A. Purpose

To establish the guidelines for the inspection and evaluation of personnel, equipment and facilities within the Department.

B. Policy

It is the policy of this Department to conduct such inspections and evaluations as may be necessary to insure compliance with directives and high standards of performance. Inspections will include personnel, training, facilities, equipment, management and written directives. Under the Evaluation Program, personnel will be required to demonstrate satisfactory response to simulated bomb threats, hostage situations, robberies, and other such operations as directed by the Chief or as indicated by Training needs.

C. Responsibilities

The Staff Inspector is responsible to the Patrol Commander for the overall management and supervision of this program. His duties include:

1. The preparation of inspection guides in the form of checklists for all major functions within the Department. When complete, checklists will be on file in the Staff Inspector's office and will be available for use by Command Staff or persons designated to conduct special inspections. As a minimum, checklists must be developed to cover the following areas:

   a. Authority and Jurisdiction;
b. Use of Force;

c. Written Directives;

d. Personnel;

e. Crime Prevention;

f. Training;

g. Investigations;

h. Management;

i. Equipment;

j. Evidence;

k. Lost & Found Property;

l. Communications; and

m. Police Records.

n. Temporary Detention Area (Briefing Room) (CALEA 71.4.3)

2. The Patrol Commander will maintain a copy of all checklists, and a file of all inspection reports, corrective actions and any other correspondence generated under this program.

3. Scheduling inspections as directed by the Director or Patrol Commander.

D. Inspections

The following inspections will be conducted in accordance with the following procedures:

1. Post Inspections:

   a. Patrol Commander will visit each shift, on post quarterly. Although this is primarily a self-inspection program, cross inspections are strongly encouraged. Cross inspections will provide more objective and reliable results. (CALEA 53.1.1.b)

   b. Post inspections will consist of visiting several officers on post and addressing the following: (CALEA 53.1.1.a)
1) proper equipment;
2) personal appearance;
3) job knowledge;
4) adequacy and availability of Post Orders;
5) minimum required manning,
6) cleanliness of fixed post areas; and
7) shift morale.

c. At the conclusion of the inspection, the inspecting official will brief the Director regarding problem areas and recommended corrective action. (CALEA 53.1.1.c and .e)

2. Facilities, Vehicle and Equipment Inspections:

a. Supervisors will make a daily walk through inspection of the Public Safety building and the Administrative Coordinator will do the same for the Director's Office (CALEA 53.1.1.b and .c). This inspection will include: the general condition and cleanliness of the building and furniture; the safety and security of the facility; a check of interior and exterior lighting (if applicable); and the condition and availability of emergency equipment (fire extinguishers, smoke detectors, emergency lighting, etc.) (CALEA 53.1.1.a, 71.4.3).

b. The Supervisors and the Administrative Manager are responsible for inspecting for the safety, security and general condition of the facilities, furniture and office equipment. They will make on the spot corrections when possible. Any deficiencies that cannot be corrected on the spot will be reported to the Deputy Chief or Administrative Manager for corrective action. (CALEA 53.1.1.c) (CALEA 71.4.3)

c. Supervisors and/or the Administrative Manager will check on his/her area next working day to determine if corrective action has been taken. (CALEA 53.1.1.c and .e)

d. On a daily basis, the Shift Supervisor will inspect all facilities, assigned vehicles, and equipment (CALEA 53.1.1.b, 71.4.3). The Shift Supervisor will submit their report to the Deputy Chief. (CALEA 53.1.1.c & d.).

3. Line Inspections/Special Purpose:

POLICY AND PROCEDURE # 23 LINE AND STAFF INSPECTIONS

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The Director or his designee may direct special purpose line inspections on an as needed basis (CALEA 53.1.1.b).

4. Staff Inspections:
   a. The Patrol Commander or his designee is authorized and responsible for conducting staff inspections. The role of staff inspections is to promote an objective review of Department administrative and operational activities, facilities, property, equipment and personnel outside the normal supervisory and/or line inspections. These command staff personnel are authorized full and complete access to their area's activities, information and records. (CALEA 53.2.1.a, 71.4.3)
   b. Report of Staff Inspection, listing areas to be inspected, method of inspection, and findings will be used to document compliance with Department directives. Staff inspections may be accomplished through interviews, document inspections and/or personal observations. (CALEA 53.2.1.b, 71.4.3)
   c. Following the completion of each staff inspection, there will be a written report submitted to the Patrol Commander (memorandum format) that identifies deficiencies and makes recommendations for improvement or correction and identifies positive aspects of the area inspected. (CALEA 53.2.1.c, 71.4.3)
   d. A follow-up inspection and written report are required for noted deficiencies that cannot be immediately corrected. (CALEA 53.2.1.d, 71.4.3)
   e. A staff inspection will be conducted within each command area at least every three years. However, the periodic audits conducted by State or Medical University components having specific responsibilities established by law or policy, e.g., University Inventory Control, may be used to satisfy this requirement. (CALEA 53.2.1.e, 71.4.3)

5. Weapons Inspection:
   a. At least once each month, the Supervisor will inspect the weapons issued to officers assigned to the shift. The inspection will consist of the following:
      1) proper type of weapon;
      2) proper type and amount of ammunition;
3) condition and serviceability of the weapon; and

4) proper loading and unloading procedures.

b. The Supervisor will brief the Patrol Commander regarding any serious problems, and corrective action.

6. Open Ranks Inspection:

a. At least once each month, the Supervisor will conduct an Open Ranks Inspection of all assigned Public Safety officers, State Security Officers, and Dispatchers. (CALEA 53.1.1.b and .c)

b. Weather permitting, the inspection will be conducted in the parking lot. Personnel will line up in two (2) ranks. Public Safety Officers will fill the first rank, State Security Officers, and Dispatchers will fill the second rank. If an uneven number of PSO's, SSO’s, and Dispatchers are present, the Supervisor will even the ranks by directing the larger rank to fill in the shorter rank. (CALEA 53.1.1.a):

1) All officers will fall in at arm's length and at attention. The second rank will line up on the first rank, one (1) step to the rear (See Attachment #2).

2) The Supervisor or other inspecting official will inspect the shift as indicated in Attachment #1.

3) As the inspecting official passes each officer, the officer will automatically assume a position of "Parade Rest".

4) The inspection should include:

a) personal appearance;

b) fitness for duty; and

c) proper equipment, properly displayed.

5) At the conclusion of the inspection, the inspecting official will return to the front center position and address the shift, if appropriate, as to the inspection results. At the conclusion of his remarks, the shift will be called to attention and dismissed.

c. After affording the employee a reasonable amount of time to correct the deficiency, the Supervisor shall check to ensure that corrective action has been taken and forward their report to the Patrol Commander. (CALEA
53.1.1.d and .e).

7. Evaluations:

will plan and develop training scenarios for use, as necessary to insure officer proficiency.

b. Scenarios must be practical and involve operations which are likely to occur on or near the campus. In addition, they must test officer knowledge and application of written procedures.

c. Training exercises must not interfere with normal day-to-day activities. Therefore, all training exercises must be conducted as part of our regular Tuesday training program.

d. Each exercise will be evaluated and critiqued.

8. Frequency of Inspections:

a. Where possible, Supervisors and the Patrol Commander should plan inspections on Tuesday to involve as many people as possible.

b. The Patrol Commander will conduct additional visits and/or inspections as may be necessary to correct problems and maintain proficiency.

9. Documentation:

All inspections conducted within this Department will be documented through the use of an appropriate form or checklist, or in a written inspection report CALEA 53.1.1.d).