

	POLICY & PROCEDURE	SERIES # 806	PAGE 1 OF 5
	INSPECTIONS		EFFECTIVE DATE 11/20/2018
			OVERSIGHT Prof. Standards
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 806 dated 02/01/98.	

I. PURPOSE:

To establish the role of inspections in the operation of the Police Division and provide guidance for the inspections process.

II. POLICY:

The Hampton Police Division will maintain an active inspections program (both line and staff) to ensure that the agency is using resources, following practices, and providing services in the most effective and efficient manner possible. The Office of Professional Standards will have the responsibility of conducting/overseeing the inspections function. The Inspections Officer will report to the Commander of the Office of Professional Standards. The Office of Professional Standards Commander will report directly to the Chief of Police.

III. DEFINITION:

Inspection is the process of obtaining facts about the persons, things, conditions and actions which are an integral part of the organization. These facts are gathered and compiled through observation, inquiry, examination and analysis.

IV. DISCUSSION:

The inspections process is an essential mechanism for evaluating the quality of operations, ensuring that goals are being pursued, identifying needs for additional resources, and assuring that control is maintained throughout the Division. In comparing the expectations with actual performance, the Division is provided with a means of regularly assessing efficiency and effectiveness, as well as developing information to plan for change. Done properly, the inspection also generates a means of communication within the Division, both downward and upward.

The general thrust of inspections is to determine several things about the organization which are important to its proper function.

Inspections will provide this information. Moreover, these finding should be an indicator of whether these policies, procedures and regulations are adequate to attain the desired results. Next, it must be determined that the Divisions resources, its

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CHIEF OF POLICE



personnel and equipment are utilized to the fullest extent, and that the physical

resources are adequate to carry out the job. Furthermore, and of great importance, it must be determined that there does, or does not exist, any deficiency in personnel integrity, training, supervision or policy which should be corrected or improved.

V. PROCEDURE:

Three types of inspections are utilized in the Division's inspections program: line inspections, staff inspections, and special inspections.

A. Line Inspections:

1. Line inspections are conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected.
2. Line inspections may be carried out by any supervisor within the chain of command, ideally by those supervisory personnel responsible for ensuring that any substandard conditions revealed during the inspection are corrected.
3. Line inspections are not expected to be all encompassing in each inspection. Rather, each inspection should focus on a limited number of issues within the inspecting officer's scope of responsibility. This does not preclude the inspecting officer from noting any substandard conditions that become apparent during the inspection, regardless of scope of responsibility.
4. Normally, substandard conditions noted should be re-inspected within one week to ensure that the condition has been corrected or that a plan of action has been developed and initiated to correct the condition.
5. Documentation of the line inspection is not as important as ensuring that an acceptable level of readiness is maintained. However, documentation must be accomplished for the following:
 - a. Date of inspection, inspecting officer(s), inspection objective (e.g., vehicle condition, knowledge of policy, condition of weapon).
 - b. Chronic substandard conditions.
 - c. Substandard conditions that present a serious degradation in the unit's ability to perform its mission.
 - d. Substandard conditions outside of the inspecting officer's scope of responsibility.
 - e. Conditions in which correction will require in excess of one week and/or assistance from other than the unit supervisor.
6. Supervisors will use inspection forms approved by their respective

Branch Commander. Monthly inspections will be documented on these forms. This information will then be reviewed by the Unit Commander and consolidated into a single monthly inspection report to cover all inspections done by that unit for the entire month. This report will be forwarded by each branch to the Office of Professional Standards via the consolidated monthly report.

7. The Office of Professional Standards will review all monthly inspection reports received, note any deficiencies not corrected, issue any instructions necessary to correct the deficiencies, or contact other unit/Branch Commanders for assistance in correcting the deficiencies.
8. All monthly inspection reports containing deficiencies shall be retained by the Office of Professional Standards until reviewed as a part of a staff inspection.
9. The monthly line inspection does not relieve the supervisor of the responsibility to make daily observations of personnel, materials, and equipment, and take appropriate action as necessary.
10. Inspection at this level is the means by which each level of supervision is held accountable for its subordinates. Proper inspection at the line, or functional level, should preclude the need for many staff inspections. Moreover, the efficiency of the Division is greatly enhanced by the immediate corrective actions of the supervisors. Staff inspection merely provides the check and balance to ensure that the organization is functioning properly.

B. Staff Inspections:

1. Staff inspections will be conducted by personnel who do not have supervisory control or organizational responsibility of the persons, facilities, or procedures being inspected. The Office of Professional Standards has responsibility for the Division's staff inspection program. Additional personnel may be assigned to assist in the inspection. Assisting personnel should be reasonably familiar with the inspected unit's operations and be assigned outside of the inspected unit's chain of command during normal duties.
2. Unlike line inspections, staff inspections are comprehensive in nature, examining all aspects of a unit's operations and administrative performance.
3. In general, the staff inspection concerns itself with material resources (i.e., accountability of equipment, use/control of supplies), procedures (i.e., compliance of current practice with standing policy, gaps in policy coverage), and personnel (i.e., knowledge, skills and abilities demonstrated by unit personnel) in the following areas of each unit inspected:

- a. Physical condition and maintenance of buildings, spaces and equipment
 - b. Operations
 - c. Administration
 - d. Personnel matters
 - e. Relations with other units and agencies.
4. Whenever possible, the Commander of the unit to be inspected will receive seventy-two (72) hours notice prior to the actual inspection. Unit Commanders and Service Commanders will cooperate fully with the inspector(s) and will provide any information or assistance required to complete the inspection.
 5. Upon completion of the inspection, the inspector and assistants will review findings with the Unit Commander, noting any discrepancies found. The Chief of Police will be briefed in a like manner. A formal written report is submitted to the Chief of Police containing findings and assessments of the inspection.
 6. Any problems or discrepancies identified during a Staff Inspection will be re-inspected within 30 days to ascertain if the problem has been corrected. Upon re-inspection a written report will be submitted to the Chief of Police with the outcome.
 7. Copies of the written report of inspection findings and assessments will be provided to each of the inspectors, the inspected Unit Commander, and the inspections file maintained by the Office of Professional Standards. The original report will be forwarded to the Chief of Police.
 8. All units and components of the Division are subject to staff inspections. Each organizational component of the Division will be inspected at least once every twenty-four months.

C. Special Inspections:

1. Periodically, the Office of Professional Standards may be directed to perform special-purpose inspections by the Chief of Police. A special-purpose inspection is similar to the staff inspection except that it is concerned with:
 - a. Facts of a particular situation
 - b. Handling of a specific matter
 - c. Abilities of an individual
2. Because of the nature of special-purpose inspections, dissemination of information will be controlled by the Chief of Police.

3. In addition to the already outlined procedures, the Office of Professional Standards will make spontaneous around-the-clock field inspections and may be expected to visit any command or bureau at odd hours of the day or night. The Office of Professional Standards will, from time to time, respond to and observe: roll-calls, accident scenes, crime scenes and any other department function as may be deemed appropriate.

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