

Brief reason for the revision:

BWC Inspections will soon be conducted on Axon Performance. Due to this, the old paper form of PD0128 will need to be changed to remove BWC Inspections while keeping the other aspects of the inspection. We then combined the non-first responder and the first responder Personnel Inspections Report into one. The following policies are affected by this:

- 305.6 Mobile Data Inspection
- 328.4 Supervisor Responsibilities
- 801.8 Personnel And Equipment Inspections
- 942.4.1 Mandated Training

~~PD0127 – Personnel Inspection Report (BWC, Equip, Taser, INFORMA) for Non-First Responder Units~~

~~PD0128 – Personnel Inspection Report (BWC, Equip, Taser, INFORMA) For First Responder Units~~

Both of these are replaced with
[PD0122 - Personnel Inspections Citywide](#)

PD0128a – CAD Audit – leave as is

305 Radio and Mobile Data Computer Use

305.6 MOBILE DATA INSPECTION

APD Risk Management will select random CAD audit dates and notify lieutenants and sergeants/civilian supervisors via Departmental email quarterly. Any supervisor of sworn or non-sworn employees (to include Communications, Victim Services, and Crime Scene units) who use CAD messaging shall audit their employees' messages, ~~and~~The supervisor should submit an electronic report using ~~APD Approved Form~~ PD0128A CAD Audit to their next level manager for review within 10 days from the date of the notification from Risk Management. If a sergeant is unavailable during the entire 10 day time frame, ~~the audit then an audit of the employee~~ shall be conducted by the corporal of that shift or a sergeant from another shift.

~~(a) If an employee did not work on the dates to be audited, they will be audited on the next available working day. The date will be noted on the report.~~ audited dates, then audit the employee on the next available working day. Notate this date on the form.

~~(a)(b) If the an employee is on extended leave (FMLA, Light Duty, etc.) the reason of absence will be documented on the report.~~ supervisor will document this reason for absence on the form.

~~The report shall be retained by the sergeant/civilian supervisor for at least 3 years in an APD group drive.~~ The supervisor / civilian supervisor should retain the report for at least 3 years in the shift/unit group drive.

If an inappropriate CAD message ~~is found that~~ involves dialogue with an employee from another shift/unit, the sergeant/civilian supervisor conducting the CAD audit shall notify the other employee's sergeant/civilian supervisor via Departmental email for follow-up.

If a subordinate's message results in counseling, place a copy of the message and memo ~~will be placed~~ in the supervisor's file for the employee. ~~If no further counseling is needed in the three years following the counseling, the CAD messages may be discarded.~~ After three years following the counseling, the supervisor may discard the CAD message if the employee has not received another counseling.