


<b>POLICY 100.0</b>	<b>STAFF INSPECTIONS / ACCREDITATION MANAGEMENT</b>	
	REVISED: 3/98, 01/00, 06/10, <b>06/16</b>	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: 01/05, 06/10, <b>06/16</b>

**TABLE OF CONTENTS**

**A. PURPOSE..... 2**

**B. POLICY..... 2**

**C. STAFF INSPECTIONS OFFICE: ..... 2**

    1. GENERAL: ..... 2

    2. AUTHORITY: ..... 2

**D. AUDITS / INSPECTIONS / INVENTORIES:..... 3**

    1. GENERAL: ..... 3

    2. STAFF INSPECTIONS: ..... 3

    3. LINE INSPECTIONS: ..... 3

**E. STAFF INSPECTIONS: ..... 3**

    1. LEVEL I INSPECTION: ..... 3

    2. LEVEL II INSPECTION: ..... 4

    3. RANDOM UNANNOUNCED INSPECTIONS: ..... 4

**F. INSPECTION FOLLOW-UP PROCEDURES: ..... 4**

    1. INSPECTION REPORTS: ..... 4

    2. MANAGEMENT RESPONSE : ..... 4

    3. UNRESOLVED ISSUES: ..... 5

    4. FINAL REPORT: ..... 5

    5. STATUS REPORT: ..... 5

    6. STORAGE AND PURGING OF AUDIT/INSPECTION REPORTS: ..... 5

**G. LINE INSPECTIONS: ..... 6**

    1. INFORMAL INSPECTIONS: ..... 6

    2. FORMAL INSPECTIONS: ..... 6

**H. SUPERVISOR'S RIGHT OF ENTRY AND INSPECTION:..... 6**

**I. ACCREDITATION MANAGEMENT:..... 6**

    1. GENERAL: ..... 6

    2. THE ACCREDITATION MANAGEMENT PROCESS ..... 7

    3. ACCREDITATION MANAGER..... 7

    4. MANAGER/SUPERVISOR RESPONSIBILITY ..... 8

**A. PURPOSE**

The Fort Lauderdale Police Department recognizes accreditation, inspections, internal audits and inventories as important management quality control tools. These tools will help determine if command policies and operating procedures are adequate and are being followed. The Staff Inspections and Accreditation Management process will assist the Chief of Police in evaluating the overall performance of Department units and personnel.

**B. POLICY**

It is the policy of the Fort Lauderdale Police Department to conduct, or have conducted, inspections, audits and inventories of any Department unit or function that is requested by the Chief of Police, required by Accreditation standards or Florida State Statutes.

**C. STAFF INSPECTIONS OFFICE:**

1. General:

- a. The Staff Inspections office will inspect any Department unit designated by the Chief of Police.
- b. Any Department manager may request an audit or inspection of their unit or function by submitting a written request to the Chief of Police via their bureau chain of command. The Chief of Police shall determine if the audit or inspection is warranted.
- c. The Staff Inspections office will conduct audits, inventories and inspections required by Florida State Statute, Accreditation standards and Department policy. Staff Inspections personnel shall be available to assist the City Auditor's office in conducting inspections, audits and inventories of Department units or functions.

2. Authority:

- a. The Staff Inspections Office is an element of the Office of the Chief of Police and operates under the authority of the Chief. During the course of a staff inspection, the inspected unit supervisors and personnel shall grant Staff Inspections personnel complete access to the unit's physical facilities and their contents.
- b. Staff Inspections representatives have no command authority over inspected unit personnel. Questions concerning the authority of the Staff Inspections representative to inspect or analyze evidence, records and files of the inspected unit shall be referred to the Chief of Police or designee for resolution.
- c. Staff Inspections representatives are authorized to direct written and oral questions concerning the inspected unit's operations to any employee of the Department.

- (1). All Department personnel are required to respond to any questions of this nature posed by a Staff Inspections representative.
- (2). Questions concerning the authority of the Staff Inspections representative to pose such questions to inspected unit personnel shall be referred to the Chief of Police or designee for resolution.

**D. AUDITS / INSPECTIONS / INVENTORIES:**

1. General:

Audits, inspections and inventories are non-adversarial in nature. They are designed to assist unit, division and bureau supervisors and managers comply with Florida State Statutes, Accreditation standards, Department policies and individual unit operating procedures.

2. Staff Inspections:

- a. The staff inspection process is continuous. The process provides the Chief of Police and his staff with systematic objective analysis concerning the quality and efficiency of operations performed by departmental units.
- b. The Staff Inspection Unit is responsible for conducting, or having conducted, inspections, audits, and inventories required by Florida State Statute, Department policy and Commission for Florida Law Enforcement Accreditation standards.

3. Line Inspections:

- a. Line inspections shall be conducted by supervisors at every level of the Department to ensure their personnel are complying with department policies, standard operating procedures and requirements governing appearance, use and maintenance of uniforms, equipment and facilities.
- b. Supervisors at every level of the Department are responsible for conducting line inspections. It is the responsibility of the supervisor conducting the inspection to correct deficiencies found during the inspection.

**E. STAFF INSPECTIONS:**

1. Level I Inspection:

- a. An in-depth inspection, in which all facets of the inspected unit's function, personnel, facilities, operations, equipment, etc., may be inspected.

- b. A Level I inspection is an announced inspection. The bureau Assistant Chief, Major and the Captain-in-Charge of the unit to be inspected shall receive at least a thirty (30) day notice of the pending inspection.
  - c. The Staff Inspections office shall prepare a detailed inspection report for the Chief of Police detailing the findings of the inspection. The findings of a Level I inspection may elicit an audit by the City Auditor's office.
2. Level II Inspection:
- a. A lower intensity inspection than the Level I inspection. It may address a portion, or a singular facet of the inspected unit's function.
  - b. A Level II inspection can be an announced or unannounced inspection. It may involve the audit of the fiscal activities of a unit or an inventory of the property distribution or storage function of the unit.
  - c. The Staff Inspections office shall prepare an abbreviated inspection report for the Chief of Police documenting the findings of the inspection. The findings of a Level II inspection may elicit a Level I inspection or an audit by the City Auditor's office.
3. Random Unannounced Inspections:
- a. A Level II inspection of a unit engaged in high liability activities such as evidence storage or money collection.
  - b. Unannounced inspections shall not be conducted without the express knowledge and approval of the Chief of Police.

**F. INSPECTION FOLLOW-UP PROCEDURES:**

1. Inspection Reports:
- a. The Staff Inspections Office shall forward two copies of an inspection report to the Chief of Police. One copy of the report will be used at the discretion of the Chief of Police.
  - b. The Chief's Office shall forward the second copy of the report to the bureau Assistant Chief of the inspected unit.
  - c. The bureau Assistant Chief shall meet with the Captain-in-Charge of the inspected unit and review the inspection report collectively. A representative of the Staff Inspections office will be available to explain the findings in the report.
2. Management Response:
- a. The Captain-in-Charge of the inspected unit shall prepare a response to each of the findings and recommendations contained in the report. It is the

captain's responsibility to take positive measures to correct any noted deficiencies in the inspection report.

- b. Findings and recommendations which do not receive concurrence will be accompanied by justifications that address the issue raised in the finding.
- c. The response shall be completed and returned to the Staff Inspections office, via the respective bureau chain-of-command, within thirty (30) days of the receipt of the inspection report.

3. Unresolved Issues:

- a. The Captain-in-Charge of the inspected unit shall attempt to resolve contentious issues regarding inspection findings or recommendations with the Staff Inspections office.
- b. Issues that cannot be resolved in this manner shall be submitted in writing to the Chief of Police. The Chief of Police will render a determination resolving the disputed issue.

4. Final Report:

- a. Upon receipt of the inspected unit captain's response, the Staff Inspections Office will incorporate the response with the initial inspection report into a consolidated report. Issues will be resolved and made part of the report.
- b. The consolidated report shall be forwarded to the Chief of Police for approval. Upon approval by the Chief of Police, the report will become final.

5. Status Report:

- a. Six months after the Chief of Police approves the consolidated report the Staff Inspections office shall notify the inspected unit's Captain via the chain-of-command that a status report is due.
- b. Within thirty (30) days of this notice the inspected unit's captain shall submit to the Chief of Police, via the chain-of-command, a report detailing what positive actions were taken in response to the recommendations listed in the inspection report.

6. Storage and Purging of Audit/Inspection Reports:

The Staff Inspections Office shall be responsible for storage and purging of all audit reports and documents including audit reports of Department units prepared by the City Auditor. Storage and purging of audit reports and documents shall be in accordance with State of Florida, General Records Schedule for State and Local Government Agencies (Schedule GS1). State of Florida, General Records Schedule for Law Enforcement, Correctional Facilities & District Medical Examiners (Schedule GS2)

## **G. LINE INSPECTIONS:**

1. Informal Inspections:
  - a. All Department personnel are subject to informal inspection on a daily basis for compliance with Department grooming standards, demeanor and maintenance of equipment.
  - b. It is the responsibility of the inspecting supervisor to ensure deficiencies are corrected. Deficiencies can be documented by the use of the Supervisor/Employee Interview form. Informal inspections do not require documentation unless a deficiency is observed.
2. Formal Inspections:
  - a. Formal line inspections shall be conducted periodically by supervisors of individual department units. Inspected areas can include Department facilities and systems, operations, files, vehicles, equipment and personnel.
  - b. A Formal Inspection report noting deficiencies and corrective action taken shall be addressed to the respective bureau Assistant Chief. A copy of the inspection report will be maintained in the bureau Assistant Chief's office and a copy shall be sent to the Staff Inspections office.

## **H. SUPERVISOR'S RIGHT OF ENTRY AND INSPECTION:**

1. Employees may be assigned City of Fort Lauderdale owned workspace and equipment such as vehicles, lockers, desks, computer workstations and software, files and cabinets for the mutual convenience of the Department and its personnel.
2. Such workspace and equipment are the property of the City of Fort Lauderdale and are subject to entry and inspection by a Department Supervisor. Employees shall not place personal locks on any departmental equipment or facilities unless authorized to do so.
3. The supervisor's right of entry and inspection does not extend to personal items (briefcases, envelopes, pocketbooks, gym bags, etc.) which may be located in the area being inspected. Additionally, every reasonable effort shall be made to have the employee, whose area is to be inspected, present at the time of the inspection. If the employee is unavailable a bargaining unit representative shall be present.

## **I. ACCREDITATION MANAGEMENT:**

1. General:

The Commission for Florida Law Enforcement Accreditation (CFA) has awarded accredited status to the Fort Lauderdale Police Department. It is a function of the Staff Inspections Office to manage the re-accreditation process. This will be

achieved by an ongoing endeavor by all members of the agency to meet and abide by the standards developed by the commission (CFA.)

2. The Accreditation Management Process:

- a. The accreditation process shall be managed from the Staff Inspections Office.
- b. Staff Inspections personnel shall be available to assist Department personnel with their efforts to comply with CFA accreditation standards. This will be accomplished by:
  - (1). Furnishing copies of accreditation standards to affected unit managers.
  - (2). Meeting with affected unit managers and personnel to explain accreditation standards and by soliciting proofs of compliance with accreditation standards.
  - (3). Coordinating the policy review process to ensure Department policies are current and comply with Florida State Statutes and CFA accreditation standards.
  - (4). Continuously update accreditation files with proofs of compliance with accreditation standards.

3. Accreditation Manager:

- a. The Chief of Police shall appoint the Accreditation Manager for the Department. The Accreditation Manager shall report directly to the Executive Officer of the Chief of Police.
- b. The Accreditation Manager is considered a facilitator and coordinator for agency personnel to assist them in complying with accreditation standards.
- c. The Accreditation Manager, through the Staff Inspections office is responsible for:
  - (1). Updating the Chief of Police on the status of the department's re-accreditation progress.
  - (2). Ensuring all Department members are adhering to accreditation standards.
  - (3). Ensuring accreditation standard files contain all necessary and proper proofs of compliance.
  - (4). Ensuring department policy and standard operating procedure revisions are in compliance with CFA standards.

- (5). Remaining informed of the latest changes and developments in the CFA standards and accreditation process by attending, or having staff inspections personnel attend Commission for Florida Law Enforcement Accreditation (CFA) and Florida Police Accreditation Coalition (FLA-PAC) meetings.

4. Manager/Supervisor Responsibility:

- a. All department managers and supervisors are responsible for ensuring their respective bureau, divisions and units are in compliance with all applicable standards.
- b. CFA accreditation standards shall be given to respective bureau, division, and unit supervisors and managers. They shall familiarize themselves with applicable standards relating to their unit or function.
- c. Every Department member shall comply in a timely manner with requests for proofs of compliance by the Accreditation Manager or staff inspection office personnel.