



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.

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 Unit 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. Lieutenants/Civilian Managers/First Line Supervisors

It is the responsibility of all platoon commanders/section commanders/civilian managers and first line supervisors, to conduct line inspections. Most line inspections will be performed informally by first line supervisors daily during roll call. Supervisors will inspect the physical condition, appearance, and grooming 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 inspections of personnel and equipment on a monthly basis. Index Code 1501, Appendix A (PD439) and Appendix B (PD439.1) are 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 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
2. Specialized equipment inspections
3. Other inspections deemed necessary by platoon commanders/ section commanders/civilian managers 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.

Those section commanders/civilian managers 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 section commander/civilian manager inspections require a written report to the section'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.

On an annual basis (by March 1st), Lieutenants will conduct a formal line inspection of their respective platoons/sections. Particular attention should be on the condition and accountability of all issued equipment. PD 603A, PD603B or PD603C (Index Code 603 Appendix A, B or C), PD603D (Index Code 603 Appendix D), PD603E (Index Code 603 Appendix E), and PD603F (Index Code 603 Appendix F) will be completed for all sworn employees. All sworn personnel assigned to the Civil Disturbance Unit (CDU) are responsible for having the items listed on PD603F. A written report will be submitted to the District/Division Commander at the completion of the inspection.

B. 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

A. Organization & Responsibilities

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

B. Staff Inspections Procedures

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

1. All entities of the department will be inspected every *Forty-Eight* 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 Unit personnel. 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.
3. Staff Inspections 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 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 and to commanders within the chain of command of the district/section being inspected.

V. STAFF INSPECTION PROCESS

The inspectional process is divided into four phases:

A. Pre-Inspection Phase

1. A master inspection schedule for districts/sections will be prepared by the Staff Inspections Unit and maintained in their office. Districts/sections will be notified in advance and given time for preparation.
2. A written notification of the scheduled inspection will be provided to each district/section commander 30 days prior to the inspection date.
3. Prior to the inspection date, district/section commanders or supervisors are encouraged to contact the Staff Inspections 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 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 Unit 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.
2. The Staff Inspections Unit 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.
3. 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 Unit.

D. Follow-Up Phase

The Staff Inspections Unit 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 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 Unit.

VIII. CANCELLATION: This directive cancels Index Code 603, dated 10-19-15.