



**OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL**



Subject			Policy Number
Inspection and Staff Assistance Program			107
Effective Date	Revision Date	Reevaluation Date	Number of Pages
August 1, 2014	January 30, 2020	Annually	5
Reference Standards		Rescinds or Amends Policy Number	
TPCA: CALEA: 53.2.1 IACLEA:	UTS: 170, 2.4.11	A2	

I. PURPOSE

The purpose of this policy is to provide guidance and assistance to the chiefs of each institutional police department in the areas of policy compliance and liability mitigation. The inspection process will rely on nationally proven standards, evidence based best practices, national accreditation criteria and the state of the law to improve each department and the UT System Police as an agency. Every effort will be made to ensure equity, continuity, and uniformity in the process. The program will be administered in a positive and constructive manner and will be carried out with reasonable advance notice.

II. POLICY

Inspections promote and ensure an objective review of agency command, administrative, support, and operational activities, and provide an organizational performance evaluation outside the traditional management and line inspection roles. Inspections also fulfill a fundamental obligation of the Officer of the Director of Police as outlined in UTS 170, "Oversight of Law Enforcement and Security for the University of Texas System."

III. DEFINITIONS

- A. Findings/Observations –the outcomes and conclusions of an inspection, including written commentary and a determination that the areas evaluated are In Compliance or Not in Compliance.
- B. Staff Inspectors - the Assistant Director of Police, his/her designee, the regional inspector, or the inspector assigned to oversee inspections in general.
- C. Accredited agencies- those agencies who are currently accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA) or the International Association of Campus Law Enforcement Administrators (IACLEA).
- D. Non-accredited agencies- those agencies who have not been awarded accreditation by CALEA or IACLEA.

IV. FOCUS OF THE PROGRAM

A. Policy – Inspectors will review the following ODOP/UTSP Policies for proper implementation. To enhance the overall efficiency and effectiveness of the inspections, and prior to the actual inspection date, institution police departments which are not accredited are requested to furnish ODOP proofs of implementation/compliance for each of the policies. Material for the proofs with each policy can be found on the UTS Policy page under the heading “Inspection Guidelines.” These proofs of implementation/compliance should be forwarded to ODOP sufficiently in advance of the scheduled inspection visit to allow for their review and examination.

1. 104 - Law Enforcement Authority
2. 105 - Jurisdiction of a University of Texas System Police Officer
3. 106 - Monthly and Annual Crime Report
4. 108 - Disclosure of Campus Security Policies and Campus Crime Statistics
5. 201 - Bias-Based Profiling and Racial Profiling
6. 204 - Complaint Investigation
7. 312 - Field Training
8. 405 - Secondary Employment - Police Officers
9. 411 - Awards Program
10. 601 - Use of Force
11. 604 - Firearms, Less Lethal Weapons and Ammunition
12. 714 - Vehicle Pursuits
13. 735- Discreet Armored Vehicle
14. 807 - Civil Disorder/Disturbance Management
15. 813-Emergency Notifications and Timely Warnings
16. 903 - Social Media
17. 1203- Evidence Management
18. Criminal Investigations
19. F5 and Training Compliance
20. Communications

B. Critical Facilities and Functions – Inspectors will review the following components or functions to ensure successful and appropriate operational activity.

1. Internal Affairs
2. Criminal Investigations
3. Evidence and Property
4. Money and Valuables
5. Narcotics
6. Firearms
7. Forfeitures
8. Abandoned or lost property
9. Key control (Medical facilities)
10. Sexual Assault

- C. Reporting Processes and Requirements – Prior to the actual inspection date, Inspectors should review the following areas for proper reporting. Areas 1 through 5 are maintained at ODOP. Areas 6 and 7 are reviewed by the UTS Firearms Coordinator semi-annually. Area 8 is on each Institution’s webpage. Data reported and reviewed by the Inspector prior to the inspection should be verified during the on-site inspection.
 - 1. Uniform Crime Report (UCR)-
 - 2. National Incident-Based Reporting System (NIBRS) – if reported (The state legislature has established 9/1/19 as the date for all Texas law enforcement agencies to be successfully transitioned to NIBRS/TIBRS reporting and no longer reliant on the traditional UCR reporting format)
 - 3. Internal Affairs (IA)
 - 4. Use of Force
 - 5. Pursuits
 - 6. Firearms
 - 7. Training
 - 8. Clery
- D. Leadership and Command Culture - The Assistant Director and assigned Inspector(s) will review the efforts of the Chief of Police and command staff to give full force and effect to the policies of the Office of the Director of Police. Included in the review will be the commitment of the Chief and the command staff to abide by ODOP policy, ensure policy compliance within the department and embrace and reflect the vision and philosophy of the University of Texas System Police in general.
- E. Exemplary Practices - Inspectors, with the help of departmental staff, will identify examples of programs, presentations, and processes that are exemplary or noteworthy and could serve as a UTSP-wide model or best practice.
- F. Unique Concerns – Upon request, Inspectors will address any concerns or requests on behalf of the Chief or Director that are beyond the scope of the focus areas specifically listed in this policy.

V. METHODOLOGY

- A. Methodology used will depend upon the institutions status, Accredited or Non-Accredited.
- B. The inspection process for accredited institutions will include the submission of periodic reports required by the accrediting body. These will incorporate the respective agency’s final report as well as the annual status report. In addition, these agencies will be required to provide additional proofs of compliance as listed below:
 - 1. UTSP Policy 735- Discreet Armored Vehicle
 - 2. F5 and Training Compliance
 - 3. Communications
- C. To assist in the expedited inspection process, accredited departments will be asked to grant access for the inspection team to review accreditation files to confirm compliance via PowerDMS or any other digital medium.

D. Non-Accredited departments shall download proofs of implementation/compliance for each of the policies outlined in Section IV (a-t) of this policy. These proofs of compliance will be downloaded to the ODOP SharePoint Inspections site; a link for access to the SharePoint site specific to that Institutional Police Department will be provided to those responsible for the inspection process at each campus.

1. Departments scheduled for inspection will receive notice a minimum of 30 days prior to the start of the inspection process; every effort will be made to coordinate mutually convenient dates for the inspection to take place.
2. The inspection will be conducted by the Inspections Program Manager or other ODOP staff as required. Attire for the inspection team will be the Class A uniform; with the Class B uniform or a business suit serving as alternatives when approved by the Director.
3. The inspection team will meet with the Chief and whomever the Chief chooses for introductions and in-brief prior to starting the inspection.
4. The inspection team may meet with the Chief to provide a mid-visit briefing if needed.
5. The inspection team will meet with the Chief and whomever the Chief chooses for an out-brief to discuss observations and findings/observations from the inspection.
6. The inspection team may employ a variety of techniques to gather information including, but not limited to: ride-alongs, attending shift and command staff briefings, interviews, mutually available checklists, static displays, visiting programs or presentations, group discussions, review of files and examining proofs of compliance used by the department for national law enforcement accreditation.
7. Institution chiefs of police shall make available to the inspection team any and all records, documentation and personnel that are required and necessary to successfully complete the inspection.
8. Inspections shall normally be conducted once every two years (24 months) at each institution police department.
9. In the event of a change in the Chief of Police or a finding of Not In Compliance during an inspection, a follow-up inspection will be conducted within one year (12 months) and then, assuming compliance has been established; a regular inspection schedule will be resumed.

E. Reporting

1. Following the out-brief and conclusion of the on-site visit, the inspection team will prepare an Inspection Report for the Chief within 30 days. The report will include observations and findings as well as recommendations/requirements for future implementation.
2. The Director of Police will review/approve the report and provide it to the Chief of the department. A copy of the report will also be provided to the Deputy Chancellor and either the Executive Vice Chancellor for Academic Affairs or the Executive Vice Chancellor for Health Affairs, whichever is appropriate.
3. The report will include the ODOP support plan for areas identified as requiring changes, enhancement or assistance.
4. The Chief of the department may submit a Management Response to the Inspection Report.

5. The Director of Police may add "Director's Remarks" to the report as they choose.
6. A report form, consisting of both narrative and template elements, shall be used for each inspection.
7. Included in the template will be an observation/finding for each inspection area and the findings shall consist of two categories: In Compliance or Not In Compliance.



Michael J. Heidingsfield
Director of Police

Changes/Amendments since last publication

In the interest of recognizing the value of law enforcement accreditation processes and to shorten the inspection for those institution police departments that are accredited by CALEA or IACLEA, the policy has been amended accordingly to eliminate redundancies. In addition, areas to be focused on have been updated to reflect the evolution in the inspection process and critical areas since 2014. March 2018

Revisions made to Paragraphs III A., IV.B.9 and IV.C.7 to reflect removal of the “at risk” category. November 3, 2014

Language added to Paragraph IV A.1 to request Institutions furnish ODOP proofs of implementation for each policy. Policies 106, 108, 204, 813 and 845 added to the policies to be reviewed for implementation. October 1, 2013

Language added to Paragraph IV A.2 to include Sexual Assault as a critical function that will be reviewed: Clery and Emergency Notifications and Timely warnings deleted from this section. October 1, 2013.

Language added to Paragraph IV A.3 to clarify reporting processes and requirements that will be reviewed prior to the Inspection date. October 1, 2013.

Language added to Paragraph IV C. to establish the obligation for ODOP to complete the inspection report within 30 days; allow the Director of Police to insert specific remarks; use the attached template; establish three categories of findings to include In Compliance, At Risk, Not in Compliance. October 1, 2013.

Added Paragraph IV B.8 to establish a regular inspection schedule of every two years. October 1, 2013.

Added Paragraph IV B.9 to establish out-of-cycle inspections in the event the Chief of Police changes or if during a regular inspection there is a finding of at-risk or not-in-compliance. October 1, 2013.

Added Paragraph IV A.4: Leadership and Command Culture - The Assistant Director and assigned Inspector will review the efforts of the Chief of Police and command staff to give full force and effect to the policies of the Office of the Director of Police. Included in the review will be the commitment of the Chief and the command staff to abide by ODOP policy and ensure policy compliance within the organization. January 22, 2013

Added to Paragraph IV B.2.: Attire for the inspection team will be the Class A uniform; with the Class B uniform or a business suit serving as alternatives when approved by the Director. January 22, 2013.

Added to Paragraph IV C.2: A copy of the report will also be provided to the Executive Vice Chancellor for Business Affairs and either the Executive Vice Chancellor for Academic Affairs or the Executive Vice Chancellor for Health Affairs, whichever is appropriate. January 22, 2013.