



# INSPECTIONS

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## **I. 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, if documented, are done so at the unit level.

### **B. Formal Inspection**

An inspection of an organizational entity to ascertain compliance with departmental policies and procedures resulting in the submission of a written report to the Chief of Police.

### **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 reports, depending upon the nature of the results. Supervisors will, at a minimum, document all line inspections of their personnel on provided forms (if related to a directive) or the supervisor's unit file.

### **D. Staff Inspection**

A detailed observation and analysis of departmental elements, procedures and practices designed to inform the Chief of Police about their performance and effectiveness. Staff inspection is a process outside of the established lines of authority and responsibility. Staff Inspections are considered formal inspections and will result in a written report to the Chief of Police following a prescribed format. The Staff Inspections/Administrative VICE-Narcotics Unit's SOP will dictate whether these reports are summary or detail in design.

## **II. GOALS**

The goal of the department's Inspections Program 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.

### **III. RESPONSIBILITIES**

#### **A. Sergeants/First Line Supervisors**

It is the responsibility of all managers and supervisors, both sworn and non-sworn, to conduct line inspections. Most line inspections will be performed by first line supervisors. Supervisors will inspect the physical condition, appearance, and grooming of their subordinates, and will verify the accountability and condition of all issued equipment. Supervisors will conduct informal personnel and equipment inspections on a daily basis.

Formal, documented inspections of personnel and equipment are required at least monthly. Results of these inspections will be retained within the supervisor's unit files at the shift/section level, unless otherwise directed. Supervisors are responsible for all corrective action necessary to eliminate deficiencies discovered during these inspections. Examples of these types of inspections are:

1. Uniform, appearance, equipment and vehicle inspections at least monthly, and more frequently at supervisor's option.
2. Specialized equipment inspections, such as that required of protective body armor and issued handguns.
3. Other inspections deemed necessary by unit supervisors to support their operations.
4. Inspection of PowerDMS (Document Management Software) reports to verify that all employees are reviewing and electronically signing for all new and revised directives.
5. Spot checks of compliance with various directives.

#### **B. Commanders**

Commanders will conduct a formal line inspection of their respective units on an annual basis. Particular attention should be on the condition and accountability of all issued equipment. Commanders will take the necessary corrective action to eliminate deficiencies discovered during the inspection. Additionally, those unit commanders with direct control over facilities will conduct monthly 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 holding facilities. All unit commander inspections require a written report to the unit's inspections file. In conducting these inspections, specific attention will be focused on areas discovered by supervisory line inspections and the effectiveness of supervisory follow-up actions.

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

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

### **IV. STAFF INSPECTIONS/ADMINISTRATIVE VICE-NARCOTICS UNIT (AVNU)**

#### **A. Organization & Responsibilities**

1. The Staff Inspections/Administrative VICE-Narcotics Unit is a component of the *Office of Management Affairs*. The commander of the unit is appointed by and reports to the commander of the *Office of Management Affairs*. The Staff Inspections/Administrative VICE-Narcotics Unit is responsible for providing the Chief of Police information concerning the efficiency and effectiveness of all departmental entities.

2. The mission of AVNU is to ensure 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.

#### **B. Staff Inspections Procedures**

Procedures for the conduct and reporting of the results of inspections are detailed in the Staff Inspections/Administrative VICE-Narcotics Unit's Standard Operating Procedures (SOP); excerpts are provided herein for information only.

1. All entities of the department will be inspected every thirty-six months.

2. Staff inspections are performed at the direction of the Chief of Police; however, no direct command authority over departmental entities being inspected or studied is vested in Staff Inspections/Administrative VICE-Narcotics Unit personnel. Staff Inspections/Administrative VICE-Narcotics 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/Administrative VICE-Narcotics Unit personnel may be directed to the Chief of Police.
3. Sworn Staff Inspections/Administrative VICE-Narcotics Unit personnel will issue orders and directives to correct deficiencies only when not doing so would jeopardize the department's mission or reputation. Written notification of the order or directive will be immediately forwarded to the Chief of Police, along with a complete explanation of the action taken.
4. Members of the Staff Inspections/Administrative VICE-Narcotics Unit are authorized to direct questions, written or oral, that impact on inspected unit/district operations to any employee of the department.
5. Staff inspections are an in-depth examination of organizational components of the department, as identified in Index Code 201. These inspections are designed to ensure efficiency and effectiveness, as well as compliance verification with department directives and CALEA standards. They also provide information for planning efforts and training needs, and ensure that actual performance reflects the department's stated goals and objectives.
6. Staff inspections will be accomplished through the following:
  - 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 case event 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.
7. Written reports are provided to the Chief of Police; summary copies may be provided to bureau chiefs and affected unit commanders, as applicable. All scheduled staff inspections will result in a written report to all commanders within the chain of command of the unit being inspected.

## **V. STAFF INSPECTION PROCESS**

The inspectional process is divided into four phases:

### **A. Pre-Inspection Phase**

1. A master inspection schedule for units will be prepared by the Staff Inspections/Administrative VICE-Narcotics Unit and maintained in their office. Units will be notified in advance and given time for preparation.
2. A copy of the initial inspection checklist will be provided to each unit commander scheduled for an inspection at least 30 days prior to the inspection date.
3. Prior to the inspection date, unit commanders or supervisors are encouraged to contact the Staff Inspections/Administrative VICE-Narcotics Unit with any questions or concerns regarding the scheduled inspection.

### **B. Inspection Phase**

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

1. Facilities: structures, grounds, parking lots and storage areas.

2. 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.
3. Files/Systems: files, logs, daily records, computer access, and cash accounts will be inspected for condition, accuracy and compliance.
4. Personnel: staffing, position assignments, rotation policies, appearance, motivation, morale, outside employment, and work productivity and quality.
5. Operations: adequacy of staffing, workload, supervision, field reporting, job performance, and compliance with established policies and procedures.

Staff Inspections/Administrative VICE-Narcotics Unit personnel will work flexible schedules in order to observe all operating units of the organization being inspected.

**C. Post-Inspection Phase**

1. Upon conclusion of the inspection, the Staff Inspections/Administrative VICE-Narcotics Unit team will brief the unit commander on the results of the inspection. This will provide the unit commander with sufficient information to begin corrective actions prior to receipt of the formal report.
2. The Staff Inspections/Administrative VICE-Narcotics Unit will then prepare an official report of the inspection and supply the inspected unit commander with a copy. This report will include consolidated comments, tabulated data, illustrative data such as charts, graphs, tables, etc., and recommendations for improvement.
3. The unit commander must then review the inspection with his or her respective commander. The unit commander must submit a written response to the Staff Inspections/Administrative VICE-Narcotics Unit regarding the results of the inspection within seven (7) working days of receipt of the Staff Inspections report.
4. The unit commander must respond back to the Staff Inspections/Administrative VICE-Narcotics Unit with documentation on all corrective actions taken to correct deficiencies listed, within 30 days of final distribution of the inspection report.

**D. Follow-Up Phase**

The final report will be reviewed by the Chief of Police. Suggested changes and/or modifications to existing policies and procedures will be evaluated for staffing and finalization. The Staff Inspections/Administrative VICE-Narcotics Unit Commander 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 Unit 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/Administrative VICE-Narcotics Unit.

**VIII. CANCELLATION:** This directive cancels Index Code 603, dated 01-06-09.