


**FLORIDA FISH AND WILDLIFE  
CONSERVATION COMMISSION**

**DIVISION OF LAW ENFORCEMENT  
GENERAL ORDERS**

**COLONEL JULIE JONES**



TITLE	<b>STAFF INSPECTIONS</b>	EFFECTIVE DATE	<b>July 21, 2008</b>
CHAPTER	<b>GENERAL ORDER 25</b>	PAGES	<b>3</b>
APPROVED		RESCINDS/AMENDS	<b>December 1, 2003</b>

**1  
POLICY**

- A** It is the policy of the FWC Division of Law Enforcement to ensure that resources are being used effectively, efficiently and economically to achieve established goals and objectives, and that all members are adhering to established policies, directives, standards and procedures as provided by the Division's General Orders, The Florida Fish and Wildlife Conservation Commission's Internal Management Policies and Procedures (IMPP) and all applicable state and federal laws, rules and regulations.
- B** It is therefore the policy of the Division to provide a staff inspections function for evaluating the quality of the Division's operations, ensuring that its goals and objectives are being pursued, recognizing members for noteworthy accomplishments, identifying the need for any additional resources, and ensuring that uniformity is maintained throughout the Division.
- C** It is the policy of the Division to conduct staff inspections within all organizational components of the Division on a three-year cycle or as determined by the Division Director.

**2  
RESPONSIBILITIES**

- A** The Office of Policy and Planning under the direction of the Chief of Staff is responsible for the staff inspections function and assists all levels of management in the effective discharge of their responsibilities by furnishing them with timely analyses, appraisals, recommendations and pertinent information.
- B** The Office of Policy and Planning shall develop a three-year work plan to ensure that all organizational components of the Division are inspected during the inspection cycle. This does not preclude the Office of Policy and Planning from conducting inspections not listed in the work plan and/ or as

directed by the Division Director. Every three-year work plan will include periodic inspections of aspects of the Division's evidence control and forfeiture property system, including inventories of the system.

- C** All information developed during the course of a staff inspection will be presented in its entirety to the Division Director and any adverse findings will be reported together with a recommendation for corrective action.
- D** All members are responsible for providing any requested information to the Office of Policy and Planning in a timely manner.
- E** The Chief of Staff or designee is responsible for conducting a quarterly internal audit of the Division's Evidence and Information Fund and submit a report of expenditures to the Division Director as required by General Order 40, *Confidential Informants, Files and Funds*.

### **3 PROCEDURES**

#### **A Preparing and Conducting Staff Inspections**

- (1)** Inspections may be announced or unannounced.
- (2)** Each staff inspection will be guided by an approved project work plan describing the scope of the planned inspection, the goals of the inspection, and the proposed methodological approach for the inspection.
- (3)** The basic process of an inspection consists of, but is not limited to the following steps:
  - (a)** Inspection team identifies and researches legal authorities (statutes, rules, policies, procedures, accreditation standards, etc.).
  - (b)** Inspection team conducts an entrance conference with the unit to be inspected and all appropriate personnel.
  - (c)** Inspection team conducts interviews of a sample of informed or affected members, and collects other pertinent information.
  - (d)** Inspection team analyzes all information and identifies findings.
  - (e)** Inspection team develops recommendations.
  - (f)** Inspection team prepares a preliminary inspection report which describes the inspection's purpose, objectives, methodology, findings, and recommendations.
  - (g)** Inspection team conducts an exit conference with each inspected unit and other appropriate members.
  - (h)** The inspection team presents the findings and recommendations to each inspected unit by copy of the preliminary inspection report.
  - (i)** The inspected unit will respond to the Chief of Staff via the appropriate Deputy Director in writing within 30 days regarding any adverse findings, related recommendations identified in the preliminary inspection report, or any other information contained in the report.

#### **B Final Inspection Report**

- (1)** The inspection team incorporates the inspected unit's responses to produce the final inspection report which is forwarded to the Division Director.
- (2)** The Director may meet with the Office of Policy and Planning, the inspected unit, the appropriate Deputy Director or others as necessary for discussion before approving the final report.
- (3)** Upon approval, the final inspection report will be distributed to the inspected unit, the command

staff, accreditation manager, the FWC Office of Inspector General (OIG) and any other individual, group, or entity that is deemed appropriate.

**C Follow-Up Activities**

- (1) The Office of Policy and Planning will monitor corrective actions based on the recommendations.
- (2) The inspected unit will be required to provide a written status report of all corrective action to the Chief of Staff via the appropriate Deputy Director within six months after the final inspection report is issued.
- (3) A corrective action follow-up report will become part of the working papers of the original inspection. All involved parties shall be informed of the final corrective actions completed.

<b>4 FORMS</b>
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N/A