

**Stevensville Police Department
General Orders**

Chapter 26

Inspectional Services

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By The Order of: M. Sosa, Jr., Chief of Police

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It shall be the policy of the Stevensville Police Department to conduct regular inspections. Conditions, situations and actions that contribute to the success or failure of law enforcement operations are exposed by a careful review and analysis of persons, things, procedures and results. The inspections process compares the Agency's formal expectations with actual performance. The inspections process is an essential mechanism for evaluating the quality of agency operations, ensuring that the agency's goals are being pursued, identifying the need for additional resources and assuring that control is maintained throughout the agency.

The basic purposes of the inspections process are:

- ☐ To provide current and timely information on the status and conditions of Agency personnel, equipment, facilities, activities and procedures.
- ☐ To identify deficiencies and areas of improvement in the administration and operation of the Agency so that corrective actions may be taken.
- ☐ To highlight the positive and successful aspects of agency activities, procedures and programs.
- ☐ To provide information for Agency planning, as well as budget development and justification.

The following Inspection Forms shall be utilized to document respective Agency inspections as indicated by the title of the form:

- ☐ Uniform and Equipment Inspection Report
- ☐ Vehicle Inspection Report
- ☐ Facility Inspection Report

The following are examples of circumstances the supervisor may observe or detect during an inspection that will require a formal report to the Chief of Police:

- ☐ Serious damage to Town property
- ☐ Methods of operation that do not prove to be cost effective
- ☐ Policies and Procedures found ineffective or outdated

- ☐ Violations of policies and procedures
- ☐ Any violation of federal, state, or local laws

26.1.1 LINE INSPECTIONS

CALEA Standard: 53.1.1

Purpose of Line Inspections

Supervisors are responsible for the ongoing inspection of activities, personnel, and equipment under their supervision. Supervisors shall note all deficiencies found when conducting a line inspection. Supervisors are also responsible for the initiation of corrective actions in the event a problem or area of concern is identified in personnel, equipment, vehicles or premises. These inspections ensure that personnel are acting in conformance with Agency policies and procedures and that equipment and facilities are functional.

Personal Appearance, Uniform, and Equipment Inspection

All supervisors are responsible for the ongoing inspection of the personal appearance of their personnel and for the immediate correction of identified discrepancies on a daily basis. Supervisors shall observe personnel for:

- ☐ General Appearance
- ☐ Neatness
- ☐ Compliance with Uniform and Dress Codes
- ☐ Readiness for duty including condition and placement of Agency equipment

The Chief of Police will schedule a formal Annual Appearance, Uniform, and Equipment Inspection for each unit to take place during the third quarter of the calendar year. Each supervisor shall be responsible for conducting the formal inspection of the personal appearance, uniforms and equipment of all personnel assigned. The formal inspection of personal appearance includes a review of the clothing, equipment and service weapon. The supervisors will complete a Uniform and Equipment Inspection Report, noting any significant discrepancies and actions taken to correct the discrepancies. Documentation of the Annual Inspection shall be forwarded to the Chief of Police.

Vehicle Inspections

All patrol supervisors are responsible for the ongoing inspection of the general condition of line patrol vehicles assigned to their personnel as well as the Agency's general assignment (pool) vehicles. Supervisors shall observe vehicles for:

- ☐ Cleanliness
- ☐ Required Equipment
- ☐ Appropriate Storage of Dangerous/hazardous materials
- ☐ Operational Readiness of Emergency Equipment

At least monthly, the supervisors shall document these inspections using the Vehicle Inspection Report. Documentation shall include any discrepancies or problems, and actions taken to correct the discrepancies or problems. Any unreported damages noted during an inspection, shall be documented on the Vehicle Inspection Report. The reporting supervisor may support the documentation with photographs. The completed Vehicle Inspection Reports will be forwarded to the Chief of Police for review and, if necessary, further action. The supervisors will maintain copies of the Vehicle Inspection Reports for follow-up and control purposes.

An Annual Vehicle Inspection shall be conducted the third quarter of the calendar year on *all* vehicles. The Annual Vehicle Inspection shall be coordinated by the Supervisors and will include a thorough review of the general conditions of the exterior and interior of the vehicles, as well as the serviceability of installed equipment and supplies. A formal report shall be prepared by the Supervisors in cooperation with the Chief of Police. The report is to contain information on the general condition, mileage life expectancy, and operating costs of each vehicle. The final report will be submitted to the Chief of Police and should be used in determining vehicle needs and assignments.

Police Facility Inspection

All supervisors are responsible for the ongoing inspection of the general condition and cleanliness of the Agency's facilities and furnishings and for reporting any problems to the Chief of Police. The Chief of Police or a designee shall conduct a weekly review of the Police Headquarters facility as appropriate to the area for general cleanliness, work area safety issues, and possible facility repair needs, and complete the Facility Inspection Report. The Chief of Police or a designee will maintain copies of the Facility Inspection Reports for a period of one year for follow-up, control and documentation purposes. Based on observations made during the review, the Chief of Police will generate and submit requests to the appropriate Town functions responsible for repairs, replacements, etc.

Special Purpose Line Inspection

The Chief of Police may direct special purpose line inspections on an "as-needed" basis. Examples of special purpose line inspections include operations procedures manual, controlled substance evidence and the Agency's weapon storage room.

26.2.1 STAFF INSPECTIONS

CALEA Standard: 53.2.1

Purpose of Staff Inspections

The purpose of a staff inspection is to examine and evaluate the functions and activities of Agency components. The staff inspection will also indicate the ability of personnel within those components to accomplish organizational objectives in accordance with existing policies, procedures, rules and regulations. The overall mission of staff inspection is to increase Agency effectiveness by means of cooperative effort with personnel of the Agency. Staff inspectors will conduct a thorough review and analysis of each Agency component to assist in correcting

organizational weaknesses, eliminating duplication of effort, reporting innovative systems and providing alternative methods for change and improvement.

Staff Inspectors

Staff inspections are the responsibility of the Chief of Police. The Chief of Police will solicit assistance from functions unassociated with the area to be inspected. At least Supervisor will conduct the inspection. The Chief of Police will coordinate arrangements with the appropriate Supervisor(s) for assignment of personnel to serve as staff inspectors. The following guidelines shall govern the authority and conduct of personnel conducting a staff inspection:

- ☐ Personnel conducting a staff inspection shall operate through the authority of the Chief of Police and shall have access to all records, facilities, procedures, operations, personnel and equipment required for the purpose of inspection.
- ☐ Staff Inspectors are not responsible to the supervisors of the function being inspected.
- ☐ Staff Inspectors are not responsible for the performance of the unit/function being inspected.
- ☐ Staff Inspectors will have no command authority over Agency employees; however, they may direct written or verbal inquiries to any member or employee of the Agency and will warrant a response as if posed by the Chief of Police.
- ☐ Staff Inspectors are subordinate to the Chief of Police, who is subordinate only to the Mayor.
- ☐ The primary duties of Staff Inspectors are to observe, evaluate, recommend and report.
- ☐ During the course of an inspection, Staff Inspectors may operate outside of the normal supervisory, line inspection procedures and the chain of command, within the components being inspected.

Staff Inspections Procedures

All organizational components will receive a staff inspection at least every three years. On an “as-needed” basis, the Chief of Police may direct staff inspections of key organizational components on a more frequent basis.

The Chief of Police will notify the appropriate Supervisor prior to the scheduled inspection to discuss the staff inspection and to identify areas of operation necessary to evaluate the performance.

While the specific inspection focus will vary with the nature and function of the inspected unit, the staff inspectors will address the following:

- ☐ Procedures – Determine if the duties are being performed in accordance with prescribed policies, procedures, rules and regulations
- ☐ Review of the component’s records and maintenance
- ☐ Internal audit of all fiscal related activities
- ☐ Personnel – Execution of assigned tasks, adherence to policy and procedural guidelines, and communicating with personnel

- ☐ Supplies and equipment – Review of the care and efficient use of supplies, equipment, and vehicles
- ☐ Appropriate use and care of the physical facility and furnishings

At the conclusion of the staff inspection, the staff inspectors will prepare a written report for the Chief of Police that will summarize the staff inspection activities, discuss strengths and weaknesses identified and make recommendations for the improvement of the component operations. The written report will be submitted no later than 30 days after the inspection date. A review of the staff inspection will be conducted with the staff inspectors, Chief of Police and Supervisors.

The Chief of Police or a designee will be responsible for the development of a follow-up plan for the correction or implementation of the staff inspection report recommendations. Compliance shall be within 30 days of the date of notification.

If a situation should arise where in a Supervisor differs with the recommendations of the inspection report as to what the actual problem or deficiency is or what corrective action should be taken, the Supervisor shall state the same in memorandum to the Chief of Police. Resolution of the difference shall be at the discretion of the Chief of Police or designee.