

**SAN DIEGO POLICE DEPARTMENT  
PROCEDURE**

**DATE:** OCTOBER 7, 2020  
**NUMBER:** 1.25 – ADMINISTRATION  
**SUBJECT:** INSPECTIONS AND AUDITS PROTOCOL  
**RELATED POLICY:** 1.25  
**ORIGINATING DIVISION:** RESEARCH, ANALYSIS, AND PLANNING  
**NEW PROCEDURE:**   
**PROCEDURAL CHANGE:**  **MINOR CHANGES**  
**SUPERSEDES:** DP 1.25 –03/14/2017

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**I. PURPOSE**

This Department procedure establishes consistency in the manner of compliance with the Inspections and Audits Policy to ensure effective participation by all divisions of the Department.

**II. SCOPE**

This procedure applies to all members of the Department.

**III. RESPONSIBILITIES**

NEW

A. All commanding officers will ensure that required inspections and/or audits are completed according to assigned schedules outlined in the Police Department Inspections Guide, which can be found in the Resource Library, under Operational Guidelines\Inspections Guide. All inspections are due to the designated command personnel by the last day of the month in which, they are conducted.

NEW

B. Minimum inspection standards for investigative, patrol, and administrative divisions will be established by the Office of Support Operations and described within the Inspections Guide. Inspections, documented in the Inspections database on PD Enterprise, will include comments on significant discrepancies, including missing or damaged equipment, associated costs, and other information

relevant to the improvement of efficiency.

- C. Commanding officers of all divisions will incorporate the required inspections into their divisional operations manuals, including frequency and reporting procedures. Operations manuals will be updated annually by August 31<sup>st</sup> of every year.
- D. In addition to the inspections described in the operations manuals, all commanding officers should conduct two special inspections or audits during each fiscal year. They will inspect and/or audit processes, programs, or procedures that are significant to the accomplishment of the specific missions of their divisions with the purpose of improving the overall efficiency of the Department.
- E. Commanding officers will retain copies of all expense reports (Investigations Fund Expense Sheet) and Informant Inspection memorandum for a period of three years. Inspections entered in the PD Enterprise Inspections database will be kept for at least two years.
- F. Commanding officers are responsible for expeditiously implementing appropriate changes to the operations of their commands based upon inspection findings. They will promptly communicate information about such changes to the Assistant Chiefs in their respective chains of command.
- G. The Operational Support/Research, Analysis, and Planning Unit will ensure that random inspections of all commands are conducted annually to ensure compliance with the Department Inspections Guide and this procedure. Reports of these inspections will be forwarded from the Assistant Chief of the Office of Support Operations to the Chief of Police, via the Executive Assistant Chief, and to the Assistant Chiefs responsible for the subject commands.

NEW