



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



340.02 INTERNAL INSPECTIONS 02-27-17

PURPOSE

The purpose of this order is to establish procedures for the review of policies and procedures through an internal systematic inspection system.

POLICY

It shall be the policy of the Sacramento Police Department to conduct internal inspections of activities, monitor civil liability issues, and review incidents essential to the mission of the Department as recommended by the command staff.

PROCEDURE

A. DEFINITIONS

1. AUDITOR – A designated employee assigned to the Professional Standards Unit (PSU) or designated by the COP (Chief of Police).
2. INSPECTION – A review process of activities, personnel, procedures, and equipment to prevent failure, error, or misconduct through application of corrective action.
3. INSPECTION REPORT – A written report submitted to the COP or designee generated to provide an accurate and comprehensive account of the entire inspection. The report identifies deficiencies and makes recommendations for improvement and/or correction while identifying positive aspects of the components being inspected.

B. PROFESSIONAL STANDARDS UNIT (PSU)

1. PSU shall conduct inspections of identified units and monitor services provided by the Department to ensure that they are in compliance with appropriate general orders, regulations, and state and federal law and that the highest standards of professional law enforcement are met.
2. Inspections performed by PSU shall be conducted under the authority of the COP or his/her designee.
 - a. Employees shall cooperate and assist with the inspection if requested by an auditor.
 - b. Auditor status can be delegated to any employee who has been properly trained or has auditing experience upon approval of the Captain, Office of the Chief (OOC).

C. CONDUCTION INSPECTIONS

1. Scope
 - a. All functions within a division, section, or unit may be reviewed during an inspection(s).
 - b. The inspection(s) shall be an independent review of task performance as it relates to the existing policies and procedures of the Department. This process may include on-site inspections, interviews, records research, or other observations required to obtain information upon which a factual report can be based. The inspection may focus on, but is not limited to, the following areas:
 - (1) Department fulfillment of legally mandated responsibilities.
 - (2) Compliance with Department requirements for the use of personnel, equipment and allocated funds.
 - (3) The progress/performance of Department programs.
 - (4) Observations of field incidents.
 - (5) Crime, arrest, and other reporting requirements.
 - (6) The quality of police service to the public.



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2. Notification of Inspections
 - a. Inspections shall be performed with 30-day written notice to the respective office chief and division commander.
 - b. At the request of the COP, inspections may be conducted with reduced notice or no prior notice.
 3. Entrance Interview
 - a. An entrance briefing shall be scheduled with the division commander and section/unit commander.
 - b. The briefing shall present the details of the inspection to include
 - (1) Purpose.
 - (2) Duration.
 - (3) Number of team members conducting the inspection.
 - (4) Proposed exit schedule.
 4. Conference periods

PSU shall schedule conference periods for personal input by section/unit staff.

 - a. These periods are open to all employees during the inspection.
 - b. The audited unit's supervisors shall ensure these periods are well advertised.
 5. Conducting the Inspections
 - a. Inspections begin directly after the entrance interview.
 - b. Inspections shall be accomplished using
 - (1) An inspection checklist or matrix.
 - (2) Published criteria in the form of General Orders, Office Orders, and Division/Section/Unit Directives. The criteria are not inclusive and shall not restrict auditors to the addressed areas.
 - c. The auditor shall notify the section/unit supervisor or manager when the inspection is completed.
 6. Post Inspection Activities
 - a. Upon completion of the inspection, an exit interview shall be given to the division commander and unit/section commander to address inspection findings.
 - b. After the verbal exit interview, PSU shall prepare a written report to the COP or his/her designee on the results of the inspection.
 7. Follow-up inspections shall be done at the discretion of the COP. Each division commander is responsible for continued, ongoing inspections within his/her command to ensure the proper performance of assigned personnel and the most efficient use of equipment, material, and facilities.
- D. REPORTING INSPECTION DETAILS**
1. Component Headings - All reports should begin with an introduction that briefly explains the scope and intent of the audit. This section should also identify the organizational entity requesting the inspection, as well as the lead auditor assigned to conduct the inspection.
 2. Methodology - The methodology is an explanation of the procedures used to achieve the stated objectives. Normally, the methodology will be approved by the person requesting the inspection before any research has begun. The purpose of completing a methodology is to ensure that the scope of the inspection is defined, the auditor is familiar with all policies affecting the entity or topic to be inspected, and a systematic approach to the inspection has been developed.
 3. Findings - The findings of particular interest to the reader should be briefly stated in this section.



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4. Recommendations - Each report shall contain recommendations to resolve problems and issues identified in the inspection. The report may also include recommendations for the broader application of systems or procedures.
5. Addendum - All documents, charts, graphs or other supplemental materials referred to in the inspection and items pertinent to the report should be attached to the addendum.