



NORTH MIAMI POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES



STAFF INSPECTIONS 100.03

EFFECTIVE DATE: 09-28-23

APPROVED: *Chase H. Gause*
Chief of Police

SUPERCEDES: 10-01-20

CFA: N/A

I. PURPOSE

The purpose of this procedure is to establish guidelines for the assessment of the Department's efficiency and effectiveness, and ensuring personnel are adhering to rules, policies and procedures through Staff Inspections.

II. POLICY

Staff inspections are essential for evaluating the quality of the North Miami Police Department's operations, ensuring the Department's goals are being met, identifying the need for additional resources, and ensuring that quality control is maintained throughout the Department. Inspections may include the evaluation of the facility, vehicles, equipment, records, personnel, investigative procedures, crime reporting practices, and reports.

III. SCOPE

This procedure applies to all members of the Department.

IV. RESPONSIBILITIES

Staff inspections will be conducted under the authority of the Chief of Police or his/her designee and are generally in-depth examinations of a particular function or component of the Department.

V. DEFINITION

- A. Staff Inspection - An objective and purposeful observation and evaluation of all Department operations for effectiveness, efficiency, required files/records, and adequacy of supervision.
- B. Follow-up Inspection - The review of any unit to ascertain the level of

progress from the previous inspection that revealed deficiencies.

C. Spot Inspection – An unannounced inspection.

VI. OBJECTIVES

- A. To ensure that Department policies, procedures, and rules are being adhered to, and that the inspected unit adequately reflects the established functions and tasks.
- B. To determine if Department resources are adequate and are being properly utilized to their optimal level.
- C. To evaluate the overall performance and status of the Department.
- D. To identify whether the mission and objectives of the Department are being realized.
- E. To provide the Chief of Police and Command Staff with a recommended plan of action designed to enhance operations.
- F. To conduct follow-up inspections as directed by the Chief of Police or his/her designee.
- G. To promote Department re-accreditation efforts.

VII. PROCEDURES

The inspection process, at both line and staff levels, provides the Chief of Police, the Command Staff, and supervisors with a means of regularly assessing the agency's efficiency and effectiveness, and provides information necessary to plan for change.

With the approval of the Chief of Police, a staff inspection schedule will be prepared annually listing elements to be inspected. The Inspection Team will be comprised of the Special Services Major and the Office of Professional Compliance. At the direction of the Chief of Police, the Inspection Team will conduct a comprehensive in-depth inspection of an organizational element, function, or system. The Inspection Team will brief the Section's Assistant Chief and Major on areas of concern or specific objectives desired, and will keep the Chief of Police informed.

The Special Services Major may issue a directive detailing corrective action when

immediate action is necessary where the safety of citizens and Department personnel are at risk or, the Department's reputation or accomplishment of its mission is jeopardized. The circumstances under which the directive was issued shall be immediately reported in writing to the Chief of Police.

Inspection Team personnel shall understand that the focus of their attention should be on equipment, policies, procedures and materials. Training and discipline are the responsibility of the appropriate supervisor, not the Inspections Team.

VIII. AUTHORITY

While conducting inspections on behalf of the Chief of Police, the Special Services Major and the Office of Professional Compliance shall have the authority to inspect all equipment, physical facilities, files, equipment, procedures/operations, as well as personnel activities in the unit being inspected.

- A. All inspections will be done under the direct authority of the Chief of Police.
- B. All members undergoing an inspection shall cooperate fully with the Inspection Team and be aware that the inspection is being done under the authority of the Chief of Police.

IX. INSPECTION PROCESS

Prior to the beginning of an inspection, the Inspection Team must plan the procedural steps to be taken.

- A. The Section Major over the unit to be inspected will be notified in writing at least seven (7) days prior to the inspection. The notice shall indicate the nature of the inspection and may include specific request(s) for desired action, questions to be answered, documents to be produced or other action necessary to complete the inspection.
- B. The Inspection Team will review all policies and procedures governing the respective unit's operation. Procedures will be evaluated to assist in preparing a detailed checklist that will guide the inspection process.
- C. The initial step in the inspection process shall be a meeting between the Inspection Team and supervisory staff responsible for the unit being inspected. The purpose of this meeting is to identify the functions, systems, or personnel to be inspected.
- D. On-site inspections will be conducted and personnel will be interviewed. All inspections will be conducted in a fair and impartial manner.

E. Within fourteen (14) days of the inspection, a written report will be forwarded to the Chief of Police, the Assistant Chief, and the Section's Major, detailing the results of the inspection(s).

X. INSPECTION REPORTS

The report must be specific, address only the facts, and be objective, concise and clear. When applicable, recommendations for improvement should be included. The report will follow a standard format, but may be flexible if the nature of the unit being inspected so requires.

A. The following areas may be included in the inspection report:

1. Personnel
 - a. Conduct
 - b. Appearance
 - c. Job performance
 - d. Job knowledge
2. Operations
 - a. Facilities and equipment condition
 - b. Communications
 - c. Incident response time
 - d. Quality of service
 - e. Report preparation
 - f. Roll Calls
 - g. Court appearance
 - h. Personnel scheduling and deployment
 - i. Equipment/Vehicles
 - j. Policy and Procedure
3. Support
 - a. Investigative techniques
 - b. Report preparation
 - c. Follow-up investigations on unsolved crimes
4. Administration
 - a. Cooperation within other components or agencies
 - b. Control of overtime
 - c. Human resource utilization

B. The reports will be divided as follows:

1. Introduction - A brief description concentrating on the scope and methodology used in the report.
2. Findings - A detailed account of the information gathered providing a foundation for the conclusions drawn and recommendations.
3. Recommendations - Suggestions and courses of action based on the findings to correct any deficiencies, or improve efficiency.

XI. POST INSPECTION CONFERENCE

A post inspection conference with the Chief of Police or designee, the Assistant Chief, Section Major, and the Inspection Team will be scheduled to review the report and areas of concern.

XII. INSPECTION FOLLOW-UP

Any follow-up report(s) and date(s) of re-inspection will be designated by the Chief of Police to ensure that the inspected unit has complied with the mandates. At the completion of the re-inspection, the Chief of Police will be provided with the original and re-inspection report(s). The Assistant Chief and Special Services Major will retain a copy of the reports and the originals will be filed in the Office of Professional Compliance.

XIII. FREQUENCY OF INSPECTIONS

- A. A staff inspection shall be conducted within each unit at the direction of the Chief of Police. The Inspection Team may conduct spot inspections of an organizational component, procedure or condition at the direction of the Chief of Police.
- B. A staff inspection of formal grievances will be conducted annually to serve as a management tool in determining potential areas of concern.