



Clayton County Police Department PROCEDURES

Subject INSPECTIONS			Procedure # B12
Authorizing Signature 	Effective 11-28-2023	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages 5

I. PURPOSE

The purpose of inspections is to examine and evaluate the quality of the operations of the Clayton County Police Department, ensuring that the Department's goals are being pursued, identifying the need for additional resources, and ensuring that control is maintained throughout the Department.

II. POLICY

It shall be the policy of the Clayton County Police Department to conduct line and staff inspections to ensure that employees are acting in concert with departmental requirements in areas such as personal appearance, use and maintenance of equipment, and adherence to departmental policies and procedures.

III. DEFINITIONS

Equipment: Any property owned by Clayton County.

Formal Inspection: An inspection of an organizational entity to ascertain compliance with departmental policies and procedures resulting in the submission of a written report to the Chief of Police.

Informal Inspection: An inspection which is considered routine and shall be practiced at every level of command. Informal inspections are most often conducted by the first line supervisor to ensure compliance by subordinates with established policies and procedures. Informal inspections, if documented, are done so at the unit level.

Inspection: A careful and critical examination; a formal review of all components of a particular requirement and an examination of their application.

Line Inspection: Inspection conducted by personnel in control of the persons, equipment, facilities, procedures, or other elements being inspected. Line inspections may be carried out by any

supervisor within the chain of command and is often conducted by supervisory personnel who may also be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.

Staff Inspection: Inspection conducted by personnel who do not have control of the persons, facilities, or procedures being inspected. Staff inspectors are generally members of a specialized component responsible for conducting inspections throughout the agency. The results of staff inspections are usually reported to the Chief of Police.

IV. PROCEDURES

- A. Inspections will be conducted within the Department to ensure that the integrity of the Clayton County Police Department is maintained and that the operational policies and procedures of all units conform to Department rules and regulations and existing law.
- B. When a deficiency is found, the involved supervisor will take corrective action, if possible; problems that cannot be corrected by the supervisor shall be forwarded through the chain-of-command, in writing, describing the problem and recommended solution.
- C. Any supervisor reporting a deficiency that they are unable to correct, will be responsible for follow-up to ensure that corrective action has been taken.
- D. Line Inspections
 1. Line inspections are the responsibility of all Department personnel and the primary responsibility of all supervisors at every level of the Department.
 2. Line inspections may be carried out by any supervisor within the chain of command and is often conducted by supervisory personnel who may also be responsible for ensuring that any substandard condition revealed in the inspection are corrected.
 3. Supervisors may conduct line inspections as frequently as necessary to ensure that personnel and equipment are in a state of operational readiness.
 4. Line inspections shall include an inspection of the following:
 - a. Personnel Inspections
 - 1) Most personnel inspections will be performed informally by first line supervisors during roll-call; employees will be inspected daily for compliance with grooming and dress standards, general appearance, readiness for duty, and
 - 2) To ensure the general condition of issued and/or approved equipment (e.g., Firearms and Holster, Magazines and Ammunition Pouch, Ammunition, Ballistic Vest and Carrier, ASP Baton and Holder, Taser and Holster, Oleoresin Capsicum (OC) Spray and Holder, Flashlight and Holder, Handcuffs and Case, Radio and Holder, Body-Worn Camera and Battery, Duty Belt, Belt-Keepers, etc.) are in a state of operational readiness as set forth by CCPD SOP: *D2: Dress Code*.
 - b. Vehicle Inspections
 - 1) Safe operation of motor vehicles, including proper recording of maintenance, and repair activities is the responsibility of all personnel who drive a County vehicle.
 - 2) All personnel must perform a complete walk-around inspection each time they operate a County vehicle, this inspection shall record all vehicle damage as well as

check fuel and fluid levels, external lights, signals, tires, and verify all of the required equipment (e.g., roof-mounted blue/red lights, public address system, siren, mobile radio, in-car camera, spotlight, fire extinguisher, first aid kit, etc.) is functioning and properly stored; they must report any problems, damages, or auto accidents through their chain of command immediately.

- 3) It is the responsibility of every employee that is operating any County owned vehicle to keep the vehicles interior and exterior clean; only items that are necessary for the performance of an employee's duties will be maintained inside a County vehicle.
 - 4) Any change found in the condition of the vehicle, shall be noted on the appropriate departmental form for that assignment, circumstances will determine whether or not an *Incident Report* or *Vehicle Repair Request Form* shall be completed and/or the vehicle should be transported or towed to the Clayton County Fleet Maintenance Department (County Shop).
 - 5) Vehicles Assigned to the Uniform Patrol Division
 - (a) Every vehicle that is assigned to the Uniform Patrol Division, shall be inspected at the beginning of each shift by the assigned operator, prior to operation.
 - (b) All employees who operate an emergency vehicle are responsible for making sure that the emergency equipment is functioning properly and the vehicle is safe to drive.
 - (c) Supervisors assigned to the Uniform Patrol Division will directly supervise and document each vehicle inspection on the appropriate departmental form, for each uniform officer under their command; inspections will include a review of the vehicle and equipment for the vehicle.
 - 6) Vehicles Not Assigned to the Uniform Patrol Division
 - (a) The employee's supervisor will conduct a monthly inspection with the employee, on any County vehicle that is not assigned to the Uniform Patrol Division; the inspection shall be documented on the appropriate departmental form.
 - (b) Inspections shall include all applicable checks and examinations as required for Uniform Patrol Division vehicles.
 - 7) Supervisors will conduct vehicle inspections to ensure personnel comply with the proper use and maintenance of assigned vehicles and vehicle equipment as set forth by CCPD SOP: *B8: Vehicle Assignment, Usage and Maintenance*.
- c. Equipment Inspections
- 1) All equipment belonging to the Department is subject to inspection at any time; departmental equipment includes, but is not limited to, cellular phones, computers, speed detection devices, desks, files, storage lockers, clothing, etc.
 - 2) Personnel are responsible for the care, control, maintenance and operational readiness of all County equipment assigned to them.
 - 3) Personnel shall inspect all assigned County Equipment prior to each use to ensure operational readiness.

- 4) The Division/Unit Commander, or authorized designee, is responsible for the care, control, maintenance and operational readiness of all County equipment assigned to their Division/Unit.
- 5) The Division/Unit Commander, or authorized designee, shall conduct inspections and maintain inventories of County equipment, assigned, maintained or stored by their Division/Unit as set forth by CCPD SOP: *B14: Agency Property Control*.

d. Facility Inspections

- 1) All Department employees are responsible for maintaining a clean working environment and ensuring that all police Department facilities and furnishings within are safe from any types of hazards. Employees will report conditions requiring attention through the chain of command.
- 2) All supervisors are responsible for the ongoing daily observation of their own work areas, as well as the work areas of their immediate subordinates. The scope of supervisor facility inspections shall include, but is not limited to the following: general condition, cleanliness, neatness, sanitation, worn and/or damaged furnishings, usability and adequacy of supplies and equipment, and any other safety/security concerns for such facility. Supervisors shall take corrective action, when possible.

Problems that cannot be corrected by the supervisor should be reported through the chain of command immediately, with a *Memo* describing the problem and recommended solution.

- 3) On a monthly basis, the Division/Unit Commander, or authorized designee, shall be responsible for conducting an overall inspection of their facility and surrounding areas. Note: The Uniform Patrol Division Sector Captains are responsible for conducting monthly inspections at their assigned precincts. These inspections may include, but is not limited to the following: parking lots, cameras, exterior and interior lighting, front lobby, interview rooms, processing areas, hallway areas, restrooms, locker rooms, storage rooms/closets, and any other areas or spaces inside or around the building.

Problems that cannot be corrected by the Division/Unit Commander, or authorized designee may be forwarded to the Support Services Division Commander, via email, describing the problem and recommending a solution, when possible.

The inspection shall be documented on the *CCPD Monthly Facility Inspection Report* (refer to CCPD SOP: *B12, Appendix A*) to address any problems or potential problems that may exist and a plan to resolve them. Once the inspection is completed the information shall be forwarded through the chain of command, filed, and maintained.

The *CCPD Monthly Facility Inspection Report* can be viewed and/or downloaded from the Department's Intranet site.

E. Special Purpose Inspections

The Chief of Police may direct special purpose line inspections on an as-needed basis; examples of special purpose line inspections shall include, but are not limited to, property/evidence room, controlled substance evidence, uniforms, equipment, training manuals, etc.

F. Staff Inspections

1. Staff inspections complement and augment the line inspection function; the primary purpose of staff inspections is to provide management assistance to commanders and supervisors throughout the Department. Staff inspections are considered formal inspections and will result in a written report to the Chief of Police following a prescribed format.
2. The Chief of Police, may designate a subordinate commander(s) to conduct staff inspections.
3. Notification to the unit being inspected may be made prior to initiating any inspection, but is not necessary.
4. Staff inspections will be conducted with as little disruption of routine unit activity as possible. The operation of the unit being inspected should not be restricted.
5. Staff inspections should include, but not be limited to, the following:
 - a. Observation of the individual or unit's operating procedure;
 - b. Examination of all records and files;
 - c. Interviews with selected personnel; and
 - d. Examination of equipment and work areas.
6. At the completion of the inspection, the designated subordinate commander who conducted the inspection will prepare a written report for the Chief of Police summarizing the inspection activities, the strengths and weaknesses identified, and recommendation of any improvements for the component. All reports will be clear and concise with reported conclusions supported by sufficient documentation.
7. These results will be forwarded to the Chief of Police and the affected Division/Unit Commander, or authorized designee. The affected Division/Unit Commander or authorized designee, shall be responsible for developing an *Action Plan* for the implementation of staff recommendations. The report should establish timelines for corrections to be completed.
8. The Division/Unit Commander, or authorized designee will be responsible for ensuring any deficiencies are resolved, and the completion of an *After Action Report* listing the correction(s) of noted deficiencies or recommendations. The *After Action Report* shall be forwarded to the Assistant Chief or Deputy Chief, within sixty (60) days and subsequently forwarded to the Chief of Police.
9. All organizational components will receive a staff inspection at least once every four (4) years. The Chief of Police may direct more frequent staff inspections as needed.

V. CANCELLATION

This procedure amends and supersedes the following standard operating procedure, B12: *Inspections*, dated August 29, 2022.