) will be distributed to the Property Custodian. The custodian is responsible for inspecting each item of property and confirming its location on the printout. The inventory will be compared with the ledger and identified discrepancies will be traced and reconciled. In conclusion, the inventory as well as all paperwork detailing discrepancies with the master list will be submitted to the Chief of Police for approval.

F. Biennial

1. Review of Forms Management Program – Administrative Services Section Supervisor: Police department forms which are maintained on file in the Records Section Forms Management Program shall be reviewed and evaluated on a biennial basis by the Records Section to determine:
 - a. If the form is still being used;

- b. That the form does not duplicate information captured on other agency forms; and
- c. The format is consistent with records maintenance or computer services requirements of the police department.
- d. Upon completion of the biennial forms management program review, the Administrative Services Section Supervisor shall forward a written memorandum to the Chief of Police, via chain of command, acknowledging completion of the forms review. This memorandum shall then be forwarded to Professional Standards for filing.

V. FREQUENCY OF REPORTING: Reporting shall be completed as outlined below. All reports shall be forwarded to the Professional Standards Section for tracking and filing.

A. Monthly

- 1. Forfeiture Report – Forfeiture Officer: Monthly reviews shall be conducted of the department's seizures of property, as well as settlements and forfeiture proceedings initiated by the department to determine whether such seizures, settlements and forfeitures comply with the FCFA and these standards. These reviews shall be forwarded to the Chief of Police and Professional Standards by the Forfeiture Officer. If the review suggests deficiencies, the department shall promptly move to ensure compliance with the FCFA and these standards.
- 2. Accounting Reporting – Support Services Division Commander: The Executive Assistance to the Chief of Police shall forward the completed accounting activities report to the Support Services Section each month.
- 3. QAR Report - Professional Standards Specialist: The Professional Standards Specialist shall compile the results of the weekly QAR reports by using the appropriate template. The monthly report shall be forwarded to the designated records specialist for inclusion in the monthly City Manager's Report.

B. Annual

- 1. Biased Policing Administrative Review – Professional Standards: The Professional Standards Supervisor or Designee shall conduct an annual administrative review of agency practices involving biased policing; to include areas of seizures and forfeitures, traffic stops and search warrants.
- 2. Response to Resistance Analysis – Professional Standards: Annually, the Professional Standards Supervisor or Designee shall prepare a Response to Resistance Analysis which shall be presented to the Command Staff for review.

3. Vehicle Pursuit Analysis – Professional Standards: The Professional Standards Supervisor or Designee shall complete an annual report to the Chief of Police which shall include a statistical analysis of department vehicle pursuits for that calendar year.
4. CFA Annual Report – Professional Standards Specialist: The Professional Standards Specialist shall complete the CFA annual report in January of each year. This report shall be sent to the Florida Accreditation Office by January 31st each year.
5. Governor Approval of Victim/Witness Rights Document – Administrative Services Section Supervisor: In accordance with F.S. Section 960.001, the Administrative Services Supervisor shall be responsible for the annual Victims’ Rights Compliance review. The Administrative Services Supervisor shall send the Victims’ Rights Compliance Review Form and all appropriate documentation to the Office of The Governor for annual review
6. Civil Asset Forfeiture Reporting to FDLE – Operations Division Commander: Pursuant to Section 932.7061, Florida Statutes, every law enforcement agency shall submit an annual report to the Florida Department of Law Enforcement indicating whether the agency has seized or forfeited property under the Florida Contraband Forfeiture Act. The annual report should be completed in accordance with guidelines set by FDLE. The annual report must be submitted in an electronic form by December 01 each year.
7. Evaluation and Review of Community Services Program – Community Services Section Supervisor: The Community Services Section Supervisor shall conduct an annual written evaluation of agency programs. The evaluation should include recommendations regarding:
 - a. Efficiency;
 - b. Effectiveness;
 - c. Suggested modifications; and
 - d. Continuance of individual programs.
 - e. The written annual evaluation will be forwarded to the Chief of Police for review.
8. Diversification Report – Employee Development Coordinator: On an annual basis the Employee Development Coordinator will generate a Diversification Report listing all recruitment and diversification efforts and outlining the progress made on the previous year’s Recruitment Action Plan.
9. Recruitment Action Plan – Employee Development Coordinator: On an annual basis the Employee Development Coordinator will generate a Recruitment Action Plan

outlining recommended efforts to develop racial, ethnic, and gender diversity for the following calendar year that will include the following:

- a. A statement of objectives;
- b. An action plan designed to achieve the objectives;
- c. Annual evaluation of progress towards objectives; and
- d. Updates and revisions as necessary.

10. UCR Employee count – Administrative Services Section Supervisor: The Administrative Services Section Supervisor shall compile employee counts to FDLE on an annual basis.

11. Records Management Compliance Statement – Administrative Services Section Supervisor: The Administrative Services Section Supervisor shall complete the Records Management Compliance Statement regarding the disposal of records. This shall be provided to the Department of State by December 31st each year.

VI. INSPECTION RECORDS: The Staff Inspections Officer shall maintain the final repository for all staff inspection reports, progress reports, and other written material pertaining to staff inspections.

APPROVED



PAMELA R. SMITH, CHIEF OF POLICE

STAFF REVIEW DATES: 09-03-1996, 01-29-1998, 03-08-2000, 05-29-2002, 05-17-2004, 03-27-2007, 06-19-2009, 07-25-2011, 10-03-2016, 05-28-2019, 04-20-2021, 11-13-2023

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