

DEPARTMENT GENERAL ORDER 98-10

OFFICE of the CHIEF OF POLICE
REPLACES/AMENDS: None

DATE: August 12, 1998

STAFF INSPECTIONS

I. PURPOSE.

The inspection process provides an essential control mechanism for evaluating an agency's operational effectiveness. Goal attainment, administrative processes, productivity, facilities, personnel, vehicles, equipment, and resource needs are all areas which require periodic evaluation to provide the information necessary to enhance future planning.

II. DEFINITION.

Staff Inspections: Inspections conducted by command rank personnel of the various processes, systems, procedures, inventory, and physical facilities utilized by the department.

III. FREQUENCY OF STAFF INSPECTIONS.

Staff inspections shall be conducted within all organizational components at three year intervals. These will generally be scheduled during the month of October to coincide with the commencement of the fiscal year and should be completed within thirty working days after that date.

Special staff inspections may be conducted as required at the direction of the Chief of Police.

IV. RESPONSIBILITY FOR STAFF INSPECTIONS.

The Chief of Police or his designate shall be responsible for conducting staff inspections as delineated via this order. In those instances where a subordinate commander is designated to conduct a staff inspection(s), department personnel who are responsible for the areas/operations being inspected shall render full and complete cooperation with the inspecting officer.

V. STAFF INSPECTION PROCEDURES.

The Chief of Police or designated inspection officer will generally provide seven (7) working days notice to the appropriate bureau and/or division commander in reference to an impending inspection. Once notification has been made, yet prior to the actual inspection date, the Chief of Police or inspection officer will schedule a pre-inspection conference with the appropriate bureau commander for the purpose of obtaining relevant background and operational information.

Staff inspections may be of the following types:

- A. General Inspection - a complete inspection of all operational aspects of a department element.
- B. Specific Inspection - an examination and evaluation of a single aspect of a department element.

Staff inspections will include, but not be limited to, evaluations of the following areas:

- A. Department and bureau policies and procedures to determine if they are correct and adequately documented.
- B. State of personnel training and unit preparedness.
- C. Internal communications and the effectiveness of information distribution.
- D. The effectiveness of operational procedures relative to established goals and objectives.
- E. An analysis of accounting procedures utilized to control internal funds and associated expenditures.
- F. An analysis of purchasing/inventory procedures utilized to control supplies,

uniforms, and department equipment.

- G. An evaluation of unit operations to determine compliance with established policies and procedures.
- H. Compliance with prescribed safety and security measures.
- I. An evaluation of the physical facilities and associated equipment assigned to each department component.

Inspection techniques may include personal interviews, records review, exercise review, formal evaluation forms, graphs, internal documents, and the utilization of such other evaluation methods as the inspector deems pertinent.

VI. STAFF INSPECTION REPORTS.

Written staff inspection reports shall be completed for each organizational element inspected. These reports will be prepared by the Chief of Police or his designate, with the original retained by the Office of the Chief of Police and a copy provided to the appropriate bureau and/or division commander.

Each staff inspection report shall contain the following information:

- A. The division, unit, or element inspected, and the supervisor's name.
- B. The objective of the inspection.
- C. A general statement concerning the scope of the inspection.
- D. The findings of the inspection (to include positive aspects).
- E. Recommendations.

Bureau commanders shall ensure that follow-up or corrective measures are taken by the appropriate platoon/division commanders and their assigned supervisors in regard to any irregularities detailed in the staff inspection report.

Platoon/division commanders responsible for correcting cited deficiencies will issue a written report, forwarded through the appropriate chain of command, to the Office of the Chief of Police indicating what action has been taken to correct identified deficiencies. Should necessary corrective action be delayed due to unavoidable or unexpected circumstances, the report will detail what action is planned to correct the irregularity and provide a timetable for its implementation.

Upon receipt of a report of corrective action taken, the Chief of Police or his designate will reinspect the organizational element, limiting the inspection to areas/operations previously noted to be deficient. Confirmation of corrective action will be determined at that time, and noted in a supplement to the original inspection report.

Staff inspection reports shall be maintained by the Office of the Chief of Police for three calendar years from the date of the inspection.

BY ORDER OF:

RICHARD T. MORRIS
Chief of Police

RTM:dld

CALEA Reference: 53.2.1