



**OFFICE OF THE DIRECTOR
THE UNIVERSITY OF TEXAS SYSTEM POLICE
POLICIES AND PROCEDURES MANUAL**



TITLE: U.T. SYSTEM POLICE INSPECTION PROGRAM		
POLICY NUMBER: A-2	EFFECTIVE DATE: March 1, 2009	RESCINDS / AMENDS: A-2 August 1, 2008
RELATED LAWS:	RELATED STANDARD(S) / RULE(S): U.T. System Oversight Policy CALEA Standard 53.0 ODOP Policy A-1, Chapter 35	

I. PURPOSE

Establish a uniform inspection process within The University of Texas System Police.

II. POLICY

- A. The responsibility for the inspection program of the University of Texas System Police is delegated by the Chancellor to the Vice Chancellor for Administration and to the Office of the Director of Police (ODOP).
- B. It is the policy of The University of Texas System through the ODOP to:
1. Conduct inspections of all U.T. System institution police departments every two years or sooner based upon a request from an institution President or the Vice President the Chief of Police reports to (hereinafter referred to as "Vice President).
 2. Submit reports to the appropriate levels of administration and management of the U.T. System and its institutions.
 3. Ensure, through the inspection process, that resources of institution police departments are being applied effectively, efficiently and economically to achieve established goals and objectives and that the departments and all personnel are complying with established statutory law, directives, policy, regulations and procedures. ODOP Inspectors, based upon a finding, may make recommendations, when appropriate, regarding the need for additional resources at an institution in order to adequately protect students, staff and faculty as well as the property of the university.

III. DEFINITIONS

- A. Inspection – a term used to describe the reviews, practices and processes which provide levels of management with the information regarding compliance, economy, efficiency and effectiveness of the institution department's operation.
- B. Line Inspection - an inspection conducted by supervisory personnel within the chain of command of institution police departments who are responsible for the persons, equipment, facilities, programs or other elements being inspected.
- C. Staff Inspection - an inspection conducted by ODOP on an institution police department to meet the objectives listed in Section IV of this policy.
- D. Finding – a statement identifying a problem, deficiency, or area of concern. Ideally, the statement should describe the condition (problem), cause (basis for the problem), and effect (impact on the operation).

IV. OBJECTIVES

- A. To determine each police department's adequacy to fulfill its assigned role as campus law enforcement, security, and service provider.
- B. To assess the level of compliance with laws, directives, procedures, policies and accepted standards.
- C. To evaluate the state of training and preparedness to carry out the department's missions and responsibilities.
- D. To determine the discipline, morale, health and welfare of units and individuals.
- E. To evaluate the effectiveness, efficiency and economy of practices and procedures.
- F. To determine the effectiveness of policies, directives and publications.
- G. To assist all members of the management team in the effective discharge of their responsibilities by furnishing them with analyses, appraisals, recommendations and other pertinent information.

V. RESPONSIBILITIES

- A. Line Inspections

The Chiefs of Police are responsible for ensuring line inspections are conducted. These inspections are an ongoing process and should be carried out by every supervisor within the department's chain of command.

B. Inspections/Staff Inspections

1. Inspectors from the ODOP will conduct inspections or staff inspections based on an on-going inspection plan or by special request. The inspection plan is designed so that each police department will be inspected every other year and will include at least one follow-up inspection.
2. The authority of Inspectors is limited to that which is set forth in this directive and applicable administrative rules and regulations. Inspectors will not exercise command authority over the personnel at the institutions being inspected, nor will they initiate or conduct independent investigations beyond the scope of the inspection without specific authorization from the Director of Police.

VI. PROCEDURES

A. Line Inspection

1. Each institution Police Chief is responsible for the development and maintenance of a line inspection program. The program should address the particular needs of each institution police department. When applicable, they will include, but not be limited to:
 - a. Organization
 - b. Attainment of goals and objectives
 - c. Employee performance
 - d. Officers physical appearance
 - e. Compliance with state and federal statutes, policy and procedures
 - f. Administrative procedures
 - g. Fiscal procedures
 - h. Reporting procedures, physical plan including security and safety
 - i. Training
 - j. Technical procedures and standards
 - k. Evidence
 - l. Lost and found property
 - m. Equipment
2. Each institution Police Chief will maintain written directives detailing the department's line inspection process. Copies of previous line inspection reports will be maintained for review.

B. Inspections

Inspectors from ODOP will perform the following types of inspections throughout the System:

1. Inspection - an objective review of practices and processes which provide levels of management with the information regarding compliance, economy, efficiency, and effectiveness of the institution department's operation.
2. Staff Inspection - An objective review of the department's facilities, property, equipment, personnel, administrative and operational activities conducted outside the normal line inspection procedures and chain of command. Inspectors shall review the campus jurisdiction map to determine whether it is current, properly filed in Austin, and accurately reflects all university properties under the responsibility of the institution police department.
3. Special Inspection - a special objective review, conducted at the request of the Chief Executive Officer or Chief Business Officer at an institution, to review and evaluate administrative and/or operational matters specifically identified by the authorizing body.
4. Follow-up Inspection - a scheduled inspection to review and evaluate those items which were identified during a previous inspection, which required corrective action.

C. Management Assistance

1. The ODOP is available to assist institution Chiefs of Police and other institution administrators in the effective discharge of their responsibilities by furnishing them with analyses, appraisals, recommendations, and pertinent comments concerning the activities reviewed.
2. The ODOP is concerned with all phases of institution police department activities. The attainment of this objective of service to management involves such activities as:
 - a. Determining the soundness of financial records and performance reports that disclose the present condition and the results of past operations of a work unit or program.
 - b. Reviewing the extent to which assets are accounted for and safeguarded from losses of all kinds.
 - c. Ascertaining compliance and degree of adherence to prescribed laws, rules, policies, programs, and mandates.
 - d. Evaluating the efficiency, effectiveness, and economy of programs and operations.
 - e. Reviewing the adequacy and reliability of information and control systems.

- f. Ensuring prescribed uniformity of procedures as appropriate throughout the System, particularly those concerning administration, operation, supervision, personnel and department standards of excellence, fairness, and safety of officers and employees.

D. Inspection Procedure

1. Inspections are performed in order of priority or based upon an ongoing inspection plan.
 - a. A letter will be sent from the Director of Police to the institution Chief of Police setting an approximate period, such as two to four weeks, to start the inspection process and request the name of the department representative who will be available to assist with the inspection.
 - b. Before the on-site visit, the lead Inspector or the inspection team will conduct an entrance conference, either in person or by telephone, with the Vice President and possibly the President of the institution before commencing the fieldwork. The purpose, scope, procedures, and report dissemination will be discussed during the entrance conference, as well the findings of the previous inspections.
 - c. The Inspection Data Form, DP #17, will be mailed or e-mailed to the institution Chief of Police, or designee, for completion and shall be submitted before the proposed inspection period or provided to the inspector at the beginning of the inspection.
 - d. A meeting will be held at the beginning of the inspection between the Chief of Police, or designee, and the members of the inspection team. The purpose, scope, procedures, and report dissemination will be discussed at this meeting, as will the findings of previous inspections. Emphasis will be placed on the review process to be used prior to the issuance of the final report.
 - e. The lead Inspector or inspection team conducting the inspection will document all fieldwork.
 - f. At the conclusion of the fieldwork, the inspection team will meet with the Chief, or designee, to review and discuss the inspection findings. If scheduling permits, the inspection team may meet with the Vice President to review and discuss the inspection findings.
 - g. Upon return from the on-site inspection, the lead Inspector will have up to thirty calendar days to prepare a draft inspection report. The draft inspection report will be sent to the institution Chief of Police and Vice President for review and management response. The draft inspection report includes the findings and recommendations concerning the operations of the institution police department. Included with the draft inspection report are inspection abstracts, form DP #18, describing the finding, deficiency, or area of concern, and includes space for the management response.

