



# INSPECTIONS

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## I. POLICY

The goal of the department's inspections programs is to ensure compliance, conformity and uniformity in the conduct of the operations of the department, while simultaneously increasing the effectiveness and efficiency with which we manage our resources. It is intended to support the principles of problem-oriented policing, by ensuring that proper management controls are in place and are working to support the empowered operations of personnel in the field who are in direct contact with the community. The emphasis upon control is directly related to support and management systems and service delivery, and is not counterproductive to innovation and empowerment.

## II. DEFINITIONS

### A. Informal Inspection

An inspection which is considered routine and should be practiced at every level of command. Informal inspections are most often conducted by the first line supervisor to ensure compliance by subordinates with established policies and procedures. Informal inspections *may or may not be documented*.

### B. Compliance Inspection

*Compliance Inspections are inspections to verify operational readiness and compliance with police department rules, regulations, and policies. Compliance inspections may consist of:*

- 1. Scheduled and unscheduled inspections of personnel, facilities, and equipment to determine adherence to care and maintenance standards as described in department directives, and compliance with department directives and policies.*
- 2. Random in-field observations of operations to verify compliance with department policies, procedures and regulations.*
- 3. Random review of incident/offense reports to ensure reporting is being accomplished in conformance with department directives.*
- 4. Random observations of files and written reports required by the department directives and CALEA standards to ensure compliance.*

### C. Line Inspection

Inspections which seek to exercise control through the processes of observation and review by those directly responsible for a particular function or activity. Line inspections are made by those who have the authority to require immediate corrective actions. Line inspections may or may not require formal written *documentation*.

#### **D. Staff Inspection**

A detailed observation and analysis of departmental elements, procedures, practices, *property, equipment, and/or personnel*, designed to inform the Chief of Police about performance and effectiveness *of the departmental element*. A staff inspection is a process outside of the established lines of authority and responsibility. Staff inspections will result in a written report to the *Office of the* Chief of Police.

### **III. RESPONSIBILITIES**

#### **A. Lieutenants/Civilian Managers/First Line Supervisors -- Personnel Inspections**

It is the responsibility of all platoon commanders/section commanders/civilian managers and first line supervisors, to conduct *informal inspections and* line inspections.

*Informal* inspections *are* performed *daily* by first line supervisors. Supervisors will inspect the physical condition, appearance, grooming, and *belt and vest-carried equipment* of their subordinates. Supervisors are responsible for all corrective action necessary to eliminate deficiencies discovered during these inspections.

Lieutenants (Platoon/Section Commanders) and Civilian Managers will conduct documented *line* inspections of personnel and equipment on a monthly basis. Index Code **603**, Appendix A ([PD439](#)) is the required forms for documentation. Results of these inspections will be retained by the Platoon/Section Commander/Manager, unless otherwise directed. *Platoon/Section Commanders and Managers must also inspect any other specialty equipment they deem necessary to support their section or unit operation.* Platoon/Section Commanders and Managers are responsible for all corrective action necessary to eliminate deficiencies discovered during these inspections.

On an annual basis Lieutenants will conduct a *comprehensive* line inspection of their respective platoons/sections, *as directed by the Staff Inspections Section Commander. These inspections must be conducted between September 1 and October 31 each year. Inspections will be conducted to ensure that issued equipment listed on Form PD603 is in the officer's possession and in working order. Form PD603 will be completed for all sworn employees. A written report will be submitted to the District/Division Commander, copied to the Staff Inspections Section Commander,* at the completion of the inspection.

#### **B. Lieutenants/Civilian Managers/First Line Supervisors -- Facility Inspections**

Those section commanders/civilian managers with direct control over facilities will conduct monthly *line* inspections of those facilities with the goal of identifying maintenance and security problems for resolution. Special attention will be given to the areas of officer safety, evidence control, and Temporary Detention Areas. All section commander/civilian manager inspections require a written report to the section's inspections file. *Reports will focus on deficiencies discovered* by supervisory line inspections and the effectiveness of supervisory follow-up actions.

#### **C. Special Areas**

Various departmental directives *and SOPs* contain specific inspectional requirements (i.e., equipment used in civil emergencies, Temporary Detention Areas, evidence & property storage facilities, etc.). Personnel designated in these orders will conduct all inspections required.

#### **D. Civil Disturbance Unit Equipment**

*Civil Disturbance Unit (CDU) commanders are responsible for conducting annual inspections of equipment issued to officers assigned to the CDU. Documented results of these inspections must be retained by CDU commanders unless otherwise directed.*

*The commanding officer of any component that is issued equipment designated for use in civil emergencies will inspect all such equipment at least once a month to ensure it is in a state of operational readiness.*

### **IV. STAFF INSPECTIONS SECTION**

1. The Staff Inspections *Section* is a component of the Office of Professional Standards, which reports directly to the Chief of Police. The Staff Inspections *Section* is responsible for providing the Chief of Police information concerning the efficiency and effectiveness of all departmental entities. *When conducting*

*inspections, the Staff Inspections Section carries the authority of the Chief of Police. All agency personnel are required to cooperate with Staff Inspections personnel in the performance of their duties.*

2. ***The Staff Inspections Section is authorized to conduct staff inspections, compliance inspections, and other inspections as directed by the Chief of Police.***
3. The Staff Inspections **Section** ensures the integrity of the Police Department's drug enforcement and vice enforcement efforts, by monitoring the operations, policies and procedures of the components of the department responsible for enforcing vice and drug abuse laws.
4. Staff Inspections Unit personnel are authorized complete access to all departmental facilities and records. Sensitive records access will be on a need-to-know basis in connection with assigned inspections and/or special audits directed by the Chief of Police. Questions concerning access requests by Staff Inspections Unit personnel may be directed to the Chief of Police.
5. ***Compliance inspections will be conducted by Staff Inspections Section personnel as follows:***
  - a. Scheduled and unscheduled inspections of personnel, facilities, and equipment to determine adherence to care and maintenance standards as described in department directives, and compliance with department directives and policies.
  - b. Random in-field observations of operations to verify compliance with department policies, procedures and regulations.
  - c. Random review of **incident/offense** reports to ensure reporting is being accomplished in conformance with department directives.
  - d. Random observations of files and written reports required by the department directives and CALEA standards to ensure compliance.

## **V. STAFF INSPECTIONS**

All entities of the department **are subject to a Staff Inspection** every 48 months. Staff Inspections **Section** personnel will issue orders and directives to correct deficiencies. Written notification of the order or directive will be forwarded to the **Office of the** Chief of Police with an explanation of the action taken.

***Staff Inspections will be performed as follows:***

### **1. Pre-Inspection Phase**

- a. A master inspection schedule for districts/sections will be prepared by the Staff Inspections **Section** and maintained in their office.
- b. A written notification of the scheduled inspection will be provided to each district/section commander 30 days prior to the inspection date.

### **2. Inspection Phase**

The inspection phase will address the following major areas (list of subjects is not all inclusive):

- a. Facilities: structures, grounds, parking lots and storage areas.
- b. Administration: organization, discipline, commendations, awards, training, work scheduling, payroll records, overtime records, safety records, and other areas determined to be within the scope of the inspection.
- c. Files/Systems: files, logs, daily records, computer access, and cash accounts will be inspected for condition, accuracy and compliance.
- d. Personnel: staffing, position assignments, rotation policies, appearance, motivation, morale, outside employment, and work productivity and quality.
- e. Operations: adequacy of staffing, workload, supervision, field reporting, job performance, and compliance with established policies and procedures.

***f. Equipment: availability and readiness of operationally required and issued equipment items.***

### **3. Post-Inspection Phase**

- a. Upon conclusion of the inspection, the Staff Inspections **Section** will brief the district/section commander on the results of the inspection. This will provide the district/section commander with sufficient information to begin corrective actions prior to receipt of the formal report.
- b. The Staff Inspections **Section** will then prepare an official report of the inspection to submit to the Chief of Police, with any recommendations for improvement. Suggested changes and/or modifications to existing policies and procedures will be evaluated by the Chief of Police for implementation.
- c. A copy of the final report will be given to all commanders within the chain of command of the affected district/section. The district/section commander must then review the inspection with his or her respective commander. The district/section commander must submit a written response to the Chief of Police, via the chain of command, with all corrective actions taken to correct deficiencies. This response must also be forwarded to the Staff Inspections **Section**.

#### **4. Follow-Up Phase**

The Staff Inspections **Section** Supervisor will schedule appropriate unannounced inspections to ensure that corrective action has been completed and continued compliance exists.

### **VI. ACCREDITATION**

The Accreditation Unit within the Staff Inspections **Section** is responsible for managing the department's accreditation program, ensuring compliance with all applicable CALEA standards, maintaining the written directive system, and control of departmental forms.

### **VII. PROPONENT UNIT:** Staff Inspections **Section**.

### **VIII. CANCELLATION:** This directive cancels Index Code 603, dated **06-15-20**.