

**General Order 407**

**Reviewed: 03/19**

**407.00 INSPECTIONS**

407.01 Policy:

Review or inspection is not an occasional process. Inspection is a continuing and intricate procedure and must be thought of as normal to the administration of a law enforcement agency. Inspections must provide an assessment of the agency's actual performance as compared to the guidelines established by departmental written directives and goals and objectives. Departmental inspections are a positive means to evaluate progress and recognize commendable performance or problems.

407.02 Objectives of Inspections:

The primary objective of inspection is to promote operational effectiveness and improve the quality of police service within the confines of the resources provided. Everything related to a departmental function is subject to control and consequently inspections must be made of personnel, equipment, facilities, procedures and reports. Inspections include a responsibility to recognize commendable performance as well as to identify problems and assist in effecting their solution.

407.03 Responsibility of the Chief of Police:

The Chief of Police is responsible for the performance of all tasks assigned and the affairs of operation associated with the Police Department. It is his obligation to inspect, or cause to have inspected, those processes that he sets in motion and for which he is ultimately responsible.

407.04 Types of Inspections:

Line Inspections: Line inspections are characterized by the following:

- Are conducted by supervisory personnel, who have direct authority and responsibility for the activity and/or persons being inspected.
- The authority to take immediate corrective action is exercised during the line inspections, as well as the responsibility to identify problem areas.
- Informal line inspections are conducted on a daily basis and consist of supervisory review of subordinates and operations.
- A line inspection system consists of a more detailed inspection of installations, administration, operations, personnel or equipment. When the

inspection is concluded, a formalized report documenting the inspection may be prepared if there are recommended or identified corrective actions that need to be addressed.

General Procedures for Line Inspections:

- Deputy Chiefs will develop a *schedule of routine inspection* as it pertains to their respective divisions. The schedule will identify:
  - The items or areas to be inspected, ensuring that all organizational components, facilities, property, equipment, activities and personnel are routinely inspected.
  - The time frame in which to conduct the inspection.
- The line inspection schedules will be forwarded to the Chief of Police and upon his approval, will be maintained by the Professional Standards Unit.
- Once the inspectional time frame is established, the Deputy Chiefs are responsible for initiating the appropriate inspection.
- Deputy Chiefs may initiate an inspection at any time they wish to document a problem or deficiency.
- When a change of Deputy Chiefs occurs, an inspection of the division will be completed by the outgoing Deputy Chief.
- The Chief of Police may authorize an exception to the inspection schedule.
- The actual inspection may be conducted by the Deputy Chief or his designee.
- The results of the scheduled inspection or specially initiated inspection will be reduced to writing by the designated inspector and then forwarded to the Chief of Police. The results will be reviewed and maintained on file in the Professional Standards Unit. The report will include but not be limited to:
  - documentation of the conditions as they existed at the time of the inspection noting both deficiencies and acceptable conditions.
  - the causes or deficiencies and corrective measures that can be taken. Each level in the Chain of Command may affix appropriate comments.

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- Reported deficiencies should be corrected in accordance with the following:
  - Outside factors: When the correction of reported deficiencies cannot be accomplished within the Division, such deficiencies will be acted upon by the Chief of Police.
  - Internal factors: When the identified deficiencies are correctable within the Division, the deficiencies will be addressed and a follow-up report will be directed to the Chief of Police, documenting corrective actions taken.
  - The Professional Standards Unit will review all inspections and follow-up reports and ensure all line functions are in compliance with departmental and divisional requirements.
- The inspection report will contain the following:
  - If the report is complicated and consists of several components
    - a cover sheet containing a title, inspection number, dates of inspection, and the name of the inspector; and
    - a table of contents.
  - All inspection reports will include:
    - a summary of the inspection enumerating major deficiencies and recommendations; and
    - specific recommendations presented in brief, clear and concise terms for improving or correcting deficiencies of the inspected component.
    - Re-inspection will be conducted within a 120-day interval. The initial report will identify areas to be re-inspected.

Criminal Case Inspection:

- The integrity of case files is of utmost importance. The final disposition of a case must be included in the file if the records are to have credibility. When Records personnel receive notices of final disposition on a case, the information will be filed with the appropriate case and a copy sent to the investigating officer.
- In cases where prosecution is declined by the District Attorney's Office, the notice will be forwarded to the primary officer's supervisor and the case reviewed and/or reopened to determine if the case can be salvaged.

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Deficient areas of the investigation will be corrected, if possible, and if the new facts warrant, the case will be resubmitted for filing.

- In cases where the prosecutor declines to prosecute or causes the case to be dismissed owing to alleged departmental handling deficiencies, a copy of the charge rejection notice will be forwarded to the affected Watch Commander or Investigations Commander. The affected Commander will then direct the immediate supervisor of the affected investigating officer to review the case, and ensure that any deficiencies are corrected. The case will then be re-filed with the District Attorney's Office whenever possible.

Staff Inspections are conducted by administrative staff personnel who are not in the chain of command and report directly to the Chief of Police. The findings of this type of inspection are formally submitted to the Chief of Police who has the ultimate responsibility for program review and problem resolution.

- General:
  - The Professional Standards Unit is responsible for conducting administrative inspections of all components of the Department. The staff inspection function is primarily directed at department, division, and section level performance. The primary function of staff inspection is to ensure:
    - compliance with City and departmental policies and procedures;
    - the assessment of program progress and analysis:
      - These may be "point in time" inspections to evaluate the progress of selected programs.
      - This type of inspection also involves analysis of critical police incidents, during or after the fact.
    - the reporting integrity of the department is being achieved and maintained;
    - analysis of support functions, assessing the service provided to line personnel; and
    - overall quality of police service to the public is maintained.
  - Types of staff inspections:
    - Trace Inspections: This form of inspection traces an event from its inception through final disposition.

- This method involves the dissection of processes and procedures, as they apply to a given event; and reports the findings in groupings, according to departmental function.
- A trace inspection does not address unit level or individual efficiency rather it endeavors to report what is occurring in a process at the time of inspection relating to specific functions of the department.
- A trace inspection only provides descriptive information and ascertains whether procedures were followed. Conditions, trends and patterns are reported. If negative trends or deficiencies are identified, a recommendation may be part of the report. The report may also identify necessary and unnecessary procedures or steps performed in a process.
- Scheduled Inspections: These are staff inspections of an entire section of the department, characterized by broad authorities and jurisdiction.
  - Scheduled inspections are detailed in observation, depth of inquiry and reporting.
  - The scheduled inspection may be conducted on any departmental function(s) or procedure(s) contained within a section or shared between sections or divisions, such as Communications.
  - All sections should be prepared to stand a scheduled inspection at any time.
  - The inspector will notify the affected section commander prior to conducting the inspection.
  - The affected Deputy Chief will assign a liaison person to assist in the inspection.
  - Upon completion of the inspection, informal recommendations will be provided to the section supervisor and Deputy Chief.
  - After a meeting of affected supervisory personnel, a written report will be completed and forwarded to the Chief of Police and appropriate Deputy Chief.
- Directed Inspections are similar in scope and substance to the scheduled inspection, with the exception that they are conducted at the

direction of the Chief of Police. Directed inspections may or may not be announced in advance of the inspection.

- Partial inspections consist of the examination and evaluation of a single function or procedure performed by a single unit or as a process involving several units and are a more comprehensive inspection of that single function than can be afforded during a scheduled inspection. Partial inspections are performed either at the direction of the Chief of Police, or as indicated by trace inspection.
- The Professional Standards Unit or others specifically designated by the Chief of Police or General Order will conduct all staff inspections, and adhere to the following procedures:
  - The Professional Standards Unit will have the authority to take immediate corrective action, however, it is recommended that such action be taken through the affected supervisor.
  - The Professional Standards Unit will prepare a written report of the staff inspection following the guidelines established in this directive.
  - The report will be submitted directly to the Chief of Police.
  - A copy of the report will be provided to the appropriate Deputy Chief.
  - The affected Deputy Chief will prepare a response to the inspection providing recommended courses of action and remedies if any are indicated, and will direct this report to the Chief of Police.
  - The results of all trace inspections will be disseminated downward via the chain of command until the personnel actually affected are made aware of the findings relative to their duties. The downward flow of information will be documented.
  - Staff Inspections are services available to all departmental members. The staff inspection will only be conducted at the direction of the Chief of Police; however, any departmental members may request the Chief of Police to act via the Chain of Command.
  - The affected Deputy Chief will provide the Chief of Police with a written follow-up report describing progress achieved towards compliance with recommendations resulting from staff inspection.
  - The Professional Standards Unit will prepare a schedule of inspections ensuring that organizational components are routinely inspected at least every three years.

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<b>Authorized by Mark Jones, Police Chief</b>		
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<u><i>Mark Jones</i></u>	<b>Date:</b>	<u>March 11, 2019</u>
<b>Signature</b>		