

# FLORIDA HIGHWAY PATROL POLICY MANUAL

	<b>SUBJECT</b> STAFF INSPECTIONS	<b>POLICY NUMBER</b> 9.02
		<b>ISSUE DATE</b> 02/01/96
		<b>REVISION DATE</b> 07/18/12
		<b>TOTAL PAGES</b> 4

## 9.02.01 PURPOSE

To outline responsibilities, authority, policies, and procedures relating to staff inspections.

## 9.02.02 AUTHORITY

Section 321.02, Florida Statutes

## 9.02.03 POLICY

It is the policy of the Florida Highway Patrol to ensure that resources are being utilized effectively, efficiently, and economically to achieve established goals and objectives. Moreover, it is the policy of the Florida Highway Patrol to ensure that personnel are adhering to established policies, directives, and procedures.

## 9.02.04 DEFINITIONS

- A. **STAFF INSPECTION** – An announced, or unannounced inspection conducted by personnel from the Policy, Accreditations, Inspections, and Forms (PAIF) office of persons, equipment, facilities, programs or other elements that focus on the overall operation of the component being inspected. The inspection also addresses compliance with Florida Statutes, DHSMV and FHP policies, and CALEA and CFA Standards.
- B. **FOLLOW-UP INSPECTION** – An announced, or unannounced inspection to review and evaluate those items which were identified during a previous staff or special inspection as requiring attention or corrective action.
- C. **SPECIAL INSPECTION** – An announced or unannounced inspection to review and evaluate administrative and/or operational matters specifically identified by the Director.
- D. **INSPECTOR** – Any employee specifically assigned to conduct or assist in conducting a staff inspection or management review.

- E. **INSPECTION TEAM LEADER** – An Inspector who is designated to supervise a specific staff inspection or management review.

**9.02.05 OBJECTIVES**

- A. Provide a mechanism for evaluating the quality of the Patrol's operations, ensuring that its goals and objectives are being pursued, identifying and evaluating the allocation of available resources, and ensuring that control continuity is maintained throughout the Patrol.
- B. Assist all levels of management in the effective discharge of their responsibilities by furnishing them with timely analysis, appraisals, recommendations, and pertinent information.
- C. To evaluate all facets of the Patrol's operations to determine compliance with programs, directives, procedures, policies, and accreditation standards.
- D. To ensure uniformity of procedures throughout the Patrol and to recognize those procedures deserving consideration for possible Division-wide implementation.
- E. To identify members and employees who should be recognized for noteworthy accomplishments and, at the same time, identifying those who are not contributing to the goals of the Division.
- F. Staff inspections will be conducted within all organizational components on a minimum of a three-year cycle.

**9.02.06 RESPONSIBILITIES**

- A. The PAIF Manager will:
  - 1. Ensure staff inspections of all organizational components are conducted in a professional, timely, independent, fair, and impartial manner.
  - 2. Submit written reports to FHP Executive Staff containing an Executive Summary, Findings, and Recommendations.
  - 3. Develop and maintain a Staff Inspection Policy and Procedures Guide to be used by inspectors in conducting staff inspections.
  - 4. Identify and obtain resources to develop training for the inspection staff.
- B. Employees will cooperate with inspectors conducting inspections or other reviews authorized by the Director.

**9.02.07 PROCEDURES**

- A. STAFF INSPECTIONS WILL:

1. Be conducted in a complete, thorough, and impartial manner.
2. Evaluate the programs of the component being inspected.
3. Assist in developing and monitoring procedures to include, but not limited to, matters of common interest and uniformity in law enforcement, administrative, and operational procedures.
4. Identify exemplary policies, procedures, and techniques being used by one component of the Patrol which could be applied to the entire agency.
5. Identify weaknesses and recommend corrective measures to provide operational and administrative guidance.
6. Anticipate future needs.
7. Determine the component's compliance with applicable laws, rules, policies and procedures.

**B. CONDUCTING INSPECTIONS**

Inspections are performed at the direction of the Director or Deputy Director, or based on a schedule established at the beginning of each calendar year and approved by the Director.

1. The Director or Deputy Director will send a Memorandum of Engagement to the commanding officer of the component to be inspected and will include the names of the inspectors, the scope of the inspection, and the date of fieldwork.
2. An entrance conference will be held upon the arrival of the inspectors with the commander/supervisor or designee, of the affected component. The purpose and scope of the inspection will be discussed at the meeting.
3. The full scope of the inspection is directed by the Director of FHP, and may include, but is not limited to:
  - a. Crash Records and Cash Receipts
  - b. Employee Training Records
  - c. Evidence/Property Room Administration
  - d. Secondary Employment Policy Compliance
  - e. Agency Property Accountability/Inventory Control
  - f. Purchasing and Procurement Compliance

g. Regional Communications Center

4. The inspection/review of other organizational components will focus on specific areas of these commands as approved by the Director.
5. If special circumstances prevail during an inspection that may warrant the inspection/review of an additional area(s) of concern not initially outlined in the memorandum of engagement, the Team Leader will confer with the PAIF Manager. The PAIF Manager will confer with the Director or designee, who will make the final decision. The PAIF Manager will promptly notify the commanding officer of the component being inspected whenever such a deviation takes place in the original inspection plan.
6. An exit briefing will be held at the conclusion of the inspection fieldwork with the commander/supervisor of the inspected component to discuss preliminary findings.
7. At the conclusion of the fieldwork, the inspectors will prepare a written report that identifies areas of non-compliance and deficiencies; make recommendations for their improvement and/or correction, as well as identifying positive aspects of the area being inspected. Generally, this report will be forwarded to the Director within 30 days after the conclusion of the fieldwork.
8. The Director will forward the final report to the commanding officer of the inspected component. The transmittal letter from the Director will include a specified date for a response and a follow-up inspection if necessary. Generally, the inspected components will be given 30 days to complete their response upon receipt of the transmittal letter, unless otherwise stipulated in writing by the Director.