

# GENERAL ORDER

G.O. 6-531

**SUBJECT: INSPECTIONS**



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INDEX: LINE INSPECTIONS, STAFF INSPECTIONS

## **I. PURPOSE AND RESPONSIBILITY:**

- A. Purpose: To set the policy and establish the procedures for line and staff inspections at the Monroe Police Department.
- B. Responsibility:
  - 1. It will be the responsibility of all personnel to maintain all equipment issued or assigned to them in operating condition and to report any damage to, or loss of, this equipment to their immediate supervisor.
  - 2. It will be the responsibility of all ranking officers to observe the personal appearance of all personnel under their supervision.
  - 3. It will be the responsibility of the Support Services Division (SSD) Commander, upon receiving written reports of defective, unacceptable or missing equipment, furnishings or conditions, to cause the repair or replacement of these items or conditions.
  - 4. It will be the responsibility of the Chief of Police to cause the triennial staff inspection of all components of this Department.

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## **II.    DISCUSSION:**

- A.    This general order deals with line and staff inspections at this Police Department. The inspection process is an essential mechanism for evaluating the quality of the agency's operations, insuring the agency's goals are being pursued, identifying the need for additional resources and insuring control is maintained throughout the agency. Inspections may include the evaluation of facilities, vehicles, equipment, records, personnel, investigative procedures, crime reporting practices and incident reports, and provides the Chief of Police and command level personnel with a means of regularly assessing the agency's efficiency and effectiveness. Both line and staff inspections generate findings, conclusions, recommendations and reports for consideration by the Chief of Police and provide valuable information that may affect planning and training programs.

## **III.   DEFINITIONS:**

- A.    **LINE INSPECTIONS:** Inspections conducted by personnel in control of the persons, facilities, procedures or other elements being inspected. Line inspections may be carried out by any supervisor within the chain of command and is often conducted by supervisory personnel who may also be responsible for insuring that any substandard conditions revealed in the inspection are corrected. Also referred to as "authoritative inspection".
- B.    **STAFF INSPECTIONS:** Inspection conducted by personnel who do not have control of the persons, facilities, or procedures being inspected. The results of staff inspections are normally reported to the agency's chief executive officer.

## **IV.   POLICY:**

- A.    It will be the policy of the Monroe Police Department that line inspections of personnel and equipment will be conducted on a regular basis to ensure compliance with Department directives and maintenance of equipment.
- B.    It will be the policy of the Monroe Police Department that staff inspections of the divisions and units of this Department will be completed to ensure compliance with Department policies, procedures and rules; that personnel and equipment are being used in the most efficient manner; and that personnel, equipment and

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facilities are adequate to allow this Department to carry out its duties and responsibilities.

### V.    PROCEDURES:

#### A.    LINE INSPECTIONS:

1.    LINE INSPECTION PROCEDURES: Division Commanders and supervisors will be responsible for the regular inspections of personnel, equipment, activities, and the facility. The commanders and supervisors are to correct, or cause to be corrected, deficiencies discovered during these inspections.
  
2.    FREQUENCY OF INSPECTIONS:
  - a.    Daily:
    1.    Personnel:
      - a.    All supervisors are responsible for the ongoing observance of the personal appearance of their personnel and the immediate correction of identified deficiencies;
      - b.    All personnel of this Department will be inspected on a daily basis. Patrol Division (PD) supervisors will inspect the personnel under their supervision at roll call.
    2.    Vehicles:
      - a.    At the beginning of every shift all sworn personnel shall inspect the assigned Department vehicle for damage, supplies, and equipment. For equipment refer to General Order 5-414, Patrol Vehicles; paragraph V, subparagraph B.
      - b.    Any supervisor or officer, while conducting a vehicle

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inspection, who finds something in disrepair, shall complete a Department work order.

- b. Weekly: Support Services Division (SSD) personnel will inspect for cleanliness and condition the police facility, including the cellblocks:
    - 1. All supervisors are responsible for the ongoing inspection of the general condition and cleanliness of the Department facilities, furniture and equipment, and for reporting any problems in writing to the SSD Commander;
    - 2. Any deficiency noted in the inspection requiring corrective repairs shall be entered on a work order form by the SSD Commander and submitted to the appropriate town department.
  - c. Monthly:
    - 1. Personnel: During the first week following a shift change, Division Commanders shall cause the formal inspection of personnel to include appearance and issued equipment, i.e. weapon gear, weapons, handcuffs, etc.
    - 2. Vehicles: Division Commanders will inspect all Department vehicles assigned to their division at least once a month.
  - d. Annual: There will be an annual inspection by Division Commanders of Department policy and procedure manuals, including training manuals.
- 3. SUPERVISORY RESPONSIBILITY: All supervisors and/or Division Commanders will conduct inspections of the personnel assigned to their divisions or units and will notify in writing the Captain, as the Department quartermaster, of any deficiencies or discrepancies.
  - 4. INSPECTION REPORTS: All reports are to be submitted to the SSD Commander:

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- a. "PAIR": A "Personal Appearance Inspection Report" will be completed noting significant deficiencies during a personnel inspection;
  - b. "DVIL": Division Commanders shall conduct, or cause to be conducted an inspection of Department vehicles assigned to their respective divisions and will complete a "Department Vehicle Inspection Log";
  - c. "PFIL": The SSD Commander shall cause an inspection of the general areas of this Department, including the cellblocks, for cleanliness and condition of furniture and equipment, completing a "Police Facility Inspection Log".
5. FOLLOW-UP PROCEDURES: Division Commanders will follow-up the repair or replacement request made to the SSD Commander to insure that corrective action has been taken.

### B. STAFF INSPECTIONS:

1. IDENTITY AND AUTHORITY: The Chief of Police will appoint a command level officer to conduct a staff inspection. The command level officer will have full authority to conduct the inspection.
2. STAFF INSPECTION PROCEDURES: Staff inspections ensure an objective review of the Department facilities, property, personnel, and administrative and operational activities outside the normal supervisory and line inspection procedures and chain of command. The procedures for inspections will include the following:
  - a. Purpose: The purpose of staff inspections is to:
    1. Determine if duties are being performed in accordance with prescribed policies, procedures, rules and regulations;
    2. Evaluate execution of assigned duties, adherence to policies and procedures, communication with and service to the community, and making discretionary decisions;



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- e.     Recommendations.
- 4.    **FOLLOW-UP PROCEDURES:** The respective Division Commander will be responsible for the development of an action plan for the implementation of the staff inspection report recommendations.
- 5.    **TRIENNIAL INSPECTION:** All Divisions and Units will receive a staff inspection at least once every three years. The Chief of Police may direct staff inspections of key organizational components on an as-needed-basis.