

# Inspections

## 207.1 VERSION

Review Date	Effective Date	Approving Authority
02/25/19	07/09/18	Eric D. English, Chief of Police

## 207.2 POLICY AND PURPOSE

Establishes policy and procedures for continuous inspection of Harrisonburg Police Department personnel, resources, and operational effectiveness.

The Chief of Police is responsible for establishing and maintaining a system of inspections to maintain high standards of performance. Although the ultimate responsibility of inspection and control rests with the Chief of Police, it must be carried out continuously at all levels of command and supervision.

The goal of inspection is operational efficiency and effectiveness. Although infractions discovered during the process of inspection should be handled according to policy and the particular circumstances, inspection should not be viewed as a disciplinary process; it should be a fair, impartial, and honest appraisal of efforts.

## 207.3 ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

## 207.4 DEFINITIONS

- (a) **Line Inspections:** objective reviews by supervisory personnel responsible for the personnel, equipment, and facilities inspected to detect and correct deficiencies in individual appearance, performance, personally assigned equipment, and facility maintenance.
- (b) **Staff Inspections:** objective reviews by persons not responsible for the personnel, equipment, and facilities inspected, to assess compliance with agency directives and accreditation standards; evaluate the adequacy and condition of equipment, facilities and resources; evaluate the overall operation of a specific unit; and correct any deficiencies discovered.

## 207.5 PROCEDURES

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#### 207.5.1 LINE/STAFF INSPECTION OBJECTIVES

The objectives of the inspections include:

- (a) To learn whether a task is being performed as outlined in policy and if procedures are followed
- (b) To learn whether the anticipated results of orders and standards are achieved
- (c) To discover whether office resources are used to the best advantage
- (d) To reveal the existence of needs
- (e) To identify and document deficiencies, omissions or problems
- (f) To provide a means for recognizing, reporting, and rewarding exemplary performance and to institute disciplinary procedures for those who disobey or fail to comply with Departmental orders
- (g) To gauge the Department's success in achieving community policing goals

#### 207.5.2 LINE INSPECTIONS

- (a) Line inspections are an on-going activity conducted by those in direct command who have the authority to act or require immediate action of subordinates. Ongoing inspections are a duty of every division and shift supervisor. Line inspections should be routinely performed by supervisors at every level of the agency.
- (b) Inspections will be conducted in a fair and impartial manner, keeping in mind that the goal of the inspection process is to improve the overall efficiency and effectiveness of the agency.
- (c) Typically, line inspections address:
  - 1. Personal appearance.
  - 2. Possession and appearance of required uniform items, leather/nylon gear, and safety equipment.
  - 3. Issued and/or authorized weapons being utilized and operational readiness of same.
  - 4. Use and maintenance of assigned vehicles and related equipment.
  - 5. Adequacy of expendable supplies.
  - 6. Adherence to departmental policies and procedures.
  - 7. Condition of utilized facilities.
- (d) Supervisors can refer to the appropriate document(s) when determining inspection criteria for Line Inspections (Uniform and Civilian Attire, Commendations and Awards, Firearms, etc.).
- (e) Some inspections (for instance, vehicle inspections) will be recorded on an inspection form and turned into the supervisor by the inspecting employee noting deficiencies or other pertinent comments. Employees will respond immediately to correct deficiencies identified during inspections and supervisors will conduct follow-up inspections to ensure that noted deficiencies have been corrected.

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- (f) The supervisor shall record the results of each inspection as required, to include Guardian entries, and when appropriate, shall prepare any record of counseling or commendation.
- (g) Bureau Commander may direct structured inspections of their units at their discretion, and may require written reports of inspections for managerial purposes.

#### **207.5.3 STAFF INSPECTIONS**

Staff inspections are not conducted to evaluate specific staff, but rather the entire organization for operational effectiveness and efficiency. The Administrative Bureau Commander or his/her designee will direct and/or conduct staff inspections.

Staff inspection procedures are divided into three sections:

- (a) Facilities- Examines the conditions and operational readiness of all Police Department facilities in cooperation with the building enigneer.
- (b) Administration- Examines records, files, inspections and personnel-related topics
- (c) Operations-Examines operational-related topics

Staff inspections will be conducted in accordance with Harrisonburg Police Department Supplemental Manual:

- STAFF INSPECTION-FACILITIES
- APPEARANCE, CONDITION, AND MAINTENANCE

Audit inspections for drug monies will be conducted by the Professional Standards Unit.

A written report on the results of the Staff Inspection will be submitted to the Chief of Police. Significant operational and administrative deficiencies should be brought to the attention of the concerned staff employee through the use of the Employee Counseling Form or by memo for follow-up action.

#### **207.6 INSPECTION TIMETABLES**

- (a) Line inspections are to be conducted routinely unless otherwise directed. (ie. 208-Inspection Sheet for Patrol Vehicles.pdf)
- (b) Staff inspections will be conducted annually and a report given to the Chief of Police.
- (c) Unscheduled inspections may also be conducted at the request of the Chief of Police or designee.