
NUMBER: 1.14

EFFECTIVE DATE: DECEMBER 2010

REVISION DATE: Sept 2024

SUBJECT: INSPECTIONS

1.14.01 POLICY

The inspection process is an essential mechanism for evaluating the quality of the agency's operations; ensuring that the agency's goals are being pursued; identifying the need for additional resources; and ensuring that control is maintained throughout the agency. Inspections may include, but are not limited to, evaluations of facilities, vehicles, equipment, records, personnel, investigative procedures, crime reporting practices, and incident reports. The inspection process compares the agency's formal expectations with actual performance.

Regular inspections will be conducted to evaluate the quality of operation, services and management, utilization of resources, and adherence to the mission, goals and objectives of the police department.

1.14.02 DEFINITIONS

- A. **Line inspection** - An ongoing process of inspection conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected.

1.14.03 LINE INSPECTIONS

- A. Supervisors at all levels of the police department will be responsible for ongoing inspections of personnel, equipment, property, activities, and facilities to assist with the assessment of efficiency and effectiveness. Procedures for line inspections will vary depending on the type of inspection being conducted.
- B. Frequency of line inspections will vary, depending on the nature of the inspection and elements to be inspected. Inspection of a shift of police employees for appearance and readiness of equipment could appropriately be conducted as frequently as each day. Inspections of assigned vehicles or workstations will be conducted for cleanliness and operational readiness on a daily basis. Inspection of emergency preparedness equipment for serviceability will be conducted quarterly. It is the Division Commander's responsibility to ensure that inspections are conducted at optimum intervals to maximize their effectiveness.
- C. Line inspections are the responsibility of supervisors and managers. Areas subject to line inspections include, but are not limited to:
1. Appearance
 2. Use and maintenance of equipment
 3. Use and maintenance of facilities
 4. Maintenance of records
 5. Compliance with departmental policy, procedures, rules, and regulations

- D. Correction of any deficiencies discovered during a line inspection will be the responsibility of the supervisor that conducted the inspection. Supervisors shall submit a written request for repair, as applicable, to document the deficiency and begin corrective actions.
- E. Any deficiency which poses a potential threat to the safety or well being of any person, whether immediately corrected or not, will be reported in writing on the daily recap report.
- F. Deficiencies discovered in a line inspection that cannot immediately be corrected during the initial inspection will require a follow-up inspection to ensure the deficiency has been corrected and documented either documented in a Performance Record Files for individuals or in the case of a facilities issue, a memorandum/e-mail to the Division Chief.