

Keith Porch, Chief of Police

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| GENERAL ORDER 53 |
| INSPECTIONAL SERVICES |
| EFFECTIVE DATE: May1, 2019 |
| SUMMARY OF REVISIONS: |

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PURPOSE: The purpose of this chapter is to ensure employees are appropriately equipped with specified equipment and uniforms, that their appearance is in conformance with acceptable standards, and that equipment and facilities utilized by this agency are in working order.

53.1 INSPECTIONS

53.1.1 FORMAL LINE INSPECTIONS – Line Inspection is the process by which any supervisor can review and observe subordinates' activity on a daily basis to insure compliance with Division procedures, rules and regulations. These inspections can informal (not documented) or formal (documented) and are not limited to persons but also include all physical resources, vehicles and facilities used by the Division.

A. Conducting line inspections: Those responsible for formal line inspections will utilize a standardized form and/or format.

B. Frequency of inspections: Informal inspections shall be conducted on a routine basis, while formal inspections shall be conducted on an announced basis and the results of which shall be documented.

Vehicles should be inspected prior to use on a daily basis and deficiencies should be corrected on the spot, or noted on the Cruiser Checkout form or if serious in nature, reported to supervisory personnel.

- Front line police vehicles and equipment shall be inspected at least semi-annually by Motor Maintenance.

- The Section Supervisor or his /her designee shall inspect individual police vehicles and equipment assigned to their sections at least annually.

- Sworn employees shall present their issued uniforms and equipment at least annually for formal inspection to ensure that employees have the required property and that the property is properly maintained.

- Other line inspections shall be conducted on an as-needed basis.

C. **Supervisory responsibilities:** It shall be the responsibility of the supervisor at each level to ensure inspections are conducted and conditions discovered by the inspection are corrected.

D. **Reports:** All formal Line Inspections will be reported in writing, to the Office of the Chief of Police, as soon as practical following their conclusion. Any inspections (formal or informal) which results in recommended corrective action require written reports and will be forwarded to the appropriate Bureau Commander.

E. **Corrective actions:** A supervisor who recommends corrective action shall follow-up the inspection to ensure corrective action has been taken.

53.2 STAFF INSPECTIONS – Staff inspection involves inquiring into the manner in which personnel and material resources are utilized in achieving the Division's goals and insuring adherence to the orders and directives declared by the Chief of Police. The staff inspection function in the police profession is similar to the quality control process in the private sector and will be conducted at least once every three years.

53.2.1 STAFF INSPECTIONS

A **Staff inspections:** All staff inspections will be conducted by an officer designated by the Chief of Police.

B **Procedure for staff inspection:** Generally, inspections will include the following:

- Examination of Procedure Manuals/Policies
- Examination of records and files
- Review and observation of operating procedures
- Examination of equipment and work areas
- Interviews with selected personnel

C **Reporting Procedure**

- The staff inspector will prepare a **written report** for the Chief of Police that will summarize the staff inspection activities, discuss strengths and weaknesses and make recommendations for improvement of operations. The report should include the positive aspects of the area being inspected.

- Reports will be clear and concise. All conclusions shall be supported with adequate documentation. The inspection report format should include those areas listed in 53.2.1B and must include any recommendations for improvement or change.

- The report should note needed training, equipment or supplies as well as items present that are no longer needed.

D Follow up/correcting deficiencies

- The results of the staff inspection will be discussed at a meeting of the Chief of Police, Staff Command, Staff Inspector, and Section Commanders.

- The Section Commander will be responsible for the development of an action plan for the implementation of the staff inspection report recommendations.

E Frequency of inspections

- Staff Inspections will be conducted at a minimum of once every **four years**.

- The Chief of Police may direct more frequent staff inspections of key organizational components.

CROSS REFERENCE TO STANDARDS AND POLICIES: General Order 26.1.1; 46.1.6; 81.3.2; 72.3; 72.4; 72.6.

CROSS REFERENCE TO FORMS: Cruiser Checkout Form; Uniform Inspection Record; Emergency Equipment Checklist; Generator Log; K-9 Kennel Inspection Record.