


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date March 28, 2022		APD.SOP.1090 Inspections
Applicable To: All employees		Review Due: 2026
Approval Authority: Chief Rodney Bryant		
Signature: Signed by RB		Date Signed: 3/16/2022

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#### 1. PURPOSE

This directive establishes the policies and procedures for line and staff inspections.

#### 2. POLICY

It is the policy of the Atlanta Police Department for employees to comply with City of Atlanta ordinances, Departmental directives, legal mandates, and State or Federal laws. The Department will operate in an efficient and effective manner; consistent with laws, directives, policies, and professional standards. Periodic inspections of all organizational components, employees, equipment, and facilities will be conducted to ensure compliance.

#### 3. RESPONSIBILITIES

3.1 The Chief of Police, or their designee, will determine the subject and scope of staff inspections.

3.2 Division, section, and unit commanders are responsible for authorizing and conducting line inspections, being fully knowledgeable of their subordinate's performance and resources, for correcting deficiencies, and for recognizing excellence.

3.3 Supervisors are responsible for conducting line inspections, being fully knowledgeable of their subordinate's performance and resources, correcting deficiencies, and recognizing excellence.

3.4 The Staff Inspections Unit (SIU) is responsible for coordinating and conducting staff inspections, maintaining records of staff inspections, participating and/or assisting in line inspections as necessary and appropriate, and identifying deficiencies and recognizing excellence.



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#### 4. ACTION

##### 4.1 Line Inspections

(CALEA 6<sup>th</sup> ed. Standard 53.1.1)

4.1.1 Line inspections will be conducted to ensure that all employees adhere to Departmental standards and expectations in such areas as appearance, equipment, facilities, procedures, property, and any other element being inspected. Documentation will be maintained on file for a period of three (3) years.

4.1.2 Line inspections on sworn employees must be conducted by a sworn supervisor to ensure that any conditions that do not conform to Departmental standards or expectations are corrected. Line inspections may be formal, such as during roll call, informal, or performed continuously during everyday management and supervision. (CALEA 6<sup>th</sup> ed. Standard 53.1.1)

##### 4.1.3 Uniformed Inspections

1. Uniformed officers will be formally inspected by the employee's immediate supervisor on at least a quarterly basis. All supervisors will conduct informal inspections daily. The employee's appearance, hygiene, uniform, assigned equipment, other equipment, and property will be subject to inspection.
2. Uniformed civilian employees will be formally inspected by the employee's immediate supervisor on at least a quarterly basis. All supervisors will conduct informal inspections daily. The employee's appearance, hygiene, uniform, assigned equipment, and other equipment and property will be subject to inspection.
3. Formal inspections will be documented on Inspections Checklist (Form APD 838) for Sworn Employees) and Line Inspections Checklist for Non-Sworn Employees (Form APD 839) and submitted to the unit commander. Documentation will be maintained on file for a period of three years.

##### 4.1.4 Non-uniformed Inspections

1. Officers who are not required to wear a uniform will have their uniform and equipment formally inspected by their immediate supervisor, or their designee, on a minimum of a quarterly basis. All supervisors will conduct informal inspections daily. The employee's appearance, hygiene, uniform, assigned equipment, and other equipment and property will be subject to inspection. Formal inspections will be documented on Form APD 838 and submitted to the unit commander. Documentation will be maintained on file for a period of three (3) years.
2. Civilian employees who are not required to wear a uniform will be formally inspected on a quarterly basis, on Form APD 839, to include at a minimum: driver's license, work identification and all assigned equipment. Civilian employees will also be informally inspected on a daily basis by their supervisors. The employee's appearance, hygiene, uniform, assigned equipment and property will be subject to inspection. Documentation will be maintained on file for a period of three (3) years.



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#### 4.1.5 Vehicle Inspections

1. Employees will inspect assigned vehicles on a daily basis; both at the beginning and end of their shift. Vehicles must be inspected for damage, equipment, maintenance, and contraband. Employees will document the inspections on Form APD 607 (Daily Activity Report) and notify their immediate supervisors of problems or deficiencies.
2. Division, section, unit commanders, or his or her designee, will conduct formal inspections of all vehicles, including motorcycles, on at least a quarterly basis. Vehicles must be inspected for damage, equipment, maintenance, and contraband.
3. All supervisors will conduct random and periodic informal inspections of all vehicles, and motorcycles.
4. Formal inspections will be documented on Vehicle Inspection Checklist (Form APD 732) and submitted to the section and/or division commander. Documentation will be maintained on file for a period of three (3) years.

#### 4.1.6 Facility Inspections

Section commanders, unit commanders, or their designee, will complete a formal inspection of their facilities, equipment, and property under their command on an annual basis, while quarterly inspections will be communicated to the division's commander to inform his or her decision. All supervisors will conduct informal inspections daily. Departmental facilities, equipment, and property will be inspected for compliance with City of Atlanta ordinances, orders, legal mandates, and directives to ensure compliance with maintenance, contractual specifications, and agreements. Formal inspections will be documented on Facility Inspection Worksheet (Form APD 731) and submitted to the division commander. Documentation will be maintained on file for a period of three years.

#### 4.1.7 Correcting Deficiencies

1. Supervisors and employees will take immediate action to correct problems that occur or become apparent during inspections.
2. If repair or replacement of equipment is necessary or required, the appropriate person will be contacted and notified in writing. Supervisors will also notify their division commander through the chain of command and are responsible for follow up to ensure that corrective action has been taken.
3. A written report will be forwarded through the chain of command to the appropriate authority for problems that occur or become apparent during inspections that cannot be immediately corrected or that are in violation of the City of Atlanta ordinances, orders, legal mandates, directives, or in accordance with maintenance and contractual specifications and agreements.

#### 4.2 Staff Inspections (CALEA 6<sup>th</sup> ed. Standard 53.2.1)

##### 4.2.1 Staff inspections are designed to evaluate the operations of work components within the Department and create an atmosphere of self-analysis and continuous improvement among



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work components. Staff inspections are directed at organizational functions and administrative performance.

1. Staff inspections are designed to improve the efficiency and effectiveness of the Department through independent and objective analysis, review, and evaluation of existing programs, procedures, and activities.
  2. Staff inspections are used to determine whether the goals and objectives are being met, whether programs are being implemented as planned, and whether management tools are in place to measure their efficiency and effectiveness.
- 4.2.2 All organizational components of the Department will be subject to a comprehensive staff inspection at least once every four years. (CALEA 6<sup>th</sup> ed. Standard 53.2.1e)
- 4.2.3 In the course of their annual inspections, Staff Inspection Unit (SIU) will give special attention to any authorized temporary detention area, and to any other area that seems to be used for temporary detention. The administrative review should ensure that policies and procedures governing temporary detention are being followed, and that the original intent for authorization and use of the facility continues to be adequate for the agency's needs. (CALEA 6<sup>th</sup> ed. Standard 71.4.3)
- 4.2.4 Staff inspections may be comprehensive, examining a cross section of operational functions and procedures of a particular division, section, or unit. Specific, examining and evaluating a single function or procedure performed by a single unit, section, or division, or by several units, sections, or divisions.
- 4.2.5 SIU will be responsible for conducting staff inspections. The responsibilities of SIU include:
1. Act on behalf of the Chief of Police as an evaluation team.
  2. Review and evaluate any program, policy, order, plan, procedure, or record, within the Department.
  3. Access all records and/or properties relevant to the performance of an inspection.
  4. Solicit the expertise of additional personnel when necessary and appropriate.
  5. Identify discrepancies and issues that exist within the Department.
  6. Make recommendations to the Chief to resolve deficiencies.
- 4.2.6 SIU will notify the appropriate division, section, or unit commander(s) in writing of the date(s) of the inspection at least 10 calendar days in advance of the inspection; unless this advance notification conflicts with the nature of the staff inspection.
- 4.2.7 The staff inspection will be based on an evaluation methodology developed by SIU. The SIU commander is responsible for determining the scope, depth, and methodology of the staff inspection.
- 4.2.8 SIU will have full access to all Department files, documents, facilities, equipment, and personnel; as necessary pursuant to the scope of the inspection. Inspection methods may include but are



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not limited to any combination of the following: observation, analysis, audits, interviews, document reviews.

- 4.2.9 Staff Inspection Report (Form APD 840) will be completed for all staff inspections.
- 4.2.10 The final Staff Inspection Report (Form APD 840) will be sent to the Professional Development Division (PDD) Commander. A copy of the final report will be sent to the Planning and Research/Accreditation Unit.
- 4.2.11 The Section/Zone Commander will submit a written response within 14 days after the completion of the inspection to the PDD Commander outlining corrective measures, implementation of recommendations, and a schedule for any item(s) not yet completed regarding the deficiencies noted in the inspection.
- 4.2.12 SIU will maintain all inspection reports and files.
- 4.2.13 No portion of any inspection (Form APD 840 Staff Inspection Report) or associated material may be released or removed without the approval of the Chief of Police, or their designee.

#### 5. DEFINITIONS

- 5.1 Line Inspection: An inspection conducted by supervisors in control of the persons, facilities, procedures, or other elements being inspected. Line inspections may be carried out by any supervisor within the chain of command and are often conducted by supervisory personnel who may also be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.
- 5.2 Staff Inspection: An inspection conducted by personnel who do not have control of the persons, facilities, or procedures being inspected. The Staff Inspections Unit is responsible for conducting inspections throughout the Department.

#### 6. CANCELLATIONS

APD.SOP.1090 "Inspections", effective November 5, 2018

#### 7. REFERENCES

Commission on Accreditation of Law Enforcement Agencies (CALEA) 6<sup>th</sup> ed. Standards; 53.1.1, 53.2.1 and 71.4.3.

Form APD 840, Staff Inspection Form  
Form APD 607, Daily Activity Report  
Form APD 838, Line Inspections Checklist for Sworn Employees  
Form APD 839, Line Inspections Checklist for Non-Sworn Employees  
Form APD 731, Facility Inspection Worksheet  
Form APD 732, Vehicle Inspection Checklist

#### 8. SIGNIFICANT CHANGES

Only minor grammatical and formatting changes. No changes to content were made.