**Template 20 Section Audit Report Short Version**

**Criteria A-1: Minimum Staffing**

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

**Findings:**

*(Condition)* Executive staff advised of their concern that staffing levels are below minimum requirements. *(Effect)* Staffing levels impact public and officer safety. 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. Two shortages were due to an officer being placed on industrial injury status. *(Cause)* 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.

**Conclusion:**

The West Mountain Precinct is not in compliance with APD minimum staffing policy 123.

**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.