

SAN DIEGO POLICE DEPARTMENT PROCEDURE

DATE: MARCH 14, 2017

NUMBER: 1.25 – ADMINISTRATION

SUBJECT: INSPECTIONS AND AUDITS PROTOCOL

RELATED POLICY: 1.25

ORIGINATING DIVISION: RESEARCH, ANALYSIS, AND PLANNING

NEW PROCEDURE:

PROCEDURAL CHANGE: **MINOR CHANGES**

SUPERSEDES: DP 1.25 – 01/24/2014

I. PURPOSE

This Department procedure establishes consistency in the manner of compliance with the Inspections and Audits Policy to ensure effective participation by all divisions of the Department.

II. SCOPE

This procedure applies to all members of the Department.

III. RESPONSIBILITIES

- A. All commanding officers will ensure that required inspections and/or audits are completed according to assigned schedules outlined in the Police Department Inspections Guide, which can be found on the LAN in the F:\Inspections folder. It is also available to all personnel on the AFR and LAN systems in the Resource Library under Operational Guidelines\Inspections Guide. All inspections are due to the designated command personnel by the last day of the month in which they are conducted.
- B. Minimum inspection standards for investigative, patrol, and administrative divisions will be established by the Office of Neighborhood Policing and described within the Inspections Guide. Inspections, documented in the Inspections database on the LAN, will include comments on significant

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discrepancies, including missing or damaged equipment, associated costs, and other information relevant to the improvement of efficiency.

- C. Commanding officers of all divisions will incorporate the required inspections into their divisional operations manuals, including frequency and reporting procedures. Operations manuals will be updated annually by August 31st of every year.
- D. In addition to the inspections described in the operations manuals, all commanding officers should conduct two special inspections or audits during each fiscal year. They will inspect and/or audit processes, programs, or procedures that are significant to the accomplishment of the specific missions of their divisions with the purpose of improving the overall efficiency of the Department.
- E. Commanding officers will retain copies of all expense reports (Investigations Fund Expense Sheet) and Informant Inspection memorandum for a period of three years. Inspections entered in the Inspections database will be kept for at least two years.
- F. Commanding officers are responsible for expeditiously implementing appropriate changes to the operations of their commands based upon inspection findings. They will promptly communicate information about such changes to the assistant chiefs in their respective chains of command.
- G. The Operational Support/Research, Analysis, and Planning Unit will ensure that random inspections of all commands are conducted annually to ensure compliance with the Department Inspections Guide and this procedure. Reports of these inspections will be forwarded from the Assistant Chief of the Office of Neighborhood Policing to the Chief of Police, via the Executive Assistant Chief, and to the assistant chiefs responsible for the subject commands.

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