DPS STANDARD OPERATING PROCEDURE			
	SUBJECT: **STAFF INSPECTIONS** **DPS SOP 2025-01**	**SECTION(S):** ALL	**DISTRIBUTION:** ALL PERSONNEL
ISSUING AUTHORITY: MICHAEL BUNKER ASSOC. V.P. & CHIEF, CAMPUS SAFETY AND EMERGENCY MANAGEMENT SERVICES (ELECTRONICALLY SIGNED)		**EFFECTIVE DATE:** December 12, 2025 **REVISED DATE:**	**SUPERSEDES:**

Staff Inspections

INDEX	PAGE
References, Attachments, Applicability	**2**
Purpose, Policy	**2**
Procedures: Staff Inspection	**2-4**
Selection of Staff Inspector(s)	**2**
Components to be Inspected	**2**
Duties and Responsibilities – Staff Inspector(s)	**3-4**
Written Reports / Follow Up	**4**

CALEA STANDARDS

Standards	*Page*	*Standards*	*Page*
53.2.1 a	**2**	**53.2.1 d**	**4**
53.2.1 b	**2**	**53.2.1 e**	**2**
53.2.1 c	**3**		

REFERENCES:

ATTACHMENTS: None

I. APPLICABILITY: This Standard Operating Procedure is applicable to all members of the Syracuse University Department of Public Safety (DPS).

II. PURPOSE: It is the objective of this policy to establish a formal staff inspection function that provides agency leadership with independent, objective assessments of organizational compliance, operational effectiveness, and administrative efficiency.

III. POLICY: The Department of Public Safety's Staff Inspection Program is conducted by department command level personnel to conduct scheduled inspections to provide an objective, systematic review of all organizational components, administrative procedures, operational activities and facilities, equipment and personnel to ensure adherence to established policies and best practices.

IV. DEFINITIONS:

A. Staff Inspection: An inspection conducted by command level personnel who do not have control of the persons, facilities, or procedures being inspected. It is a critical and careful examination of all components of an organization.

V. PROCEDURES: STAFF INSPECTIONS

A. Staff Inspector - Selection: (53.2.1 a)

1. The Chief of Public Safety will select a command level officer (or more if required) who does not have direct control of the persons, facilities or other elements being inspected.
    a. Staff Inspectors operate under the authority of the Chief of Public Safety for the time they are conducting the assigned inspection.
    b. Staff Inspectors will have complete access to the physical facilities and contents of the inspected organizational component and the responsibility of ensuring the confidentiality and integrity of the process, system and information.
2. The Chief of Public Safety will identify one of the four of the components of the Department listed below to be inspected. Each component will be inspected once every four years. These components include: **(53.2.1 e)**
    a. Patrol & Emergency Management
    b. Investigations & Administrative and Technical Services
    c. Administrative and Operational Support
    d. Community Policing & Special Events

B. Duties and Responsibilities of the Staff Inspectors: The Staff Inspection shall be an objective review of the department's facilities, property, equipment, personnel and administrative and operational activities. The inspection shall: **(53.2.1 b)**

1. Identify deficiencies, contradictions or problems with rules and regulations, policies, and procedures, and suggest corrective actions.

2. Identify actions, activities, and/or programs that are outstanding.

3. Identify activities or programs which should be expanded, reduced, modified or eliminated.

4. Assess the condition of departmental facilities, property and equipment, and identify those items which should be replaced, repaired, improved, modified or eliminated.

5. Survey the staffing of the department and make recommendations regarding the allocation and distribution of personnel.

6. Evaluate departmental goals and objectives in order to identify personnel, material and training needs.

7. Review departmental forms and suggest improvements and modifications or the deletion of forms that are unnecessary.

8. Ensure that the department remains in compliance with all accreditation standards.

Prior to beginning the inspection, the Staff Inspector(s) shall prepare checklists of items to be reviewed to assist them in their efforts.

9. Components of DPS to be inspected shall be notified in advance, at least one week prior to the inspection. Prior to commencing an inspection, Staff Inspector (s) shall meet with supervisors and members of the division or section to be inspected and shall:

    a. Explain the purpose of the inspection.

    b. Describe the inspection process.

    c. Identify areas to be inspected.

    d. Request the cooperation of the subjects of the inspection.

10. The Staff Inspector(s) shall submit a written report to the Chief of Public Safety that identifies deficiencies and makes recommendations for their improvement and/or correction and identifies positive aspects of the area being inspected. **(53.2.1 c)**

11. The Chief of Public Safety shall review the staff inspection report and shall:

    a. Identify problems, conditions or situations that require corrective action.

    b. Determine the corrective action to be taken and establish dates for completion.

    c. Ensure that corrective actions are implemented promptly.

12. It shall be the responsibility of the Division Commander or Director of the affected component to ensure corrective action is taken/completed as directed by the Chief of Public Safety.

13. Whenever corrective action is required, the Chief of Public Safety shall conduct, or cause to be conducted, a follow-up inspection to ensure that the appropriate measures have been taken and that the problem has been resolved. This follow-up inspection is due 30 days after being assigned by the Chief of Public Safety. **(53.2.1 d)**

POLICY REVISION HISTORY

NO	SECTION REVISED	DATE ISSUED
1		