

LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 116	Section: ADMINISTRATION	Effective Date: MARCH 2023
Title: INSPECTIONS SERVICES AND STAFF EVALUATIONS		
Accreditation Standards: ADM.19.01; ADM.19.02; ADM.19.03		
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I. INSPECTION SERVICES

The Chief of Police is responsible for establishing and maintaining regular inspections and evaluations to maintain high standards of performance. Although the ultimate responsibility of inspection and evaluation control rests with the Chief, inspections and evaluations must be carried out continuously at all levels of command and supervision.

The goal of line inspections and staff evaluations is to ensure operational efficiency and effectiveness in achieving community-oriented policing goals. While a line inspection or staff evaluation may reveal infractions of Departmental orders, inspections and staff evaluations are not a disciplinary process: it is a fair, impartial, and honest appraisal of efforts. The inspector/evaluator must have a positive, constructive attitude and make every effort to instill respect for, and understanding of, the inspection/evaluation process.

A. Line Inspection and Staff Evaluation objectives:

1. To learn whether a task is being performed as outlined in Department orders.
2. To examine critical incidents to determine if the Department's oral or written administrative guidance adequately guides officers in performing their duties safely, legally, and to a professional standard.
3. To learn whether Departmental goals and objectives have been achieved.
4. To discover whether Department resources are being used to the best advantage.
5. To identify and document needs, deficiencies, omissions, or problems.
6. To provide a means for recognizing, reporting, and rewarding exemplary performance and to institute disciplinary procedures for those who disobey or fail to comply with Departmental orders.
7. To gauge the Department's success in achieving community-oriented policing goals. These goals include the fostering of partnerships with citizens, law-enforcement agencies, and governmental offices, enhancing community life through problem solving that reduces the incidence and fear of crime, and accountability for public safety strategies.

B. Line Inspection and Staff Evaluation responsibilities:

1. Oversight of the Inspection Services and Staff Evaluation function is the responsibility of the Office of the Chief of Police. The Inspection Services and Staff Evaluation functions are responsible for assessing the police department's efficiency, effectiveness, and the assimilation of information essential for planning and change. This is accomplished by ensuring compliance with existing policies, plans, procedures, laws and regulations.
2. Inspection and Staff Evaluation shall be an ongoing process conducted by those in direct command, i.e., those who have the authority to act or require immediate action of subordinates. Ongoing inspection and staff evaluation is a duty of all supervisors and the Chief of Police or designee unless otherwise directed.
3. Inspection and Evaluation responsibilities shall include personal inspection of employees and the types and condition of their issued equipment, how employees perform their duties, and the results of their efforts. Employees shall respond immediately to correct deficiencies identified during evaluations. Evaluations shall also recognize exemplary performance.
4. Line inspections and Staff Evaluations are conducted at the direction of the Chief of Police; the frequency of the inspection/evaluation depends on the purpose. Inspections/Evaluations may be announced or unannounced. Line inspections shall be conducted according to a list of observations

to be made. Staff evaluations, by contrast, evaluate not specific employees but rather the entire organization.

5. The Inspection Services and Staff Evaluation designee(s) shall record the dates and results of each inspection/evaluation and forward them to the Chief of Police.

C. Line Inspections.

All employees and physical resources of the Department shall be subject to line inspections. Any supervisor may review and observe a subordinate's activity to ensure compliance with departmental procedures, rules or regulations. These inspections are not limited to persons but may include all physical resources and facilities used by employees of the Department including vehicles, desks, lockers, file cabinets, and computer hard disk storage drives. Under most circumstances, this type of inspection is handled informally and accomplished by the observation of a supervisor. It is the obligation of all supervisors to bring matters in need of attention to employees for immediate correction.

On a monthly basis it is the responsibility of Sergeants to conduct and document inspections of equipment, uniforms, appearance/grooming, and vehicles of sworn personnel. Results of monthly inspections shall be recorded on LPD Form 321 (Uniform personnel) and LPD Form 321A (Non-uniform personnel), and forwarded to the respective Division Commander for review and approval through the respective chain of command. Monthly line inspections shall include:

1. Equipment.

An inspection of issued equipment to include but not limited to handgun, handgun magazines, CEW's, shotguns, rifles, OC spray, portable radio, body worn cameras, handcuffs, expandable batons, latex gloves, issued cell phones, departmental credentials, bola wraps, flashlights shall be inspected during monthly inspections. (Inspections of weapons by inspecting supervisory personnel shall be limited to preliminary maintenance items, and any required inspection beyond preliminary shall be referred to the Department Armorer)

2. Uniform.

An inspection of issued uniform to include but not limited to shirt, trousers, nameplates, badges, ballistic vest, traffic vest, duty belt, magazine pouch, uniform jacket, rain gear, uniform hat(s), whistle, and turtleneck shall be inspected during monthly inspections.

3. Appearance/Grooming.

An inspection of the employee's facial hair, hair color/style, jewelry, tattoos, hair length, earrings/piercings, and fingernails to ensure compliance with General Order 129, Grooming Standards.

4. Vehicles.

An inspection of mobile display terminals, in-car camera, preliminary breath test devices, first aid kits, personal protective gear, infection control kits, traffic cones, roadway flares, and all other issued equipment in the vehicle shall be inspected during the monthly vehicle inspections. All discrepancies shall be forwarded in memorandum form through the chain of command. Any needed supplies will be requested through the Administration and Support Division commander or designee.

D. Specialty Vehicles and Equipment Inspections.

1. The Field Operations Division Commander or designee will inspect all agency equipment and vehicles designated for use in large-scale operations or unusual occurrence situations on a quarterly basis for operational readiness.
2. The Operational Support Section commander or designee, will inspect all agency equipment and vehicles designated for use in special events on a quarterly basis for operational readiness.

E. Firearms.

1. The Department armorer(s), or designee will inventory all departmental firearms on an annual basis to ensure the accountability and operational readiness of all special weapons, shotguns, handguns and ammunition.
2. The Department armorer(s), or designee will inventory the armory on an annual basis to ensure the accountability and operational readiness of all stored special weapons, shotguns, handguns and specialty munitions and ammunition.

F. Staff Evaluations.

Staff Evaluations involve the checking or testing of persons, facilities, equipment, procedures or other items by Command Staff officers or their designee. Staff Evaluations provide a means to regularly assess the Department's efficiency and effectiveness, as well as providing information necessary to plan for change. A Staff Evaluation is an objective review of all the Leesburg Police Department facilities, personnel, and procedures through a series of evaluations authorized by the Chief of Police, and conducted at the Chief's discretion, to ensure that the Police Department is operating effectively, efficiently and per agency guidelines. These evaluations provide the Chief of Police and Command Staff with valuable information that will be useful in the ongoing effort to keep the Leesburg Police Department a respected professional agency. The Chief of Police or designee will conduct Staff Evaluations annually.