



Las Cruces Police Department
GENERAL ORDERS
ADMINISTRATION VOLUME 1
GO-116 INSPECTIONS & AUDITS (Daily)
Revised 09/17/2012

116 INSPECTIONS AND AUDITS

PURPOSE

This General Order establishes procedures for conducting inspections and/or audits in order to maintain the quality and integrity of the department.

POLICY

The Las Cruces Police Department (LCPD) shall conduct inspections and/or audits of the department on a regular basis to ensure that the department is operating efficiently, effectively, and in compliance with applicable laws, policies, procedures, regulations, and established professional standards. Inspections and audits are a vital part of the department's assessment of its capabilities and shall be carried out with care, attention to detail, and the full cooperation of employees.

APPLICABILITY

This General Order Applies to all employees. This General Order supersedes all previous versions.

REFERENCES

- CALEA 53.1.1
- NMML ADM.20.01
- City of Las Cruces Manual of Personnel Policies (PM)
- City Manager Policies (CMP)

DEFINITIONS

Audit – is a methodical, extensive and detailed examination or analysis. An audit is more general in nature than an inspection and may involve reviewing a previous inspection or conducting a new one.

Findings - Any error, exception, deviation or deficiency noted as a result of an inspection and/or audit. Findings generally relate to non-compliance with policies, procedures and legal requirements, adequacy and effectiveness of controls, and/or efficiency and effectiveness of administration.



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Formal – requires documentation with written reports submitted to the chain of command with the inspection and/or audit findings.

Informal – no written report is required but written notations may be made regarding findings.

Inspection - is an examination that focuses on a specific task, activity, or event in order to ensure compliance with the law, policies, procedures, rules, or directives.

116.01 GENERAL PROCEDURES

- A. Inspections and audits shall be used to ensure that operational controls are maintained, and that practices, procedures, and efforts of all sections and units conform to policies, procedures, directives, City regulations, and law.
- B. Supervisors are encouraged to use positive measures to correct deficiencies discovered during an inspection and/or audit. The intent is to improve performance and service by examining how employees are performing their duties and the efficiency and effectiveness of policies and procedures.
- C. Nothing in this General Order shall preclude a supervisor from conducting unannounced, periodic inspections and/or audits in addition to those required by this General Order.
- D. Formal inspections and audits ordered by the Chief of Police shall be coordinated with the Professional Standards Unit (PSU). PSU shall direct formal inspections and/or audits by assigning inspectors and giving instructions and requirements for proper reporting of findings and follow-up to ensure that findings are corrected. Formal inspections findings shall be forwarded to the Chief of Police.
- E. When possible misconduct is discovered during an inspection and/or audit, the officer in charge of the unit/section shall be notified of the finding and shall ensure that a formal internal complaint is registered with PSU. The officer in charge of the unit/section shall inform the appropriate deputy chief of the possible misconduct discovered. The inspection and/or audit shall then proceed normally, except that the complaint shall be noted in the inspection and/or audit findings report. At the conclusion of both the inspection and/or audit and the internal investigation of misconduct, the person conducting the inspection and/or audit shall ensure that the final outcomes of both inquiries are appropriately cross-referenced. PSU shall retain both a



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copy of the internal investigation report and the inspection and/or audit report in the affected officer's PSU file.

116.02 INSPECTIONS

A. Inspections are used to ensure that employees are complying with policies, procedures, directives, City regulations, and law. There are two (2) types of internal inspections, line inspections and staff inspections.

1. Line inspections are daily or weekly inspections conducted by the supervisory personnel with direct command over the employees who are to be inspected. Line inspections focus on the conditions of facilities, equipment, procedures, uniforms, vehicles, etc. Findings from line inspections result in supportive coaching or other immediate corrective action because line inspectors ordinarily have sufficient authority over their subordinates to correct any issues discovered. Line inspections shall be documented on the Officer / Vehicle Inspection Form.

2. Staff inspections are typically formal in nature and are conducted by supervisory employees from outside the chain of command of the employees who are to be inspected. Staff inspections are conducted annually over sections and units and generally focus on procedures to ensure that section or unit is accomplishing its assigned mission or meeting its goals. Staff inspectors are assigned by PSU and are not responsible to the officer in charge of the unit/section being inspected, nor are they responsible for the performance of the employees assigned to those units or sections. Staff inspection results are submitted to the Chief of Police.

B. Inspectors are responsible for noting both positive and negative findings. If a deficiency is found, the inspector shall report the deficiency to the supervisor in charge of the section or unit to ensure the deficiency is corrected in a timely manner.

116.03 INTERNAL AUDITS

Internal audits are used to ensure that the department is complying with policies, procedures, directives, City regulations, and law. Internal audits tend to be methodical and broad based in their scope. Internal audits occur annually for all units and sections. Internal audits may be conducted by unit/section supervisors or by PSU at the direction of the Chief of Police. Internal audits focus on inventory and property control and accountability and operational efficiency and effectiveness. Internal audits shall cover at least ten (10) percent of the section or unit's inventory and work product.



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116.04 EXTERNAL AUDITS

External audits have the same scope as an internal audit but are conducted by inspectors from outside the unit or section being audited. External auditors may come from a source outside of the department such as the City Office of Internal Auditors. External audits are conducted biennially and shall cover areas at the discretion of the external auditor in collaboration with the Chief of Police.

116.05 FACILITY MAINTENANCE

Facility maintenance is coordinated through the Building and Fleet Maintenance Manager. When damage to department facilities is observed, the employee observing the damage or deficiency shall bring it to his/her supervisor's attention. The supervisor shall report the damage to the Building and Fleet Maintenance Manager, who will then report the damage or deficiency to City Facilities for repair.

116.06 EQUIPMENT

Employees are responsible for the maintenance, proper care, and use of all department equipment assigned to them. Employees shall immediately report all lost, stolen, damaged, or unserviceable equipment to their supervisor. Supervisors are responsible for periodic inspection of equipment under the control of their subordinates.

116.07 RIGHT TO INSPECT AND SEARCH

Employees are subject to inspection at any time while on-duty. All department equipment and facilities are subject to inspection and/or search at any time. Equipment and facilities include but are not limited to offices, lockers, desks, closets, filing cabinets, work areas, storage areas and vehicles belonging to the department.

116.08 ATTACHMENTS

ATTACHMENT A: LCPD Officer / Vehicle Inspection Form

Las Cruces Police Department

Officer / Vehicle Inspection Form

Officer:		Supervisor Inspecting:	
Badge #:		Date of Inspection:	
Officer Appearance:	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	Area Command / Section:	
Vehicle Inventory #:		District Assigned:	
Make:	Assigned To:	Driver's License:	Expires:
Model:	License Plate:	Commission Card in Possession:	<input type="checkbox"/> Yes <input type="checkbox"/> No Cert #:
Year:	Mileage:	Wearing Bullet Resistant Vest: <input type="checkbox"/> Yes <input type="checkbox"/> No	

VEHICLE	GOOD	FAIR	POOR	OFFICER (EQUIPMENT)	GOOD	FAIR	POOR
1. Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40. Baton/ASP Baton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Glass: (front/side/rear)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41. Riot Helmet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Headlights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42. OC Spray	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Tail Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43. Rain Coat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Stop Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44. Gas Mask	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Four way Flashers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45. Handcuffs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Turn Signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46. Dept. Sidearm: Caliber: Make: Model :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Spot Light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Serial #:		
9. Overhead / U.C. Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47. Pers. Sidearm: Caliber: Make: Model :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. LCPD Police Decals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Serial #:		
11. Tire Size:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48. Shotgun: Caliber: Make: Model:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Tire Condition: All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Serial #:		
13. Mileage Log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49. Patrol Rifle: Caliber: Make: Model:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Unauthorized Stickers	<input type="checkbox"/> Yes	<input type="checkbox"/> No			Serial #:		
15. Body Dents: Check box if applicable:	<input type="checkbox"/> Left <input type="checkbox"/> Front	<input type="checkbox"/> Right: <input type="checkbox"/> Back		50. Back-up: Caliber:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					Serial #:		



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				Make:			
				Model:			
VEHICLE (UNDERHOOD)	GOOD	FAIR	POOR	51. Digital Voice Recorder: Make: Model:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					Serial #:		
17. Fan Belts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	52. Handheld Radio: Make:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Radiator/Hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Model: Serial #	Notes:		
19. Exhaust System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	53. Radar: Make:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Battery/Cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Model: Serial #	Notes:		
21. Air Filter Element	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54. Rola-Tape: Make:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Model: Serial #	Notes:		
23. Brakes incl. Emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55. Camera: Make:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Windshield Wipers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Model: Serial #	Notes:		
25. Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	56. Lapel Camera: Make:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Interior Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Model: Serial #	Notes:		
27. Upholstery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	57. Taser: Make:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Seatbelts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Model: Serial#	Notes:		
29. All Locks Function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	58. Bean Bag Shotgun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Defroster/Heater/AC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Make: Model:	Serial #:		
31. Rear Seat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remarks / Comments:			
VEHICLE (EQUIPMENT)							
32. Siren/PA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
33. Security Screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
34. First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				



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35. Sharps Container	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
36. Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
37. Extra Key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
38. Stop Sticks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
39. Unit Radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Cell Phone:									