

San Diego County Sheriff's Department

Division of Inspectional Services



CHARTER

2015

Introduction

The mission of the Division of Inspectional Services is to assess internal Department processes and review high risk events in order to create a more efficient and effective operational environment which lends to the delivery of the highest quality public safety services. The Division of Inspectional Services strives to provide independent, objective assurances and consulting services designed to add value to the organization as a whole, for the purpose of improving operations and management of the San Diego County Sheriff's Department. The Division of Inspectional Services aids the organization by developing a systematic, disciplined approach in evaluating and improving the effectiveness of risk management controls and governance processes. The core purpose of the Division of Inspectional Services is to enhance the managerial skill set of the Department's professional and executive staff by providing analyses, appraisals, recommendations, sound counsel and advice. The information and intelligence gathered is through an unbiased examination of identified areas under review, without depleting budgeted fiscal reserves in delivering this product to the entity, division, or unit requesting it.

Role of Division of Inspectional Services

The Division of Inspectional Services was established by Sheriff Kolender and Undersheriff Gore in order to strengthen the overall efficiency, effectiveness, and transparency of the organization. The role and responsibilities of the Division of Inspectional Services are defined in this charter. The Division of Inspectional Services operates within the Office of the Sheriff.

Organizational Independence

The Division of Inspectional Services Standards and Compliance Manager reports directly to the Sheriff. The Division of Inspectional Services was created with the intent to operate independently with respect to its investigative functions; its staff reports directly to the Sheriff. Toward that end, the Office of the Sheriff has determined Assistant Sheriffs, Commanders, or Administrators having responsibility for operational management of those entities which customarily fall under the scope of performance review work performed, shall not have supervisory control, or the authority to direct the operations of the Division of Inspectional Services.

The Division of Inspectional Services generates a yearly Performance Review Plan for presentation to the Sheriff. As each inspection of the Performance Review Plan is completed, it shall culminate in the final product being memorialized for the approval route via the chain of command to the Sheriff. All requests for copies of any performance review report must first be approved by the Division of Inspectional Services Standards and Compliance Manager.

Division of Inspectional Services – Charter

In addition to the performance reviews scheduled as outlined in the Performance Review Plan, the Division of Inspectional Services shall conduct non- inspectional services at the request of the Sheriff when such services can be accommodated. All non- inspectional services as described in the Generally Accepted Government Auditing Standards, (GAGAS), may include but are not limited to tasks which directly support the operations of the Department. Examples of non-inspectional services can result in information or data being delivered to the entity requesting the review or examination. The information or data being requested may not necessitate or require the standard verification, analysis or evaluation strategies, but can be a simple inquiry into best practices concerning products or services being provided.

The Division of Inspectional Services Standards and Compliance Manager shall schedule a conference with the Sheriff and Undersheriff on a quarterly basis. The Sheriff or Undersheriff may initiate additional conferences as deemed appropriate. These formal discussions shall be exclusive to the Office of the Sheriff. Requests to attend these executive management sessions are at the discretion of the Sheriff.

Compliance with Generally Accepted Government Auditing Standards

The Division of Inspectional Services recognizes the standards and guidelines contained in the Generally Accepted Government Auditing Standards, (GAGAS). Although the Division is not required to follow GAGAS, the Division of Inspectional Services voluntarily strives to comply with GAGAS in order to maintain the highest caliber of certified inspectional practices and standards in delivering the type of quality product expected of a professional organization tasked with conducting performance reviews, examinations and other services.

Authorization and Responsibilities

For the purpose of this Charter and at the direction of the Sheriff, the Division of Inspectional Services shall be granted authorization to have full and complete access to all departmental records (either manual or electronic), physical structures, properties, or any Department personnel relevant to a performance review, including but not limited to all search warrants, confidential informant packages, arrest reports, complaint investigations, categorical and non-categorical use of force investigations, and any other intelligence gathering deemed necessary.

Under these circumstances documents and information given to internal inspectors during a periodic review will be handled with the same consideration, due diligence and confidentiality as would be given to any other investigation of a sensitive nature. Unless, specifically authorized in writing by the Sheriff, the exception to internal performance reviews would be concerning matters pertaining to Homeland Security.

San Diego County Sheriff's Department

Division of Inspectional Services

In order to maintain the objectivity and independence of its staff, with exception of those occurrences involving natural disasters or a declared state of emergency, the Division of Inspectional Services shall not have direct responsibility or authority over the activities and operations currently under performance review.

The Division of Inspectional Services staff may assist the Department in an advisory capacity for evaluating existing or planned operating systems, controls, and related procedures. Assigned staff may make recommendations for modifications and improvements thereto in order to improve controls and or enhance operational effectiveness. However, the Division of Inspectional Services may not directly implement systems or create the controls which upon further assessment are demonstrated to be in conflict with the organization overall, or in opposition to this Charter.

Scope of Work

One Standards and Compliance Manager, Four Law Enforcement Sergeants, and One Detention Sergeant comprise the Division of Inspectional Services staff. They are tasked with delivering the below listed services and products. This team is supported by an Administrative Analyst II, and an Administrative Secretary II. The scope of the Division of Inspectional Services work encompasses the following activities:

- Facilitate Critical Incident Review process, including board meetings;
- CLERB Process Server, direct liaison with board members;
- Liaison with County Counsel-Claims for claims investigation process;
- Department Policy and Procedures Manual revision process;
- Use of Force incident reviews;
- Develop a flexible annual Performance Review Plan using appropriate risk-based methodologies and submit that plan for review and approval through the Office of the Sheriff;
- Implement the annual Performance Review Plan, as appropriate;
- Conduct performance reviews;
- Serve as a resource to other SDSD divisions and units in conducting performance reviews;

- Periodically assess the quality of performance reviews performed by other SDSD divisions and units;
- Carry out any special tasks or projects as directed by the Sheriff;
- Review the adequacy and effectiveness of internal control systems;
- Review established systems, policies and procedures to appraise compliance with laws and regulations;
- Evaluate plans and actions taken to correct reported conditions under review;
- Provide adequate follow-up to ensure corrective action is taken and evaluate its effectiveness;

San Diego County Sheriff's Department

Division of Inspectional Services

- Periodically report performance review findings and status of corrective action through the Office of the Sheriff; and
- Maintain a professional performance review staff with sufficient skills, knowledge, experience, and professional certifications to meet the requirements of this charter.

Reporting Accountabilities

A written summation will be prepared and issued by the Standards and Compliance Manager of the Division of Inspectional Services following the conclusion of each performance review and will be distributed as deemed appropriate.

The Station/Facility Commander responsible for the activities reviewed will respond within 30 days of receiving the performance review report and will forward a copy to those included on the distribution list. This response will indicate what actions were taken or are planned in regard to the specific findings and recommendations in the internal audit report. If appropriate, a timetable for the anticipated completion of these actions will be included.

Opportunities for improving management control, operations, and the Department's image may be identified during the course of a performance review. Those findings and recommendations will be communicated to the appropriate level of management.

This charter shall be reviewed and updated on an annual basis to be approved by the Sheriff and the Undersheriff. This review and update shall be scheduled for the first quarter of each calendar year.

San Diego County Sheriff's Department

Division of Inspectional Services



Bob Kanaski, Standards and Compliance Manager
Division of Inspectional Services

Date: 5/29/15



Ed Prendergast, Undersheriff
Office of the Sheriff

Date: 6/5/15



William D. Gore, Sheriff
Office of the Sheriff

Date: 6/8/15