

<b>PROFESSIONAL STANDARDS BUREAU</b>		
<b>Subject:</b> <b>Inspections Unit-Authority and Procedures</b>		<b>Policy Number</b> <b>C-1</b>
<b>PHOENIX POLICE DEPARTMENT</b>	<b>02/08</b>	Page 1

1. **PURPOSE:**

To state the responsibility of all Phoenix Police Department personnel in regard to the audits and inspections conducted by the Inspections Unit and the authority of those conducting the audit/inspection, as well as set forth the procedures to be followed by the Inspections Unit and the unit being audited.

2. **SCOPE:**

To include all divisions, bureaus, functions, and programs that fall under the direction of the Police Chief.

3. **GENERAL DIRECTION:**

The Inspections Unit Lieutenant reports to the Professional Standards Division Commander. Staff inspectors have no command authority over line components.

A. The purpose of an audit/inspection is to:

- (1) Inform management about the detailed operation of a departmental program or function.
- (2) Assist managers in directing their resources toward the efficient accomplishment of their unit's objectives and the department's goals.
- (3) Make recommendations to eliminate potential problems or stimulate discussion on alternative solutions to resolve problems and reduce liability issues.

B. Inspections Unit personnel will plan each audit/inspection at the direction of the Inspections Unit Lieutenant. As part of the audit/inspection, they will obtain and evaluate sufficient relevant material and competent evidence to determine if management and/or employees have or have not accepted and carried out the following:

- (1) Appropriate accounting procedures.
- (2) Established management or operational principles.
- (3) Pertinent policies and standards with the goal of effectively and efficiently using resources.

C. From information gathered and compared to pre-determined audit objectives, observations, conclusions and recommendations will be determined and reported to the Police Chief.

4. **DETAILED PROCEDURE:**

A. All audits/inspections will be conducted either as a result of an order from the Police Chief or from the Executive Staff (Assistant Chiefs). Their requests will be documented within the audit plan by the assigned Inspector.

- (1) Any Commander wishing to have an audit conducted of a bureau or precincts functions or programs will submit a written request to the assigned Division

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Commander (Assistant Chief). Included will be a list of objectives for the audit; i.e., what questions should the audit seek to answer.

- (2) All requests will be evaluated and scheduled by the Inspections Lieutenant, based on the need, workload, and availability of auditors. The Inspections Lieutenant will determine audit priorities not determined by the Police Chief.

**B. AUTHORITY:**

- (1) Members of the Inspections Unit function under the authority of the Police Chief as they carry out their duties.
- (2) The Inspections Unit Lieutenant will direct the daily activities of Inspections Unit supervisors and detectives on behalf of the Police Chief.
- (3) Access will be permitted to all records, facilities and property relevant to the assigned duties of the Inspections Unit supervisors and detectives.
- (4) Inspections Unit supervisors and detectives may review or appraise any departmental policy or procedures within the scope of assigned audits and inspections.

**C. The auditors will seek the facts and information necessary to answer the goals and objectives of the audit.**

- (1) Every effort will be made by Police Department employees to cooperate with the auditors in gathering the information they need.
- (2) All files, records, notes, and documentation shall be open to review upon request of the assigned auditor.
- (3) If an auditor requests information that is so confidential or controversial that the advisability of its release to the auditor is questionable in the mind of the possessor of that information, the matter will be referred to the Inspections Unit Lieutenant. If the Unit Lieutenant cannot resolve the conflict, the matter will be referred to the Professional Standards Commander. The Police Chief will be the final authority on the subject.

**D. PROCEDURES:**

Inspectors will perform the following activities:

- (1) Review programs to determine:
  - (a) Whether results are consistent with pre-established goals and objectives;
  - (b) Whether programs are being carried out as planned.
- (2) Evaluate compliance with rules, regulations, policies and procedures.
- (3) Review and appraise financial and other operational controls.
- (4) Appraise the quality of performance with regard to assigned responsibilities.

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- (5) Ascertain the extent to which Department resources are accounted for and evaluate safeguards in place to limit losses of all kinds.
- (6) Complete audit/inspection goals and objectives that were established at the pre-audit meeting with the Division Commander or his designee.
- (7) The type and frequency of various inspections or audits are contained in order number C-3 of this manual.

# PROFESSIONAL STANDARDS BUREAU

Subject:

**Inspections Unit-Audit Report Preparations and Procedures**

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1. **PURPOSE:**

This policy provides members of the Inspections Unit with basic guidelines to be followed while conducting departmental audits.

2. **SCOPE:**

This order applies to the members of the Inspections Unit that are assigned to conduct compliance inspections and performance audits.

3. **GENERAL DIRECTION:**

This order provides a guide to be used when conducting audits in order to promote uniformity in audit and reporting procedures.

4. **DEFINITIONS:**

A. Audits conducted internally by the Police Department Inspections Unit shall be based on Generally Accepted Government Auditing Standards (GAGAS).

(1) Audits generally fall into three categories; financial, attestation and performance/compliance audits.

(2) All Audits must contain the following elements:

- Audit agenda
- Audit plan
- Audit program
- Audit report
- Work papers
- Recommendations
- Management response

5. **DETAILED PROCEDURE:**

A. Major Program Audit

(1) A scheduled, thorough and objective inspection of the department's administrative and operational activities, facilities, property, equipment and/or personnel (does not include unannounced inspections of department operations as defined in Section B of this order).

(2) A major program audit/compliance inspection will be conducted within all organizational components (bureaus/precincts) at least every three years.

(3) An audit of the Property Management Bureau will be conducted annually.

B. Unannounced inspections of department operations

(1) Patrol Proactive Inspections performed by PSB Inspectors to promote an objective review of the normal day-to-day operations throughout the patrol division.

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C. Advance Preparation

(1) Document Review:

The Inspectors will become familiar with the activities performed by the unit to be inspected/audited. This can be accomplished by:

- (a) Reviewing the Bureau/Precinct Manual of the unit to be audited. A copy is kept in the library of the Planning and Research Bureau.
- (b) Review the Operations Orders pertaining to the work unit or process to be inspected.
- (c) Prior audits should be read and consideration given to verifying if previous recommendations were, in fact, implemented.
- (d) A current copy of the assignment roster should be obtained.

(2) Agenda:

The Inspectors will devise an audit agenda focusing on the following areas:

- (a) Administration
- (b) Personnel
- (c) Supervision
- (d) Procedures
- (e) Equipment

(3) Risk Assessment

The Inspectors will develop a risk assessment rating for each agenda item based on the following criteria:

- (a) officer safety
- (b) public safety
- (c) legal liability
- (d) public perception
- (e) major changes (policies, statutes)

At the beginning of the audit process, there will be a pre-audit meeting between the auditors and the bureau/precinct commander (and the division commander, if desired) of the unit being audited. The purpose of this contact will be to:

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- (a) Inform the commander of audit/inspection objectives and determine if he/she has any additional items that should be appropriately added to the agenda that has been planned for the audit/inspection.
- (b) Provide the commander with an estimate of the projected duration of the audit.
- (c) Ask the commander to appoint a contact person from his unit to provide assistance to the auditors in obtaining records and other documents pertinent to the audit
- (d) The pre-audit meeting should take place at least one week prior to the start of the inspection. However, there are times when no notification will be given (unannounced inspection).
- (e) In the interest of time, the Police Chief can waive the pre-audit meeting. The affected division commander can also waive this meeting if it is deemed unnecessary.
- (f) A copy of the inspection agenda will be introduced during the pre-audit meeting.

(4) **Audit Plan:**

Prior to the start of the audit the Inspectors will complete an Audit Plan containing the following:

- (a) Unit structure
- (b) Scope of the audit
- (c) General objectives
- (d) Audit staffing

The Audit Plan will be documented in a memorandum and forwarded to the Inspections Lieutenant for approval.

(5) **Audit Program:**

After obtaining approval for the audit plan, the Inspectors will create an Audit Program that defines the objectives and detailed procedures for each section of the audit.

When finishing a section of the audit, the Inspectors will initial and date the part of the Audit Program that has just been completed.

(6) **IAPRO Tracking:**

- (a) The Inspector will enter the audit information in the IAPRO tracking system to obtain an audit number.

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The audit number will be placed on the Audit Plan memorandum sent to the Inspections Lieutenant.

**D. Impartiality**

- (1) Inspectors will be strictly impartial and will report all matters meriting commendation as well as areas requiring correction.
- (2) Findings should be reported on a factual basis without editorializing.
- (3) It is imperative that the inspector/auditor maintain a positive approach when dealing with personnel of the unit being inspected.
- (4) If any conflict of interest exists the Inspector will advise all supervisors and the issue will be evaluated. If it is determined a conflict exists the Inspector will be removed from that section/audit.

**E. Reporting Irregularities**

During an inspection, the inspector may find certain irregularities. The following methods may be utilized to bring the information to the attention of unit supervisors:

- (1) Minor irregularities:
  - (a) May be reported orally to the supervisor of the personnel involved or person responsible for the upkeep of equipment, facility or involved procedure.
  - (b) Mention of minor irregularities need not be documented in the written report.
  - (c) The Inspections Unit Lieutenant will be kept informed of problems noted and action taken.
- (2) Significant irregularities:
  - (a) In addition to the steps followed under Section (1), the problem will be fully documented in the written report.
  - (b) The bureau/precinct commander will be informed of the discrepancy/irregularity.
  - (c) Consideration should be given to conducting a more in-depth study to identify causal factors. The Inspections Unit Lieutenant will determine if the in-depth study is warranted and approval will be obtained prior to proceeding with the study.
- (3) Obsolete Procedures:
  - (a) Inspectors should be alert to practices that involve expenditures of funds, manpower or supplies that are an inefficient use of resources, i.e., obsolete procedures or a duplication of effort.

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- (b) Recommendations reference these situations may be included in the inspection report or reported in a separate report at the discretion of the Inspections Unit Lieutenant.

### F. Audit Report

- (1) All audit reports will be assigned an inspection/audit number by the IAPRO system.
- (2) Upon approval of the draft audit report by the Professional Standards Division Chief, the Inspector will:
  - (a) make the number of copies designated for distribution by the Bureau Commander. The original copy is retained in file.
  - (b) Designate "DRAFT", on the upper right hand corner of the first page of each draft copy.
  - (c) A cover memo from the Professional Standards Division Chief (or Inspections Unit Lieutenant in the Division Chief's absence) to the responsible commander will accompany the draft copies of the report.
    - i. The memo will request a response be submitted or a meeting be scheduled to discuss the report.
    - ii. A copy of the cover memo will be retained with the original audit/inspection report.
  - (d) The date the draft was distributed will be entered in the appropriate blank on the inspection log.
- (3) If, after distribution of the draft copy, corrections or challenges to the Audit Report are received, the inspector will:
  - (a) Notify the Professional Standards Division Chief prior to discussing the corrections or challenges with the affected Bureau/Precinct.
  - (b) After adjudication of the requested challenges or corrections, the inspector will proceed in accordance with the procedure set forth in paragraph (F) (1) through (7), below.

### G. Response to The Audit Report

- (1) If, after the specified time period (usually 30 calendar days) listed in the cover memo accompanying the draft, a request has not been received for a meeting nor a response submitted to Professional Standards Bureau, the inspector will:
  - (a) Notify the Inspections Unit Lieutenant that a response has not been received. The lieutenant will contact the respective commander of the bureau/precinct being audited and request a projected date of when a response can be expected.



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- (2) If, after the projected date, a response has not been submitted to Professional Standards Bureau, the inspector will:
  - (a) Notify the Professional Standards Division Chief through the Inspections Lieutenant of the respective bureau/precinct's failure to provide a response to an audit in a timely manner.
- (3) After a response has been received to the audit report, the date the response was received will be listed in the audit schedule and filed with the response with the audit report.
  - (a) One copy of the final report will be made and the Professional Standards Division Chief will initial the report.
  - (b) One copy of the final initialized report will be made for each party that received a draft copy. One additional copy will be made for the Police Chief if needed.
  - (c) The Inspections Lieutenant or a designee will distribute the final copies of the audit report.
  - (d) The date the final report was published will be listed in the inspection log.
  - (e) The original final initialized report and response will then be filed.

**H. Follow Up Audit**

- (1) The Inspectors will conduct a follow-up audit after completing all CALEA audits and after most special request audits (review on a case by case basis). The follow-up will consist of a review of the response to the initial audit recommendations.
- (2) The follow-up will be documented in the Executive Summary attached to the original audit.
- (3) The follow-up audit will be in a memorandum format and will be reviewed by PSB and audited bureau/precinct's chain of command. The memorandum will be placed in the file with the initial audit.

**I. Audit Policies**

- (1) Operations Order 2.21 outlines Phoenix Police Department audit policies and procedures.
- (2) CALEA mandates regarding inspectional services are located in Section S3-1 of the CALEA Manual.

# PROFESSIONAL STANDARDS BUREAU

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1. **PURPOSE:**

This policy establishes the type and frequency of inspections that will be performed by the Inspections Unit.

2. **SCOPE:**

This order applies to personnel assigned to the Inspections Unit.

3. **GENERAL DIRECTION:**

This order specifies how often the various Bureau/Precincts will be inspected. It also explains certain special inspections that will be conducted by the Inspections Unit.

4. **DEFINITIONS:**

A. Reports: Completed by PSB or other Phoenix police personnel which are categorized as non-audit services in nature and do not meet the criteria for an audit and fall into the following categories:

1. Inspection: Independent and objective observation of a function and/or documentation to determine compliance with policy.
2. Study: Independent and objective research to provide information or data to a requesting party which may not include field work.
3. Inventory: Reconciliation of items.
4. Escheat: "Reversion of property to the State". Reconciliation of seized funds for deposit in a city account. Conducted by PSB Inspections Unit.
5. Gun Destruction: Reconcile seized guns for destruction and oversee their destruction. Conducted by PSB Inspections Unit.
6. Drug Destruction: Reconcile seized drugs for destruction and oversee their destruction. Conducted by PSB Inspections Unit.

5. **DETAILED PROCEDURE:**

The following inspections will be conducted monthly:

- Incident Driven
- Random Driving
- Minimum Staffing
- Off-Duty
- Court - In Person
- Court Overtime
- Detained Prisoners

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The following Inspections will be conducted quarterly:

- FI Cards
- Vehicle Registration
- Off-Site Locations
- Stun-Bag Shotguns
- Officer Contact Information

Specific procedures for the aforementioned inspections are outlined in the PSB Proactive Patrol Inspections Manual.

(2) A lieutenant at each patrol precinct will be assigned the responsibility of conducting the following internal inspections each month:

- Precinct File Security Log
- Holding Room Inspections Log
- Detained Prisoner Log
- CAD/MDT Messages
- Precinct Citizen Complaint Log
- Off-Duty Inspections Log
- Precinct Equipment Sign-Out
- Non-City Cash Fund Inspection
- Speedometer Verification Log
- Command Station Holding Room Log
- Citation Accountability Log
- Outstanding Accidents
- 10-11 Time Audit
- Stun-Bag/Stop Stick Inspection
- Officer Contact Information
- Outstanding DR's
- Use of Force – Over 30 days
- Taser Inspection

Specific procedures for the aforementioned inspections are outlined in the PSB Inspection Lieutenant Manual.

(3) The PSB Inspectors will document all inspections in a monthly report for the Patrol Division Assistant Chiefs.

(4) PSB Inspectors will brief the Patrol Assistant Chiefs on inspection findings and best practices on a quarterly basis.

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(5) Expenditure logs submitted by bureaus/precincts will be reviewed by the Mayor's Security Detail on an ongoing basis. Actual verification of cash amounts will be conducted during the course of bureau/precinct compliance inspections.

(6) Narcotic Training Aids

At least two PSB Inspectors will transport training aid narcotics from the Property Management Bureau that have been identified as:

- Canine training aids
- DEB training aids
- LSB training aids

The Inspectors will track the original memorandum through the involved bureaus and will have all personnel document their participation on the memo. The original memo will be kept on file in the PSB Inspections Detail for seven years.

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Subject: <b>Inspections Unit-Drug Destruction Committee</b>		Policy Number <b>C-4</b>
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1. **PURPOSE:**

To establish the procedure for destruction of all narcotics, dangerous drugs, controlled substances, and related contaminated property that are of no evidentiary value, as specified by ARS 13-4315.A and Rule 28.2, Rules of Criminal Procedure, and Phoenix City Code 2.306.

2. **SCOPE:**

This policy applies to department personnel assigned to the Drug Destruction Committee and governs the destruction process of dangerous drugs, narcotics, controlled substances, and related contaminated property.

3. **GENERAL DIRECTION:**

Only members of the Phoenix Police Department Drug Destruction Committee will destroy narcotics, dangerous drugs, controlled substances, and related contaminated property (except those portions consumed in testing or training). This order designates who will be assigned to the Drug Destruction Committee and provides detailed instructions of how the Drug Disposal Audit will be conducted.

4. **DETAILED PROCEDURE:**

A. The Inspections Lieutenant is in charge of the Phoenix Police Department Drug Destruction Committee and is responsible for selecting and directing the committee's actions.

(1) The Drug Destruction Committee will consist of at least one sworn person from the Professional Standards Bureau, Inspections Unit.

B. Committee Responsibilities:

(1) Inspect drugs and drug related items impounded at the Property Management Bureau (PMB) that are currently available for destruction.

(a) The items will be identified by a PACE print-out listing all items available for destruction that are stored in a specific row within the Drug Room at the Property Management Bureau or by the Property Management Bureau personnel using the book-page-line system.

C. The Committee will dispose of drugs, paraphernalia and drug related items no longer requiring storage and which has been impounded as either "For Destruction" or "Evidence".

D. The following procedures will be followed by the Drug Destruction Committee.

(1) A member of the Drug Destruction Committee will generate a listing of all items available for destruction stored in the drug room.

(a) The list may designate the Drug Room as a general location, or may identify a specific area or row.

(2) At least one sworn person of the Professional Standards Bureau, Inspections Unit, will be present while the listed items are pulled, directly from the shelves.

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- (a) Each item will be inspected and compared to the item description on the list.
  - i. Using various colored highlighting markers and a red ink pen, the status of the item will be identified on the master List.
    - (a) Underlining in red ink indicates the item was located and scanned to a destruction location.
    - (b) Yellow indicates the item was not located or some other problem existed.
- (3) All items that are present and correct will be scanned to a destruction location. The location will be given a unique bar code beginning with the alpha designator IA, followed by the drug destruction process number and the exact container identifier (example: IA36A1).
- (4) If an item is missing and cannot be located, all existing property will be repackaged and sealed by a committee member and will be retained by PMB until the investigation into the matter is concluded. When the problem is solved to the satisfaction of the inspector, and the correct item(s) found, the item(s) will be scanned to a destruction location.
- (5) Property not to be destroyed in the drug destruction process will include firearms, ammunition, money and drug related property with a value greater than twenty-five dollars (\$25). Such items will be separated, re-impounded, and scanned to the appropriate location by the Property Management Bureau detective.
- (6) Once a box or container is full a list will be generated for that box or container.
  - (a) An inspection of each box or container will be completed to ensure all items were properly scanned. The inspection will compare the inspection list to the original "Master List".
  - (b) Upon the completion of the inspection, the box or container will be sealed with tape and the inspection list will be placed inside the box or container. The filled boxes and containers will be stored in the chain link enclosure until the pallet is full. Then the pallet will be shrink wrapped and labeled with a pallet number and moved to the destruction storage location.
    - (1) The destruction storage location will be secured with two locks. Inspections Unit supervisors and detectives will maintain keys to one lock. PMB staff will maintain keys to the other lock.
- (7) The boxes are stored until a date and time for the destruction has been scheduled by a member of the Drug Destruction Committee.

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E. On a quarterly basis, five impounds available for destruction will be selected from the process list for re-analysis.

- (1) During the month of the Quarterly Drug Re-analysis Inspection one sworn employee will randomly select drug evidence items for re-analysis and place them in the sealable container labeled Drug Reanalysis until five items have been pulled and the items can be transported to the Crime Lab.
- (2) The impounds will be signed out and released to two PSB Inspectors or one PSB Inspector and one PMB Detective.
- (3) Two inspectors or one inspector along with one PMB Detective will hand carry the impounds to the Laboratory Bureau, requesting a qualitative re-analysis be completed within two weeks.
- (4) If a discrepancy is noted during re-analysis, the Professional Standards Division Chief will be notified and an investigation will be initiated. The scheduled destruction of the item will be postponed until the deficiency is resolved.
- (5) If the re-analysis does not show a deficiency, the items of evidence will be signed for by the Inspectors and removed from the Crime Laboratory and delivered to PMB for inclusion with the other items scheduled for destruction.

F. An inspection will be conducted by the Inspectors.

Any discrepancies or other noteworthy observations regarding the destruction process will be documented in a memorandum and noted in PACE by a Laboratory Services Bureau Supervisor.

- (1) After the property is destroyed, a Professional Standards Bureau Inspections Unit Inspector will have the destroyed property cleared from the PACE system.
- (2) The Property Management Bureau will be responsible for closing out the dead file for property invoices on the destroyed items.

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<b>Subject:</b> <b>Inspections Unit-Gun Destruction Procedures</b>		<b>Policy Number</b> <b>C-5</b>
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1. **PURPOSE:**

The purpose of this policy is to outline specific procedures to be followed when inspecting the destruction of weapons by the Property Management Bureau.

2. **SCOPE:**

This policy applies to personnel assigned to the Professional Standards Bureau, Inspections Unit.

3. **GENERAL DIRECTION:**

City Ordinance requires all unclaimed and forfeited firearms be destroyed through the following guidelines:

- A. Verify disposal of all guns available for destruction by inspecting the paperwork dealing with the destruction of the weapons.
- B. Coordinate and be present at the actual destruction process.
- C. Prepare a memorandum regarding the Gun Disposal process.

4. **DETAILED PROCEDURES:**

- A. Property Management Bureau will request an Inspector from the Professional Standards Bureau for the purpose of checking guns designated for destruction. The inspection of the weapon's serial number and the inspection of the paperwork occurs on a date agreed upon by both Property Management Bureau and Professional Standards Bureau personnel involved in the destruction process.
- B. The inspection process itself will be conducted by a minimum of one Inspector from the Professional Standards Bureau and requires a physical inspection of the following:
  - (1) The weapon to be destroyed.
  - (2) The original property invoice or a computerized list with the weapon's serial number and physical description.
- C. Each weapon must be checked to see that it is, in fact, the same item that has been described on the property invoice. The serial number normally is the most accurate method for comparison.
  - (1) If the serial number on the weapon does not match the serial number on the invoice or computer list, the correct serial number will be checked through NCIC. If the weapon is found to be reported stolen, it will be removed from the process and returned to the Property Management Bureau detectives for proper follow up.
  - (2) An annotation will be made on the invoice or computer list to indicate that the weapon was found to be stolen and turned over to the Property Management Bureau detectives.
  - (3) All weapons which have been converted by PMB personnel prior to the gun destruction process will also be annotated on the invoices or computer lists.



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- D. Any weapon without a serial number shall be compared to the physical description listed on the invoice.
- E. Once a weapon's serial number or physical description is verified the gun will be placed in a large storage bin located in the Property Management Bureau.
- F. The Inspector will stamp either the invoice or computer list indicating the destruction of the firearm.
- G. When all weapons have been checked, the storage bin will be sealed with clear plastic tape, initialed and dated by the Inspector involved in the destruction process. The storage bin will then be placed on the highest storage shelf in the property warehouse and the bin may only be opened by an Inspector, if the need arises.
- H. Personnel from the Inspections Unit will transport the weapons to the designated center for destruction.
- I. Once all the weapons have been completely destroyed, the destruction process will be concluded.
- J. A memorandum will be completed detailing the current Gun Disposal Process and will include the number of weapons that were converted or identified as stolen. The inventory list of the weapons destroyed will be attached to this report.
  - (1) A copy of the box lists will be provided to the Property Management Bureau supervisor for their record keeping purposes.

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<b>Subject:</b> <b>Inspections Unit-PMB Escheat Procedures</b>		<b>Policy Number</b> <b>C-6</b>
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**1. PURPOSE:**

This policy establishes uniform procedures to be used by Professional Standards Bureau Supervisors and Detectives when conducting the monthly PMB Escheat process.

**2. SCOPE:**

This policy applies to personnel assigned to the Professional Standards Bureau, Inspections Unit.

**3. GENERAL DIRECTION:**

A. A computer list will be generated by the property vault detective using the vault locations for property available for disposal.

1. The original list will be given to the Professional Standards Bureau (PSB).
2. A copy of the list will be given to the vault detective.

B. The vault detective will pull items on the list and scan those items to the designated Escheat location.

1. Discrepancies will be noted on the list and brought to the property sergeant's attention.
2. PSB will be notified of the discrepancies.
3. On the day of disposal, at least one PSB employee will be teamed with at least one PMB employees as a disposal team.
4. The PSB employee will retain the original list during the disposal process.
5. The PSB employee will inspect the envelopes containing money to ensure that the evidence package has not been opened or tampered with prior to handing it to a PMB detective. The PMB detective will open the envelopes and count the currency.

(a) The PSB employee will note the actual amount escheated, discrepancies and the reasons for them, and disposition of other items (e.g., jewelry or collectibles, which are to be disposed of per PMB policy).

6. PSB and PMB employees will conduct a joint count of all currency compiled.

(a) The PSB detective will compile an adding machine tape and excel spread sheet from the actual count noted on the PSB list.

(b) Any discrepancies between the cash count and the count on the tape will be noted by the PSB employee and accounted for to his or her satisfaction.

C. The team who conducted the escheat process will package the counted currency making it ready for pickup by Dunbar armored carrier service. Dunbar armored carrier service will transport the packaged currency to the Bank designated by the City Finance Department. A copy of the deposit receipt will be given to the PMB clerical supervisor, who will:

## PROFESSIONAL STANDARDS BUREAU

Subject: <b>Inspections Unit-PMB Escheat Procedures</b>		Policy Number <b>C-6</b>
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1. Fill out the City of Phoenix Cash Receipts Report and have the PMB property detective and PSB employee sign it. The deposit receipt and the Cash Receipts Report will then be forwarded to Banking and Cashiering, Treasure Division, Finance Department.
  
2. PSB will retain a copy of the Cash Receipts Report, a copy of the escheat list, and the adding machine tapes in the division files for seven years.

<b>PROFESSIONAL STANDARDS BUREAU</b>		
<b>Subject:</b> <b>Inspections Unit-Seized Cash Accountability Committee</b>		<b>Policy Number</b> <b>C-7</b>
<b>PHOENIX POLICE DEPARTMENT</b>	<b>02/08</b>	Page 1

1. **PURPOSE:**

To establish the procedure for removal of seized cash from the Property Management Bureau (PMB), amount verification; and transfer to either the pre-forfeiture account or an anti-racketeering revolving fund.

2. **SCOPE:**

This policy governs cash seized for forfeiture in accordance with Arizona Revised Statute (ARS) 13-3413A (drug offenses) and ARS 13-2314 (racketeering offenses). The guidelines will be followed by personnel assigned to the Professional Standards Bureau (PSB) and Drug Enforcement Bureau (DEB).

3. **GENERAL DIRECTION:**

A DEB/Asset Forfeiture Detail Detective is responsible for presenting the PMB Vault Master with a pre-forfeiture money pull list. The Vault Master will be responsible for removing the listed items on the pull list from impound. In a secure area of the Property Management Bureau, the Seized Cash Accountability Committee will convene and reconcile the impounded money with the appropriate departmental reports. The seized money will be processed for deposit to the pre-forfeiture account or an anti-racketeering revolving fund.

4. **DETAILED PROCEDURE:**

- A. The Seized Cash Accountability Committee will be staffed by a minimum of one Professional Standards Bureau Inspector, and the PMB Vault Master (sworn PMB detective).
- B. The cash will fall into one of two categories: 1) pre-forfeiture or 2) anti-racketeering revolving fund. The pre-forfeiture cash is not City property and will be reconciled by the Fiscal Management Bureau. Anti-racketeering revolving fund cash is money that has been awarded to the City by the court through the civil forfeiture procedure.
- C. All cases will be inspected by the committee to ensure the cash count is identical to the amount reflected in the related paperwork. In case of a discrepancy, the committee will make a determination as to whether the case can be processed or should be returned to impound.
- D. All negative variances in excess of ten percent of the total money impounded under a specific invoice will be documented in writing to the appropriate division commander/s for information, investigation, and/or training purposes.
- E. The committee will subtotal cases that reconcile properly into either the pre-forfeiture account or anti-racketeering revolving fund and complete a deposit slip for the appropriate category.
  - (1) Dunbar will pick up the packaged money on the last Thursday of each month between the hours of 0900 and 1200 hours. Dunbar armored carrier service will transport the packaged money to the Bank designated by the City Finance Department.
- F. The carbon copy of the original bank receipts/deposit slips, along with the pre-forfeiture money pull list and pre-forfeiture Excel spreadsheets will be delivered to Fiscal

**PROFESSIONAL STANDARDS BUREAU**

Subject: <b>Inspections Unit-Seized Cash Accountability Committee</b>	Policy Number <b>C-7</b>
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Management Bureau personnel, who are responsible for maintaining the records for both accounts and making reports to the Finance Department.

- (1) Both the Professional Standards Bureau, Inspections Unit and the Drug Enforcement Bureau Asset Forfeiture Detail will retain copies of the bank receipts/deposit slips, pre-forfeiture money pull list and pre-forfeiture deposit recap sheets.

<b>PROFESSIONAL STANDARDS BUREAU</b>		
<b>Subject:</b> <b>Inspections Unit-Controlled Substance Screening</b>		<b>Policy Number</b> <b>C-8</b>
<b>PHOENIX POLICE DEPARTMENT</b>	<b>02/08</b>	Page 1

1. **PURPOSE:**

This policy outlines the procedures to be followed by Inspections personnel to insure the integrity of the Department's controlled substance screening process.

2. **SCOPE:**

This policy applies to personnel assigned to the Inspections Unit.

3. **GENERAL DIRECTION:**

These procedures will be followed when auditing the controlled substance screening process for employees as described below.

4. **DETAILED PROCEDURE:**

A. AUTHORIZATION

(1) In accordance with Operations Order 3.21, the Inspections Unit will be responsible for auditing the controlled substance screening process for the following employees:

(a) Random testing of Sworn Employees

- i. One year pool
- ii. Three year

B. RANDOM TESTING OF SWORN EMPLOYEES

(1) Sworn officers in the one and three year pools as described in Operations Order 3.21, will be randomly selected on a weekly basis by computer to supply urine in a controlled environment at Concentra or a current contracted controlled substance screening provider, for the purpose of controlled substance screening.

(2) Computer Program Security:

(a) Personnel of the Computer Services Bureau will create the computer program for random controlled substance screening.

(3) Computer Program Name update:

(a) On a day to be designated every second week, a PSB Inspector will join the PESB representative to conduct the random selection of candidates.

(b) The PESB representative and Inspector will enter their passwords to activate the program.

(c) The Inspector will watch the entire process and make sure the process is secure from the view of others.

(d) The PESB representative and Inspector will update the program with five types of information:

- i. Addition of new sworn employees

<b>PROFESSIONAL STANDARDS BUREAU</b>		
<b>Subject:</b>	<b>Policy Number</b>	
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- ii. Deletion of sworn employees no longer employed.
  - iii. Transfers of sworn employees from the one year to the three-year pool.
  - iv. Transfers of sworn employees from the three year to the one-year pool.
  - v. Holds for employees on extended leaves of absence.
- (e) The completed information will be saved in the program.
- (4) Computer Program Random Selection:
- (a) The Inspector will supply the ESB representative the following numbers based on percentages calculated from the prior week's results. These figures are to insure even spacing of selections and that each employee is chosen at least once during their list and that 25% are chosen for a second time during their list.
    - i. Total selections for the one (1) year list.
    - ii. Total selections for the three (3) year list.
- (5) Notification to employees:
- (a) After completing the random selection process for both pools, the Administrative Supervisor of ESB and the Inspector will prepare the employee notification forms for the controlled substance screening. The names will be grouped by work unit and placed into sealed envelopes. The ESB Supervisor or PSB representative will distribute the envelopes to the appropriate division commanders as stated in 3.21.4.A.
  - (b) The Professional Standards Division Chief will be notified immediately if any of the following individuals are selected during the random selection process:
    - i. Mayor
    - ii. Police Chief
    - iii. Assistant Police Chief
  - (c) In the event that either the Inspector or the ~~P~~ESB representative who are processing the random drug screen are selected they will, immediately after the process is completed, report to their respective bureau commander so that the form may be signed. They will then proceed to Concentra without delay for drug screening.
    - i. If the respective Bureau Commander is unavailable, the PESB representative and/or Inspector will report to the Acting Bureau Commander.
    - ii. If any other employee from the Professional Standards Bureau or Police Employment Services Bureau is selected, standard notification procedures will be used.

<b>PROFESSIONAL STANDARDS BUREAU</b>		
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C. PROCEDURES AND COLLECTION OF SWORN EMPLOYEE URINE SAMPLES

- (1) Concentra personnel will collect urine samples of sworn employees.
- (2) Notification of sworn employees:
  - (a) Sworn employees selected from the one and three year pools will be notified at the start of their next shift by their Bureau/Precinct Commander or his/her designee to proceed to the nearest operating Concentra location, as listed in Operations Order 3.21
- (3) Sworn Employee Identification at Concentra:
  - (a) The sworn employee, upon arrival, will supply Concentra personnel with their commission card and directive to appear. A Xerox copy will be made. The required forms will be completed and the sworn employee's right index fingerprint will be taken for filing at Concentra.
- (4) Urine Collection:
  - (a) Personnel from Concentra will observe the sworn employee wash their hands prior to and after providing a sample of urine. The sworn employee will not enter the bathroom with his/hers ballistic vest, coat, or briefcase. The employee in the room will give the urine sample privately, in a collection bottle. The employee will then immediately hand the bottle to Concentra personnel.
- (5) Urine Sample Acceptability:
  - (a) Concentra personnel will determine the temperature of the urine sample. If the temperature is within the guidelines specified in Operations Order 3.21.E.4.G.2, it will be secured with an initialed security label.
- (6) Notification of Unsatisfactory Urine Sample:
  - (a) If the sample is not within the temperature range or it appears to be altered, the radio supervisor will be phoned. The employee's oral temperature can also be taken for a comparison. A Commander will be contacted to have an on-duty supervisor respond to Concentra and phone Professional Standards to notify of the problem if during working hours. Otherwise, the Duty Commander will decide whether to call the Professional Standards Division Chief or to make the notification during the next assigned shift. The supervisor will insure a second sample is obtained from the sworn employee while being observed.
- (7) Handling of Altered First Sample:
  - (a) The first sample will be refrigerated in a stapled paper bag for Professional Standards to collect, if it appeared to be altered or substituted. The supervisor will make sure Professional Standards is notified and also will prepare a memorandum to explain what occurred and forward it to Professional Standards.



<b>PROFESSIONAL STANDARDS BUREAU</b>		
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- (8) Handling of Valid Urine Sample:
  - (a) The valid urine sample will be forwarded by courier to Southwest Laboratories for testing.

**D. RANDOM TESTING OF POLICE RECRUIT**

- (1) Phoenix Police recruits, as described in Operations Order 3.21.3.B., will be randomly selected one time by the Training Bureau to supply a urine sample for controlled substance screening during Academy training.
- (2) Police Recruit Selection:
  - (a) The Basic Training Commander or his/her designee will determine the names of not more than twenty (20) recruits to be tested and which date the test will be conducted.
- (3) Notification of names:
  - (a) The selected recruits will be notified at the start of their day and processed to a designated collection site at the academy.
  - (b) The names of the recruits providing urine samples will be forwarded by the Basic Training Commander to the Professional Standards Bureau/Inspections Unit. The names will be filed to verify that results are received from the laboratory for each recruit tested.

**E. COLLECTION OF POLICE RECRUIT URINE SAMPLES**

- (1) Concentra personnel will collect urine samples of police recruits.
- (2) Notification of police recruits:
  - (a) The selected recruits will be taken to a designated area at the academy for the completion of paperwork.
- (3) Urine Collection:
  - (a) The urine sample will be obtained in a designated bathroom. This room will be secured for this purpose and contain a blue dye in the toilet water to prohibit adulteration of the urine specimen. Concentra personnel will be on site to collect the samples.
- (4) Handling of Altered First Sample:
  - (a) The collection process will be the same as sworn personnel except that if there are any problems, the Training Bureau Commander will be notified. He will be responsible for handling any investigation and preserving the altered urine sample if appropriate.

<b>PROFESSIONAL STANDARDS BUREAU</b>		
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F. POLICE APPLICANT TESTING

- (1) Police applicants as described in Operations Order 3.21.3.A.1, will normally be scheduled to supply a urine sample for controlled substance screening following their oral board.
- (2) Notification of Applicant:
  - (a) The applicant will be phoned by the Operations Sergeant of PESB or his/her designee and directed to proceed to PESB. Upon arrival, the applicant will be given a copy of the contract they previously signed, agreeing to controlled substance screening. The applicant will then be directed to the Concentra facility at 901 East Jefferson Street.
  - (b) In the event a recruit applicant fails to comply with these procedures, the PESB commander will be notified immediately.

G. COLLECTION OF POLICE APPLICANT URINE SAMPLES

- (1) Concentra personnel will collect urine samples of police applicants.
- (2) Police applicant identification at Concentra.
  - (a) All police applicants will be tested at the Concentra facility, located at 901 East Jefferson Street. The process will be the same as for sworn employees except a photo identification card will be used for identification and no fingerprint will be obtained.
- (3) Notification of unsatisfactory urine sample:
  - (a) If a problem occurs, the PESB Commander will be notified to handle the situation.
- (4) Handling of valid urine samples:
  - (a) All urine samples will be securely stored until transferred to the courier responsible for delivery to the laboratory.

H. LABORATORY/REPORTING PROCEDURES FOR SWORN EMPLOYEES AND POLICE RECRUITS

- (1) Southwest Laboratories - will process sworn employees on the one and three year lists and police recruits.
- (2) Urine sample delivery:
  - (a) The urine samples obtained at the academy from police recruits will be taken back to Concentra by their personnel. These samples, along with those collected from the one and three-year lists at Concentra will be picked up by courier. Delivery will be made to Southwest Laboratories:

<b>PROFESSIONAL STANDARDS BUREAU</b>		
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Southwest Laboratories  
4645 East Cotton Center Boulevard  
Bldg 3, Suite 177  
Phoenix, Arizona 85040

(3) Laboratory Tests:

(a) The laboratory will conduct a Sam 5 test, which is certified by the National Institute for Drug Abuse (NIDA). The initial screening will be the EMIT test followed by a GC/MS test on any positive results. The test will screen for five controlled substances:

- i. cannabinoids (10 ng/ml)
- ii. cocaine (150 ng/ml)
- iii. opiates (300 ng/ml)
- iv. phencyclidine (25 ng/ml)
- v. amphetamines (500 ng/ml)
- vi. anabolic steroids (600 panel)

(4) Reporting Laboratory Results:

(a) The results of the tests will be sealed in a confidential envelope and sent to the Medical Review Officer of Concentra. This will be the first time since the urine collection that the name of the donor is attached to the results of the test. The Medical Review Officer (MRO) will report confirmed positive findings to the "designated company employer representative", which is the Alcohol and Drug Testing Office (ADT) and then the ADT office reports to Professional Standards Bureau. MRO report is received by ADT office and then a copy forwarded by confidential fax or confidential envelope to PSB for investigation.

I. INVESTIGATION OF POSITIVE LABORATORY RESULTS ON SWORN OFFICERS AND POLICE RECRUITS

- (1) Positive results for urine tests of sworn employees will be forwarded to the Professional Standards Division Chief. An immediate investigation will begin to determine appropriate reasons for the positive results.
- (2) Positive results for urine tests of police recruits will be forwarded to the Training Bureau Commander. An immediate investigation will begin to determine the appropriate reason for the positive results. The Professional Standards Division Chief will be advised of the circumstances as the investigation begins and concludes.

J. LABORATORY/REPORTING PROCEDURES FOR POLICE APPLICANTS

- (1) Southwestern Laboratory - will process police applicants

<b>PROFESSIONAL STANDARDS BUREAU</b>		
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- (2) Urine sample delivery:
  - (a) The urine samples obtained at Concentra for police applicants will be transported twice each work day from Concentra by courier and taken to Southwestern Laboratory.

Southwest Laboratories  
 4645 East Cotton Center Blvd.  
 Bldg 3, Suite 177  
 Phoenix, Arizona 85040  
 (602) 438-8507  
 1-800-279-0027

- (3) Laboratory Tests:
  - (a) The laboratory will conduct a drug panel 110, testing for ten controlled substances. The initial screening will be by enzyme multiplied immuno assay (EMIT) test. A second confirmation test will be performed for any positive reactions, using more urine from the original sample. The second test will be completed by gas chromatography/mass spectrometry (GC/MS) to eliminate any possible false readings. The tests will be for:
    - i. alcohol (.01%)
    - ii. amphetamines (500 ng/ml)
    - iii. barbiturates (250 ng/ml)
    - iv. benzodiazepines (200 ng/ml)
    - v. cocaine (150 ng/ml)
    - vi. cannabinoids (10 ng/ml)
    - vii. methadone (200 ng/ml)
    - viii. opiates (300 ng/ml)
    - ix. phencyclidine (PCP)(25 ng/ml)
    - x. propoxyphene (Synthetic Prescription Narcotic,300 ng/ml).

- (4) Reporting Laboratory Results:
  - (a) The results from the laboratory positive or negative are reported to MRO and then the MRO reports to ADT office. Once chain of custody, non-injury status report and result are received – this information is then forwarded in confidential envelope to PESB for review and filing.

**K. REPORTING OF POSITIVE LABORATORY RESULTS ON POLICE APPLICANTS**

- (1) All test results for police recruit applicants will be forwarded to the Police Employment Services Bureau.
- (2) Positive results will be retained by PESB only.

<b>PROFESSIONAL STANDARDS BUREAU</b>		
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L. MATERIALS AND FORMS REQUIRED

- (1) The following will be kept in supply at each Concentra and available at the Academy during sample collection:
  - (a) Chain of Custody (Concentra at 901 East Jefferson Street will have the Southwest Laboratories Test Request form and Chain of Custody for police applicants.).
  - (b) Sterile urine specimen bottles with temperature strip (32.5<sup>o</sup> - 37.7<sup>o</sup> c/90.5<sup>o</sup> - 99.8<sup>o</sup> F) and tamper proof lid.
  - (c) Inkless fingerprint applicator.
- (2) The Professional Standards Bureau/Inspections Unit will produce the following documents:
  - (a) Computer Program Update:  
Each week the Inspector will obtain the Names on Hold Status Report and Transfer Log from the Fiscal Management Bureau. These reports will be utilized to update the computer program prior to the random selection process.
  - (b) Prior Week Confirmation Form:  
Will be used by the Inspector to verify all employees scheduled for random controlled substance testing were tested.
  - (c) Facility/Collection Process Audit Form:  
Will be used by the Inspector to conduct an unannounced inspection of the process.

M. FILING COMPLETED FORMS

- (1) The filing system to maintain records for the police department will be in the Professional Standards Bureau/Inspections Unit, the Training Bureau, and PESB. Negative reports can be destroyed in 30 days per Operations Order 3.21.10.B.
  - (a) Prior week confirmation - The PESB administrative sergeant will verify all employees scheduled for random substance testing were tested. If a selected employee did not participate, the PESB administrative sergeant will notify a PSB supervisor.
- (2) Inspections Unit File Room Security:
  - (a) A file in the Inspections Unit File Room will be locked at all times. Access will be only by the Inspectors.

N. RANDOM AUDIT

- (1) The Professional Standards Division Chief can randomly select at his discretion a Concentra facility to be audited for compliance. The inspector will be present

**PROFESSIONAL STANDARDS BUREAU**

Subject: <b>Inspections Unit-Controlled Substance Screening</b>	Policy Number <b>C-8</b>
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for the collection of urine without informing Concentra and follow the samples to their shipping point.

<b>PROFESSIONAL STANDARDS BUREAU</b>		
<b>Subject:</b> <b>Professional Standards Division - Rifle Policy</b>		<b>Policy Number</b> <b>C-9</b>
<b>PHOENIX POLICE DEPARTMENT</b>	<b>03/08</b>	Page 1

1. **PURPOSE:**

This order establishes a rifle policy within the Professional Standards Bureau (PSB). It also establishes criteria for training qualifications, operational deployment, and selection of rifle officers.

2. **SCOPE:**

This regulation applies to all PSB officers and supervisors who use and/or supervise the use of rifles. All officers and supervisors will comply with this policy when training, qualifying, and deploying a department authorized AR-15 rifle.

3. **GENERAL DIRECTION:**

This policy will define the rifle, required training, frequency of qualification, operational deployment of the rifle, and selection of the rifle personnel.

4. **DETAILED PROCEDURE:**

A. Rifle covered by this order.

- 1) Semi Automatic Colt AR-15, caliber .223

B. Employees will comply with Operations Order 1.5 (use of force) and 4.25 (firearms regulations) when deploying the rifle.

C. Deployment

- 1) The primary purpose of rifle deployment shall be to provide security for drug burns, gun destructions, bank deposits or when approved by a PSB Lieutenant or above.
- 2) Rifles may also be utilized when:
  - a. Personnel encounter an emergency situation where effective long-range fire or precision short-range fire is essential.
  - b. A PSB supervisor or officer of higher rank orders the deployment based on the nature of the incident.

D. Equipment

- 1) Rifle officers may be issued the department's AR-15 rifle, three magazines of twenty rounds or more, a magazine pouch, service ammunition, rifle case, and cleaning/lubrication supplies.
- 2) Effective 12-01-08, no personally owned AR-15 rifles will be authorized for Professional Standards Bureau personnel. This revokes the previous Executive Staff decision of 5-21-02.
- 3) Equipment will be clean, serviceable and maintained in a ready to use condition. Each magazine will be loaded with two rounds less than maximum capacity with department issued service ammunition.

<b>PROFESSIONAL STANDARDS BUREAU</b>		
<b>Subject:</b> <b>Professional Standards Division - Rifle Policy</b>		<b>Policy Number</b> <b>C-9</b>
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- 4) Officers will be responsible for the security of their rifles at all times. When not deployed, officers will insure that their rifle is secured in accordance with Operations Orders 3.13.5.M.
- 5) Stolen, damaged, or missing equipment will be reported to the officer's supervisor immediately.

**E. Weapon repairs and modifications**

- 1) All repairs of unit rifles will have the prior approval of the Inspections Lieutenant and will be coordinated with a Phoenix Police Department armorer.
- 2) Any modification to unit rifles will have the prior approval of the Inspections Lieutenant and will be coordinated with a Phoenix Police Department armorer.
- 3) Authorized rifle slings will be the issued black nylon sling, the military M16 black canvas sling, or the black "team sling" currently utilized by the Special Assignments Unit.

**F. Service ammunition, selection, and replacement**

- 1) Service ammunition will be selected based on criteria established yearly by the Special Assignments Unit.
- 2) The Downtown Operations Unit (DOU) will provide ammunition for PSB AR15's
- 3) Service ammunition will be replaced once a year, usually during annual qualification with the rifle.

**G. Required training**

- 1) PSB personnel authorized to deploy a rifle must successfully complete the forty-hour basic rifle-training course and attend quarterly training.
- 2) Qualification shoots will be conducted quarterly with a minimum score of 90% required. Officers who fail to qualify on the first attempt will be given a second attempt on the same day. Following a second failed attempt, remedial training will be scheduled as soon as possible by the rifle training supervisor. The officer will not be qualified to deploy with the rifle until the minimum qualification score can be achieved.
- 3) The DOU training supervisor will maintain a list of personnel who are qualified to deploy with the rifle along with supportive training records, i.e., training outlines, training attendance records, and qualification scores.

**H. Selection and assignment of rifle officers**

- 1) Personnel selected for the unit rifle assignment will meet the following criteria:
  - a. Have an overall met on the last two scheduled ratings.



## PROFESSIONAL STANDARDS BUREAU

Subject: <b>Professional Standards Division - Rifle Policy</b>		Policy Number <b>C-9</b>
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- b. Positive recommendation from immediate supervisor. Supervisor shall consider work history including; judgment, use of force, weapons handling and physical fitness.
- c. Successfully complete the unit's forty-hour basic rifle course.
- d. Final selection and approval will rest with the Inspections Lieutenant.

<b>PROFESSIONAL STANDARDS BUREAU</b>		
<b>Subject:</b> <b>Inspections Unit-Audit Schedule and Reports</b>		Policy Number <b>C-10</b>
<b>PHOENIX POLICE DEPARTMENT</b>	<b>02/08</b>	Page 1

1. **PURPOSE:**

This policy establishes the tracking of all audits by utilizing an audit schedule as well as documenting procedures through required reports.

2. **SCOPE:**

This order applies to personnel assigned to the Inspections Unit.

3. **GENERAL DIRECTION:**

This order specifies the procedures for tracking inspections/audits conducted by the Inspections Unit.

4. **DETAILED PROCEDURE:**

1. Types of Inspections Reports:

- Audit Schedule (monthly)
- Drug Destruction (monthly)
- Gun Destruction (monthly)
- Escheat Process (monthly)
- Employee Notes (monthly)
- Inspection Report (monthly)
- Planning and Research Bureau Committee Reports (annually)

2. Audit Schedule:

- (a) The Audit Schedule is an Excel program that lists each Bureau and Precinct within the department.
- (b) Each month the Inspectors will update the schedule by listing audits that are:
  - Published
  - In draft
  - In progress
  - Due to begin
  - Follow-up (Addendum)
  - Random
- (c) The report will also include information from the monthly Escheat, Gun Destruction, DEB Money Count and Drug Destruction processes.

<b>PROFESSIONAL STANDARDS BUREAU</b>		
<b>Subject:</b>	<b>Policy Number</b>	
<b>Inspections Unit-Audit Schedule and Reports</b>	<b>C-10</b>	
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3. Drug, Gun, DEB Money Count and Escheat Reports:
  - (a) All these reports are in an Excel database program. This report creates a bar graph for each month's total figures for each process.
  
4. Employee Notes:
  - (a) Monthly supervisors will submit their monthly notes for assigned employees to the next level in the Chain of Command. The reviewing supervisor will initial the notes before returning them back to the authoring supervisor.
  
5. Planning and Research Annual Report:
  - (a) A Department Committee Annual Report will be sent to the Planning and Research Bureau in January. The report will total the amount of drugs (in pounds) destroyed, number of guns destroyed and total amount of money deposited from the Escheat process.
  - (b) After being reviewed by the Professional Standards Bureau Chain of Command and approved by the Chief, the report will be forwarded to the Planning and Research Bureau.
  
6. Inspection Monthly Report:
  - (a) Each month the Inspectors will provide a summary report to the Inspections Lieutenant that provides a recap of the unit's activities.