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|  |                                  | Greenville, SC Police Department<br><b>GENERAL ORDER</b> |  |
|   |                                  | <b>Subject</b><br>Inspectional Services                  | <b>Number</b><br>145A6   |
| <b>Type</b><br>Administrative   |                                  |  |  |
| <b>Effective Date</b><br>7/1/2025   | <b>Amends/ Rescinds</b><br>145A5 | <b>Pages</b><br>1 of 4                                   | <b>Re-evaluation</b><br>Annual-April   |
| <b>References</b><br>CALEA 21.2.2; 53.1.1; 46.1.8                                 |                                  |  | <b>Notes</b><br>Updated section 3.0 to reflect new process for quarterly line/vehicle inspections. |

## 1.0 POLICY

The Greenville Police Department strives to ensure that the department is operated in an efficient, effective, and safe manner. The inspectional process is an essential mechanism for monitoring the operation of the department. The inspectional process helps ensure that goals are being pursued, identifies the need for additional resources and ensures maintenance of control throughout the department.

Inspections may include evaluations of facilities, vehicles, equipment, records, personnel, investigative procedures, crime reporting practices and incident reports. The inspectional process compares formal expectation with actual performance. The inspectional process at both the line and staff levels provides the Chief of Police, command staff and supervisory personnel with a means of regularly assessing efficiency and effectiveness.

## 2.0 DEFINITIONS

**Follow-up Inspection:** Inspections conducted by a staff inspector or supervisor, typically scheduled at regular intervals after an initial inspection.

**Line Inspection:** A line inspection is an inspection conducted by persons who have direct command and the authority to act or require action of subordinates.

**Spot Check Inspection:** Unscheduled inspections conducted at the discretion of a staff inspector or as directed by supervisors. May also be used in conjunction with follow-up inspections.

**Staff Inspection:** A staff inspection is an inspection conducted by persons who have no direct command or authority to act or require action of subordinates.

**Staff Inspector:** A person, typically a sworn officer, tasked with the responsibility and authority of conducting and coordinating inspections of operational components and personnel.

### 3.0 LINE INSPECTIONS

- 3.1 Supervisors in all components of the police department will conduct line inspections of property, to include vehicles, equipment, and personnel to ensure compliance with all general orders, operational readiness and other directives. These inspections will be spaced so that all personnel within the unit are inspected within the quarterly time frame.
- 3.2 Line inspections are to be an ongoing activity by supervisors to ensure that their personnel are conforming to departmental requirements in areas such as personal appearance, use and maintenance of equipment, and adherence to policy and procedure.
- 3.3 Supervisors at every level are responsible for both the conducting of inspections, and the timely correction of all deficiencies discovered by the inspections.
- 3.4 Equipment assigned to special teams, such as SWAT and CNT, will be inspected by the team commander or their designee.
- 3.5 All components will receive a line inspection at least quarterly.
- 3.6 All line inspections will be documented, and serious deficiencies will be reported to the division commander. A follow-up report will be submitted to ensure that corrective action has been taken.
- 3.7 All Line Inspection Reports will be forwarded to the appropriate Division Commander, who in turn will upload the forms into a designated folder on the city network.

### 4.0 STAFF INSPECTIONS

The role of staff inspections is to ensure objective review of departmental procedures, facilities, property, equipment, personnel and administrative and operational activities. Staff Inspections are outside the normal supervisory and line inspection process and the chain of command. Personnel assigned to staff inspection have no command authority over line components and operate through the direct authority of the Chief of Police. The function of the staff inspection program is to provide a service for the improvement of the Police department. Staff inspections are a constructive, positive approach with its goal of increasing effectiveness and improving standards of service.

- 4.1 The broad objectives of staff inspections are:



- 4.1.1 To determine if tasks are being performed as outlined, and if policies, regulations, systems and procedures are being followed.
- 4.1.2 To determine if anticipated results are being realized and operations are accomplishing what is expected.
- 4.1.3 To determine if the resources of the police department are being utilized to the best advantages.
- 4.1.4 To reveal the existence of need.
- 4.1.5 To praise jobs done well and to identify deficiencies.
- 4.2 Organization/Duties and Responsibilities:
  - 4.2.1 The Support Commander is responsible for ensuring policy compliance.
  - 4.2.2 The Support Commander has the duty and responsibility to ensure that staff inspections of all work areas (division, bureau or unit) within the Greenville Police Department are conducted within the required four-year (4) time frame.
  - 4.2.3 The Lieutenant, or other personnel assigned by the commander to conduct inspections, will do so in an impartial manner and will submit an unbiased report of findings along with recommendations for improvements or remedial action to correct any deficiencies to the Chief of Police.
  - 4.2.4 The Accreditation Manager will ensure that Accreditation files are maintained concerning each area that has been inspected.
- 4.3 Inspectional Procedure: To attain the objectives of staff inspection, everything relating to the police department must be subject to inspection.
  - 4.3.1 The Chief may order, or the commander may conduct, inspections of any organizational element, procedure or condition which may give the appearance of not functioning as desired in addition to the normal staff inspections.
  - 4.3.2 The Staff Inspector will give a minimum of two full days notice to the division commander of the unit to be inspected, prior to the inspection, unless it is a specific spot check procedure.
  - 4.3.3 The Staff Inspector will:



- 4.3.3.1 Review all general orders, city policy, and accreditation standards that apply to the unit being inspected to determine the specific items to be inspected.
- 4.3.3.2 Review the current job positions within the unit and ensure the City's job description is up-to-date with all required duties. All job positions will be reviewed at least once every four (4) years.
- 4.3.3.3 The Staff Inspector will then inspect the proofs of compliance applicable.
- 4.3.4 Post-inspection activity:
  - 4.3.4.1 A complete constructive report of the inspection is to be forwarded to Chief of Police and the effected unit Commander by the inspecting personnel. Recommendations for improvement will be made, where applicable.
  - 4.3.4.2 Sufficient credit given to the inspected unit and personnel when operation is particularly good.
  - 4.3.4.3 During the inspection any suggestions or recommendations for improvement may be made directly to the appropriate divisional supervisor where it is within his/her authority to effect change.
- 4.3.5 The Divisional Commander will review and evaluate all staff inspection reports prior to forwarding to the Chief of Police.
- 4.3.6 Follow-up inspection: At prescribed time intervals following initial inspections, the inspecting personnel will be directed to report on the progress and implementation of recommended changes to correct deficiencies and for the improvement of the unit.
- 4.3.7 Spot-check inspections: Spot-check inspections may be conducted, usually on an unscheduled basis (requiring no advance notification). The purpose of a spot-check inspection is to identify problem areas that might lead to weakness or deficiencies and to ensure correction of deficiencies. Should a spot-check inspection reveal the need for a more comprehensive inspection of a unit or work area, then the above-described pre-inspection notification will be followed.



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4.3.8 Frequency: A staff inspection of all organizational components will be conducted a minimum of every four (4) years.

DocuSigned by:

*J. H. Thompson*

7/1/2025

J.H. Thompson, Chief of Police

Date

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