




# City of Manassas Police Department General Duty Manual



Effective Date: 07-27-2001	<b>GENERAL ORDER</b>	Number: 01-08
Subject: Inspections		
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Accreditation Standards: 12.1.4/ 53.1.1 / 53.2.1	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 3

## PURPOSE:

To establish a procedure for regular inspections of the Department, its divisions, sections, functions, personnel, facilities and equipment.

## POLICY:

The Chief of Police is responsible for establishing a system of line inspections to obtain the information needed to direct the operation of the Department. Line and staff inspections should generate findings, conclusions, recommendations, and reports for consideration by the Chief of Police and provide valuable information that may affect Departmental planning efforts and the content of training programs.

## DISCUSSION:

The intent of this order is to ensure efficiency and uniformity of all Departmental operations and identify and correct acts and conditions contrary to rules, regulations, policy, practice or the good interest of the Department.

To inspect means simply to look into or officially examine a given subject. This directive applies to both line and staff inspections. Informal line inspections by supervisors occur on a daily basis. Line inspections are conducted within normal lines of command; staff inspections are conducted outside those lines. Division Commanders schedule formal line inspections. The duration of an inspection may vary depending upon goals, objectives or the subject of the inspection.

For the purpose of this General Order, the following definitions apply:

**LINE INSPECTION:** Inspection conducted by personnel in control of the persons, procedures or other elements being inspected. Line inspections may be carried out by any supervisor within the chain of command and is often conducted by supervisory personnel who may also be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.

**STAFF INSPECTION:** Inspection conducted by personnel who do not have control of the persons, facilities or procedures being inspected. Staff inspectors in larger agencies are generally members of a specialized component responsible for conducting inspections throughout the agency. The result of staff inspections are usually reported to the agency's chief executive officers.

## PROCEDURE:

### I. Line Inspections

- A. Supervisors charged with the responsibility of Departmental groupings or tasks perform line inspections, both formal and informal. Line inspections follow the lines of command and responsibility with individual supervisors inspecting immediate subordinates and their performance. Sergeants may inspect personnel and equipment at roll call; they may also inspect subordinates individually or in groups during a tour of duty. A lieutenant or captain normally inspects a section, division, or functions under their command.
- B. Informal Line Inspections:
  1. Are conducted at each level of command.
  2. Most informal line inspections are performed by Sergeants.

Effective Date: 07-27-2001	<b>GENERAL ORDER</b>	Number: 01-08
Subject: Inspections		Page: 2 of 3

3. Sergeants inspect oncoming shifts and give particular attention to the observed physical condition, appearance, grooming, uniform appearance, and compliance and equipment of their subordinates.
  4. Informal line inspections include regular observation of procedures and techniques to determine whether the objectives of the Department are being efficiently accomplished.
  5. Informal line inspections also look at the state of Department facilities, vehicles, and equipment.
    - a. Deficiencies found during informal line inspections are usually corrected immediately or after a brief period of time by follow-up of the supervisor conducting the inspection.
    - b. Situations or conditions needing correction that are beyond the control of the inspecting supervisor are reported in writing through the chain of command to the Chief of Police.
    - c. Division Commanders ensure that a plan for the correction of the deficiency is included in the report.
- C. Formal Line Inspections:
1. Are held to determine if subordinates are performing satisfactorily in accordance with the policies of the Department and that equipment and facilities are in order.
  2. Formal Line inspections are announced in advance.
  3. Planning should occur prior to each formal inspection to formalize the scope and general objectives of the inspection.
  4. At least one-week advance notice is given of a formal line inspection. Inspection times and locations remain flexible to include the observation of Departmental activities during various shifts, weekends and holiday times.
  5. A written report of the formal line inspection is sent through the chain of command to the Chief of Police. Comparisons, when made, are with the Department's standards or "CALEA" (Commission on Accreditation for Law Enforcement Agencies, Inc.) standards only.
    - a. Deficiencies are brought to the attention of the persons involved at the time they are noted and "on the spot" corrections are made whenever possible.
    - b. A copy of the inspection report is given to the component, section or unit affected by the inspection.
    - c. Division Commanders are responsible for corrective action, any necessary follow-up and proper retraining of personnel for deficiencies noted during formal line inspections.
    - d. Formal line inspections may be conducted on a monthly or quarterly basis, however they should not extend beyond the following time periods.
      - 1) Semi-annually by Lieutenants and Sergeants.
      - 2) Annually by Division Commanders.

## II. Staff Inspections

- A. Staff inspections are formal inspections of the operation and administration of the Department, its material resources and procedures. Staff inspections are conducted outside the normal line of command and responsibility to ensure objectivity.
- B. The Chief of Police assigns formal staff inspections to ensure that sections or functions within each division are inspected as objectively as possible. Inspections cover areas such as agency administrative and operational activities, facilities, property, equipment, personnel matters, material resources, and of special funds.
  1. Procedure evaluation is carried out by inspection of selected sections or functions of the Department by interview of personnel, review of administrative reports, case records, and other information. Performance is critically compared against written directives to ensure compliance.
  2. Material resources inspection is performed on equipment and supplies, including communications equipment, motor vehicles, office equipment, supplies, and buildings.
    - a. These inspections determine if Departmental equipment is being properly used and maintained in satisfactory condition, and that timely provisions are made on the need for the replacement or addition of equipment.
  3. Audits of special funds are conducted to determine that funds are used for prescribed purposes and proper accounting is being maintained in an accurate and current manner.

Effective Date: 07-27-2001	<b>GENERAL ORDER</b>	Number: 01-08
Subject: Inspections		Page: 3 of 3

- C. A Staff inspection of all Department components is conducted at least every three years, by persons selected by the Chief of Police, from outside the normal lines of authority of the area to be inspected. As such, inspectors normally come from Departmental supervisory ranks across divisional lines. Inspectors may also include technicians or persons of expertise from outside the Department who are paid, or volunteer their services.
- D. Staff inspectors should recognize that they are acting as objective representatives of the Chief of Police. Inspections are conducted in an impersonal manner. The scope of the inspection is limited to activities and operations as approved by the Chief of Police. Inspectors should make no attempt to correct deficiencies. Observations and comments are referred to the Chief of Police in a written report. The only exception is when the nature of the deficiency is immediate and of such magnitude or nature that its continuation is likely to result in irreparable harm to the citizens of the City or the Department's operation or reputation. Such cases must be reported immediately to the Chief of Police.
- E. Staff Inspections are announced in advance, and conducted in an open manner, with the full knowledge and awareness of all concerned. During inspections, comments are solicited from personnel concerning physical conditions of their work environments, procedural problems, suggestions, and opinions. Questions posed to staff inspectors concerning policy and procedures should be answered expeditiously.
- F. Comparisons, when made are with the Department's standards, as found in the General Duty Manual, or "CALEA" (Commission on Accreditation for Law Enforcement Agencies, Inc.) standards only. No Division, section or component is considered to be in competition with any others. Staff inspectors should not promote such competition.
- G. Personnel being inspected must cooperate fully with staff inspectors and ensure the cooperation of their subordinates.
- H. Reports and compliance:
  - 1. Reports of completed staff inspections are submitted within ten work days as follows:
    - a. The original report is forwarded to the Chief of Police.
    - b. After review, the Chief of Police forwards a copy of the inspection report to the affected Division Commander.
    - c. After review, the Division Commander provides a copy of the inspection report to the affected sections, units or members.
    - d. Compliance or Non Compliance is based on the results of the inspection and is included on the report of all formal line and staff inspections.
  - 2. When, during the course of an inspection, an inspector discovers outstanding or meritorious achievement or service by an individual member, who has been previously unrecognized, he includes the particulars in his report to the Chief of Police. Division Commanders are responsible for ensuring that proper recognition is initiated.
  - 3. The affected Division Commander ensures that any deficiencies discovered during the inspections are corrected or planning is initiated to eliminate the deficiency. When deficiencies are identified, the affected Division Commander submits a follow-up report to the Chief of Police advising of actions taken to correct deficiencies or plans for their correction.
  - 4. Follow-up inspections may be scheduled by the Chief of Police.

Attachments: N/A.

Index as: Inspections  
 Line inspections  
 Staff inspections  
 Informal inspections  
 Formal inspections

References: N/A.