Supervision Audit September 2023

(FOB and ISB)

Report # S092023
Submitted by PSAB: 10/30/2023
Responses from Districts: 1/10/2024
Final Report: 2/7/2024

Audit Team

This audit was managed and conducted by the Audit and Review Unit of PSAB

Executive Summary

The Audit and Review Section of the Professional Standards and Accountability Bureau conducted a Supervision Audit in September of 2023. Supervision audits are conducted to ensure that New Orleans Police Department (NOPD) supervisors are providing the close and effective supervision necessary to direct and guide officers in accordance with the Consent Decree and NOPD policies and procedures. Per the Consent Decree paragraph 306 supervisors shall: respond to the scene of felony arrests; review each arrest report; respond to the scene of uses of force; investigate each use of force (except those investigated by FIT); review the accuracy and completeness of officers' Daily Activity Sheets; respond to each complaint of misconduct ; ensure that officers are working actively to engage the community and increase the public's trust and safety; and provide counseling, redirection, and support to officers.

The audit consists of 5 sections: Technology, Scheduling, Detective Selection, Forms and Reports, and Insight. The protocol covers the Consent Decree paragraphs 169 through 170, 306 through 312, 317 through 324, and 327 through 331. This audit, which reviewed source data from March 1, 2023, through August 31, 2023, was completed using the Supervision Audit Protocol developed by Federal Consent Decree Monitors.

Data was collected from all eight (8) districts and the Special Operations Division (SOD). To analyze the data for compliance, auditors utilized a twenty (20) point Consent Decree Supervision checklist.

Scores of 95% or higher are considered compliant. Supervisors should address any noted deficiencies with specific training through In-service Training classes or Daily Training Bulletins (DTBs). This training should be reinforced by close and effective supervision in addition to Supervisor Feedback Logs entries.

The overall scores of the 5 sections of the Supervision Audit are as follows:

Paragraph 306 – 99%
Technology – 98%
Scheduling – 99%
Video Review – 98%
Detective Selection – 99%
Reports and Forms – 97%
Insight – 100%

More detailed results are in the Scorecards and Conclusion sections.

Table of Contents

Introduction

The Audit and Review Unit of the Professional Standards and Accountability Bureau conducted a Supervision audit in September of 2023. The previous audit was conducted in March of 2023.

Purpose

Supervision audits are completed to ensure supervision is conducted effectively and in accordance with the rights secured or protected by the Constitution and laws of the United States. Supervision requirements are regulated by the following policies of the New Orleans Police Department's Operations Manual:

Chapter 1.3 Use of Force
Chapter 1.3.6 Reporting Use of Force
Chapter 1.9 Arrests
Chapter 11.0 Organizational Command Responsibility
Chapter 11.0.1 Duties and Responsibilities of District Commanders, Supervisory Members, and Officers
Chapter 35.1.9 Insight: Early Intervention System
Chapter 41.3.10 Body Worn Camera
Chapter 41.13 Bias-Free Policing
Chapter 42.3 Task Forces
Chapter 42.11 Custodial Interrogations
Chapter 52.1.1 Misconduct Intake and Complaint Investigation

This list is not all inclusive.

Objectives

This audit is designed to ensure that an adequate number of qualified first-line supervisors are deployed in the field to allow supervisors to provide the close and effective supervision necessary for officers to improve and grow professionally; to police actively and effectively; and to identify, correct, and prevent misconduct.

Generally, the auditor is responsible for verifying and documenting that the NOPD provided proper supervision through:
1. A supervisor's presence when required.
2. Required reports were reviewed and signed.
3. Officer activity reports were reviewed and signed.
4. Use of force incidents were reviewed, approved (action taken when not acceptable), and signed.
5. Misconduct cases were accepted, investigated, and reported as required.
6. Supervisors took corrective action (redirection, counseling, training, discipline) when necessary.

7. Supervisors ensured officers reported non-working recording equipment (ICC, BWC, CEW, hand-held recorders, etc.)
8. Supervisors ensured required vehicles had operable recording devices.
9. Supervisors ensured there were recordings of required police actions.
10. Supervisors ensured proper testing of all recording devices.
11. Supervisors ensured non-working equipment was reported and repaired.
12. Supervisors ensured officers used recording equipment (CEW, MVR, and BWC)
13. Supervisors reviewed recordings.
14. Supervisors possess a handheld recording device.
15. Supervisors use handheld recording devices to record use of force investigations and misconduct investigations.
16. Supervisors ensured the proper level of supervision was provided daily in the districts (one supervisor to 8 officers)
17. Supervisors ensured patrol officers reported to the same supervisor(s)
18. Supervisors ensured detectives regularly reported to the same supervisor (except during training, annual leave, or sick leave)

Background

Supervision audits have been conducted, whole or in part since May of 2016. No Supervision Audits were conducted in 2020 because of other Consent Decree priorities and because of the December 2019 cyber-attack that victimized the technology infrastructure of the City of New Orleans. Since January 2021, a new Supervision Audit Protocol has been developed and used. All future audits continue to be completed using this protocol.

Methodology

Auditors qualitatively assess supervision using the audit forms for each of the 5 sections of the Supervision Audit (see Appendix A). Auditors analyze the following data sources:

1. Officer Daily Activity Sheets (trip sheets)
2. Supervisor's Daily Activity Sheets
3. Daily lineups
4. Felony arrest reports
5. Use of force reports
6. After action reports for specialized units
7. List of misconduct complaints reported to an officer or a supervisor either in the police station or in the field.
8. Counseling/Redirection files or SFL entries
9. INSIGHT data
10. List of disciplinary actions
11. List of all vehicles assigned to the district/unit.
12. List of vehicles with AVL

13. Record of testing for AVLs
14. List of vehicles with ICCs
15. Record of testing for ICCs
16. Record of recording equipment failures and repairs
17. BWC recordings
18. CEW recordings
19. ICC recordings
20. Equipment repair records
21. Log of supervisor reviews of recordings, if available
22. Documentation that supervisors used information learned from the reviews of recordings for officer performance evaluations.
23. Evidence officers reported non-working recording equipment – possible sources include:
    a) Log of officers reporting non-working equipment
    b) Activity sheets (trip sheets)
24. Evidence supervisors ensured non-operating equipment was repaired– possible sources include:
    a) Log of supervisors reporting non-working equipment for repairs
    b) List of repairs to recording equipment
    c) Other documented evidence of supervisors ensuring recording equipment was repaired (i.e., email correspondence between EMD/NOPD tech and DSA's/fleet managers and ICC repair logbook)
. Evidence supervisors ensured officers used recording devices.
25. Evidence supervisors have a hand-held recording device.
26. Evidence supervisors use the devices for use of force and misconduct investigations.

All documents and related incidents that are in the sample and are not audited must be deselected. All deselections are recorded in the Deselection Log. A review of the Deselection Log shows there were no items deselected for this audit.

Auditors read the guidance in the audit forms on a regular basis. Changes to audit forms are clearly communicated to auditors by the audit supervisor. Auditors re-read policies when guidance in audit forms recommends, they do so or when the policy requirements are not clear enough to the auditor to allow him/her to confidently score an audit criterion.

When audit results require comments, auditors thoroughly explain the evidence they reviewed that led to their determination of the result for the audit criteria in question. Drawing on their knowledge of NOPD policies, auditors note any policy violations they observe that are not specifically addressed in the Supervision Audit tools in the "Auditor Comments" section of the form.

By applying the audit forms as a rubric, the auditors qualitatively assessed the Supervision data to determine whether Supervision substantively met the requirements of policy.

1. A week prior to the audit, districts/units were notified of the audit to ensure the duty location was prepared for the audit and all documentation was available for review.
2. Two or three auditors were assigned to each district/unit to review the documentation.
3. The auditor used a paper and digital version of the audit form to verify the existence of the required documentation while in the field.
4. The auditor inspected the selected documents provided by the district/unit as evidence of compliance or reviewed digital data.
5. When the documentation was unavailable at the time of the audit, the district/unit was given additional time to provide the necessary material for audit.
6. **Audit Criteria**
    A. **Review Approved vs. Pending arrest reports –** Review all pending and approved arrest reports online generated through Power BI.
    B. **Daily Activity Reports**
        i. Auditors reviewed one randomly selected month of officer's daily activity reports for a randomly selected platoon for the district/unit in question.
        ii. Compliance included:
            a. Indications by the officer that an event was not recorded, or a recording device malfunctioned.
            b. Completed technology check boxes.
            c. The supervisor's signature, indicating his/her review.
        iii. Auditor recorded:
            a. The randomly selected month and platoon
            b. The total number of activity sheets reviewed.
            c. The date and unit number of activity sheets missing a signature.
            d. The date and unit number of up to three activity sheets on which the officer self-reported unrecorded events
            e. The date and unit number of activity sheets with incomplete technology checkboxes.
    C. **Misconduct/citizen complaints**
        i. Each auditor requested a list of all citizen complaints filed at the duty location for the audit period.
        ii. Compliance occurred if complaints were assigned PIB control numbers.
        iii. Auditor recorded:
            a. The total number of citizen complaints filed at the duty locations for the time period.
            b. Number of complaints without a PIB control number.

    D. **Officers engaged with the community.**
        i. Auditors reviewed compliance with this requirement, such as:

          a. Community policing records

          b. Problem solving activities with the community.

          c. Attendance at community event (documentation required the officer(s) positively interacted with community members.

          d. Instruction provided to officers at roll call or during the shift.

    ii. Auditors determined:

          a. If Supervisors ensured officers worked actively to engage the community and increase public trust. Failure to provide documentation was recorded as evidence of non-compliance.

E. Redirection/Counseling

    i. Auditors reviewed the reporting function of the SFL (Supervisor Feedback Log) application.

    ii. All counseling and redirection for the time period and district was noted as evidence of compliance.

F. Support

    i. Auditors requested evidence of compliance with this requirement.

    ii. Evidence of compliance can be:

          a. Referrals to officer assistance

          b. Officer peer support provided.

          c. Officer commendations (not all evidence should be in this area)

          d. Evidence of positive reinforcement at roll call and during the shift

          e. Other documentation of evidence of support

G. Patrol officers assigned to the same supervisors.

    i. Auditors reviewed the monthly schedule of one randomly selected month for each shift.

    ii. Evidence of compliance was line-ups that showed each officer consistently worked with the same lieutenant and sergeants assigned to that platoon.

          a. An officer regularly assigned to report to a supervisor who is not assigned to the platoon is evidence of non-compliance.

          b. If no lineup or other evidence is provided for any day, the shift was marked non-compliant.

H. Officer/Supervisor ratio – this review was completed independent of this audit. See the separate scorecards for details.

I. District investigators and their assigned supervisors

    i. Auditors reviewed the monthly schedule for each detective squad for the period.

          a. Compliance was noted if detectives generally reported to a detective (DIU) supervisor (Sgt./Lt.) on the day of the audit period.

          b. Non-compliance was noted if the detectives reported to a platoon supervisor (Sgt./Lt.) on the day of the audit period.

J. AVL – reviewed via Mobile Data Terminals at the District office.

K. Mobile Video Recorders (In-Car Cameras)

  i. Auditors reviewed up-to-date fleet reports from each district/unit and reviewed In-Car Camera (ICC) videos.

  ii. Evidence of compliance was noted if vehicles assigned to platoons/units that answer calls for service, conduct self-initiated activity or prisoner transport as indicated on the fleet report, that are listed as in-service on the fleet report, and that have an ICC video within one week of the date the fleet report was updated.

L. **MVR required recordings** (see ICC Test & CFS Protocol)

  i. Auditors reviewed evidence of compliance that an MVR was activated when officers conducted any of the 9 below listed police interactions:

    a. All traffic stops.

    b. Deployed drug detection dogs

    c. Requested a consent to search.

    d. Conducted a vehicle search.

    e. Transported a prisoner who was violent or resistant.

    f. Handled prisoners with injuries to the prisoner or officer.

    g. Used force.

    h. Engaged in a pursuit.

    i. Were subject to a misconduct complaint.

  ii. A random check was made of at least 3 interactions that required an MVR recording.

M. **Officers' notification of recording failures** (see D – Daily Activity Report)

N. **Testing recording equipment** (see D – Daily Activity Report)

O. **Supervisors' handheld digital recording devices**

  i. Auditors choose an available Sergeant.

  ii. Evidence of compliance was demonstrated if the available Sergeant has an audio recording device, can record a test recording, and knows when they are required to use the device.

P. **Supervisors Review Video as Required (CD 328 E)**

  i. Auditors should review the Evidence.com audit trail of the video for a random sample of:

    a. EPRs documenting injuries to persons in custody.

    b. Vehicle pursuits

    c. First report of injury reports

    d. Misconduct Complaints

    e. Level 2-4 Uses of Force

Q. **Detective Selection**

  i. Auditors selected the last available KSA packet from each district/unit to ensure the following attachments are present: Form 184, Experience level (Resume), Writing Sample, Supervisor Recommendations, and IPro PIB Short Form.

  ii. Auditors verified with the DIU supervisors that all detectives currently assigned to the district/unit had required new or annual detective training.

  iii. Auditors choose two random detectives.

    a. Detectives should have knowledge of the available actions (Authorized Interpreter/Mobile Phone app) to interrogate a subject whose primary language is not English.

R. Forms and Reports

    i. Auditors reviewed the front deck of each district/unit to ensure the district/unit has the following documents available to the public in English, Spanish, and Vietnamese:

        a. Filing a Complaint Brochure

        b. New PIB Complaint Form

        c. Language Assistance Plan

S. Insight

    i. Auditors interviewed an available Sergeant or Lieutenant to verify that ranked officers have an understanding of the navigation and utilization of Insight.

7. Once the auditors entered their audit results, as recorded on the paper copies of the audit form, into the auditing database, the compliance rate for each of the requirements was determined. This final report documents whether the compliance rate for each requirement met the threshold for substantial compliance (95%).

Audit Review Results – Scorecards

Below are the audit review results via Excel Spreadsheet. The spreadsheet results are shown by district and overall, for each of the 20 checkpoint items.

Supervision Review Check-List Scorecard - (Single-Review)   **Review Period: September, 2023**

ARU percentages for Consent Decree requirements for supervision audit conducted in Sept.

Check-List Questions		District/Unit								SOD	Score	CD¶
		1	2	3	4	5	6	7	8			
1b	Approve Arrest Reports - EPR Approval Timeliness (<=72 Hrs)	99%	100%	99%	99%	99%	98%	96%	97%	100%	98%	306
1c	Approve Arrest Reports - EPR Approval Timeliness (<=30 Days)	100.0%	100.0%	100.0%	100.0%	99.6%	99.7%	99.3%	98.9%	100.0%	99.7%	306
2c	Approve Activity Reports - Missing Signatures	97%	100%	100%	100%	100%	100%	100%	100%	100%	99%	306
2d	Approve Activity Reports - Self-reported Unrecorded Events (info only)	1	0	9	2	1	17	4	20	0	54	306
2e	Approve Activity Reports -Technology Boxes Unchecked	99%	100%	100%	100%	100%	100%	100%	97%	100%	100%	306
3b	Public Misconduct Complaints - w/o PIB Control Number	-	100%	-	100%	100%	100%	-	100%	-	100%	306
4	Officers Engaged with the Community	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	306
5	Redirection and Counseling	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	306
6	Support for Officers by Supervisors	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	306
7c	Patrol Officers Assigned to Same Supervisors - Daily Line-ups	100%	100%	100%	97%	100%	100%	100%	100%	100%	99.6%	309
8c	Officer/Supervisor Ratio - Daily Line-ups	100%	100%	100%	100%	100%	100%	100%	100%	94%	99%	310
9c	Detectives & Assigned Supervisors - Reporting to a DIU Supervisor	74%	74%	100%	100%	81%	90%	97%	100%	-	90%	308
10	District captains & Platoon Lieutenants provided close and effective Supervision	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	312
11b	Automatic Vehicle Locator (AVL) - Vehicles in Use is Visible on AVL Map	100%	100%	100%	100%	100%	100%	100%	100%	-	100%	327
12b	Vehicles are Equipped with ICC - with Video	90%	100%	95%	84%	90%	81%	83%	100%	100%	90%	329,330
13a	Officers Notify Supervisors of Recording Failures	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	329,330
13b	Recording failures noted on officer trip sheets	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	329,330
13c	Recording Devices are Inoperable > 1 Week	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	329,330
14	Supervisors Ensure Officers Use Recording Devices	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	330
15c	Recordings Maintained For 3 Years - If Videos Deleted Per Policy	-	-	-	-	-	-	-	-	-	-	328
16	Supervisor's handheld digital recording devices	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	331
17a	Supervisors Review Video as Required - In Custody Injuries	100%	100%	100%	-	-	100%	100%	100%	-	100%	328
17b	Supervisors Review Video as Required -Vehicle Pursuits	100%	100%	100%	100%	-	100%	100%	-	100%	100%	328
17c	Supervisors Review Video as Required - 1st Report of Injuries	100%	-	-	100%	100%	100%	100%	80%	-	95%	328
17d	Supervisors Review Video as Required - Misconduct Complaints	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	328
17e	Supervisors Review Video as Required - Level 2-4 UoF	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	328
18a	Detective Applicant Packet Includes Required Documents	100%	80%	100%	100%	100%	100%	100%	100%	-	97%	169
18b	Detectives Received Formal New or Annual Training	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	170
18c	Detectives Know to Use Phone App for LEP Investigations	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	168/189 h
19.1-3	Filing a Complaint Brochure – English, Spanish, Vietnamese	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	385
19.4-6	New PIB Complaint Form – English, Spanish, Vietnamese	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	385
19.7-9	Language Assistance Plan - English, Spanish, Vietnamese	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	385
19.10-12	Immigration Status Policy - English, Spanish, Vietnamese	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	385
19.13	Monitor's Report - Most Recent Available	0%	100%	100%	100%	100%	100%	0%	100%	100%	78%	385
19.14	Domestic Violence Annual Report - Most Recent Available	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	385
19.15	Cosent Decreee NOPD Audits and Reports - Available	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	385
20.1	Supervisors can review basic information of all officers under their command in Insight	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	316, 319, 321
20.2	ADP Correct	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	316, 319, 321
20.3	Supervisors can use Insight to compare their officers to peer groups	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	316, 319, 324
20.4	Supervisors determine if a pattern is developing when responding to alerts	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	316, 319, 324
20.5	Supervisors can give an example of a pattern	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	316, 319, 324
20.6	Supervisors know how to identify patterns	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	316, 319, 324
20.7	Looking for patterns helps prevent officers from losing their job or hurting themselves or hurting others	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	316, 319, 324
20.8	Review Insight for new transfers	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	316, 319
20.9	319 monitoring	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	316, 319
20.10	319 Action Plan	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	316, 319
20.11	UoF with Resisting Arrest	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	316, 319, 320
20.12	Criminal Proceedings	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	316, 319, 320
20.13	No Pending Tasks Over 30 Days Old	-	100%	100%	100%	100%	100%	100%	100%	-	100%	316, 319
20.14	Supervisors Navigate Insight with Ease	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	316, 317, 319
	Overall Score	95.7%	98.6%	99.8%	99.5%	99.0%	99.1%	96.2%	99.2%	99.8%	98.4%	

General Comments

ARU audited a defined period, for completeness and accuracy as required by the Consent Decreee.

For an explanation of the procedure and scoring system for this review, see the associated "protocol " document.

For the audit results for each case file, see the accompanying RawData spreadsheets.

Supervision Review Check-List Scorecard - (Single-Review)

ARU percentages for Consent Decree requirements for supervision audit conducted in Sept.

Check-List Questions		Score	General Comments	CD¶
1b	Approve Arrest Reports - EPR Approval Timeliness (<=72 Hrs)	98%	ARU audited a defined period, for completeness and accuracy as required by the Consent Decreee.	306
1c	Approve Arrest Reports - EPR Approval Timeliness (<=30 Days)	100%		306
2c	Approve Activity Reports - Missing Signatures	99%		306
2d	Approve Activity Reports - Self-reported Unrecorded Events (info only)	54	For an explanation of the procedure and scoring system for this review, see the associated "protocol" document.	306
2e	Approve Activity Reports -Technology Boxes Unchecked	100%		306
3b	Public Misconduct Complaints - w/o PIB Control Number	100%		306
4	Officers Engaged with the Community	100%		306
5	Redirection and Counseling	100%	For the audit results for each case file, see the accompanying RawData spreadsheets.	306
6	Support for Officers by Supervisors	100%		306
7c	Patrol Officers Assigned to Same Supervisors - Daily Line-ups	100%		309
8c	Officer/Supervisor Ratio - Daily Line-ups	99%		310
9c	Detectives & Assigned Supervisors - Reporting to a DIU Supervisor	90%	Scores below **95%** are highlighted in **red.**	308
10	District captains & Platoon Lieutenants provided close and effective Supervision	100%		312
11b	Automatic Vehicle Locator (AVL) - Vehicles in Use is Visible on AVL Map	100%		327
12b	Vehicles are Equipped with ICC - with Video	90%		329,330
13a	Officers Notify Supervisors of Recording Failures	100%		329,330
13b	Recording failures noted on officer trip sheets	100%		329,330
13c	Recording Devices are Inoperable > 1 Week	100%		329,330
14	Supervisors Ensure Officers Use Recording Devices	100%		330
15c	Recordings Maintained For 3 Years - If Videos Deleted Per Policy	-		328
16	Supervisor's handheld digital recording devices	100%		331
17a	Supervisors Review Video as Required - In Custody Injuries	100%		328
17b	Supervisors Review Video as Required -Vehicle Pursuits	100%		328
17c	Supervisors Review Video as Required - 1st Report of Injuries	95%		328
17d	Supervisors Review Video as Required - Misconduct Complaints	100%		328
17e	Supervisors Review Video as Required - Level 2-4 UoF	100%		328
18a	Detective Applicant Packet Includes Required Documents	97%		169
18b	Detectives Received Formal New or Annual Training	100%		170
18c	Detectives Know to Use Phone App for LEP Investigations	100%		168/189h
19.1-3	Filing a Complaint Brochure – English, Spanish, Vietnamese	100%		385
19.4-6	New PIB Complaint Form – English, Spanish, Vietnamese	100%		385
19.7-9	Language Assistance Plan - English, Spanish, Vietnamese	100%		385
19.10-12	Immigration Status Policy - English, Spanish, Vietnamese	100%		385
19.13	Monitor's Report - Most Recent Available	78%		385
19.14	Domestic Violence Annual Report - Most Recent Available	100%		385
19.15	Cosent Decreee NOPD Audits and Reports - Available	100%		385
20.1	Supervisors can review basic information of all officers under their command in Insight	100%		316, 319, 321
20.2	ADP Correct	100%		316, 319, 321
20.3	Supervisors can use Insight to compare their officers to peer groups	100%		316, 319, 324
20.4	Supervisors determine if a pattern is developing when responding to alerts	100%		316, 319, 324
20.5	Supervisors can give an example of a pattern	100%		316, 319, 324
20.6	Supervisors know how to identify patterns	100%		316, 319, 324
20.7	Looking for patterns helps prevent officers from losing their job or hurting themselves or hurting others	100%		316, 319, 324
20.8	Review Insight for new transfers	100%		316, 319
20.9	319 monitoring	100%		316, 319
20.10	319 Action Plan	100%		316, 319
20.11	UoF with Resisting Arrest	100%		316, 319, 320
20.12	Criminal Proceedings	100%		316, 319, 320
20.13	No Pending Tasks Over 30 Days Old	100%		316, 319
20.14	Supervisors Navigate Insight with Ease	100%		316, 317, 319
	Overall Score	**207%**		

Conclusion

The results of this audit were verified through an Audit Supervisor Review. Once this process was finished, the districts/units had an opportunity to review all the audit results and scorecards. If the Districts/Units identified any discrepancies or had any concerns, an Audit Re-Evaluation Request Form could have been submitted to PSAB documenting their concerns.

The compliance results are as follows:

1. Approved Arrest Reports – this requires the district/unit to show that there are no "pending" incident reports older than 72 hours nor 30 days. Auditors used the internal EPR Application to view a list of EPRs, filtered by date range, district, incident or supplemental, and status. All districts and divisions reviewed had at least one unapproved EPR older than 72 hours and four of the nine divisions had at least one unapproved EPR older than 30 days. The overall aggregated (1b,1c) score was 99%.

2. Approved Activity Sheets – this requires that a supervisor review and approve all activity sheets (trip sheets) for the district being audited. Auditors reviewed the trip sheets of a random platoon for the period. Compliance was determined by counting the number of unsigned trips sheets compared to the number of approved trip sheets. The overall aggregated (2c and 2e) score was 99%.

3. Responded to Misconduct Complaints – this requires that supervisors respond to citizen-initiated complaints appropriately. Auditors reviewed all citizen complaints filed at the duty location. Compliance was determined if the complaint was assigned a PIB control number. The overall score was 100%.

4. Engaged Community/Increased Public Trust – Auditors reviewed daily lineups or other documentation that showed roll calls pertained to bias-free policing, procedural justice, or community engagement for the time period. Failure to provide documentation was recorded as non-compliance. The overall score was 100%

5. Redirection/Counseling – this section pertains to non-disciplinary counseling or redirection. When needed, supervisors are required to give guidance to an officer to correct a problem or inappropriate behavior. These interactions are documented in the Supervisor Feedback Log (SFL). Auditors reviewed SFL entries to determine compliance. The overall score was 100%.

6. Support – this section pertains to whether officers have access to support services. Auditors reviewed examples of compliance, such as: referrals to the Officer Assistance Program; documentation of peer support; commendations; and documentation of positive reinforcement during roll calls. The overall score was 100%.

7. Patrol Officers Assigned to Same Supervisors – this section is to ensure that supervisors are

supervising the same platoon. Auditors reviewed the daily lineups for a random month and platoon within the audit period and documented any day when a platoon supervisor not assigned to that platoon was supervising. The overall score was 99.6%. No district was below compliance.

8. Officer/Supervisor Ratio – this section is to ensure that districts are not exceeding the policy ratio for supervisors to subordinates on a daily basis. Auditors reviewed the daily lineups of a random month and platoon and compared the total number of officers on duty that given day to the number of supervisors on duty. Any day where the officer to supervisor exceeds 8:1, the auditor marked noncompliance for that particular day. The overall score was 99%. SOD was below compliance.

9. Reporting to a DIU Supervisor: DIU/Detectives and Assigned Supervisors – this section requires DIU detectives to be assigned to DIU supervisors daily. Auditors reviewed monthly schedules to determine if detectives reported to DIU supervisors. The overall score for this category was 90%. Districts 1,2,5, and 6 were non-compliant.

10. Captains and Lieutenants close and effective Supervision – this section is to ensure that captains and lieutenants provide close and effective supervision to all subordinates. Auditors reviewed daily lineups, emails, SFLs, etc. to ensure a Captain or Lieutenant of the district has authored or led any of those events/reports. The overall score was 100%.

11. AVL Screen Shots – Supervisors are required to ensure that officers maintain and operate the AVL system. Auditors reviewed the daily lineup on the day of the site visit to analyze which vehicles were active and available at the time of visit. The auditor then asked the supervisor to pull the AVL system and locate all available vehicles. If a vehicle was not present on the system, a receipt of the malfunction or explanation of inactivity (vehicle parked at station) should be available. If not available, the vehicle was marked as non-compliant. The overall score was 100%.

12. Cars have ICC Videos with Working External Mic – Auditors reviewed an updated fleet report and selected all working patrol vehicles that are required to have an MVU/ICC. The ICC system (Axion or L3) was checked to ensure the vehicle had a video with external sound within the last week. The overall score for this category was 90%. District 1,4,5,6,7, and 8 were non-compliant.

13. Examples of When Officer Notes Events are not Recorded – Officers are required to note on the activity sheet or in an email when events are not recorded or of technology failures. Auditors reviewed examples of this documentation to determine compliance. The overall score was 100%.

14. Supervisors Ensure Technology is Working and is Used – Auditors reviewed fleet reports, section of the activity sheet that highlights the equipment testing checkbox, 105s relevant to the proper activation of technology, or roll call topics relevant to the proper use of technology. The overall score was 100%.

15. Recordings Maintained for 3 years – this section is to ensure that all video recordings are

stored for a minimum of 3 years and if deleted prior to 3 years the deletion is within policy. Auditors requested a list of all deleted recordings within the last 3 years. No recordings have been deleted. The overall score was 100%.

16. Supervisors are Prepared to Take Statements – Auditors met with a random supervisor and verified that the supervisor could display the digital recording device, record a statement, and play it back, and know that statements are required to be recorded for Misconduct Complaints and Use of Force investigations. The overall score for this category was 100%.

17. Supervisors Review Video as Required – this section is to ensure that supervisors are reviewing their subordinates' recordings when required per policy. Auditors reviewed data received regarding in custody injuries, vehicle pursuits, Use of Force, and misconduct complaints to ensure the supervisors reviewed the videos if required. The overall aggregated (17a through 17e) score was 99%. The department was in compliance with the first report of injuries (95%). An 8th District supervisor did not review one video (G-28924-23).

18. Detective Selection (application packet, training, LEP investigations) – this section is to ensure that detectives have complete KSA packets, required new/annual detective training, and understand the means of communication during LEP investigations. Auditors reviewed the application packet for the most recently assigned detective(s), including sergeants. The packets are required to include the following: applicant's writing sample; resume; a supervisor's recommendation; and the applicant's IPro Short Form. The score for this category was 99%. Auditors reviewed documentation that showed a list of all assigned detectives (including sergeants and lieutenants) and the date of their most recent detective training. The score for this category was 100%. Auditors measured compliance by independently asking 2 random detectives, "When you interrogate a subject whose primary language is not English, what method do you use to communicate?" Answer: NOPDAI. The score for this category was 100%. The overall aggregated (18a through 18c) score was 99%.

19. Forms and Reports – this section is to ensure that each district has the correct and accurate reports and forms available and accessible to the public. Auditors reviewed the form and reports on site and ensured that the correct forms were available and, in each language, required (English, Spanish, and Vietnamese). The overall aggregated (19.1 through 19.15) score was 97%

20. Insight – A supervisor from each district and division audited were interviewed for this portion of the audit. The Auditor asked the supervisor 13 yes or no questions regarding understanding and navigation of NOPD's Early Warning System (EWS), Insight. The overall aggregated (20.1 through 20.14) score was 100%. Supervisors interviewed had major deficiencies on understanding when to review a subordinates Insight profile, finding Use of Force with resisting arrest data, finding initiated criminal proceedings, and having pending tasks over 30 days.

Recommendations

1. DIU detectives should be assigned to DIU supervisors to ensure proper supervision. The overall score was 90%, which is below the recommended compliance score of 95%. DIU detectives reported to the platoon supervisor(s) on duty any day a DIU supervisor was not available. It is also noted that the DIU supervisor is considered "on-call" when not working unless on furlough or sick leave. DIU supervisors should note any instance where they must act on their on-call status and (arrive)have to arrive on a scene and/or the station.
2. Supervisors should ensure that all the applicable signatures are completed for activity reports and trip sheets. Also, when a recording failure and/or malfunction occurs, Supervisors immediately report the issue to the proper chains of command to get the situation rectified.
3. Any officers assigned to the front desk should be trained in where to find all publicly published Monitor and NOPD PSAB audit reports electronically. All patrol officers should know where to find public audit reports.
4. Supervisors should review all videos when required. Supervisors should also ensure officers correctly label videos to ease reviewing for the supervisor or any other applicable person.
5. This report will serve as notification of district/unit performance during this audit.
6. Work with Policy Standards Section to develop DTB's to address the training issues identified in this report.

District Re-evaluation and PSAB Responses

This section covers district responses to any discrepancies or items of noncompliance (below 95%) with the results of the audit. The auditors reviewed the responses and provided feedback below:

1st District Response: The district requested the raw data for question 9c.

PSAB Response: For question 9c the monthly schedule was reviewed by the auditors for the month pf August 2023. 8 out of 31 days DIU detectives were not supervised by a DIU supervisor. Those dates are as follows:
8/5
8/6
8/12
8/13
8/19
8/20
8/26
8/27

All of those dates are weekends, while we were there, we had a conversation DIU Sgt. stated that the DIU supervisors are on call those days. However, the supervisors should not have the same regular scheduled off days.

2nd District Response: Upon review of the recent Supervision Audit, the Second District does not agree with the findings of the audit team, specifically 9a (Detectives and assigned Supervisor-Reporting to a DIU Supervisor) and 18a (Detectives Applicant Packet Includes Required Documents). DIU schedules show which sergeant is working and who the detective reports to. The schedules also show when a DIU sergeant is off, which platoon sergeant the detective is to report to. The audit also revealed that an applicant's PIB short form was not included in the KSA packet. The reason for that was because during that time PIB was having trouble with their system in getting short forms to applicants. We ask that someone review the Second District's audit report and have our score adjusted.

PSAB response: For question 9a, detectives should have at least one DIU supervisor on duty. Both DIU sergeants should not have simultaneous scheduled days off. At least one supervisor (Sgt/Lt.) should be available on a regularly scheduled basis for every 8 detectives on duty for that day. The ARU team 'does not see any change for 9a. For questions 18a, The ARU team has acknowledged that a PIB short form was unable to be retrieved by the candidate. In response to the situation, the ARU team will modify the score from a No to N/A.

3rd District Response: Per phone conversation, the Captain asked for clarification for question 2d.

PSAB Response: The ARU team reviewed question 2d and concluded that the question was for informational purposes only and was not measurable. To rectify the issue, the ARU team adjusted the question to informational and recalculated the scores for all districts. The overall improved from 98%

to 99%. The question is now an informational question from here on.

4th District Response:
On 8/11/2023 the officer indicated that his ICC was not functioning on his trip sheet however there was no mention of a supervisor being notified. The officer received a SFL for this incident under SFL number 202302993. The SFL is attached to this email.

PSAB Response: No further Action taken

4th District Response: On 8/16/23 the officer indicated that his ICC was not functioning on his trip sheet and documented the supervisor who was notified. In response to this matter Sergeant Williams advised DSA Sergeant of this matter and a work order was created to rectify the issue. The officer's trip sheet for 8/16/23 is attached to this email as a supporting document as well as the work order receipt from the IT department.

PSAB Response:
Although a work order was created to rectify the issue, It was done so on 9/7/2023 which is not timely. Supervisors should be advised that a MVU repair request should be completed within the next working day of that officer. MVUs should not be inoperable for an extended period of time.

5th District Response: The district requested the raw data for questions 9 and 12.

PSAB Response: For question 9, I reviewed the daily lineups via G; drive for the 5th District for the period August 2023. Per our conversation, DIU daily lineup could be found on the Platoon A daily line up in either the end of the roster sheet or in the notes section. After reviewing the daily lineups, six (6) daily lineups did not have a DIU supervisor on the lineup/roster. The following dates did not have a DIU supervisor on the roster:
8/1
8/2
8/3
8/7
8/12
8/19

For question 12, I reviewed the fleet report, and we had correspondence about this question. I attached the email conversation. At the time of the audit the district had 21 patrol vehicles that are in service. Of the 21 vehicles 17 did not have a recent video within a week of the check. Per our correspondence, two of the vehicles had test completed. The two vehicles still having issues were 15062 and 16042.

7th District Response: the district had discrepancies with question 12b. The district claims that 6 of the of the 10 vehicles PSAB claimed without ICC within a week were actually out of service or not a patrol car.

PSAB Response: The ARU team reviewed the fleet report with DSA Sgt. and concluded that 6 of the 10 vehicles were out of service. The ARU team revised the data from 20 out of 30 vehicles with ICC to 20

out of 24 vehicles with ICC. The score increased from 67% to 83%.

Timothy A. Lindsey
   Innovation Manager
   Auditing and Review Unit,
   Professional Standards and Accountability Bureau

   Cardell Silas
   Performance Auditor
   Audit and Review Unit,
   Professional Standards and Accountability Bureau

Appendix A – Supervision Audit Forms

When relevant, the Supervision Protocol requires all or 30 incidents to be reviewed for each audit procedure. For each District, review all or 4 incidents, whichever is fewer

* District/Division Audited

Find items ⌄

Auditor

Find items ⌄

Reporting Year

Find items ⌄

Reporting Month

Find items ⌄

---

1. Approve arrest reports

a) How many arrest reports did this district have for the time period?

The auditor should review the "Pending EPR Incident Reports" and the "Pending EPR Supplemental reports" dashboards available on the Management Dashboard. The auditor should filter both dashboards by district, offender status is arrested, and time period.

b) How many arrest reports does this district have for the time period that are older than 72 hours and are pending?

c) How many arrest reports does this district have for the time period that are older than 30 days and are pending?

d) When did you check the EPR and Supplemental Dashboards (date and time)?

Total Incident Reports

Total Supplemental reports

Pending Incident Reports >72hrs

Pending Supplemental Reports > 72 hrs

Pending Incident Reports > 30 days

Pending Supplemental Reports > 30 days

Date of EPR Check

12/31/2001 🗓 | 00 ⌄ : 00 ⌄

2. Approve Activity Sheets

a) What month and platoon did you pick)?

Auditor should review one randomly selected month of officer's daily activity reports for a randomly selected platoon for the district in question. The time period should not include weeks of the Mardi Gras or dates immediately prior to or following the Mardi Gras.

b) How many trip sheets did your review?

c) Record the date and unit number of any trip sheets missing a signature.

Missing trip sheet signature narrative

Trip sheet review month

Find items ⌄

Trip sheet platoon selected

Find items ⌄

Number of trip sheets reviewed

Number of trip sheets missing signature

d) Record the date and unit number of up to three activity sheets on which the officer self-reported unrecorded events.

Unrecorded events narrative

 # Self-reported unrecorded events

e) Record the date and unit number of trip sheets with incomplete technology checkboxes.

Incomplete technology narrative

 # Incomplete tech checkboxes

3. Public misconduct complaints

a) Record the total number of public-initiated complaints filed at the district for the time period

The auditor should ask for a list of all public-initiated complaints filed at the duty location. The auditor will ask PIB for complaints for "Rule 2: Moral Conduct, Paragraph 8: Failure to Report Misconduct

b) Record the number and details of public complaints filed at the district that do not have a PIB control number.

Public complaints narrative

 # Public complaints filed at location

 # Public complaints w/o ctrl#

 # "Rule 2" complaints filed

Record the number of Rule 2:Moral Conduct Paragraph 8: Failure to Report Misconduct complaints filed for officers assigned to the district for the time period

4. Officers engaged with the community

a) Did the district show evidence of officers engaging with the community?

b) Record the number and types of evidence provided, in the narrative below.

Community engagement evidence

Officers engaged community

Find items ⌄

Auditors should also review the Community Policing Forms in NOPD Web Applications under 'Forms'.

5. Redirection and counseling.

5) Record the number of SFLs for redirection or counseling by the district for the time period.

Auditors should review the reporting function of the SFL application. Evidence of compliance will be all counseling's and redirections for the time period and district. None will be considered non-compliance.

 # Redirection/Counseling SFLs

6. Support

a) Did the district show evidence of supervisors supporting their subordinates?

b) Evidence in narrative below may be in form of SFLs, email, video, roll call, supervisor trip sheets, etc.

District support examples

District supports their subordinates

Find items ⌄

7. Patrol officers (PO) assigned to the same supervisors

a) Record the randomly selected month

Assigned same supervisor month

Find items ⌄

b) Record the number of line-ups reviewed for each platoon.

Assigned same supervisor # of line-ups

b) Record the number of line-ups indicating officers did not work with the supervisor assigned to that platoon. (A supervisor from another platoon is listed on the line-up.

Supervisor from another platoon

8. Officer/Supervisor (O/S) ratio

a) Record the randomly selected month

O/S Ratio selected month.

Find items ⌄

b) Record the number of days in the selected month

O/S Days in selected month

c) Record the number of daily line-ups reviewed for the selected month

O/S Number of daily lineups reviewed

d) Record whether officers from another platoon/unit were added to the ratio

O/S Officers from another platoon/unit included

Find items ⌄

9. District investigators and their assigned supervisors

a) Record the randomly selected month

Detective line-ups month

Find items ⌄

Number of Detective line-ups reviewed

b) Record the number of days of detective line-ups reviewed

Days Detectives did not report to DIU Supervisor

c) Record the number of detective line-ups indicating detectives did not report to a detective supervisor

10. District captains and platoon lieutenants provide close and effective supervision.

Capt/Lt provided supervision?

Find items ⌄

If district captain and lieutenant provided close and effective supervision and there is evidence of compliance, pick "yes" and describe the evidence.

Evidence may include the following:
·   Roll calls given or ordered by lieutenants or the captain
·   Number of PIB investigations requested by lieutenants or the captain
·   Number of supervisor feedback log entries authored or ordered by lieutenants or the captain
·   Timely review of subordinates' INSIGHT records
·   Number of incidents documented for later use in performance evaluations of supervisors
·   Other documentation of interventions by lieutenants and/or captains

Capt/Lt close and effective supervision evidence

11. AVL (automatic vehicle locator).

 # vehicles in use on daily line-up

[ ]

a) Record the number of vehicles listed on the daily line-up as being in use for the current shift.

 # vehicles in use on daily line-up showing on AVL Map

[ ]

b) Record the number of vehicles listed on the daily line-up as being in use for the current shift.

 # vehicles AVL repair requested

[ ]

c) Record the number of vehicles on the daily line-up that are not showing on the MDT and for which a supervisor has requested an AVL repair.

12. Vehicles are equipped with ICC (In-car cameras).

 # vehicles where ICC required & are operational

[ ]

a) Record the number of vehicles required to have ICC and are in service.

 # operational vehicles where ICC required & have ICC w/in week

[ ]

b) Record the number of vehicles required to have ICC and are in service and have an ICC recording within one week of the date the fleet report was updated.

 # vehicles with video after contact

[ ]

c) If a vehicle does not have an ICC recording, contact the district. If the district can record a video and upload it within two days, the vehicle is compliant. Record the number of these vehicles.

13. Officers notify supervisors of recording failures.

Recording failures & repairs documented

[Find items   ⌄]

a) Record whether the district has documentation of recording device repairs listing the dates of failure and the dates repairs were requested.

Recording failures noted on officer trip sheets

[Find items   ⌄]

b) Record whether all or 3, whichever is fewer, BWC or ICC repairs were listed on the officer's trip sheet.

Recording devices inoperable over 1 week

[Find items   ⌄]

c) Record whether evidence exists showing multiple ICCs or BWCs were inoperable for more than a week.

14. Supervisors ensure officers use recording devices.

Supervisors ensured officers used recording devices

[Find items   ⌄]

a) Does the evidence demonstrate compliance?

b) Describe the evidence that demonstrates compliance, if yes.

Supervisors ensuring officers use recording devices Evidence

[ ]

15. Recordings maintained for three years.

a) Record the number of videos deleted during the audit time period.

 # Videos deleted (denom)

[   ]

 # Videos deleted per policy (num)

[   ]

c) Record the number of videos that were deleted per policy.

b) Record the justifications for deleted videos.

Justification for the deleted videos

[   ]

16. Supervisor's handheld digital recording devices.

a) Record the name of the supervisor interviewed.

Supervisor interviewed

[   ]

Supervisor had recording device

| Find items | ∨ |

b) Record whether the supervisor able to produce the handheld audio recording device.

Ask "Can you show me your audit recording device?" and record whether the Sgt had one.

Supervisor able to use device

| Find items | ∨ |

c) Record whether the supervisor able to take a test recording on the handheld audio recording device.

Ask "Can you take a test recording and play it back to me?" and record whether the Sgt was able to.

Supervisor knows to use recording devicefor UoFs and FDIs

| Find items | ∨ |

d) Record whether the supervisor is able to answer when to use the handheld audio recording device.

Ask "When are you required to use the device?" and record whether the Sgt said to take statements when investigating uses of force and misconduct complaints.

17 (a-e). Supervisors review video as required.

17a) EPRs documenting Injuries to persons in Custody
Use SQL to find EPRs with "Yes" checked for "Injured in custody" or "Died in custody" (found in the Offender section).

1. Record the random sample count.

In custody injuries sample

[   ]

2. Record the labelling of the videos corresponding with the random sample including items not reviewed or with video

In custody injuries video details

[   ]

In custody injuries videos NOT reviewed by supervisor

3. Record the count of item numbers of the EPRs for which the Evidence.com audit trail does not show a supervisor reviewed the video.

[   ]

In custody injuries EPRs with NO video

4. Record the count of EPRs you deselected because there is no corresponding video.

[   ]

17b) Vehicle Pursuits
Ask PSS for all vehicle pursuits for the time period
1. Record the random sample count.

1028P Sample

2. Record the labelling of the videos corresponding with the random sample.

1028P video details

3. Record the count of item numbers of the 1028Ps for which the Evidence.com audit trail does not show a supervisor reviewed the video.

1028P videos NOT reviewed by supervisor

4. Record the count of 1028Ps you deselected because there is no corresponding video.

1028Ps with NO video

17c) First report of injury reports

Check psab@nola.gov for first report of injury reports sent by HR. Reports indicating the officer was on scene when the injury occurred, must be included in the universe for the sample.

1.   Record the random sample count.

Injury reports sample

2. Record the labelling of the videos corresponding with the random sample.

Injury reports video details

3. Record the count of injury reports for which the Evidence.com audit trail does not show a supervisor reviewed the video.

Injury reports videos NOT reviewed by supervisor

4. Record the count of injury reports you deselected because there is no corresponding video.

Injury reports with NO videos

17d) Misconduct Complaints

Ask PIB for- or use IAPro reports to get a list of all complaints for the time period.

1. Record the random sample.

FDI sample

2.   Record the labelling of the videos corresponding with the random sample includimng CTRL# where no video reviewed or containing a video.

FDI video details

3. Record the count of CTRL#s of the complaints for which the Evidence.com audit trail does not show a supervisor reviewed the video.

FDI videos NOT reviewed by supervisor

4. Record the count of CTRL#s you deselected because there is no corresponding video.

FDIs with NO video

17e) Level 2-4 Uses of Force

Level 2-4 UoF sample

Review the FTN list from PIB FIT.
1. Record the random sample count. Enter the count for level 2-4 UoF events

2. Record the labelling of the videos corresponding with the random sample. Enter the FTN and Item number for each 2-4 UoF event below, including FTNs where supervisor never reviewed or FTN's without video.

Level 2-4 UoF video details

3. Record the FTN#s of the Level 2-4 uses of force for which the Evidence.com audit trail does not show a supervisor reviewed the video.

Level 2-4 UoF videos NOT reviewed by supervisor

4. Record the count of FTN#s you deselected because there is no corresponding video.

Level 2-4 UoF with NO video

Auditor Comments

18. Detective Selection Checklist (Onsite w/District)

Requirement	Measurement		Scoring	
1. Applicant Packet Includes Requirements	Most recent new/transfer detective applicant packet includes:	New Form 184, if after June 26, 2018	Yes No	N/A
		Experience Level (Resume)	Yes No	
		Writing Sample	Yes No	
		Supervisor Recommendations (105)	Yes No	
		IAPro Short Form (PIB)	Yes No	
2. Detectives have Received Formal New Det. Or Annual Det. Training	District can show that **ALL** (Property and Persons) detectives have received new detective training or annual training		# Scheduled or Trained	# of Detectives
3. Detectives Know to Use District Mobile Phone App for LEP Interrogations	Two randomly chosen detectives when asked: "When you interrogate a subject whose primary language is not English, what method do you use to communicate?". Answer: "Mobile Phone App" (anything else, or any combination is wrong) [reference FOB Directive 44]		Yes No Detective 1	Yes No Detective 2

19. Forms and Reports Checklist (ONSITE w/DISTRICT): Document Required to be Available	Location	Scoring	
1. A hard copy of "Filing a Complaint Brochure -- English" is available.	SABA	Yes	No
2. A hard copy of "Filing a Complaint Brochure -- Spanish" is available.	SABA	Yes	No
3. A hard copy of "Filing a Complaint Brochure -- Vietnamese" is available.		Yes	No
4. A hard copy of "New PIB Complaint Form -- English" is available.		Yes	No
5. A hard copy of "New PIB Complaint Form -- Spanish" is available.	SABA	Yes	No
6. A hard copy of "New PIB Complaint Form -- Vietnamese" is available.		Yes	No
7. A hard copy of "Language Assistance Plan -- English" is available.		Yes	No
8. A hard copy of "Language Assistance Plan -- Spanish" is available.	nola.gov/NOPD/policies/	Yes	No
9. A hard copy of "Language Assistance Plan -- Vietnamese" is available.		Yes	No
10. When asked for the "Immigration Status Policy -- English", the desk officer know to print from nola.gov		Yes	No
11. When asked for the "Immigration Status Policy -- Spanish", the desk officer know to print from nola.gov	nola.gov/NOPD/policies/	Yes	No
12. When asked for the "Immigration Status Policy -- Vietnamese", the desk officer know to print from nola.gov		Yes	No
13. When asked do you have the most recent **Monitor's Report**, the desk officer know to print from nola.gov (CD-427)	nola.gov/NOPD/policies/consent-decree	Yes	No
14. When asked do you have the most recent **Domestic Violence Annual Report**, the desk officer know to print from nola.gov (CD-427)	nola.gov/NOPD/policies/consent-decree	Yes	No
15. When asked to show **all NOPD audits and reports related to Consent Decree implementation**, the desk officer know to go to nola.gov (CD-427)	nola.gov/NOPD/policies/consent-decree	Yes	No

20. Insight Checklist (CD 317-324) (ONSITE w/ DISTRICT)

District/Unit_____ Date of Review_____ ···Quarter in Review_____ ···Auditor Initials_____

Insight Checklist (CD 317-324) | Audit and Review Unit, Professional Standards and Accountability Bureau, NOPD

Random Supervisor 1: Rank [Sgt. ···Lt.] Platoon [A ·····B·····C·····DIU-Persons·····DIU-Property] Name_____

	Requirement	Measurement	Scoring	
1.	Supervisors can review basic information of all officers under their command in Insight	Auditor asks: "In Insight, show me all the officers that you supervise or all the officers on your platoon?" If the supervisor is a Sgt on a platoon with multiple Sgts, he or she searches the Assignments tile for his/her Lt. If the supervisor is a Lt, he or she searches the tile for him/herself. The random supervisor may manually find each employee in the Personnel Jacket tile that reports to them and score "Yes" for this requirement.	Yes	No
2.	ADP Correct	The Assignments tile reflects ADP. Ask the supervisor if the Assignments tile (ADP) appears correct for their LT. If it's a LT, ask them if the correct people are assigned to them. If they say "No" choose "No."	Yes	No
3.	Supervisors can use Insight to compare their officers to peer groups	Auditor asks: "Can you show me how one of your officers compares to his/her peer group on injuries to persons in-custody (or Vehicle Pursuits or "Non-disciplinary corrective action")?" A random supervisor shows how one of his/her officer's "In-custody Injuries" (or "Pursuits" or "Non-disciplinary Corrective Action", respectively) count in the Employee Activity Report or Supervisor Dashboard Report shows how the officer is doing better or worse than his/her peer group. [McNeilly may ask different data points. People should be familiar with every single data point on the Activity Report]	Yes	No
4.	Supervisors determine if a pattern is developing when responding to alerts	Auditor asks: "What should you do when you receive an alert for one of your officers?" The list of actions the supervisor takes when responding to an alert includes reviewing every data point available for the officer's activity to determine if a pattern is developing. The supervisor does not focus only on the type of activity that led to the alert.	Yes	No
5.	Supervisors can give an example of a pattern	Auditor asks: "Can you give me an example, hypothetical or real, of a pattern of conduct that should prompt a discussion with the officer?" A random supervisor gives an example that compares multiple activity types and explains that sort of activity might indicate the officer needs assistance with [insert possible issue].	Yes	No
6.	Supervisors know how to identify patterns	Auditor asks: "Do you know how to identify a pattern in Insight?" A random supervisor knows to review all of an officer's activity in the Employee Activity Report.	Yes	No
7.	Looking for patterns helps prevent officers from losing their job or hurting themselves or hurting others	Auditor asks: "What is the purpose of looking for patterns?" A random supervisor says something like "looking for patterns helps me identify officers that need intervention. Officers who are struggling need my attention more so than officers who aren't."	Yes	No
8.	Review Insight for new transfers	Auditor asks "When is the first time you should look at an officer's Insight" A random supervisor says "when they are first transferred to me or when I am first assigned as their supervisor."	Yes	No

9.¤	319·monitoring¤	Auditor asks·"If·you·or·your·rank·decided·one·of·your·officers·required·monitoring,·how·would·you·do·it?"¶ A·random·supervisor's·answer·covers:·consistent·review·of·Insight,·showing·up·on·calls,·reviewing·FICs,·etc.¤	Yes¤	No¤
10.¤	319·Action·Plan¤	Auditor asks·"What·is·an·action·plan?"¶ A·random·supervisor·describes·a·step-by-step·plan·to·getting·to·a·desired·performance·point.¤	Yes¤	No¤
11.¤	UoF·with·Resisting·Arrest¤	Auditor asks·"Can·you·find·an·officers·data·in·Insight·for·uses·of·force·where·a·subject·is·charged·with·obstructing·or·resisting·an·officers,·interfering·with·a·law·enforcement·investigation,·or·similar·charges?"¶ Found·in·the·Activity·report,·labelled·"UoF·with·offense·Against·LEO·Charge",·or·in·the·Summary·report·in·the·"Use·of·Force·Information"·table·under·the·column·"Citizen·Charge"¤	Yes¤	No¤
12.¤	Criminal·Proceedings¤	Auditor asks·"Can·you·show·where·in·Insight·you·can·see·criminal·proceedings·initiated·against·an·officer?"¶ Found·in·the·Activity·report·labelled·"Charges·and·Citations."·Found·in·the·Summary·report·labelled·"Charges·and·Citation·information."¤	Yes¤	No¤
13.¤	No·Pending·Tasks·Over·30·Days·Old¤	Ask·the·supervisor·to·click·on·"Task·Dashboard."·If·there·are·tasks·older·than·30·days,·choose·"No."¤	Yes¤	No¤
14.¤	Supervisors·Navigate·Insight·with·Ease¤	If·the·supervisor·can·find·things·in·Insight·quickly,·choose·"Yes."·If·he/she·takes·a·while,·choose·"No."¤	Yes¤	No¤

Appendix B – Report Distribution

Superintendent

Chief Deputy Superintendent – Filed Operations Bureau

Deputy Superintendent Professional Standards and Accountability Bureau

Deputy Superintendent- Public Integrity Bureau

Deputy Superintendent- Management Services Bureau   City Attorney Sunni

LeBeouf – City Attorney's Office

Assistant City Attorney – Superintendent's Office