

Salisbury University Police Department

CHAPTER 53 – INSPECTIONAL SERVICES

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53.2.1 Functions/Procedures for Staff Inspections

Salisbury University Police Department

CHAPTER 53 – INSPECTIONAL SERVICES

The Directives in this chapter relate to the inspectional process within the University Police Department.

53.1 Line Inspections

53.1.1 Functions/Procedures for Line Inspections

The inspection process is a mechanism for evaluating the quality of organizational components and functions within the police operation, ensuring that agency goals are being pursued, identifying a need for additional resources and ensuring that control is maintained throughout the Department. It provides the Chief of Police and command staff with a means of periodically assessing the Department's effectiveness, efficiency and ability to meet its commitment and to provide a basis for adjusting existing policy and procedure on a timely basis to meet changing needs.

1. Goals of the Inspection Process

- To ensure compliance with departmental written directives, state and federal laws;
- To ensure that order is maintained throughout the agency;
- To evaluate how agency resources, including both personnel and equipment, are being used to meet the needs of the university and its facilities;
- To identify the need for additional resources;
- To ensure uniformity of operations throughout the agency;
- To provide the Chief of Police, Division Commanders and Supervisors with specific information regarding the efficiency and effectiveness of individual organizational components;
- To identify deficiencies so that corrective action may be taken;
- To provide information for departmental planning and budget development;
- To ensure that investigative procedures are effective and productive;
- To provide current and timely information on the status and condition of personnel, materials, equipment, and facilities;
- To ensure that training is appropriate and effective;
- To ensure that reports and records are updated and accurate; and
- To determine areas where the agency or its employees may be vulnerable and/or at risk.

2. Line Inspections

Line inspections are a continual process conducted by those in direct command who have the authority to act and require immediate action of subordinates. Line inspections are the responsibility of every Division Commander, Squad Supervisors and other personnel as designated by the Chief of Police.

Inspection responsibilities include the personal inspection of employees, the equipment assigned to them or the equipment they use, how it is cared for, how employees perform their duties and so forth. This includes the responsibility to take immediate corrective action as required based upon the results of the inspection. Where significant deficiencies exist, they will be documented

for the employee's evaluation and the employee will be immediately notified by the supervisor of the corrective action to be taken to address the problem. Exemplary performance in inspections may also be documented on the inspection forms.

A. Procedures for Line Inspections

1. Division Commanders will make periodic physical inspections of the uniforms, equipment, vehicles and office areas within their divisions.
2. Squad Supervisors shall conduct weekly line inspections of assigned personnel to ensure that the prescribed uniforms and equipment, to include weapons and duty belts, are properly worn and that they are in clean and serviceable condition; presenting a professional appearance at all times. Squad Supervisors shall also inspect patrol vehicles on a weekly basis to ensure that all required items are located within the vehicle and that each patrol vehicle is in proper working condition. Inspections shall be completed on the first day of the calendar week (ie. Sunday or Monday) that the Supervisor's particular squad reports for duty. In the absence of the Squad Supervisor, the Patrol Commander will complete the inspection of personnel and vehicles.
3. Commanders and Supervisors will document the date and results of their inspections on SUPD form #010 and #011; documenting any corrective action which was taken. Any equipment determined to be deficient will require a written report from the employee. Unsatisfactory inspections will be explained to each employee and the correction required. Completed weekly inspections forms will be forwarded to the Patrol Commander for review and filing.
4. Commanders and Supervisors will ensure that any replacement equipment required for the employee's duties and performance are obtained as soon as practical. Follow-up inspections by the Commanders or Squad Supervisors shall be conducted to ensure that corrective action was taken.
5. All inspection forms and documentation will be forwarded to the *Patrol* Commander if replacement items are needed. The *Patrol* Commander will ensure that items are obtained as soon as practical.

B. Self-Inspection Program

1. The Chief of Police has implemented a self-inspection program which is designed to ensure that various functional aspects of the department are inspected by designated personnel to ensure that operational and administrative aspects are followed. Upon inspection of various functions, the frequency of which is outlined in the Self-Inspection Guide/Schedule, personnel will document any non-compliance issues and develop a corrective plan of action.
2. The Administrative Commander will be responsible for ensuring that any correction action necessary in any of the functional areas contained within the Self-Inspection Guide be addressed as soon as practical. All inspections will be documented and filed in the office of the Administrative Assistant.

53.2 Staff Inspections

53.2.1 Functions/Procedures for Staff Inspections

A staff inspection is an in-depth review of the department's administrative and operational functions, facilities, property, equipment and personnel. Staff inspections will be conducted by observations, interviews, document examination and/or any combination thereof.

- A. The Chief of Police or a CEO of another university department will be responsible for conducting staff inspections.
- B. Procedures to be used will vary depending upon the circumstances and reasons for critique. The focus of inspections may include a review of agency's goals and objectives as monitored by the division commanders or a review of each division in terms of specific function such as accuracy of records, maintenance of equipment/facilities, performance of personnel, etc.
- C. The individual conducting the staff inspection will submit a written report that identifies deficiencies, makes recommendations for improvement and/or correction and identifies positive aspects of the area(s) inspected. Positive aspects of the inspection will also be identified.
- D. A follow-up report will be submitted for those deficiencies which are noted and cannot be immediately corrected. All efforts will be made to rectify deficiencies as soon as practical.
- E. A staff inspection of all organizational components will be conducted at least every three years.

Edwin Lashley
Chief of Police