

OGDEN CITY POLICE

Office of the Chief

Policy No: 63

Subject	Effective Date
Organizational Inspection Program (OIP)	November 1, 2023
Department	Replaces Policy Dated January 2020
Police	
Division	Review Date January 2025
All Police Personnel	
Authorized Signature	

NOTE: This rule or regulation is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then only in a non-judicial administrative setting.

I. PURPOSE

The purpose of this policy is to establish an Organizational Inspection Program (OIP) for the Ogden Police Department.

II. OBJECTIVE

Inspections and audits, both internal and external, are integral components of an organizational assessment program and are an important tool for assessing performance.

Inspections ensure the Department is in compliance with professional standards in order to maintain public trust, proactively resolve issues affecting performance, promote best practices, and underscore Department priorities. The Department will conduct a comprehensive OIP tailored to meet defined requirements. The OIP includes all inspections within the Department to ensure all employees are aware of and can properly schedule inspections as required by this policy.

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III. RESPONSIBILITIES

1. Professional Standards Bureau Lieutenant: Oversees the OIP on behalf of the Chief of Police. Provides resource allocation and guidance, and directly supervises the OIP Manager. Reports to the Chief on OIP related issues.
2. OIP Manager: Directly responsible for the development, coordination, and implementation of the OIP. Ensures the OIP is current and maintains a schedule capturing all inspections/audits, internal and external, occurring within the Department. Participates in meetings and briefings to address inspection schedules as necessary, and discusses lessons learned as a means of improving. Coordinates with lead agents responsible for executing internal and external inspections/audits. Develops a tracking system to monitor the execution and completion of corrective measures resulting from inspection reports. Responsible for coordinating any necessary inspection deconfliction. Retains copies of all internal and external inspection reports. Reports directly to the Deputy Chief.
3. Captains: Responsible for ensuring Division/Bureau preparation and readiness for scheduled inspections. Provide inspectors for internal inspections as requested by the OIP Manager. Prepared to conduct inspections as required and appropriate to areas of responsibility.
4. Lieutenants/Directors: Assist in the conduct of inspections as required.
5. Sergeants/Supervisors: Assist in the conduct of inspections as required.
6. Inspectors: Assigned internal inspectors will prepare thoroughly for auditing/inspecting their assigned processes. Must have a thorough understanding of all applicable regulations, policies, and SOPs involved in the inspected process. Responsible for identifying systemic issues requiring outside assistance for correcting deficiencies; identifying sub-standard performance and determining the magnitude of the deficiency along with the root cause; teaching system processes and procedures on how to meet required standards; identifying responsibility for corrective actions.

IV. PROCEDURES

1. Inspections are training events and inspectors have the responsibility to ensure the inspected elements have the knowledge and ability to correct identified deficiencies. On-the-spot corrections should be made whenever possible and annotated in reports as appropriate.

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2. Commendable performances by individuals or innovative/unique programs enhancing performance deserve recognition and acknowledgement in inspection reports.
3. The OIP Manager is responsible for scheduling all inspections. The OIP Manager will coordinate with all external agencies to determine inspection requirements by type and scope, then work to schedule the inspection as appropriate.
4. Internal inspections will support the Department's priorities, goals, and objectives, and will be purposeful, coordinated, instructive, focused on feedback, and followed up.
5. Internal Inspection Reports will adhere to the format contained in Annex A.
6. All inspection reports will highlight recurring deficiencies noted during previous inspections.
7. The Lieutenant/Director of an inspected element will receive a final inspection report and all inspection checklists at the inspection out-briefing.
8. An Inspection Priority List will be completed by March for the following fiscal year's inspections and will detail the scope and standards for each planned internal and external inspection. Once approved, the inspection date will be established, and the information published as Annex B to the OIP. This Annex is a living document and will be updated as necessary to ensure the inspection dates, scope, and standards are current for the fiscal year.
9. The current inspection checklists used by the Department are contained in Annex C. These checklists are developed and continually refined using the standards the Department adheres to.