

JUNEAU POLICE DEPARTMENT PROCEDURES



Title:	Inspections	Chapter: 4.700
Date Issued:	October 28, 2008	
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I. PURPOSE

The purpose of this policy is to establish procedures for conducting inspections of JPD's administrative functions, facilities, property, equipment, operations and personnel. When conducted properly, inspections enable managers to assess JPD's ability to perform its mission and to assess needs for improvement.

II. POLICY

Inspections will be conducted on a regular basis to help ensure that JPD is operating at peak efficiency and in compliance with established professional standards. Inspections are a vital component of Department self-assessment and will be carried out with care, attention to detail, and with the full cooperation of all JPD personnel.

III. DEFINITIONS

Capital Item – Any item of JPD property valued at \$100 or more with a useful life of at least one year.

Formal Line Inspection – Conducted for the purpose of preparing a written report for the JPD Command Staff. The report should detail the findings of the inspections and document specific actions taken to remedy deficiencies and/or long term strategies to deal with them.

Informal Line Inspection – Supervisors conduct informal line inspections during the course of regular duties to ensure compliance with JPD policies and procedures. Immediate action is normally taken and no reports are required unless a critical problem needs to be taken up the chain of command.

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Inventory Inspection – An annual inspection of all JPD capital equipment.

Line Inspection – Inspections conducted by supervisory personnel directly responsible for the person or equipment being inspected. Designed to examine, evaluate, and improve the performance of personnel and equipment, there are two types of line inspections – informal and formal.

Specific Task Inspection – Conducted to evaluate a particular JPD activity, specific task inspections are initiated by the Chief of Police. Notice may or may not be given to those involved in the activity.

Staff Inspection – An objective review of the facilities, equipment, personnel, and administrative and operational programs of the Department. Conducted by a member of the command staff, staff inspections involve detailed and wide-ranging examinations of Department operations for efficiency, effectiveness, compliance with Department policies and adequacy of management controls. A comprehensive report is directed to the Chief of Police that includes comments from those units that have been inspected.

IV. PROCEDURES

A. Line Inspections

1. Inspector
 - a. Conducted by the immediate supervisor of the unit being inspected.
2. Time of Inspection
 - a. Briefing period or other appropriate time at least quarterly.
3. Subjects of Inspection
 - a. Personal appearance and personal hygiene;
 - b. Uniforms and uniform equipment when applicable;
 - c. Health and emotional fitness for duty of personnel;
 - d. Availability, maintenance, and operational readiness of JPD equipment including both issued and stored equipment used by unit personnel;
 - e. Appearance and maintenance of JPD vehicles assigned to or used by unit personnel;
 - f. Proper performance of tasks assigned to the unit personnel;

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- g. Training and qualification status of personnel for all authorized weapons and equipment;
- h. Unit's compliance with JPD Regulations and Operations Manual;
- i. Care and control of evidence and other property seized by unit personnel;
- j. Proper use and control of monetary funds under the control of the unit;
- k. Physical condition, maintenance, safety, cleanliness, adequacy, and security of furnishings and spaces used by or under the control of the unit.

4. Inspection Responsibilities

- a. Supervisors designated by the Chief of Police to conduct a line inspection shall review the previous inspection and determine if noted deficiencies have been corrected.
- b. Lieutenants shall review the results of the inspection and ensure that inspecting supervisors complied with all applicable inspection requirements.

5. Informal Line Inspections

- a. Supervisors shall informally inspect their personnel regularly and shall record the date of inspections.

6. Formal Line Inspections

- a. Supervisors shall conduct a formal line inspection quarterly and shall use a checklist to ensure uniformity.
 - 1) The checklist should be prepared specifically for the inspection of the division, unit, facility, or function being inspected.
 - 2) The checklist should cover all appropriate aspects of the inspection per this policy.

7. Safety

- a. Inspections shall be conducted in accordance with all appropriate safety precautions.
 - 1) Firearms shall be loaded and unloaded utilizing gun tubes.

8. Manner of Inspection

- a. Inspections shall be conducted with due regard for individual dignity and Department morale.

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9. Correction and Re-inspection
 - a. Whenever possible, deficiencies shall be corrected immediately.
 - b. Where immediate correction is not possible, a re-inspection shall be conducted at the earliest possible date.
 - c. Failure to correct a deficiency following a re-inspection may result in disciplinary action.
10. Reports
 - a. Formal line inspections require a written report detailing the results.
 - b. Subsequent re-inspections also require a written report detailing the results.

B. Staff Inspections

1. Inspector
 - a. Command Staff member so assigned by the Chief of Police, who has no supervisory responsibility for the division, personnel, or equipment being inspected.
2. Subjects of Inspection
 - a. Effectiveness of the organization including command and supervisory structure and functioning;
 - b. Drafting, communication, compliance and enforcement of policies;
 - c. Effectiveness of Department operations;
 - d. Compliance with laws, regulations, and CBJ ordinances;
 - e. Compliance with best practices in the industry;
 - f. Adequacy and efficient use of JPD resources, including personnel, equipment, facilities and funds;
 - g. Maintenance and operational readiness of JPD equipment;
 - h. Accuracy and timeliness of written reports and other required documentation;
 - i. Proper preparation and maintenance of written and computer records;
 - j. Adequacy, security, and safety of JPD equipment, facilities and furnishings including an annual inventory of all capital items;
 - k. Effectiveness and productivity of investigative procedures and case handling;
 - l. Maintenance of JPD's intranet;
 - m. Uniformity of application of policies throughout JPD;
 - n. Effectiveness and safety of JPD operations;

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- o. Evidence of exemplary unit performance, improvements or innovations that deserve recognition;
- p. Adequacy of recruitment mechanisms;
- q. Appropriateness and effectiveness of JPD training;
- r. Level of professionalism and integrity among JPD personnel;
- s. Status of JPD morale;
- t. Other matters that are significant to the successful performance of JPD's mission.

3. Staff Inspection Responsibilities

- a. The Chief of Police is responsible for designating which Command Staff member will conduct a staff inspection.
- b. Staff inspectors are not expected to identify specific individuals who are considered to be at fault, or provide a basis for disciplinary action.
- c. All JPD personnel are responsible for cooperating to the fullest extent with staff inspectors, and should regard staff inspections as opportunities to identify needs and/or problems with the intent of making improvements.
- d. All JPD personnel will give staff inspectors complete access to all personnel, facilities, equipment and records deemed necessary for the inspection.
 - 1) Workspaces, equipment, vehicles, lockers, desks, computer workstations, filing cabinets, and other items or areas assigned to JPD personnel are subject to entry and inspection by the Department with or without notice.
 - 2) Personnel will not secure so as to bar access to JPD equipment or facilities unless authorized by policy or in writing by the Chief of Police. Where such locks are permitted, keys or lock combinations will be provided to the unit supervisor.

4. Staff Inspection Procedures

- a. Staff inspections shall be conducted as directed by the Chief of Police.
 - 1) General staff inspections are normally scheduled in advance.
 - 2) Special staff inspections may be ordered and conducted at any time.
- b. Deceptive or undercover methods of inspection will not be employed.

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- c. To ensure uniformity and fairness, staff inspections should be conducted in accordance with a checklist covering all aspects of the inspection.
- d. Inspectors shall communicate freely with the supervisors of the units being inspected.
- e. At the conclusion of the inspection, the inspector will meet with the supervisor of the inspected unit and will discuss the inspection results, explaining any deficiencies that will be noted in the report.
- f. Inspectors shall maintain adequate notes and records of their activities during the inspection to ensure accuracy and clarity of all subsequent reports.
- g. Inspectors will make all possible efforts to avoid interfering with normal JPD operations during the inspection.
- h. Where deficiencies are found that cannot be immediately corrected, the Chief of Police may order a re-inspection at a subsequent time to ensure that the deficiencies are corrected.
- i. At the conclusion of the inspection, the inspector will draft a detailed report, identifying both strengths and weaknesses found during the inspection.
 - 1) Positive findings should be emphasized appropriately and where deficiencies are reported, suggestions for corrective action will be included.
 - 2) The unit inspected will be provided a copy of the report.
- j. The supervisor of the inspected unit may respond either orally or in writing to the report and may include steps taken to remedy deficiencies.
- k. Staff inspection reports are considered to be confidential and shall not be released to the public without the permission of the Chief of Police.
- l. Reports shall be maintained according to CBJ records retention policy.

Ed Mercer

A handwritten signature in cursive script that reads 'Ed Mercer'.

Chief of Police