

Chapter: 53	Inspections
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Chapter 53 Inspectional Services

53.1 Line Inspections

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53.1.1 Line Inspections

All employees and physical resources of the Department shall be subject to line inspections. Any supervisor may review and observe any 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 the employees of the Department including desks, lockers, vehicles, file cabinets and computers, electronic devices and cellular telephones. During these inspections, the supervisor will take immediate corrective action to eliminate all substandard conditions.

A. Procedures to be used in conducting line inspections.

Line inspections may be conducted either formally or informally, at the discretion of the inspecting supervisor. The inspection may be announced or unannounced.

Formal inspection is the inspection of personnel according to military drill-and-ceremony guidelines. This is normally conducted with officers positioned on-line (ranks) while the inspecting officer positions themselves in front of each officer to conduct the inspection.

Informal inspection is the inspection of personnel and equipment, often on a one-on-one basis, without the drill-and-ceremony process and may be conducted as needed but at least quarterly.

All inspections should concentrate on the condition and operational effectiveness of personnel, equipment, and facilities regardless of the inspection method used.

B. Frequency of inspection.

Daily Inspections will include but are not limited to:

1. Lieutenants/Civilian Managers shall ensure that daily inspections are conducted of their respective facilities and the property and equipment assigned thereto.
2. Sergeants and other first-line supervisors shall make careful inspections of their subordinates to ensure they are properly uniformed, equipped, and fit for duty.
3. All supervisors shall conduct continuous inspections of subordinate personnel operating city vehicles to determine the regular use of seat belts.

Dailey inspections do not have to be recorded and may be informal observations.

Quarterly Inspections will include but are not limited to:

1. Team Supervisor will check all equipment assigned to the officer/employee for cleanliness and serviceability to include:
 - a. Issued/assigned vehicle
 - b. Issued firearm(s)
 - c. Issued less lethal weapons
 - d. Protective body armor to determine if the issued vest is being worn as required
 - e. Radio equipment
 - f. Radars
 - g. Mobile Video Recording Equipment
 - h. Mobile Data Computer
2. Fleet vehicles, motorcycles and bicycles assigned to officers/employees by first line supervisors. Ensure all preventive maintenance checks of vehicles are conducted as scheduled.
3. Each Section having equipment designated for use for incident situations will inspect for operational readiness.

Quarterly Inspections will include but are not limited to:

1. Structured inspections by first line supervisors of their subordinates.
2. Animal Control vehicles by the appropriate Operations Lieutenant or designee.
3. Fleet vehicles assigned to areas other than Operations by Fleet Manager or designee.

C. Responsibilities of the supervisor in each organizational component for both the conduct of inspections and correction of conditions discovered by the inspection.

The supervisor conducting both formal and informal inspections will ensure the correction of any deficiencies noted. Any deficiencies in facilities or equipment should be corrected, if possible. Serious deficiencies that cannot be immediately resolved should be documented and written notification made to the appropriate component for corrective action. Re-inspections shall be conducted as necessary to ensure that previously documented deficiencies have been corrected.

D. Criteria to identify those inspections that require a written report.

Any deficiency that could constitute a violation of Departmental Directives or City Policy or one not immediately correctable, during formal and informal inspections, will require written documentation.

1. The structured inspection mandated at least once every three months results are documented in the supervisor's employee log or file and subsequently entered on the employee's next performance evaluation.
2. Inspections that reveal serious deficiencies or violations may be subject to disciplinary action. Results will be reported in writing to the Division Captain.
3. Follow-up inspections which reveal a repeated or uncorrected deficiency or violation will be documented in the employee log and reflected in the next performance evaluation. Written notice is provided to the Division Captain in those cases which may result in disciplinary action.
4. Failures in facilities or equipment which cannot be immediately corrected will be reported to the Facilities and Supply Unit in writing along with the appropriate request for repair or replacement.
5. Employees will contact the Facilities and Supply Unit when equipment is not functioning,

damaged or in need of replacement and forward any damage of property reports for authority to have it fixed.

6. Employees will contact the Fleet Manager or update the Vehicle Status Information on the intranet when a vehicle is being taken to the garage for service.

E. Follow-up procedures to ensure corrective action has been taken.

1. Supervisory personnel at each level of command shall ensure that all deficiencies are corrected or reported as appropriate.
2. Supervisors conducting an inspection shall ensure that deficiencies that can be corrected at the division level are corrected as quickly as possible.

53.2.1 Staff Inspections

Management inspection and control through a process of staff review and evaluation is necessary to ascertain if the command policies, procedures, and rules are adequate and are being adhered to; whether department resources are adequate and are being utilized; and evaluate the overall performance and attitude of the department. The purpose of a staff inspection is to examine and evaluate the functions and activities of Department components and their ability to accomplish organizational objectives in accordance with existing written directives.

A. Identity of the person(s) conducting the staff inspection.

Staff inspections are conducted at the direction of the Chief of Police by personnel who do not have direct control of the persons, facilities, or other elements being inspected.

B. Procedures to be used in conducting staff inspections.

Staff inspectors will conduct a thorough review and analysis of each department component to assist in identifying and correcting organizational weaknesses, eliminating duplication of effort, reporting new and innovative systems and procedures, and providing alternative methods for change and improvement.

Written notice of formal inspection shall be provided to the division captain of the component to be inspected not less than seven days prior to the inspection. The written notice shall be in memorandum form and shall indicate the nature of the inspection and may include specific request for desired actions, critical areas of inquiries, and other actions necessary to complete the inspections.

Employees of the affected component will be given a questionnaire to complete, noting any areas of concern or policy issues that require review. Staff inspectors and the appropriate captains will meet prior to the inspection to identify specific performance indicators.

While the specific focus will vary dependent upon the nature and function of the unit to be inspected, staff inspections may include but are not limited to the following:

1. Personnel: The review of the conduct and performance of personnel to include:
 - a. Appearance
 - b. Discipline
 - c. Job Knowledge
 - d. Integrity
 - e. Morale

2. Operational Procedures: The review of operational activities will include:

- a. Facilities and equipment conditions
- b. Investigative Techniques
- c. Communication discipline
- d. Incident response time
- e. Quality of service
- f. Report preparation and records
- g. Roll call
- h. Supervision and command
- i. Court Appearance and presentations
- j. Selectivity of enforcement
- k. Manpower scheduling and deployment

3. Administrative Procedures: The review of administrative activities to include:

- a. Cooperation with other components and agencies
- b. Utilization of personnel
- c. Control of overtime
- d. Fiscal activity

C. Submission of a written report that identifies deficiencies and makes recommendations for their improvement and/or correction, and identifies positive aspects of the area being inspected.

At the conclusion of a staff inspection and prior to the submission of a final report, the staff inspection team leader shall confer with the division captain. Any discrepancies or errors should be clarified at that time. The team leader shall prepare a final written report of the inspection and the division captain shall have an opportunity to review the final report and attach comments before the final report is submitted to the Chief of Police.

The final report shall include specific indications of compliance or non-compliance with department policies and procedures. Exemplary performance should be documented as well as operations and facilities found in non-compliance.

D. A follow-up written report for noted deficiencies that cannot be immediately corrected.

Lieutenants and Civilian Managers of inspected components shall give full consideration to the overall importance of the inspector's findings and take prompt action to correct any deficiency noted. When conditions warrant, the Chief may require that a written response be forwarded to his office by the command staff personnel responsible for the condition cited in the inspection report. The response shall indicate the action taken to correct or ensure conformity to the policy or procedure.

E. A staff inspection to be conducted within all organizational components at least once every three years.

The Chief of Police may direct the staff inspection of any organization component, operation or activity as needed. However, a comprehensive staff inspection will be conducted within all organizational components at least every three years.