2.3.1 PURPOSE

Inspections are to examine and evaluate the functions and activities of Department components and their ability to accomplish organizational objectives in accordance with existing policies and acceptable practices. Staff inspectors will complete a thorough review and analysis of each Department component to assist in identifying opportunities for improvement, eliminating duplicative efforts, reporting new and innovative systems and procedures and providing alternative methods for change and improvement. The main purpose of staff inspections is not punitive in nature, but rather for correction and improvement.

2.3.2 POLICY

Supervisors shall conduct inspections of all line officers, their vehicles, uniforms and their personal equipment at least monthly. Those and all other inspections and audits will be conducted as prescribed in this order. Planning and Research shall conduct staff inspections. Staff inspections are conducted at the direction of the Chief of Police or authorized designee for the following purposes:

A. To ascertain if policies, procedures, goals and objectives are clearly defined so that they can be properly interpreted and implemented accordingly.

B. To determine whether Department members, equipment, materials and resources are being used properly for achieving the goals and objectives of the Department.

C. To ensure operational conditions foster an atmosphere of cooperation within the Department, as well as with other stakeholders.

D. To provide information concerning the quality of service delivered and the effectiveness of the service.
TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL  
2.3 INSPECTIONS AND AUDITS

E. To identify opportunities for improvement in Department member integrity, training, morale, supervision or policy.

F. To recommend policies or procedures that more effectively utilizes Department assets.

2.3.3 LINE INSPECTIONS

A. Line inspections are an activity to ensure employees are acting in concert with agency requirements in such areas as personal appearance, use and maintenance of equipment, and adherence to agency directives and orders.

B. Each Bureau Commander shall be responsible for the Inspection of their Bureau.

C. A written officer inspection report shall be utilized by a supervisor monthly.

D. Supervisors shall conduct a visual inspection of employees’ personal appearance and the condition of their equipment during the work shift.

E. Supervisors shall immediately follow-up to ensure corrective action has been taken concerning unacceptable conditions or performance.

F. Field Operations Commanders will ensure monthly Officer Inspections are being completed identifying areas of concern and stored electronically in the Bureau folder for the Bureau Commanders.

2.3.4 STAFF INSPECTIONS

A. Planning and Research is assigned the duty of staff inspection and may use other personnel to form a temporary inspection team.

B. Planning and Research reports directly to the Chief of Police or designee. The Unit does not have direct command authority. The primary duties are to observe, evaluate and report.

C. Staff inspections involve a comprehensive review of operating procedures specific to an organizational component. This may include ensuring:

1. Compliance with general orders, policy and procedure;
2. Goals and objectives are consistent with Department goals & philosophy; and
3. Personnel and material resources are being used efficiently and effectively.

D. All organizational components should have a Staff Inspection once every three years. The Chief of Police, at his or her discretion, may order unscheduled inspections at any time for any unit in the department.

E. Planning and Research will send written notice one week in advance to the Bureau Commander regarding a scheduled inspection.

F. Bureau Commanders may request a staff inspection from the Chief of Police.

G. An itemized check sheet outlining the procedures, activities and equipment to be inspected will be used.

H. At the conclusion of the inspection, Planning and Research will submit a written report to the Chief of Police identifying any positive aspects, deficiencies, and recommendations for improvement or correction of deficiencies.

I. If deficiencies are noted, a follow up inspection will be conducted to ensure that changes have been implemented. A written report of the follow up inspection will be submitted to the Unit Supervisor, Bureau Commander, Deputy Chief, and Chief of Police.

2.3.5 WEAPONS INSPECTIONS

A. Review & Records

1. Officers shall clean their assigned firearm(s) after each training or qualification prior to reporting to work for their next shift.

2. All weapons (lethal and less-than-lethal) will be reviewed, inspected, and approved by the Department's designated officer, who is a qualified weapons instructor and armorer, before they are carried by any sworn personnel; and at least annually thereafter. <1.3.9.c>

3. The Training Unit shall maintain records to indicate the weapon issued to or carried by each officer and shall continuously update those records and associated records of weapons qualification.

4. All weapons must be inspected by a Department armorer or armorer authorized by the Department if used in an officer-involved shooting or accidental discharge.
B. Unsafe Weapons <1.3.9.d>

1. If at any time an officer believes their weapon is unsafe, damaged or malfunctioning, they shall immediately notify their immediate supervisor and the weapon will be promptly delivered to the Department’s Armorer who shall perform an inspection. If problems are found with the weapon, the Armorer shall assist the officer with issuance of a replacement. The Armorer shall be responsible for insuring that proper repairs are made before weapons are reissued.

2. Adjustments and repairs to department-issued firearms shall be made at Department expense. Adjustments and repairs to personally-owned, authorized firearms will be made at the owner’s expense.

3. Officers shall notify a supervisor immediately following the loss or theft of a firearm issued and/or authorized for use by the Department. The supervisor shall ensure that appropriate written reports are completed.

4. Department-owned firearms found to be unsafe shall be removed from service and not reassigned until deemed safe by a trained armorer. In the event officer-owned secondary weapons are found to be unsafe the owner will be notified of its conditions and informed it may not be used on duty until it has been repaired and re-inspected. <1.3.9.d>

2.3.6 VEHICLE INSPECTIONS

A. Officer Inspection

1. Persons assigned or utilizing Department vehicles are responsible for such vehicles and will ensure that they are maintained in good repair and that all routine preventive maintenance is performed in accordance with the manufacturer’s recommendations, if not more frequently. Particular attention shall be given to infrequent, seasonal preventive maintenance, such as anti-freeze.

2. There shall be no modifications made to Department vehicles unless given express permission by the Chief of Police. Only Departmentally approved license plates will be placed on the vehicle.

3. All officers shall examine their vehicle at the beginning of each shift, as well prior to and after transporting any prisoners. This inspection shall be noted on the designated form. Any items and/or contraband found in the vehicle shall be documented on a memo to the supervisor forwarded to the Bureau Commander. This vehicle
inspections and audits shall also be noted on any related (prisoner transport) incident report. <70.1.2>

4. Other items on the vehicle that are found to be unacceptable or defective shall be indicated or noted on the form, such as items that are missing or in need of repair or replacement. These items must also be explained and brought to the attention of a supervisor. Supervisors shall be responsible for notifying the Fleet Coordinator of items that cannot be immediately corrected.

B. Supervisor Inspection

Supervisors shall conduct random inspections of their employee’s vehicles and record the inspection on the appropriate form.

2.3.7 FACILITIES INSPECTION

It shall be the responsibility of all employees to note and report any maintenance, damage, health, or safety concerns of the LEC building or grounds to their supervisor. The supervisor is responsible for reporting the discrepancy to the appropriate Bureau Commander so the discrepancy may be corrected.

2.3.8 OTHER INSPECTIONS AND AUDITS

A. Property and Evidence (P & E) Inspections and Audits

1. The Property Room Supervisor is responsible for conducting or coordinating all P&E inspections, audits, and polygraphs.

2. The Property Room supervisor shall conduct a semi-annual inspection of the Property and Evidence Room to determine adherence to procedures. The semi-annual inspection shall be completed by no later than July 31st and December 31st of each year. <84.1.6.a>

3. An annual audit shall be completed by PSU. <84.1.6.c>

4. An audit shall occur whenever the Property and Evidence supervisor is assigned or transferred to another position. The audit shall be jointly conducted by the newly designated Property and Evidence supervisor and a designee of the Chief of Police to ensure that records are correct and properly annotated. The audit shall be completed on the first day of assignment of the new Property and Evidence Coordinator. The previous Property and Evidence supervisor shall not be involved in the audit in any way. <84.1.6.b>

5. An unannounced inspection of the Property and Evidence Room and other property storage areas shall be conducted by PSU as directed by the Chief of Police at least once per year. <84.1.6.d>
2.3 INSPECTIONS AND AUDITS

6. The annual Property and Evidence audit shall only be deferred with the direct written approval of the Chief of Police.

7. The Property Room supervisor shall forward copies of all records of all inspections, audits, and polygraph examinations to the Accreditation Manager on a timely basis.

B. Electronic Surveillance Equipment Audit

Audits of any and all Department electronic surveillance equipment shall be conducted periodically by Planning and Research at the discretion of the Chief of Police.

C. Electrical Power Inspection <81.3.2>

A documented inspection and test of the Departments alternate power source to ensure continued operation of emergency communication equipment in the event of the failure of the primary power source shall be completed in conformance with manufacturer recommendations and tested or operated under full load at least once a year.