



POLICY AND PROCEDURE

NO.10

Inspectional Services

Date Issued January 13, 1994	Date Effective January 13, 1994	Revision No.	No. of pages 2
---------------------------------	------------------------------------	--------------	-------------------

LINE INSPECTIONS:

The Primary responsibility for determining the adherence to procedures within the Department rests with the First Line Supervisor, Shift Commander, and Unit Commander Each Superior Officer has a basic responsibility to ensure that activities carried out in his/her unit conform to Departmental standards. The activities are audited, ensuring that performance is satisfactory. Since the Superior Officers of the Department have this responsibility, they must adopt an active supervisory mode, making on-site inspections of all activities being undertaken by the officers under their command.

- At the start of every shift, the first line supervisor will inspect officers at roll call to ensure that each is fit for duty, uninjured, mobile, unimpaired, appropriately dressed, equipped and able to perform the duties incumbent upon a police officer.
- At least once during a tour of duty, the Shift Commander will review the condition of the workplace, ensuring that it is neat, orderly and that Department procedures are being followed. All defects will be reported to the Unit Commander for appropriate action. Emergency repair situations are to be handled by the Shift Commander.
- Unit Commanders who have personnel working at times other than those on their own work schedule will inspect the operation of their unit and the officers assigned. These inspections shall be unannounced and shall include inspection of the following:
 - Attentiveness to duty of working personnel.
 - Condition of workplace.
 - Documentation of each officer's work location.
 - Adequacy of record keeping.
- After each inspection detailed above, Supervisors will note deficiencies found on either their activity log or by memorandum to the Chief of Police through the chain of command. This documentation should include action taken to correct the deficiency.

STAFF INSPECTIONS:

Staff inspections provide a regular review of the condition of units in the Department checking to see that proper files are being kept; equipment is in good shape, personnel records are accurate and up to date and unit objectives are being met. The staff inspections process is the mechanism by which the Department provides a thorough review of its activities so that standards are met.

- Staff Inspections will be assigned to a selected team of Officers by the Chief of Police.
- A Staff Inspections Team for a unit will include personnel from other units in the Department.
- Upon assignment to a staff inspection, the Inspecting Team will prepare an inspection work plan, detailing the issues, conditions, and equipment to be reviewed. This work plan will be submitted to the Chief of Police for review prior to the inspection being undertaken.

- The Inspection Team will undertake a review of the unit's operations, matching its operations against the procedures listed in this Manual as well as the standards of the Commission on Accreditation for Law Enforcement Agencies.
- The Inspection Team will prepare a report for the Chief of Police outlining the results of the inspection, listing deficiencies and recommendations for correcting any deficiencies.
- The Unit Commander will review the inspections report and advise the Chief in writing as to the steps he/she will take to correct any deficiencies listed.
- Each unit in the Department will be inspected at least once every twenty-four (24) months, although more frequent inspections can be conducted at the direction of the Chief.

Per:

Edward P. Gardella
Chief of Police

EPG:oc