



Novi Police Department

Director of Public Safety
Chief of Police

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Subject		Directive	Number of Pages	
Line and Staff Inspections		203	3	
This Directive Supersedes All Previously Issued Correspondence Relative To This Topic				
Accreditation Standards:	CALEA 53.1.1, 53.2.1 MACP 1.6.1		Effective Date	Revised Date
			04/08/2015	09/25/2023

I. Purpose

To evaluate the quality of operations of the Novi Police Department and to ensure employees are complying with agency requirements in such areas as personal appearance, use and maintenance of equipment, and adherence to agency directives and orders.

II. Policy

It is the policy of the Novi Police Department to use the inspectional process as an essential mechanism for evaluating the quality of agency operations, ensure that agency goals are being pursued, identify the need for additional resources, and ensure control is maintained throughout the organization.

III. Procedure

A. Line Inspections:

1. Line inspections are the responsibility of supervisors at every organizational level and provide a mechanism for achieving accountability.
2. Line inspections are to be conducted by supervisors on personnel under their command and on any and all agency owned property (e.g., vehicles, weapons, uniforms, etc.) within their organizational component. Such inspections may include closed containers therein.
3. Line inspection is an ongoing activity. Personnel and equipment are subject to random inspection at any time. [C 53.1.1 a]
4. The line inspection for personal appearance is the duty of all supervisors, made on a daily basis, to ensure proper appearance of assigned personnel. Line inspections for officers and sergeants are documented in Guardian Tracking at least quarterly. [C 53.1.1 b]
5. All department personnel operating agency assigned motor vehicles have a responsibility to inspect vehicles for proper condition and required equipment prior to operation.
6. Uniformed Lieutenants or his /her designee are responsible for conducting quarterly inspections of agency vehicles to ensure compliance with vehicle standards and necessary equipment. Vehicle inspections will be documented on the quarterly vehicle inspection form. [C 53.1.1 b, c]
7. Department personnel are responsible for all equipment issued to them or physically under their control. It is the responsibility of the employee to maintain all law enforcement-related

equipment in an operational state and report any malfunctions, damage, or loss of equipment immediately to their supervisor. [M 1.6.1]

8. All personnel have the responsibility for reporting any unsafe or non-secure condition to their immediate supervisor. Supervisors will perform inspections as necessary to ensure the safety and security of facilities.
9. Supervisors may direct a formal line inspection on the personnel under their command on an as needed basis. Should a supervisor conduct a scheduled formal inspection, adequate advance notice will be given. Results of any formal department inspection will be forwarded in memorandum form to the Director of Public Safety / Chief of Police. [C 53.1.1 d, d]
10. Minor discrepancies found during inspections may be handled verbally by the supervisor. Commendation for exemplary performance or corrective action for deficiencies may be documented by the supervisor in the employee's file, evaluation, or other correspondence, as appropriate. Continued deficiencies in areas previously addressed may result in disciplinary action.
11. Supervisors will ensure that noted deficiencies are remedied in a timely manner. Supervisors will re-inspect noted deficiencies to ensure that suitable corrective action has been taken. A supervisor will take immediate action to remedy any serious deficiencies in personnel or equipment that would endanger personnel or the public. [C 53.1.1 e]
12. Any line inspection that reveals serious deficiencies in personnel or equipment will be documented by the supervisor in memorandum to the next higher level of command. This memorandum should include a plan of action and target date for completion of corrective action, if within the capabilities of the supervisor. This memorandum will continue through the chain of command until the appropriate level is reached. Each level in the chain of command will document their action to be included with the memorandum. [C 53.1.1 c, d]

B. Staff Inspections:

1. Staff Inspections provide an objective review of department's administrative and operational activities, facilities, property, equipment, and personnel outside the normal line inspection. These inspections are to assess the agency's efficiency and effectiveness as well as to provide information necessary to plan for positive development.
2. Staff Inspections, if they occur, will be coordinated by the Executive Team and other such personnel as directed by the Director of Public Safety / Chief of Police. [C 53.2.1 a]
3. Personnel conducting staff inspections will have authority to conduct inspections to include:
 - a. Observation of the individual or unit's operating procedure
 - b. Examination of all records and files
 - c. Interviews with selected personnel
4. Notification will be made prior to initiating any general inspection.

5. No notification is needed when conducting an inspection of a specific function.
6. Staff inspections will be conducted with as little disruption of routine unit activity as possible. The operation of the unit being inspected will not be restricted unnecessarily.
7. Staff inspections will address the following concerns:
 - a. Adherence to established policies, procedures, and rules
 - b. Adequacy of policies, procedures and rules
 - c. Utilization of agency personnel and material to the fullest extent
 - d. Adequacy of resources to carry out agency goals and objectives
 - e. Any deficiency in training, supervision or policy which can be corrected or removed
 - f. Quality of the response of the department to its duties and requests for service [53.2.1 b]
8. At the conclusion of a staff inspection, the staff inspector(s) will prepare a written report for the Director of Public Safety / Chief of Police that will summarize the inspection activities, discuss strengths and weaknesses identified, and make recommendations for improvement of the particular function.
9. Reports will be clear and concise. All conclusions will be supported with adequate documentation. The staff inspection report will be in memorandum form and include the following:
 - a. Subject
 - b. Objectives
 - c. Conclusions
 - d. Recommendations [C 53.2.1 c]
10. The results of a staff inspection will be presented to the Director of Public Safety / Chief of Police and Assistant Chief of Police for discussion. Provisions may be made for a follow-up inspection to determine the effectiveness of corrective action. [C 53.2.1 d]