



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

990 - INSPECTIONS

GENERAL ORDER: 2019-XX
ISSUED: January 10, 2019

EFFECTIVE: January 10, 2019

REVIEWED/APPROVED BY:
Director Regina Howard
DATE: December 19, 2018

ACTION: Amends General Order 2016-63 (December 5, 2016)

WILEAG STANDARD(S): 11.2.6

ROLL CALL VERSION

**Contains only changes to current policy.
For complete version of SOP, see SharePoint.**

990.00 PURPOSE

The purpose of this policy is to describe and define the Milwaukee Police Department's daily inspections process, the inspections regimen concept and the audit process.

The Internal Affairs Division - Risk Management is the designated proponent for maintaining accreditation, administering audits, and conducting inspections ~~as directed by the Milwaukee Police Department's Inspections Standards and Inspections Regimen Concepts~~ and monitoring Crime Justice Information Services (CJIS) compliance.

990.05 POLICY

The Internal Affairs Division - Risk Management is to develop, maintain, and promulgate inspections standards. Commanders, work locations, and members shall comply with the latest version of the Milwaukee Police Department's Inspection Standards and Inspection Regimen Concepts, as approved by the executive command staff.

The Internal Affairs Division - Risk Management provides the Chief of Police, along with command and supervisory officers, a means of regularly assessing the department's efficiency and effectiveness, as well as providing information necessary to meet the goals of the department and expectations of the public.

~~The inspection process is an essential mechanism~~ Internal Affairs Division - Risk Management is responsible for evaluating the quality of the Milwaukee Police Department's operations, ensuring that the goals of the Milwaukee Police Department are being pursued, identifying the need for additional resources, and assuring that appropriate control is maintained throughout the department.

~~The inspection process~~ Internal Affairs Division - Risk Management ensures that members are prudent stewards of the public's grant of resources and responsible for the condition and safeguarding of department issued equipment. It is our fiduciary duty as an agency, supervisors, and members to maintain accountability for all department equipment and ensure the organization is prepared for future service.

~~The inspection process provides the Chief of Police, along with command and supervisory officers, a means of regularly assessing the department's efficiency and effectiveness, as well as providing information necessary to meet the goals of the department and expectations of the public.~~

990.10 DEFINITIONS

C. AUDITS

An audit is an ~~independent~~ examination of a program, operation, or procedure of the department. ~~The examination is objective, systematic, and a statistically valid sampling of items that show compliance with directives and standard operating procedures.~~ Performance audits are a systematic, disciplined approach for evaluating and improving the effectiveness of risk management. Standards for department audits reference the Generally Accepted Government Auditing Standards (GAGAS). Only examinations compliant with GAGAS shall be entitled audits within the Milwaukee Police Department.

990.15 LINE INSPECTION PROCEDURES

Line inspections shall be an ongoing activity to ensure that employees are acting within department requirements in areas such as personal appearance, use and maintenance of equipment, and adherence to department directives and orders. Supervisory personnel are responsible for ~~good order, the~~ efficiency of the personnel, facilities, activities and equipment under their direct control. To ensure that these responsibilities are met, supervisory personnel shall inspect, observe, analyze, and evaluate the personnel, facilities, activities and equipment under their direct control, to ensure compliance to standard operating procedures and inspection standards on a daily basis.

990.30 AUDITS (WILEAG 11.2.6)

C. Audits will be performed in accordance with professional auditing standards. The audit process was formulated with direct reference to the U.S. Government Accountability Office's Generally Accepted Government Auditing Standards (GAGAS). The audit process consists of the following:

1. ~~Planning and Research;~~

D. An audit may include but is not limited to analyzing such topics as:

1. Policy and procedure as well as statutory compliance.
2. Adequacy of the ~~procedure or the directive/policy/order~~ policy, procedure, or directive.


ALFONSO MORALES
CHIEF OF POLICE



MILWAUKEE POLICE DEPARTMENT

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The Internal Affairs Division - Risk Management provides the Chief of Police, along with command and supervisory officers, a means of regularly assessing the department's efficiency and effectiveness, as well as providing information necessary to meet the goals of the department and expectations of the public.

The Internal Affairs Division – Risk Management is responsible for evaluating the quality of the Milwaukee Police Department's operations, ensuring that the goals of the Milwaukee Police Department are being pursued, identifying the need for additional resources, and assuring that appropriate control is maintained throughout the department.

The Internal Affairs Division – Risk Management ensures that members are prudent stewards of the public's grant of resources and responsible for the condition and safeguarding of department issued equipment. It is our fiduciary duty as an agency, supervisors, and members to maintain accountability for all department equipment and ensure the organization is prepared for future service.

990.10 DEFINITIONS

A. LINE INSPECTIONS

Supervisory personnel at all work locations shall regularly conduct line inspections. Line inspections provide supervisory personnel the opportunity to ensure their

personnel are complying with policies, standard operating procedures and requirements governing appearance, use and maintenance of uniforms, equipment, and facilities.

B. FORMAL STAFF INSPECTION

A staff inspection is an objective review of the facilities, equipment, personnel, administrative organization and implementation, operational activities, and programs of the department. Such inspections are conducted outside the framework of normal line inspections conducted by departmental supervisors or managers who do not have direct control of the facilities, equipment, personnel, and activities being inspected.

C. AUDITS

An audit is an examination of a program, operation, or procedure of the department. Performance audits are a systematic, disciplined approach for evaluating and improving the effectiveness of risk management. Standards for department audits reference the Generally Accepted Government Auditing Standards (GAGAS). Only examinations compliant with GAGAS shall be entitled audits within the Milwaukee Police Department.

D. ACCREDITATION

The department is accredited through the Wisconsin Law Enforcement Accreditation Group (WILEAG). The WILEAG is a state of Wisconsin accreditation authority, whose primary mission is to accredit law enforcement agencies throughout the state. Accreditation is achieved by demonstrating compliance with the standards set forth by the WILEAG. Standards establish a uniform set of best practices for law enforcement agencies that make an agency more professional while at the same time improving service to the community it serves.

990.15 LINE INSPECTION PROCEDURES

Line inspections shall be an ongoing activity to ensure that employees are acting within department requirements in areas such as personal appearance, use and maintenance of equipment, and adherence to department directives and orders. Supervisory personnel are responsible for the efficiency of the personnel, facilities, activities and equipment under their direct control. To ensure that these responsibilities are met, supervisory personnel shall inspect, observe, analyze, and evaluate the personnel, facilities, activities and equipment under their direct control, to ensure compliance to standard operating procedures and inspection standards on a daily basis.

It shall be the responsibility of supervisory personnel at all levels of command, within the organizational component, to conduct line inspections and to take corrective action as needed.

When conducting line inspections, work locations are strongly encouraged to utilize current inspections standards and regimen concepts as published by the Internal Affairs

Division – Risk Management.

990.20 FORMAL STAFF INSPECTION PROCEDURES

- A. Formal staff inspections involve detailed and wide-ranging examination of departmental operations for efficiency, effectiveness, compliance with departmental policies, accreditation standards, outside authority such as city ordinances, state law, Department of Corrections and Department of Neighborhood Services. These inspections shall be a confirmation of the adequacy of management controls.
- B. Formal staff inspections serve as an integral part of the management information system, enabling departmental executives to determine whether the department is performing to management's expectations and providing reliable information to be used in future decision making. The results of staff inspections are reported in writing to the executive command staff and the Chief of Police.
- C. Formal staff inspections are conducted utilizing the [Inspections Standards](#), which are developed by the Internal Affairs Division - Risk Management and approved by the executive command staff.
- D. Formal staff inspections follow the process and parameters that are detailed in the [Inspection Regimen Concepts](#), which are aligned with the Inspection Standards.
- E. Formal staff inspections are conducted by personnel assigned within the Internal Affairs Division – Risk Management.

The inspection process will consist of the following:

1. Notice of Inspection Issued

A memorandum will be issued from the Internal Affairs Division - Risk Management at the beginning of each year, which will define the date range the inspections will occur at each work location to be inspected.

2. Assistance

A work location may seek assistance from the Internal Affairs Division - Risk Management to achieve compliance with any area or standard at any time except during the actual inspection. This also includes a pre-inspection meeting, which is intended to convey expectations, clarify objectives, and outlines the inspection protocol prior to the inspection.

3. Inspection Conducted

The inspection shall be conducted with the assistance of the work location's personnel. In addition, select standards that can be reviewed and inspected off site shall be identified and inspected within seven days prior to the onsite inspection. These select standards require compliance with respect to accuracy and/or

adherence to timely filing deadlines (TraCS, RMS, and AIM).

4. Out Brief and Findings Review Period

An informal review, in the format of a draft report of findings, will be offered to the work location commanding officer, or designee, to provide an opportunity for the work location to review and research findings and offer reasonable explanations that may be considered towards the evaluation of the standard. The work location will have 7 days to respond to the draft report after which time it will be published as a final report unless corrections become necessary.

5. Final Report / Debrief

At the conclusion of the inspection, the Internal Affairs Division - Risk Management will compile a final report detailing the inspection and its result. The report shall then be submitted through the Administration Bureau chain of command for dissemination to the executive command staff.

990.25 NIGHT WATCH COMMANDER

Watch commanders work under the general direction of the assistant chief of the Patrol Bureau in providing nightly, weekend, and holiday supervision for all Milwaukee Police Department operations and personnel. They are also responsible for ensuring the Milwaukee Police Department's daily inspections process and inspection regimen concepts are being followed department wide. Upon completion of their shift, all watch commanders shall make a comprehensive report summarizing events of the evening as well as inspection specific items, and forward it to the Chief of Police and assistant chiefs.

990.30 AUDITS (WILEAG 11.2.6)

- A. Audits will be determined by the commander of the Administration Bureau and executed by Internal Affairs Division - Risk Management personnel.
- B. Commanders, work locations, and members requesting an audit shall submit a memorandum to the commander of the Administration Bureau.
- C. Audits will be performed in accordance with professional auditing standards. The audit process was formulated with direct reference to the U.S. Government Accountability Office's Generally Accepted Government Auditing Standards (GAGAS). The audit process consists of the following:
 - 1. Research;
 - 2. Fieldwork;
 - 3. Data analysis;
 - 4. Reporting.

D. An audit may include but is not limited to analyzing such topics as:

1. Policy and procedure as well as statutory compliance.
2. Adequacy of the policy, procedure, or directive.

E. PROPERTY CONTROL DIVISION AUDITS

1. Audits shall be performed on an annual basis by a supervisor who is not part of the property control function.
2. Random, unannounced inspections and/or audits shall be conducted at the discretion of the Chief of Police.
(WILEAG 11.2.6.3, 11.2.6.4)

990.35 ACCREDITATION

- A. Accreditation requires the department to commit to ongoing self-inspections and the review of policy and procedures to assure continued compliance with the WILEAG Standards. Re-accreditation occurs every three years.
- B. The department will assign an accreditation manager who will act as the liaison between the department and WILEAG. Only the accreditation manager and/or authorized department personnel shall have contact with WILEAG manager.
- C. Each district and division shall assign an accreditation assistant, who shall work closely with the Internal Affairs Division - Risk Management during each accreditation cycle. Accreditation assistants shall be responsible for compiling proofs of compliance each year for those standards identified by the Internal Affairs Division – Risk Management. The accreditation assistant shall also ensure implementation of the inspections system, adherence to WILEAG standards, and ensure functional compliance.
- D. It shall be the responsibility of each department member at every level to ensure functional compliance of the WILEAG standards.
- E. To ensure ongoing compliance with WILEAG standards and policy and procedures, each accreditation cycle shall include:
 1. Self –Assessment

The department will review current policies and procedures to verify compliance with WILEAG standards. The department's accreditation manager, accreditation assistants, and the Internal Affairs Division - Risk Management will be responsible for preparing the department for a mock assessment and an on-site assessment, both to be conducted every three years. This includes the gathering and submission of proofs of compliance annually and ensuring functional compliance at all department work locations at all times.

2. On-Site Assessment

The WILEAG will conduct an on-site assessment of the department every three years. This shall include a file review of proofs of compliance of all the WILEAG standards, an on-site tour of the districts and divisions as agreed upon by WILEAG and the department. The on-site tours shall include observation and interviews by WILEAG assessors and when requested a ride along.



ALFONSO MORALES
CHIEF OF POLICE

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