



Newport News Police Department - Administrative Manual

ADM-170 - INSPECTIONS/AUDITS

Amends/Supersedes: ADM-170 (12/12/2018)

Date of Issue: 07/17/2023

I. DEFINITIONS

- A. *Inspection Process*: A mechanism for evaluating the quality of the department's operations, ensuring that the department's goals are being pursued, and identifying the need for changes.
- B. *Line Inspection*: The checking or testing of persons, facilities, equipment, procedures, or other items by personnel who are in control of the elements which are being inspected.
- C. *Staff Inspection*: The checking or testing of persons, facilities, equipment, procedures, or other items by personnel not in control of these elements being inspected.

II. PROCEDURE

A. Line Inspections [53.1.1(a,d,e)]

1. Line inspections are a primary responsibility of all supervisors at every level in the department. Line inspections are ongoing, ensuring that employees adhere to departmental requirements on appearance, use, and maintenance of equipment and facilities and adherence to departmental policies and procedures.
2. Each supervisor is responsible for inspecting personnel, activities, and equipment under their supervision and initiating suitable action in the event of a subordinate's failure, error, violation, misconduct, or neglect of duty.
3. Supervisors will conduct both announced and unannounced line inspections. Supervisors are responsible for identifying areas needing correction, establishing a realistic timeframe for corrections and ensuring the corrections are made. Failure to take corrective action may result in disciplinary action against the supervisor and/or the employee. [53.1.1(b,c,e)]
 - a. [ADM-510 Weapons](#) establishes the procedure for inspecting department-issued handguns.
 - b. [ADM-570 Body-worn Cameras](#) establishes the requirements for body-worn camera inspections.
 - c. Vehicles, both assigned and pool vehicles, will be inspected monthly. The inspection will include ensuring that all installed equipment is functional.
 - d. Commanders will ensure that unit-specific inspection requirements are outlined in their standard operating procedures manuals.
 - e. The frequency of an inspection depends on its purpose. An employee's appearance, demeanor, and use/maintenance of equipment are subject to inspection daily. The inspection is usually done informally by the supervisor through roll call or observation.
 - f. Inspections of uniformed precinct personnel will be documented on the Daily Roster Form (NNPD [Form #41](#)). Other units and divisions will document these inspections on monthly reports and submit those reports to the chain of command. [53.1.1(b,c,d)]

- g. Less frequent inspections (i.e., monthly, quarterly, or annually) will be conducted on equipment, facilities, and organizational components or functions and require a written report to be given to the respective division commander.
 - h. Any line inspection resulting in the need for corrective action must be documented in writing and forwarded to the division commander or designee. [53.1.1(b,c,d)]
4. Maintaining stored department property in a state of “operational readiness” is the responsibility of the person or bureau, precinct, division, or unit to which the property is assigned. "Operational readiness" includes the property's care and cleaning, preventative maintenance, repair, workability, the need for replenishment of supplies and responsiveness. This included all vehicles and equipment designated for use during a critical incident. The completion of these inspections is documented in the monthly inspection reports submitted to the appropriate bureau commander. [17.5.2, 41.3.2, 46.1.8]

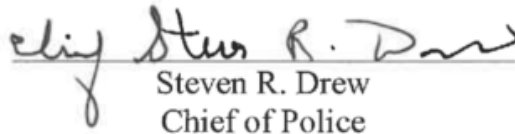
B. Staff Inspections [53.2.1(b)]

1. The staff inspection function is the responsibility of the Internal Affairs Division commander. Personnel conducting a staff inspection operate through the authority of the Chief of Police. Staff inspections objectively evaluate departmental procedures, facilities, equipment, and personnel outside the normal supervisory and line inspection procedures and the chain of command. The emphasis is on evaluating the system rather than an individual. A staff inspection of all units and/or their programs shall be conducted on one or more occasions, at least once every four years. The Chief of Police may authorize additional inspections. [53.2.1(a,e)]
2. Internal Affairs Division (IAD) is responsible for scheduling all staff inspections and assigning the inspection teams. Units to be inspected will be notified of the inspection in advance to allow for proper scheduling. Questions by the inspection team may be directed to any employee in the department and warrant a response as if the Chief of Police asked the questions. During an inspection, complete access to the department’s physical facilities and contents shall be granted to the inspection team. [53.2.1(a,b)]
3. A staff inspection will address a specific function, entity, or action. The inspection team may not apply disciplinary action against any member who, through the inspection process, has been found to have violated a departmental policy or procedure. Specific violations by an employee will be documented in the inspection report. In addition, the employee’s bureau/precinct/division commander will be informed of the violation to determine if any action is necessary. [53.2.1(a)]
4. The completed inspection report ([NNPD Form-153](#)) is submitted to the Chief of Police and the IAD. The IAD staff will forward the report to the affected bureau/precinct/division commander. [53.2.1(c)]
5. If the inspection team documents the need for corrected action, the division commander will provide the Chief of Police with a work plan concerning correcting the deficiencies and submit a report at the end of each month on progress towards compliance. [53.2.1(c,d)]

C. Property & Evidence Inspections & Audits

1. The Property & Evidence supervisor will conduct a monthly inspection to ensure the agency personnel adhere to procedures for the control of property and evidence. Concerns raised during the inspection will be addressed with the involved employee(s) and their chain of command. The inspection is documented and forwarded to the Support Services Division commander. [84.1.6(a)]

2. The Support Services Division commander or designee will conduct at least one audit to ensure the continuity of custody for property and evidence stored by the agency each calendar year. The audit's goal is to ensure property and evidence personnel correctly label and store items. The audit is documented in writing and forwarded to the Chief of Police through the Chain of Command. [84.1.6(c)]
 - a. More frequent audits may be conducted at the discretion of the division commander. If audits are performed more than once a year, all audits are forwarded to the Chief of Police after the last audit is conducted in that calendar year.
 - b. Each audit must examine a minimum of 100 high-risk items (firearms, drugs, cash, etc.) Items that are not considered high-risk may also be audited.
 - c. Concerns raised during the audit will be addressed immediately with the Property and Evidence supervisor.
3. The Chief of Police tasks the Internal Affairs Division with conducting an annual unannounced inspection of property and evidence storage areas. This inspection focuses on facility cleanliness, organization and security. [84.1.6(d)]
4. The Property & Evidence supervisor serves as the department's property and evidence custodian. When a new supervisor is assigned to the unit, they must conduct an audit with either the exiting supervisor or another member designated by the Chief of Police. [84.1.6b]
 - a. At a minimum, 1,060 high-risk items must be audited when there is a change in custodians.
 - b. If the error rate exceeds 4% during the audit, the following must occur:
 - 1) Notify the Chief of Police and Internal Affairs Division through the chain of command.
 - 2) A complete inventory of high-risk property is required. The Chief of Police will designate the auditor(s).
 - 3) The Support Services Division commander will review the audit results and take steps to identify any necessary policy or procedure changes.


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