


**Department of Public Safety**  
**Police Division**  
**Policies and Procedures**

<u>Title</u>  <b>Inspections</b>	<u>SOP Number</u>  <b>1.2.200</b>
<b>Approval Signature</b>  	
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<b>Reviewed/Revised by</b>	<b>Pages</b> 7
<b>Last Revision Date</b>  <b>June 12, 2026</b>	<b>Effective Date</b>  <b>August 31, 2018</b>

## ***Inspections***

- I. **Purpose:** The purpose of this policy is to establish procedures for conducting inspections of the division's administrative functions, facilities, property, equipment, operations, and personnel. When conducted properly, inspections enable managers to assess the division's ability to perform its mission and provide them with the information necessary to plan for the improvement of the division's operations. Inspections are a vital component of divisional self-assessment and, as such, will be carried out with care, attention to detail, and with the full cooperation of all personnel concerned.
  
- II. **Policy:** All employees of the Police Division shall be prepared to begin their tour of duty at their scheduled time, with necessary uniforms or attire and necessary equipment ready for inspection. Inspections within the Police Division shall be conducted on a regular basis, as directed by this policy or at the direction of the Police Chief. Unless authorized by policy, no audits or inspections of Division administrative functions, facilities, property, equipment, operations, or personnel shall be undertaken by Police Division personnel without the express permission of the Police Chief.

All inspections shall be conducted with due regard for safety as well as individual dignity and divisional morale. Inspections of equipment and weapons shall be done with the utmost of caution to prevent injury or unintentional discharge. No abusive language or conduct by inspectors is permitted.

### III. **Definitions:**

**Administrative Review:** A documented evaluation of various types of police actions that do not require a formalized investigation, however, are subject to a supervisory or command level evaluation for adherence to policies, training, and practices.

**Analysis:** A systematic process of reviewing agency records, reports, processes, and procedures to identify and examine patterns or trends. The documented analysis should include plans of action to address training needs, policy modification, or agency liability, as well as agency successes.

**Audit:** The methodical examination and review of a random sampling of records, items, or activities, but no less than ten percent, to ensure compliance with established controls, policies, and operational procedures, and to recommend any necessary changes. An audit may also be used to update agency policies and procedures to known or emerging best practices.

**Inspection:** A comparison of an individual or an organizational component against established standards, such as policies, procedures, practices, or expected behaviors. Organizational component inspections are commonly referred to as staff inspections and encompass a full-scale review of the current operations of a unit or section of the

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agency. Inspection can also include all aspects of administration, personnel policies, directives, equipment and facilities.

**Line Inspection:** Line inspections are inspections generally conducted by the supervisory personnel directly responsible for the person, equipment, or facility being inspected. They are designed to ensure policy compliance as well as to observe, evaluate, and improve the performance of divisional personnel and equipment. Line inspections may be formal, as directed in this procedure, or simply general observations made by a supervisor during the course of their duties.

**Inventory:** A detailed, itemized, often descriptive, list or report recording the items in one's possession or the process of making such a list or report.

**Review:** A formal examination or study, with the possibility of instituting change, if necessary. A review is less critical or analytical than an "analysis".

**Staff Inspection:** A staff inspection is an objective review of the facilities, equipment, personnel, administrative organization and functioning, operational activities, and programs of the division. Such inspections are conducted outside the framework of normal line inspections by divisional supervisors or managers who do not have direct control of the facilities, equipment, personnel, and activities being inspected. Staff inspections may involve detailed and wide-ranging examination of divisional operations for efficiency, effectiveness, compliance with law and divisional policies, accreditation standards, and adequacy of management controls. They serve as an integral part of the management information system, enabling UCPD Command Staff to determine whether the division is performing up to management's expectations and providing reliable information to be used in future decision making. The results of staff inspections are reported in writing to the Police Chief, who will present findings to the Director of Public Safety within a reasonable amount of time.

**Specific Task Inspections:** A specific task inspection is an inspection conducted to evaluate particular components or activities of the division. Such inspections are initiated at the direction of the Police Chief or a designee. Notice may or may not be given to the component to be inspected prior to the conduct of the inspection. Specific task inspections should not be confused with formal line inspections, as the two types of inspections are carried out by different personnel and for different purposes.

#### **IV. Procedure:**

- A. The [Inspections Plan](#) details Division required inspections in addition to others that may be required by policy or order of the Police Chief. Requests for modifications or

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extensions to the approved Inspections Plan shall be submitted on an Internal Correspondence Memo, Form 5, to the Police Chief for approval.

### **B. Daily Line Inspections**

1. Personnel Conducting Inspections
  - a. Line inspections shall be conducted by a supervisor of the unit being inspected. A supervisor of another shift/unit may conduct a line inspection if required due to the absence of a unit supervisor. Isolated minor deficiencies (shoeshine, shaving, etc.) that can be corrected immediately require no further action. More significant or repeated deficiencies require reporting to the chain of command via Guardian Tracking coaching entry. Supervisors conducting line inspections shall be familiar with any deficiencies noted in previous inspections and shall review these items to determine whether the deficiencies have been corrected.
2. Time of Inspections

Daily line inspections of UCPD patrol officers shall be conducted near the beginning of each tour of duty.
3. Outside of patrol, the supervisors of each function are expected to conduct informal daily inspections of their personnel, equipment, and facilities and take corrective action when necessary. Additionally, a formal inspection of uniforms and equipment is conducted annually for each function.
4. Subjects of Inspection

Daily line inspections shall, at a minimum, include an examination of each of the following items that are applicable to that particular unit and that particular type of inspection:

  - a. Personal appearance of unit personnel.
  - b. Proper wearing of uniforms and uniform equipment by unit personnel.
  - c. Fitness for duty of unit personnel.
  - d. Availability, maintenance, and operational readiness of necessary equipment (including firearms, CEWs, and BWCs),
  - e. Proper performance of tasks assigned to the unit and to that unit's personnel, including both operational and administrative tasks.
  - f. Such other items as are applicable to the functions of that unit.
5. Annually, the Administrative Sergeant will collect a summary of each unit's line inspection and document the results on a Form 5 to the Chief of Police.

### **C. Inspections Supervisor**

1. The Administrative Sergeant will have a chain of command reporting to the Assistant Chief of Police. One of the duties of the Administrative Sergeant is to conduct and coordinate various inspections. For the performance of any inspection related activities involving the Assistant Chief of Police, including any inspection reports, the Administrative Sergeant will report directly to the Police Chief.
2. The primary purpose and function of inspections is to determine if policies and procedures are adequate and are adhered to, and not that a particular person may

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- be performing improperly. By contrast, the identification of discipline is the function of line inspections and is the responsibility of all supervisors and commanders.
3. The determination of adequacy and adherence will be reported to the Police Chief based on inspections that will be conducted on a regular basis as outlined in this policy.

### D. Staff Inspections

#### 1. Personnel Conducting Staff Inspections

Staff inspections shall be conducted by the Administrative Sergeant as assigned by the Police Chief or required by policy. Unless specifically required by policy or direction of the Police Chief, staff inspections shall not be conducted by personnel permanently assigned to the unit or function being inspected, and personnel assigned as staff inspectors shall not be subject to the supervisory authority of the unit or function being inspected. Staff inspectors are to be treated with the utmost respect by the unit or function being inspected, and shall receive prompt compliance with requests for records, information, etc.

- Staff inspectors will make every effort to conduct their inspection without disrupting or interfering in the normal operations of the unit or function being inspected.
- Staff inspectors shall maintain adequate notes and other records of their activities during the inspection to ensure accuracy and clarity of all subsequent reports.
- Disputes regarding the manner or method of a staff inspection shall be directed to the Police Chief without delay.
- Staff inspections may occur after due notice to the unit or function being inspected, or may occur without notice, at the direction of the Police Chief.

#### 2. Subjects of Inspection

Staff inspections are conducted to make the following types of assessments or evaluations:

- a. Effectiveness of the division's organization, including command and supervisory structure and functioning
- b. Proper drafting of, communication of, compliance with, and enforcement of divisional policies
- c. Effectiveness of division operations
- d. Compliance with federal, state, and local laws
- e. Compliance with accreditation standards and other contemporary professional practices.
- f. Adequacy and efficient use of divisional resources, including personnel, equipment, facilities, and funds
- g. Maintenance and required operational readiness of divisional equipment
- h. Accuracy and timeliness of written reports and other required documentation
- i. Proper preparation and maintenance of written and computer records
- j. Adequacy, security, and safety of divisional equipment, facilities, and furnishings

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- k. Effectiveness and productivity of investigative procedures and case handling
  - l. Maintenance of adequate intra-divisional communications
  - m. Uniformity of application of administrative and personnel policies throughout the division
  - n. Effectiveness and safety of divisional operations
  - o. Evidence of exemplary unit performance, improvements or innovations that deserve recognition
  - p. Adequacy of recruitment mechanisms
  - q. Appropriateness and effectiveness of divisional training programs
  - r. Level of professionalism and integrity among divisional personnel
  - s. Status of divisional morale
  - t. Such other matters as may be significant to the successful performance of the divisional mission
3. Re-inspection  
Where specific deficiencies are found that cannot be corrected immediately, the Administrative Sergeant will direct a re-inspection at a subsequent time to ensure that the deficiencies have been corrected.
4. Reports
- a. Nature of Reports  
At the conclusion of a staff inspection, staff inspection teams shall compile an inspection report which shall cover, in detail, the findings of the inspection, and identify both strengths and weaknesses found during the inspection. Positive findings should be emphasized appropriately, and where deficiencies are reported, suggestions for corrective action may be included. The report shall be submitted within the time specified by divisional policy or the Police Chief.
  - b. Inspectors have limited authority to report directly to the Director of Public Safety if the following conditions exist:
    - 1) They inspector has reasonable cause to believe that a supervisor is involved in unlawful or immoral conduct or conduct that violates the policy against sexual harassment or discrimination.
    - 2) They inspector reasonably believes he/she has been given an unlawful order.
    - 3) The inspector is being asked by a superior to falsify the results of an inspection.
  - c. Opportunity to Respond to Report  
The commanders or supervisors of the units inspected shall be given the opportunity to respond either orally or in writing to the inspection report. This response may include both a statement of the steps taken to remedy deficiencies found by the inspection and an explanation of the reasons for noncompliance if compliance has not been possible.
  - d. Maintenance of Records of Inspection; Confidentiality
    - 1) Copies of all reports of inspection, reports of corrective action, and reports of re-inspection shall be maintained on a secure drive with limited

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access. Positions with access will include the Administrative Sergeant and police command staff.

- 2) All inspection records will be retained in accordance with the applicable UC retention schedule.
- 3) Staff inspection reports are considered to be confidential, and shall not be released to the public without the prior approval of the Police Chief and in accordance with UCPD's Public Information policy.

### **E. Right of Entry for Inspection**

Workspaces, equipment, vehicles, lockers, desks, computer workstations, filing cabinets, and other items or areas may be assigned to divisional personnel for the convenience of the division. Such workspaces and equipment are subject to entry and inspection by the division with or without notice. To facilitate inspection, personnel will not secure so as to bar access to divisional equipment or facilities unless authorized by policy or in writing by the appropriate authority. Where such locks are authorized, keys or lock combinations shall be provided to the supervisor of the unit concerned.

### **References**

UCPD policy 12.3.400 Public Information and Social Media