

20.00.100 INSPECTIONS (CALEA Chapter 53)

The Department requires regular inspections of facilities, equipment, personnel, and operational guidelines. These inspections are normally performed by Section Commanders, Captains, supervisors or another assigned employee, with a frequency that ranges from daily to annually, depending on the particular function to be inspected. Inspections include commissioned and non-commissioned personnel, their equipment and facilities.

Line inspections

Assigned personnel (Police Support Officer (PSO), Officer, Supervisor or Captain) will utilize the necessary inspection document, if applicable, and complete the inspection and documentation in a timely fashion. Except for daily visual inspections of personnel, vehicles, and facilities, most inspections are documented on check sheets and are maintained by the person assigned the task, with a copy being sent to the Operations or Administrative Services Office Manager.

Inspectional areas and frequency of inspection

- ❖ **Appearance, uniform, equipment** – daily roll calls conducted by the supervisor. Repeat discrepancies to be noted by the supervisor on the officer's monthly activity log, supervisor comment section.
- ❖ **Case reports, operational paperwork** – daily by the squad supervisor. Repeat discrepancies to be noted by the supervisor on the officer's monthly activity log, supervisor comment section
- ❖ **Personnel Performance** – evaluations to be completed annually (includes knowledge and application of standards)
- ❖ **Vehicles** – monthly, by volunteer staff; inspected daily by officers. Damage and safety issues to be reported immediately to a supervisor. A list of vehicle damage, safety and equipment issues will be included in each Section's Quarterly report.
- ❖ **Armory equipment** – includes: special weapons, extra service weapons, shotguns, less lethal, Taser, AR-15, for operational readiness – monthly, assigned by the SWAT Commander. Operational readiness and equipment condition will be documented in the Quarterly report.
- ❖ **First aid kits, holding cells, booking area safety and security** – daily/weekly written report by PSO. Records of the safety checks will be maintained by the Holding Facility Supervisor. Equipment and facility condition will be reported in the quarterly report.
- ❖ **Police facility** – cleanliness, good repair, security – all employees are expected to report observed facility problems to a Watch Commander or Supervisor during their shift. The Patrol Captain or his/her designee, who is assigned the responsibility of the facility, will check both interior and exterior on a weekly basis. A report on police facility conditions will be included in each Section's quarterly report.
- ❖ **Uniform and Issued Equipment** – at least annually, as directed by section Commanders, all commissioned personnel must have their uniforms and equipment checked for operational readiness and to ensure that all issued equipment is accounted for.
- ❖ **Emergency equipment for operational readiness** – includes SWAT and Crisis Negotiations Teams - monthly by the SWAT Commander or his/her designee. A status report will be included in the SWAT Commander's quarterly report.
- ❖ **Other areas** – as assigned by the Assistant Chief or Chief of Police.

Corrective Measures

Supervisors are expected to take corrective action immediately for minor problems that become evident during inspections.

If a problem is of such a nature as to require repair or replacement of equipment, a memo will be directed to the appropriate Command staff officer stating the nature and cause (if known) of the problem, and the corrective action or repair necessary.

In all cases where it was determined that corrective action was necessary to the extent a report was made, the person who conducted the original inspection will re-inspect the person, procedure, or area of the building to ensure that corrective action has been taken. This shall be completed within thirty (30) days of the original inspection.

Written reports detailing the status of the various functions, programs, and inspections/audits are outlined in quarterly reports or in a separate report to the Chief of Police. Section Commanders have the responsibility to insure that these reports include all the mandated reporting requirements.

Written reports to the Assistant Chief of Police are required for the annual uniform and equipment inventory if the inspection shows any deficiencies.

Written evaluations will be submitted through the chain of command to the Chief of Police annually and as directed, usually on an employee's anniversary date or as part of a disciplinary action.

The Investigations Commander or his/her designee will perform monthly inspections on the special investigation fund and paperwork.

The Property & Evidence Technician will submit a report to the Chief of Police after each annual auction.

The supervisor of the evidence function will inspect the evidence area on a quarterly basis.

The Chief of Police may require other inspectional reports as necessary for a particular request, requirement, or law.

Patrol Line Inspection

Patrol, Traffic, and Courts and Custody Unit Supervisors are required to perform "line inspections" on a semi-annual basis. Line inspections will be performed during the fifteen-day period immediately following the January and June shift changes. Inspections include commissioned and non-commissioned personnel, their equipment, and facilities. It is the responsibility of the Captains to ensure that their Supervisors perform the necessary line inspections.

Within fifteen days of the January and June shift changes, each supervisor will report in writing to their assigned Captain the names of personnel inspected, any uniform and equipment deficiencies found, and what corrective actions were taken. The assigned Captains will then submit these reports to the "Line Inspection Patrol Captain" who will prepare a written summary for the Patrol Section Major.

Inspection areas

❖ Appearance, uniform, equipment

Each supervisor will make sure that each of his/her assigned officers have the proper uniform and equipment and that all equipment is in proper working condition (see checklist).

❖ Personal performance

Each supervisor will ensure that an annual evaluation has been conducted for each of his/her assigned officers during the previous year.

Inspection checklist

Each supervisor will complete a line inspection checklist for each of his/her assigned officers. Each supervisor will list any deficiencies observed and what corrective actions have been taken to remedy any deficiency.

Each supervisor will ensure that all remedial actions have been completed within 30 days of the initial inspection when the deficiency was discovered.

Investigations and ENTf

Unit Supervisors are required to perform "line inspections" on a semi-annual basis. Line inspections will be performed during the fifteen day period immediately following the March and September shift changes. Inspections include commissioned and non-commissioned personnel, their equipment, and facilities. It is the responsibility of the Captains to ensure that their Supervisors perform the necessary line inspections.

Within fifteen days of the March and September shift changes, each supervisor will report in writing to their assigned Captain the names of personnel inspected, any uniform and equipment deficiencies found, and what corrective actions were taken. The assigned Captains will then submit these reports to the Investigations Section Major.