

## **20.00.105 STAFF INSPECTIONS (CALEA 53.2.1)**

### **Staff Inspections**

A Staff Inspection will be conducted within all organizational components of the Bellevue Police Departments at least once every three years.

### **Responsibility for Staff Inspections**

Staff inspections will be the responsibility of the Assistant Chief of the Administrative Operations Bureau or his/her designee. The Staff Inspector may require the assistance of other supervisory staff as needed.

### **Purpose**

The purpose of the staff inspections process is to promote an objective review of agency administrative and operational activities, facilities, property, equipment, and personnel to ensure compliance with and adherence to Departmental policies and procedures, Unit procedures, mandatory standards for the Commission on Accreditation for Law Enforcement Agencies (CALEA), and related local, state, and federal laws. In addition, the inspections process is utilized to identify areas of strength within each divisional component of the agency.

### **Staff Inspection Procedures**

The following outlines the basic procedures for conducting staff inspections:

1. Written notice will be provided to each Divisional Commander prior to conducting a staff inspection within the Divisional Commander's area of responsibility.
2. A pre-inspection conference will be conducted with the respective Divisional commander to discuss the inspection process, methodology, and scope; the overall expected timeframe for completion; and any issues or concerns the Divisional Commander may have prior to beginning the inspection.
3. The inspection is conducted.

### **Post Inspection Procedures**

1. Inspection data is analyzed.
2. A post-inspection conference is conducted with the respective Divisional Commander to discuss the results of the inspection.
3. At the conclusion of each staff inspection, the Assistant Chief will submit a summary inspections report to the Chief of Police. The summary report will note deficiencies and recommendation for improvements and/or corrections. In addition, the report will identify the strengths and positive aspects of the area which was inspected.
4. In instances where the noted deficiencies cannot be immediately corrected, a follow-up inspection will be conducted at a designated time in the future, and a follow-up report will be completed documenting the results of the re-inspection.
5. The Chief of Police will then meet with the affected Divisional Commander to discuss the results of the inspection.