



Alexandria Police Department
Directive 1.8



Inspections

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1.8.01 PURPOSE AND POLICY

The purpose of this directive is to ensure, through the use of inspections at all levels, compliance with written directives and uniformity in the operations of this department. The inspection process provides the police chief, commanders and supervisors with a means of regularly assessing the efficiency and effectiveness of the Department's internal operations and ability to provide service to the public.

It is the policy of this Department to provide the highest level of service to the public by managing our resources efficiently and effectively. This requires that commanders and supervisors inspect, review and analyze performance in accordance with established procedures. Inspections are the means for determining compliance with written directives, uncovering the need for corrective actions and determining the need to revise procedures to improve efficiency and effectiveness.

1.8.02 DEFINITIONS

Line Inspection - An inspection performed by commanders and supervisors within their area of responsibility for the purpose of insuring that the uniform and appearance of employees are in compliance with agency standards; that buildings and offices are maintained in a clean and orderly manner; that assigned

equipment and property are accounted for, properly maintained, and in working order; and that appropriate follow-up action is taken when deficiencies are noted. Such inspections can be performed in an informal manner or by using a more formal approach. **[53.1.1.a.]**

Staff Inspection - A formal inspection of agency facilities, property equipment, personnel or administrative and operational activities conducted outside the normal chain of command. Staff inspections require a report to the police chief.

Formal Inspection – An examination to determine whether individuals or organizational units are performing at satisfactory levels in accordance with particular departmental rules, regulations, or procedures, followed by a memorandum that reports findings to the police chief. **[53.1.1.d]**

Informal Inspection – An examination at the unit level by supervisors and commanders to determine whether employees are following departmental rules, regulations and procedures.

1.8.03 RESPONSIBILITIES

[53.1.1.c]

A. LINE INSPECTIONS

1. Commanders and supervisors at every level of command will:
 - a. Routinely conduct informal inspections to examine their employees' physical condition, appearance, grooming, and equipment, and to test the work of their subordinates to determine whether the objectives of the department and individual units are being accomplished. Informal inspections should be documented at the level of the person conducting the inspection and maintained in accordance with normal records retention schedules for unit files. **[53.1.1.d.]**
 - b. Take appropriate corrective action when deficiencies are identified and conduct a follow-up inspection to ensure deficiencies have been corrected within a reasonable time. Follow-up inspections will be reported and documented in the same manner as the original inspection. **[53.1.1.e.]**
2. First line supervisors in all divisions, sectors and sections will:
 - a. Conduct an annual, formal line inspection to assess the condition of each subordinate's uniforms and equipment. The purpose of this inspection is not to account for every item of issued property, but to ensure that employees can produce the items necessary to perform their duties.

- b. Prepare a report summarizing the results of the inspection. Attach an inventory form for each subordinate inspected and forward the report to their commander in sufficient time for review and forwarding through channels to the police chief by May 1.

3. Division, Sector and Section Commanders will:

- a. Annually direct formal line inspections of uniforms and equipment.
 1. Review reports of annual, formal line inspections of uniforms and equipment conducted by subordinate supervisors, if any.
 2. Conduct an annual, formal line inspection of each subordinate supervisor's uniforms and equipment, if any.
 3. Forward the results of the inspections and a summary through channels to the police chief by May 1.
- b. Ensure that an annual, formal line inspection of a selected portion of their division, sector or section is conducted. **[53.1.1.b.]**
 1. In a division with more than one section, each with different duties and responsibilities, each section is required to conduct one annual inspection. Only one inspection is required for divisions that have no sections.
 2. Forward a report describing the results of the inspection through channels to the police chief by February 1. **[53.1.1.a.]**
- c. Regularly review accreditation standards within their areas of responsibility, and ensure that required inspections, reviews, analysis, surveys, evaluations, reports, and other activities are up to date and complete. Commanders will ensure that documentation of these required activities is maintained on file for a period of at least three (3) years; or longer if required by the department's retention schedule. Compliance documentation, of assigned CALEA standards, will to be forwarded to the Accreditation Manager each year, by July 1.

B. STAFF INSPECTIONS

1. The Chief of Police will assign responsibility for certain staff inspections on an as required basis to personnel with expertise in the area of inspection to be conducted.
2. The Support Services Division Commander will:
 - a. Ensure completion of these staff inspections within the department under the authority of the chief of police. Personnel conducting staff inspections are not

to have command authority over personnel in line components being inspected.

- b. Use of either a manual or automated system to ensure periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished.

1.8.04 PROCEDURES

A. LINE INSPECTIONS

1. Supervisors will normally perform an informal inspection of their area of responsibility by:
 - a. Observing assigned personnel prior to and during the supervisor's scheduled work period to insure that agency uniform, civilian attire, and appearance standards are maintained;
 - b. Walking through assigned facilities and office areas to insure overall cleanliness, order, and the presence of necessary equipment and supplies;
 - c. Checking vehicles for cleanliness, the presence of required equipment and any dangerous or contraband items, and the operation of emergency equipment. (See also Vehicle Use and Maintenance directive 6.4.03)
2. On some occasions, a supervisor may decide to use a more formalized approach to the inspection of his/her area of responsibility. On such occasions, the employees should be informed prior to the actual inspection as to when the inspection will be conducted and the manner to be used.
 - a. A uniform inspection may require personnel to be inspected at the same time by standing in a line formation. Other items of required clothing may be inspected by having the employees bring the items to the inspection.
3. Supervisors will take appropriate corrective measures whenever a deficiency is identified:
 - a. An employee who does not comply with agency uniform, dress, and/or appearance standards will be instructed to take immediate steps to correct the deficiency before being allowed to assume/continue their

duties. This may require that the employee go home and report back properly prepared for duty.

- b. A vehicle and related item(s) of equipment that are found to be unclean or inoperable will either be corrected/repared by the operator or referred to the City Maintenance Facility for repair. If the vehicle cannot be safely operated or if required emergency equipment cannot be repaired, a replacement vehicle will be obtained.
 - c. All deficiencies that cannot be immediately corrected will be reported to the next level of supervision for appropriate follow-up action.
4. A written report will be prepared and forwarded through the chain of command to the Division Commander when:
- a. Items of equipment or agency property are discovered missing or damaged.
 - b. An employee repeatedly fails to comply with agency uniform, civilian attire, and/or appearance requirements.
 - c. A condition is noted that may constitute a hazard or jeopardize the safety and general welfare of other employees, members of the general public, or the inmate population.
5. During subsequent line inspections, supervisors will check to ensure that follow-up procedures have been taken to remedy previously noted deficiencies.

B. STAFF INSPECTIONS

1. Staff inspections should be conducted by a commander in a grade equal to, or higher than, the supervisor of the activity to be inspected.
 - a. Inspectors can be appointed from within or outside the police department, based upon the level of expertise required and nature of inspection to be conducted.
 - b. Staff inspectors operate as the direct representatives of the Chief of Police and have all necessary authority to conduct employee interviews, review documents, and make direct observations in order to perform their duties in a thorough and complete manner.

2. The Division, Sector or Section Commander of the area to be inspected, shall be notified not less than 14 days prior to the inspection. Such notice shall indicate the nature of the inspection and any special requests such as the availability of specified personnel, files, and documents. This requirement can be waived if circumstances dictate.
3. Staff inspections will be conducted in a manner to minimize disruption to the normal daily operational activities of the area inspected.
 - a. Areas that normally serve the general public will remain open for business during the inspection.
 - b. Interviews of employees will be scheduled in such a manner so that other employees are available to handle normal business requirements, such as answering the phones, providing walk-in requests, and responding to calls for service.
 - c. The review of files or reports will be done whenever possible in a separate area. Care must be taken to account for and return all documents requested.
 - d. Upon the completion of the inspection, the ranking member of the Staff Inspection Team shall, when appropriate, brief the Division, Sector or Section Commander and other designated personnel of the preliminary results, findings, and recommendations.
4. Staff inspections may take two basic forms:
 - a. The inspection may focus on a specific unit or activity within the agency, or
 - b. The inspection may be more systemic in nature and focus on a specific agency function and how it is handled between various offices and Divisions throughout the agency, such as family violence cases, crime prevention programs, or criminal investigations.
5. Staff Inspections Reports:
 - a. The senior ranking inspector of the Staff Inspection Team is responsible for preparing and submitting the Staff Inspection Report through the designated chain of command following the completion of the inspection.

- b. The report shall be prepared in Memorandum format and will contain the following information: the members of the inspection team; the specific area inspected; the date(s) of the inspection; a listing of the specific findings uncovered during the inspection; and the specific recommendations for any appropriate follow-up actions.
 - c. During the course of the inspection, inspectors should be especially alert to identify and recognize for commendation those employees who are exceeding agency standards.
6. Follow-up action:
- a. The Division Commander of the area inspected shall take appropriate action to correct any noted deficiencies reported during the inspection within 30 days from the date of the Staff Inspection Report.
 - b. Any deficiency that cannot be corrected within the 30-day period shall be reported in writing to the designated chain of command for necessary action.
 - c. The area inspected shall be subject to a follow-up inspection, as directed to insure appropriate remedial action has been taken on all deficiencies noted in the inspection report.
7. A copy of the Staff Inspection Report and the Division, Sector or Section Commander's report concerning any uncorrected deficiencies to the Chief of Police for his necessary action.

By Authority of:

**David P. Baker
Chief of Police**