	STANDARD OPERATING PROCEDURE State Form 39870(R/ S- 06)	Reference Number SSU-004
	Subject Staff Inspection	
	Special Instructions Replaces SSU-004 dated March 1, 2025	Effective Date **November 14, 2025**

I. PURPOSE

Establishes guidelines and identifies standards for conducting an objective review of Department personnel, facilities, equipment, and operational procedures to enhance uniformity and compliance in the application of police services.

II. POLICY

The function of staff inspection is to assist the Superintendent, the executive staff, and other commanders in the effective discharge of responsibilities; through analysis, recommendations, counsel, and information concerning the activities reviewed.

III. PROCEDURE

A. Authority

1. Personnel conducting staff inspections are vested by authority of the Superintendent to conduct administrative inspections, and other special-purpose inspections of all Department assets and operational functions.

2. Staff inspection personnel are not organized as part of the line command function and do not have line command authority over inspected elements.

B. Staff inspections are designed to provide the Department with objective reviews of all personnel, facilities, equipment, operational activities, and compliance with the Indiana Occupational Safety and Health Act (IOSHA).

B. Staff inspections will be conducted at the direction of the Superintendent.

D. Each staff inspection will focus on the administrative and procedural responsibilities of the organizational entity being inspected.

E. A commander whose division, area, district, or section is scheduled to be inspected shall be notified prior to the arrival of staff inspection personnel.

F. Upon completion of the inspection, staff inspection personnel shall meet with the appropriate area, district, section, or division commander to discuss the results of the inspection.

G. The inspection shall identify and document both positive and negative issues. Recommendations, if applicable, for changes in organizational structure, policies, procedures,

facilities, programs, training, and equipment shall be provided to the Superintendent and/or the Deputy Superintendent by the personnel conducting the staff inspection.

H. In accordance with provisions of Indiana Code 5-14-3, inspection reports are considered confidential documents and shall neither be released nor reproduced without written permission from the Superintendent.

I. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.