**Template #19**

**Section of Audit report Longer Version**

**Delete unwanted text below, add your text and use formatting as needed for your engagement.**

**Criteria A-1: Minimum Staffing**

**Authority:** See Addendum A-1 *(this is your Criteria)*

**Observations / Findings:**

*(Condition)* Inspectors reviewed the Precinct computerized daily logs for one consecutive randomly selected week in (Date). A total of 70 individual squad shifts were examined to determine how many officers, sergeants, and lieutenants worked on any given day during the month. Squad personnel totals were obtained from the Precinct Mobilization Roster for that period and the minimum staffing requirement was determined from the roster. An effort was made to take into consideration the various personnel adjustments to manpower on the squads during that time to ensure accuracy. Any discrepancies were weighed in favor of the precinct in an attempt to ensure that only legitimate minimum staffing violations were noted.

Inspectors checked the daily logs and determined that the police aides in the Precinct routinely place the on-duty shift lieutenant and sergeants on the log. A review of the logs determined that there was the required minimum number of sergeants and lieutenants on-duty for the selected week in (Date).

During the inspection period, there were 13 instances (18.5%) where minimum staffing requirements were not met on individual squads. *(Criteria)* The Patrol Division Policy Manual states that only the on-duty Lieutenant can give permission for a squad to be below minimum staffing requirements. Staffing levels where minimum staffing requirements were not met are as follows: *(Effect)*

* Seven instances in which the squads appeared to be one officer short.
* Four instances in which the squads appeared to be two officers short.
* Two instances in which the squads appeared to be three officers short.

The Inspector determined that in two instances where the squad was one officer short, the minimum staffing level requirement was not met due to an officer being off for an industrial injury. *(Cause)* The remaining instances in which squads did not meet the staffing requirement were done with sergeant approval. The Inspector found no documentation that a shift Lieutenant gave permission for the squads to deploy below the minimum staffing requirement. In five of these instances, the low squad was the extra squad during a double squad coverage shift and did not adversely impact beat coverage responsibility.

**Conclusion:**

*(Condition)* A total of 70 Precinct patrol shifts were reviewed during the random inspection to determine the level of compliance with the minimum staffing requirements contained in the (*Criteria)* Patrol Division Policy Manual. *(Effect)* There were 13 instances (18.5%) where squads did not comply with the minimum staffing requirements. *(Cause)* Two shortages were due to an officer being placed on industrial injury status. The remaining eleven squad shortages were done with Sergeant approval. Five of those were during double squad coverage and did not adversely affect beat responsibility.

**Recommendation:**

A1.1 The Shift Lieutenant should document their awareness and permission for the squad/s to function below minimum staffing on the roster in adherence to the Patrol Division Manual policy. The rosters should be maintained for three years.