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# CHAMPAIGN POLICE DEPARTMENT

## POLICY and PROCEDURE

POLICY NUMBER: 53.2

SUBJECT: STAFF INSPECTIONS

EFFECTIVE DATE: 10/01/09

REVISED DATE:

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REFERENCE ILEAP: ADM.19.02  
ADM.19.03

INDEX AS:

### 53.2.1 STAFF INSPECTIONS

#### PURPOSE:

The purpose of this policy is to establish guidelines for evaluating the quality of police operations, ensuring that the goals of the organization are being pursued, and ensuring that control is maintained throughout the department. It provides a means of assessing the department's effectiveness, efficiency, and ability to meet its commitments, and also provides a basis for adjusting existing policies, procedures, and directives to meet continually changing needs.

#### DEFINITIONS:

Staff Inspection: An inspection ordered by the Chief of Police, which is conducted by personnel who are not responsible to the Commander of the unit being inspected, nor are they responsible for the performance of the personnel in the inspected unit. The inspection will assist in correcting organizational weaknesses, eliminate duplication of effort, report new and innovative systems and procedures, and provide alternative methods for change and improvement.

#### POLICY:

### 53.2.1 STAFF INSPECTIONS

A. Staff inspections ensure an objective review of the agency, its facilities, property, equipment, and personnel, and both administrative and operational activities outside the normal supervisory and line inspection process. Staff inspections may be conducted periodically and accomplish the following:

1. Determine whether or not duties are being performed in accordance with prescribed directives.
2. Determine whether or not personnel are executing assigned tasks and adhering to policies, procedures, rules, and directives.
3. Determine whether or not supplies and equipment are being used efficiently and effectively.

B. All organizational components, functions, facilities, equipment, personnel, and activities are subject to staff inspections.

C. Written notice of a staff inspection should be sent to the supervisor of the unit to be inspected at least thirty days prior to the inspection. This notice will include a listing of the areas, materials, files, facilities and equipment to be inspected.

D. The Chief of Police is responsible for the staff inspection process and will select the personnel who will participate in staff inspections. The Chief will meet with assigned inspectors prior to the inspection to identify specific areas of operation to be evaluated.

E. Staff inspection personnel typically will not issue directives, except under circumstances where failure to do so may jeopardize the Department's reputation or the accomplishment of its objectives.

F. All staff inspections require a written report that will document the following:

1. Unit being inspected.
2. Current status or condition.
3. Any noted successes and accomplishments.
4. Any noted deficiencies or conditions of non-compliance.
5. Recommendations for improvements or corrections.
6. Future plans.

G. The staff inspection report will be forwarded to the Chief of Police. A copy will be provided to the supervisor of the unit that was inspected.

H. Line supervisors responsible for the inspected unit are responsible for remediating any deficiencies noted in the staff inspection report. Their responses and plans for correction will be sent to the Chief of Police within thirty days following receipt of the report.

I. Line supervisors will also notify the Chief of Police, in writing, when the necessary corrections have been made.

J. Staff inspections of organizational components will be conducted as directed by the Chief of Police.

#### ISSUING AUTHORITY



Anthony D. Cobb  
Chief of Police  
Champaign Police Department