



Subject:

124. Staff Inspections

Approved:

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Page:

1

124.1: PURPOSE AND SCOPE

Staff inspections involve inquiring into the manner in which personnel and material resources are utilized in achieving the department's goals and ensuring 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 of the self-examination and evaluation. Staff inspections assure the Chief of Police that:

- a. Established policies, procedures, and rules are being followed and in the spirit for which they were designed.
- b. Resources at the department's disposal, both personnel and material, are being utilized to their fullest extent.
- c. Resources are adequate to carry out the department's goals and objectives.
- d. If deficiencies exist, they are corrected or removed.

124.2: PROCEDURE

- a. All staff inspections will be conducted by members of Administration, Support Division, Operations Division, or from an external professional source.
- b. Internal inspection teams will generally not inspect unit(s) within their current Division.
- c. Notification will be made prior to initiating any general inspection by the person in charge of the inspection team.
- d. Staff inspections will be conducted with as little disruption as possible.
- e. Staff inspections will usually include the following:
 - 1) Examination of any special manuals or procedures in the work unit.
 - 2) Examination of all records and files.
 - 3) Observation of operating procedures.
 - 4) Examination of equipment and work areas.

- f. At the completion of the inspection, the inspector will discuss the results with the Division Captain of the unit(s) being inspected and note what recommendations will be made to the Chief of Police.

124.3: REPORTING PROCEDURE

- a. At the conclusion of the staff inspection, the staff inspector(s) will prepare a written report for the Chief of Police, via the Division Captain responsible for the unit(s) being inspected, summarizing the staff inspection activities, discuss the strengths and weaknesses identified, and make recommendations for improvement in operation.
- b. The [Staff Inspection: Form A57](#) should be utilized and include the following:
- 1) Subject
 - 2) Objectives
 - 3) Methodology
 - 4) Conclusions
 - 5) Recommendations

124.4: FOLLOW-UP

Following the staff inspection report to the Chief of Police, the Division Manager responsible for the unit(s) being inspected will be responsible for the development of an action plan for the implementation of staff inspection report/recommendations. The Division Manager will document deficiencies which can and cannot be immediately corrected and will direct a follow-up inspection for the areas originally identified needing correction.

124.5: FREQUENCY

Staff inspections will be conducted within all organizational components at least once every four years.