

DAYTON POLICE DEPARTMENT
GENERAL ORDER
INSPECTIONS

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REV. 2/19

POLICY STATEMENT

An inspection process is necessary for evaluating the efficiency, effectiveness and quality of the Dayton Police Department's operations, ensuring its standards are being maintained, identifying the need for additional resources, and assuring operational functions are performed as intended throughout the department. The inspection process is the responsibility of the **Inspections and Audits Commander and ALL** supervisors during their daily activities as well as during formal inspection processes.

I. METHODS OF INSPECTION

- A. Line inspections are inspections conducted by division, bureau, or unit supervisors who have direct authority to require immediate corrective action. These inspections seek to exercise control through the processes of observation and review by those directly responsible for a particular function and activity.
- B. Comprehensive staff inspections or audits are a detailed observation and analysis of department elements, procedures, and practices designed to inform the Chief of Police about their performance and effectiveness.
- C. Spot inspections are the same as line inspection, but are conducted by the Inspections and Audits Commander. The purpose of spot inspections is to support and facilitate the line inspection process.

II. LINE INSPECTIONS

- A. Personnel
 - Division Commanders
 - Watch Commanders
 - Sergeants (First Line Supervisors)
- B. Subjects for Inspection
 - Monthly personnel & equipment
 - Monthly vehicle inspections
 - On-scene performance
 - Investigative techniques
 - Reports (Incident, arrest, special reports, etc.)
- C. Areas for Conducting Inspections
 - Attend Roll Calls
 - Inspect Daily Activities
 - Identify Training Needs
 - Evaluate on-scene personnel performance.
- D. Reporting Procedures

Line inspections are to be documented in one of the following manners and routed thru the chain of command to the Division Commander:

- Special Report
- PF-016, Patrol Operations Division – Monthly Inspections Reports
- PF-017, Patrol Operations Division – Watch Commander Monthly Inspection Reports

The special report will be used when noting deficiencies, whether in personnel, equipment, or facility. Field Commanders will correct those areas immediately amendable to correction and/or report on those requiring more detailed resolution. This report will also be utilized when reporting police performance of any major crime incident.

- Dayton Police Department monthly inspection log

III. PATROL MONTHLY INSPECTION REPORTS

In order to evaluate the quality of the Dayton Police Department operations and to identify the need for additional resources, training, policy revisions, or other improvements, all patrol watch commanders and sergeants will be required to complete monthly inspection reports.

A. PF-016 – Sergeant Monthly Inspection Report

- MVR Audit - Review a minimum of two videos for every officer on their relief per quarter. The videos reviewed may be of any recorded video, but it should exclude video already linked to an Administrative Investigation.
- MVR Operability Check – Conduct three equipment operability checks per month.
- Cruiser Equipment Inspection – Conduct three cruiser equipment inspections per month.
- DIBRS - Review a minimum of two DIBRS reports for every officer on their relief per quarter. A review of any DIBRS report is appropriate; however, the review of arrest reports is preferred. Division detective sergeants should review DIBRS supplementary reports for detectives under their supervision as a part of caseload oversight and management. Detective Sergeants will be responsible for reviewing at least two supplementary reports per detective, per quarter.

B. PF-017 – Watch Commander Monthly Inspection Report.

- Monthly Performance Log Audit – Inspect two monthly performance logs from each assigned relief/unit.
- Uniform Equipment Inspection – Observe three monthly uniform and equipment inspections.
- Roll Call Training – Observe one Roll Call training conducted by each assigned relief/unit each month.

C. Requested information should be logged on the inspection report and turned in with your monthly reports.

D. Once reviewed by the Division Commander, the form will be forwarded to the Inspections and Audits Commander.

E. Should a supervisor determine an investigation might be warranted from something discovered during an inspection; a request must be submitted to the Division Commander and approved prior to starting an investigation. This will help to maintain consistency on what rises to the level of an investigation.

IV. COMPREHENSIVE STAFF INSPECTIONS

A. Personnel

- Inspections and Audit Commander
- Special project teams appointed by the Chief of Police

B. Areas of Inspection

- Policies, procedures, and regulations
- Utilization of personnel and equipment
- Adequacy of resources
- Any other subject/area requiring inspection

C. Process of Conducting Inspections

- All staff inspections will be approved by the Chief of Police or their designee.
- The Inspections and Audits Commander will operate under the authority of the Chief of Police while performing their assigned tasks.
- Division Commanders will be notified in advance of any comprehensive staff inspections by the Inspections and Audits Commander.
- An initial inspection meeting will be scheduled with the Division Commander or their designee with the Inspections and Audits Commander.
- Division Commanders will be provided with updates during the inspectional/audit process.
- At the completion of the on-site inspection, an exit meeting will be scheduled with the Division Commander or their designee and the Inspections and Audits Unit Commander.
- Inspections will be documented on the appropriate reports.
- Inspection reports will include findings and suggested recommendations.
- Reports will be sent through the chain of command to the Chief of Police.

D. Reporting Procedure

- Some Inspections and Audits work product is conducted at the behest of the City of Dayton Law Department and as such are protected by attorney-client privilege and is not to be distributed outside the City of Dayton.
- Within 10 days of the inspection completion date an audit report will be forwarded to the Chief of Police. Once reviewed, the report will be routed to the inspected unit's Division Commander.
- The inspected component's Division Commander will address the findings contained in the inspection report and forward it through to the Chief of Police within 30 days of receipt of the final report.
- Once the Chief of Police receives the Division Commander's response, a copy will be forwarded to Inspections and Audits Commander. Once the Inspections and Audits Commander receives the response, they will schedule a meeting for the Chief of Police and Division Commander to discuss the findings, recommendations, and plan of action.
- The Chief of Police will make a final determination as to which recommendations are to be implemented. This final determination will become a part of the final audit/inspection report that is retained in the Inspections and Audits files.

V. SPOT INSPECTIONS**A. Personnel**

- Inspections and Audits Commander
- Special project teams appointed by the Chief of Police

B. Subjects for Inspection

- Personnel & equipment
- On-scene performance
- Investigative techniques
- Reports (e.g. incident, arrest, and monthly inspections report compliance)

C. Process of Conducting Inspections

- The Inspections and Audits Commander will conduct spot inspections.
- Spot inspections may be announced or unannounced and are conducted at random throughout the entire Department as determined by the Assistant Chief of Police.

D. Reporting Procedure

- All deficient areas will require documentation in the form of a special report.
- The Inspections and Audits Commander will forward a copy of the report of their findings to the inspected components Division Commander.
- A copy of the report will be filed with the inspected divisions monthly inspection files.
- The original report will be retained in Inspections and Audits.
- A log of all spot inspections completed will be maintained by the Inspections and Audits Commander.