POLICY AND PROCEDURE NO. 10

Inspections

Date Issued: January 13, 1994
Date Effective: April 16, 2026
Review Date: April 16, 2027 1 Page

1. POLICY:

It is the policy of the Worcester Police Department that regular inspections are conducted to ensure that Department operations conform to established policies, procedures, and applicable accreditation standards. Inspections should occur at both the line (supervisory) and staff (organizational) levels.

2. LINE INSPECTIONS:

Supervisors at all levels are responsible for the ongoing inspection of personnel, equipment, and operations within their command. Line inspections are a routine function of supervision and include, but are not limited to, ensuring that personnel are fit for duty, properly equipped, attentive, and operating in accordance with Department procedures.

At the start of each shift, the on-duty supervisor may conduct a roll call inspection to verify that officers are fit for duty, in proper uniform, and equipped with all required equipment including body-worn cameras.

Supervisors should address deficiencies as they are discovered. Significant or recurring deficiencies will be reported through the chain of command.

3. STAFF INSPECTIONS:

The Chief of Police may direct staff inspections of any organizational unit to assess compliance with Department policies, the condition of equipment and facilities, adequacy of record-keeping, and progress toward unit objectives. Staff inspections may be conducted by personnel designated by the Chief, and the inspection team should include members from outside the unit being inspected.

The results of staff inspections shall be reported to the Chief of Police, and the inspected unit's commander shall be responsible for addressing any identified deficiencies.

Per:

Paul B. Saucier
Chief of Police

Revisions:

April 16, 2026–

Complete rewrite of Policy and Procedure No. 10 (originally issued January 13, 1994). Reformatted to ADA-compliant policy template. Updated signing authority.

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