

Quality Review Audit Recap

A review of the BAC records were checked from March 2017 through October 2017. All BAC calibrations were being completed every 7 days and all page numbers were correct/corrected. The units need to be reminded to attach the BAC Datamaster print out to the test sheet, sign the printout, and make sure the observation time is also added. All BAC permits are current. All barracks units in the process of renewing their Intox permit due by the end of the year.

The facility is clean and well maintained. The barracks has a full-time Maintenance Worker, and she does an excellent job.

The FleetLE report was reviewed since the last biennial inspection was conducted in December 20-16. Multiple service entries were not entered into the FleetLE report since early 2017. A small sampling of services were checked, and services appear to be occurring, but those entries need to be made not the FleetLE system to make the audit process more efficient. Some invoices were filed without entry, and some were located in a folder at the Secretary Emma Loisel's desk. Barracks supervisor will be addressing those vehicles with service issues to make sure compliance was met and appropriate mileage were entered. Inspections were conducted on two vehicles with no issues identified. All April and October inspection sheets were in the car file. Eight motor vehicle inspection sheets were filed by not signed for April and/or October of this year.

Two payrolls were checked. NO payroll missed payroll entries were noted. During the payroll audit, 3 HP-30's were added to the payroll packed. All KNS and SFT is being entered correctly. Off-duty overtime equalization has been maintained by Secretary Loisel. Eight details contained errors in the first 38 details. Equalization errors include 1) Several instances of a unit being charged with an opportunity for declining the detail when it had been filed by a unit with few details. 2) A unit worked a detail, but the HP-29A listed the unit as "on-duty" and he was not charged an opportunity 3) Several details were listed as "Not Equalized" due to the detail being received within 24 hours. In some instances, the units worked these details were charged with opportunity. However, there were other details that were "Not Equalized" that resulted in the unit working the detail not being charged with an opportunity. The method of application was not consistent. Sergeant O'Connor, the overtime supervisor, and the Barracks Commander were instructed of the proper method of equalization. Secretary Loisel had been transferred to DHQ for an undetermined amount of time and Dispatcher Supervisor Pearson will now assist with off-duty equalization and was

also present with the discrepancies were discussed. Sergeant O'Connor had been instructed to develop a weekly follow-up to audit the overtime equalization for accuracy. Voluntary Overtime equalization (STEP/Shift overate) and mandatory shift coverage overtime were also checked; two discrepancies were located where units were not awarded opportunities when they should have been. Changes were made on the spot without any adverse impact on opportunities. Voluntary and Mandatory dispatcher overtime for desk coverage was also checked. No issues were noted.

ERIS training records were reviewed for all employees. Four sworn units were not caught up on the Training Campus assigned training. The training supervisor maintains a follow-up, which will include running ERIS training records in the future. All units have attended required training got date (In-service and civil Disturbance Training) Professional staff have all attended in-service as required. All units have completed the 2017 ESMD annual re-certification.

The Jail report was checked and all entries are correct. The HP-54A was checked. There were 21 crashes mailed outside of the 10-day time frame.

The Barracks Commander is receiving the late notice emails.

Not inspected:

Management Operations

Records Management & Victims of Crime

The following will be reviewed: Incarcerated Persons, Operations & Training, In-Car Video Retention, Logging Recorder, Records Retention, Juvenile Arrest, Screening and documentation process (Victims of Crime)

Content of MCT Messages, Dictaphone functionality and recordings.

(States: The information will be reviewed on site. The last three listed state "District responsibility via QRA only)

Information reviewed on site - No notes;

On-Line Policy assignments

Towed Vehicle File

Pending and completed HpP-25D

Wrecker Service Files

N/A during this review.

Overall Crash Quality

Traffic Crash and Photo Recap

Fatal Crash Reporting