DEPARTMENTAL GENERAL ORDER **24**-066

ST. LOUIS COUNTY POLICE DEPARTMENT
OFFICE OF THE CHIEF OF POLICE May 7, 2024

Index as:
Inspections
Line Inspections
Staff Inspections

Cancels:
General Order **15**-066

INSPECTIONS

I. PURPOSE

The purpose of this directive is to establish policy and procedures for an inspection process at both the line and staff levels. This will provide the Chief of Police and Command Staff with the means of regularly assessing the Department's **operational** efficiency and effectiveness, as well as providing information necessary to plan for needed changes.

II. POLICY

Inspections are the function and responsibility of command and are an integral part of any management system that holds employees accountable for their performance. Both line and staff inspections will be conducted within the Department to ensure that the operational policies and procedures of all divisions, precincts, bureaus, units, and offices conform to Department rules and are in accordance with existing law.

III. DEFINTIONS

A. Line Inspections - Inspections conducted by line supervisory personnel who have direct authority and responsibility for the operation of the unit being inspected.

B. Staff Inspections - Inspections of the various organizational components, which are conducted by the Office of Staff Inspections.

C. Organizational Component or Work Unit - A subdivision of the Department, such as a Division, Bureau, Unit or Office **as identified in the Department Organizational Chart.**

IV. LINE INSPECTION PROCEDURES

A. **Line inspections may be informal or formal in nature.**

1. **Informal Line inspections consisting of physical and verbal inspection are performed at the discretion of the supervisor and may, but are not required to, include** the following items:

a. **Appearance/grooming/uniforms; and**
b. **Required safety equipment; and**
c. **Weapons; and**
d. **Vehicle/workstation condition and required equipment; and**

e. **Facilities; and**
f. **Property; and**
g. **Records and reports; and**
h. **Adherence to Department/division/bureau/precinct written directives and policies and procedures.**

2. Formal Line inspections must consist of, but are not limited to, the following items:

a. Appearance/grooming/uniforms; and
b. Required safety equipment; and
c. Weapons; and
d. Vehicle/workstation condition and required equipment; and
e. Facilities; and
f. Property; and
g. Records and reports; and
h. Adherence to Department/division/bureau/precinct written directives and policies and procedures.

B. Formal and Informal Line Inspections

1. **Informal Line Inspections:** First- or second-line supervisory personnel shall conduct informal line inspections **at their discretion** during routine operations to ensure adherence to all Departmental policies, procedures and written directives. Immediate action shall be taken by the inspecting supervisor to correct any deficiencies noted.

a. Written reports of informal line inspection shall be prepared under the following circumstances:

i. The Evaluation Period Record (F-187) will be used to document any outstanding or unsatisfactory performance on the part of an employee.

ii. The procedure outlined in the General Order entitled "Complaint Review Procedure" will be utilized for repeated or serious violations of policies, procedures and written directives.

iii. **If an informal line inspection written report details or recommends corrective action be taken, the reporting supervisor must file a supplementary written report after thirty (30) days confirming compliance.**

b. Reports of informal line inspections shall be maintained within the precincts/bureaus for a period of six (6) years.

2. Formal Line Inspections: The Office of Staff Inspections will request formal line inspections at a minimum of every six (6) months, or at the discretion of the Chief of Police or appropriate commanding officer. Second line supervisors within each work unit identified on the Department's organizational chart will ensure that the requested formal line inspections are conducted and recorded on the Department F-298-R form and submitted

by both Administrative Transmittal Sheet (ATS) and inter-office memorandum through the chain-of-command to their assigned Division Commanding Officer/Executive Director. A final memo and ATS from each Division head office should be sent to the Deputy Chief and then the Chief of Police for final approval. Upon the Deputy Chief's final approval, Division ATS and Memos will be "returned to" the Office of Staff Inspections for record keeping in accordance with section IV.B.1.a of this General Order.

a. The inspecting supervisor shall submit a written report **though their chain-of-command to their Division Commanding Officer/Executive Director** containing the following:

i. The subject of the inspection; **and**
ii. The objective of the inspection; **and**
iii. A general discussion of the scope of the inspection; **and**
iv. The findings; and
v. Recommendations for improvement in operating procedures and/or corrective action taken.

b. If a formal line inspection written report details or recommends corrective action be taken, the reporting supervisor must file a supplementary written report after thirty (30) days confirming compliance.

c. Reports of formal line inspections shall be maintained in the Office of Staff Inspections for a period of **six (6)** years.

3. Division commanding officers and bureau commanders may choose to conduct a single formal line inspection of all work units within their command, provided the subject of the inspection is applicable to all work units. When the subject of the inspection does not apply to a specific work unit, a separate formal line inspection must be conducted within that work unit.

4. Division Commanding Officers/Executive Directors shall not forward any line inspection paperwork until all unit/bureau/office line inspections are collected from their Division. Once all Division line inspections are received, they will then be forwarded to the Chief's Office.

5. In addition to items being inspected during a formal line inspection, all work units shall also include the testing of emergency alert tones on all radios assigned to that unit. This shall be coordinated with a Bureau of Communications Supervisor.

6. No formal line inspection is required for the Office of the Chaplains. Informal line inspections and staff inspections of this unit will ensure conformance to Department rules and regulations.

V. STAFF INSPECTION PROCEDURES

A. General Guidelines

1. The Staff Inspector assigned to the Office of Staff Inspections shall be responsible for ensuring that each organizational component is subject to a staff inspection at least once every three (3) years.

2. The Staff Inspector shall also conduct staff inspections at the request of the Chief of Police or appropriate division commanding officer.

3. The Chief of Police may direct the commanding officers of the divisions not being inspected to detach up to three supervisors, in total, to assist in the scheduled staff inspection.

4. Unless directed otherwise by the Chief of Police or division commanding officer, adequate advance notice will be provided to work units scheduled for inspection.

5. Staff inspections may be of the following types:

   a. General Inspection - a complete inspection of all operational aspects of a Departmental work unit; or
   b. Specific Inspection - an examination and evaluation of a single aspect of a Departmental work unit.

6. While conducting a staff inspection, the Staff Inspector and those supervisors detached from other components to assist act as direct representatives of the Chief of Police and shall be afforded complete cooperation.

B. General staff inspections will consist of the following:

1. An evaluation of element policies and procedures to determine if they are correct and adequately documented in written form; **and**

2. An evaluation of the effectiveness of operational procedures relative to component objectives and goals; **and**

3. If applicable, an examination of the accounting procedures utilized to control materials, supplies and any associated funds to ensure compliance with County ordinance, policies and procedures; and

4. An evaluation of unit operations to determine if Department policies **and the Commission on Accreditation of Law Enforcement Agencies (CALEA) standards** are being followed.

C. Staff Inspection Reports

1. Written staff inspection reports shall be completed for each organizational component inspected. Each staff inspection report shall contain the following information:

   a. The identity of the person(s) conducting the staff inspection; **and**
   b. The work unit inspected and the supervisor's name; **and**
   c. The objective of the inspection; **and**
   d. A general discussion of the scope of the inspection; **and**
   e. The findings of the inspection, including positive aspects; **and**
   f. Deficiencies corrected immediately by the work unit; and
   g. Recommendations and time frames for improvement, if any.

2. The staff inspection report shall be forwarded to the Chief of Police, **respective** commanding officer, and the supervisor of the inspected work unit.

3. Division commanding officers shall ensure that follow-up or corrective measures are taken by the appropriate supervisor(s) for any opportunities for improvement detailed in the staff inspection report.

4. When immediate corrective action is not possible, the Office of Staff Inspections will complete a follow-up inspection and written report within a reasonable time after the conclusion of the staff inspection **not to exceed six (6) months**. The follow-up inspection will be limited to the area of previously noted deficiency and ensure that the work unit has since taken corrective action.

5. The Office of Staff Inspections and appropriate division commanding officer shall maintain staff inspection reports for **six (6)** years.

By order of:

Adopted by Command Staff

_____
COLONEL KENNETH GREGORY
Chief of Police

KG:rs

Approved at the regular meeting of the Board of Police Commissioners dated May 7, 2024.

_____
COMMISSIONER
Chair

_____
COMMISSIONER
Secretary

Distribution
All Department Personnel

CALEA Reference
53.1.1; 53.2.1