

IDAHO STATE POLICE PROCEDURE

02.19 INSPECTIONS AND REVIEWS

A. General

The Idaho State Police (ISP) maintains a high standard of professional image and fiscal accountability. In addition to statutorily required inventory processes referenced in ISP procedures [04.02 Inventory Management](#) and [07.19 Patrol Equipment](#), ISP conducts internal inspections and reviews, both scheduled and unannounced. All inspections and reviews provide valuable management information and tools for both performance and program improvement.

B. Definitions

“Change of command review” means a management efficiency review performed when command of a district or program changes. The review ensures that property and equipment assigned to a district is accounted for and in good working order when the change occurs; it also provides opportunity for briefing on district issues and projects in progress.

“Directed inspection” means an inspection of specific, narrow scope or on areas specified by the requestor. Directed inspections are initiated at the Director’s order or by the Major/Manager. The MER inspection format may be modified to include and/or exclude other elements.

“Management Efficiency Review” (MER) means scheduled management inspections conducted every other year by a combination of headquarters and district or work unit staff. MER criteria and focus areas are checklist-driven. The MER measure management compliance with ISP procedures and standards of best practices.

“MER coordinator” means the person designated by the Director to coordinate and oversee reviews and inspections.

“Self-initiated MER” means management efficiency reviews conducted within the district offices by district staff during years where no MER is conducted. While all criteria defined in the MER criteria must be addressed, the self-initiated review may be conducted in 2 portions within the year.

“Unannounced inspection” means an unscheduled inspection of any scope initiated by the Director or Major/Manager.

C. Change of Command Review

1. The change of command review is a MER inspection occurring as close as possible to a scheduled change of command.
2. A change of command review requires full inventory accountability, rather than the 10% sample of an annual review.

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3. Reporting and correction of noted deficiencies follow the process described in section E. Management Efficiency Review of this procedure.
4. The change of command MER does not impact the normal MER schedule.
 - a. If the annual MER has already been completed, then the change of command MER is additional;
 - b. Otherwise, the change of command MER takes the place of whatever annual MER is scheduled.

D. Directed Inspection

1. Directed inspections may be scheduled or unannounced.
2. The Director or Major/Manager may initiate a directed inspection.
3. A directed inspection may be requested of a Major/Manager by any employee or program:
 - a. the request must be in writing, clearly stating the area(s) of concern;
 - b. the Major/Manager has discretion whether or not to initiate a directed inspection.
4. The Major/Manager responds to the request in writing.
5. The Director or Major/Manager contacts the MER coordinator to assign the inspection.
6. The MER coordinator assigns an inspector or inspection team, based on the scope of the inspection.
7. The district or program Captain/Manager is informed of the scheduled inspection, if it is not an unannounced inspection.
8. A written report is delivered to the Director or requesting Major/Manager by the MER coordinator.

E. Management Efficiency Review

1. The MER coordinator schedules the MER and informs the Captain/Manager of affected work units in writing of full MER scheduled. MER are conducted every other calendar year.
2. MER are conducted according to the appropriate checklist.
3. Each inspector develops a report for areas reviewed:
 - a. reports are provided to the MER coordinator; and
 - b. a single comprehensive report is developed.

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4. Whenever possible, the report is provided to the Captain/Manager before the MER team leaves the site.
5. Reports may be provided at a later date when circumstances require.
6. The Captain/Manager responds to the MER report by inserting comments into the original electronic report document, with corrective action proposals for any deficiencies noted in the report, within 30 calendar days of receiving the report.
7. Final MER reports and responses are provided to the Director by the MER coordinator.
8. MER reports and responses are permanent records retained according to ISP procedure [02.07 Records Management](#)

F. Self-Initiated MER

1. ISP districts perform self-initiated MER during the years where no MER is scheduled, following the established checklist.
 - a. The self-initiated review documents whether deficiencies noted on previous review reports are corrected;
 - b. Self-initiated MER include verification of 100% of the FAS items, and must include every category listed in the corresponding MER checklist;
 - c. Each completed self MER will contain FAS and evidence inventories of items checked during the self MER; and
 - d. The Captain/Manager provides electronic copies of the self-initiated review report with inventories to the appropriate Major/Manager no later than December 31 of the calendar year of the self MER. The Major/Manager forwards the completed report to the MER Coordinator for storage.
2. Failure to correct previously noted deficiencies may result in disciplinary action.

G. Unannounced Inspections

1. Unannounced inspections may follow the MER checklist process or may have other guidelines.
2. The Director or Major/Manager contacts the MER coordinator to assign the inspection.
3. The MER coordinator assigns an inspector or inspection team, based on the scope of the inspection.
4. No prior notification of the inspection is provided to the district or work unit.
5. A written report is delivered to the Director or requesting Major/Manager by the MER coordinator.