

PALM BEACH GARDENS POLICE DEPARTMENT

INSPECTIONS ADMINISTRATION

POLICY AND PROCEDURE 4.3.5

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PURPOSE: To require a functional responsibility for supervisory authority in conducting and administering routine inspections of facilities, equipment, personnel and operation practices of the Department.

SCOPE: This policy and procedure applies to all members.

REVIEW RESPONSIBILITY: Command Staff, Sergeants and Supervisors

POLICY: The Department hereby establishes a supervisory line inspections process of all Department-owned facilities, vehicles, equipment, and personnel, consistent with Departmental guidelines to ensure that proper evaluation and documentation of any deficiencies or corrective action is accomplished through frequent and routine inspections. Such inspections shall also include those inspections authorized/directed by the Chief of Police or his/her designee.

PROCEDURES:

1. ADMINISTRATION AND FUNCTION:

- a. Each supervisory level within the Department shall be required to exercise supervisory control through frequent, planned, unannounced and routine inspections.
- b. This Department delegates to supervisory staff, the responsibility to perform line inspections through observation and evaluation of personnel, an activity, event, equipment, vehicles, program, or processes within the direct chain of command of the inspecting supervisor.
- c. This Department, under the assigned authority of the Chief of Police, authorizes a designee to conduct staff inspections through observation, evaluation and review of an activity, event, equipment, personnel and execution of Department policies and procedures by organizational functions.
- d. The primary purpose of the Department's inspectional process/function is to ensure sound operating and administrative procedures are properly executed, evaluated and to correct deficiencies.

2. PROCEDURAL RESPONSIBILITIES

- a. Responsibility for Line Inspections and the requirements that line inspections be performed is delegated to include Assistant Chiefs, Bureau Majors, Sergeants, Supervisors and managers performing supervisory responsibilities.

- i. Assistant Chiefs and Bureau Majors shall ensure the inspection of members, equipment, facilities, operational procedures and areas under their command at frequent and irregular time periods.
- ii. Bureau Majors and Sergeants shall be responsible for ensuring that formal inspections of personnel, vehicles, equipment, and performance of duty are conducted, and for encouraging supervisory attention to punctuality and appearance of subordinate personnel.
- iii. Sergeants and Civilian Supervisors will make careful inspections of their subordinates to ensure they are properly uniformed, equipped, and fit for duty.
- iv. Sergeants and Civilian Supervisors will monitor the activities of subordinates to determine if duties, services to the public, orders, and institutions are being promptly, efficiently and effectively performed.
- v. Sergeants, at the direction of the Bureau Majors, may conduct periodic spot checks and interview complainants/victims of the various criminal categories to ensure that citizens receive proper service by adequately sampling victims/complainants by conducting phone interviews.
- b. Inspection areas to be checked, and frequently reviewed by Sergeants shall include, but not be limited to:
 - i. Punctuality
 - ii. Appearance
 - iii. Roll Call (Briefings)
 - iv. Field Inspection
 - v. Vehicle
 - vi. Equipment
 - vii. Uniform (grooming)
 - viii. Facilities
 1. Briefing room for cleanliness/security - daily
 2. Locker room for cleanliness/good repair - daily
 3. Equipment storage room/closet for cleanliness/security - daily
 4. Sally Port Facility for cleanliness/good order/security - daily
 5. All cabinets/shelves for inventory/good order of forms/supplies - daily
 - ix. Operations
 1. Radio Usage - daily
 2. Uniform Attire - daily
 3. Field Operations - daily
 4. Vehicle - weekly (inspected daily by officers)
 5. Support Service Operations - daily
 - x. Administrative
 1. Uniform appearance/Related equipment - daily
 2. Daily Field Activity Report - daily/monthly
 3. Case reports and other paperwork - daily
- c. Periodic inspections/audits shall be performed by the Field Operations and Administrative Support Bureau Majors at a designated time and in a formal manner to determine the condition and adequacy for all members and equipment under his/her control.
- d. Semi-annual inspections shall be performed by Sergeants and supervisors. Bureau Majors or their designee shall document or cause to be documented a written report of the inspections findings to the Chief of Police. The Semi-annual inspections shall include:
 - i. Personal inspections - Appearance, attire, fitness, and height-weight proportion (if sworn).
 - ii. Rules & Regulations and Procedures Manuals.
 - iii. Vehicles assigned within the Division/Bureau.
 - iv. Equipment issued or regularly used.
 - v. Detectives, case closure and case integrity.
- e. Semi-annual Inspections Memorandum: Written status reports on semi-annual inspections shall be prepared in memorandum format noting the following:

- i. Areas of deficiencies;
- ii. Areas of compliance;
- iii. Time Table for compliance; and
- iv. Any disciplinary action to be taken.

3. SEMI-ANNUAL FORMAL ROLL CALL INSPECTION:

- a. A suitable location should be selected to conduct the inspection that affords the highest degree of safety, particularly with regard to weapons inspections (i.e., firearm, shotgun, etc.). The inspecting authority shall take measures to place this area off limits to pedestrian traffic while the weapons inspection is in progress.
 - i. If he/she is available to assist in the inspection process, it is recommended that the Inspecting Authority utilize the expertise of officers certified in firearms for weapons inspections.
- b. Formal roll call inspections shall be conducted on a platoon by platoon basis by the Sergeant or Supervisor conducting daily briefings and roll call.
- c. The Sergeant shall bring the assembled officers to a position of order.
- d. The Sergeant shall be equipped with an Inspections form to record the inspection and for ensuring that necessary corrections are made through follow-up inspections.
- e. During the course of the inspection the Sergeant should maintain awareness for possible demands for service and as the inspection of each officer is completed, he/she may be released for duty.
- f. Sidearms should be inspected unholstered. For safety reasons not more than one officer at a time shall be inspected, and each officer shall re-holster their weapon before a subsequent officer's weapon is inspected.
- g. When sidearms are to be unholstered for inspection, the Sergeant shall give to the individual officer the command, "Inspection....Arms."
 - i. Auto-Loaders (Pistols): Upon hearing the "Inspection-Arms" command, auto-loading pistols shall be made safe as follows: the magazine shall be removed from the pistol while the pistol is still holstered ("administratively" unloaded). The pistol will then be drawn from the holster with the muzzle pointed in a safe direction, finger off of the trigger and along the side of the frame. The muzzle of the pistol will then be pointed into the clearing barrel at which time the slide will be locked back, ejecting the round of ammunition from the chamber. At this time the inspecting authority will physically and visually inspect the chamber and magazine well to insure the pistol is safe and clear, and ready for inspection.
 - ii. Revolver: Any other approved secondary and/or off-duty handgun is also subject to inspection. Auto-Loading Pistols will be inspected as noted in sec. A; Revolvers as follows: The revolver shall be drawn from the holster with the muzzle pointed in a safe direction, finger off of the trigger and along the side of the frame. The muzzle of the revolver will then be pointed into the clearing barrel. At this time, the cylinder release will be actuated allowing the cylinder to be opened and safely unloaded. At this time the inspecting authority will physically and visually inspect the weapon to insure that it is safe and clear and ready for inspection.
- h. When inspection of an individual officer is completed, the command shall be given "Holster...Arms," Officers with Auto-Pistols, with the muzzle pointed into the clearing barrel, will activate the safety (if so designed and equipped) and place the loaded magazine into the magazine well. The slide release lever will be actuated, allowing the slide to move forward, thus placing an ammunition round into the chamber. The safety lever will then be moved into the "fire/off" position (if pistol so designed and equipped) and the pistol will be holstered, with the finger off of the trigger along the side of the frame. At this time, with the pistol holstered, the magazine will be removed from the magazine well, reloaded with the ammunition round which was removed prior to the inspection procedure, and the magazine can then be reinserted into the magazine well. Revolvers: The muzzle of the revolver shall be pointed into the clearing barrel. Ammunition rounds will then be inserted into the open cylinder, either manually or with speed-loaders. The cylinder will then be closed and with the finger off of the trigger, the revolver will be placed into the holster.

4. CRITERIA FOR INSPECTIONS REQUIRING WRITTEN REPORTS:

- a. Those inspections that require a written report shall include but not be limited to the following criteria:
 - i. Those reports identified by the inspection authority involving faulty vehicle equipment, weapons (handgun, shotgun), and appropriate standard issued equipment such as handcuffs, flex cuffs, O.C. spray, and expandable baton.
 - ii. An inspection that has been conducted and a follow-up report is required indicating corrective action or deficiency status.
 - iii. If a problem is of such a nature to require repair or replacement of equipment.
 - iv. Annual uniform or equipment inventory and other inspections as designated by the Bureau Major.

5. CORRECTIVE NOTICE:

- a. Sergeants and supervisors charged with inspection responsibilities shall identify and report any deficiencies found.
- b. A Corrective Action shall be completed and forwarded to the Bureau Major when formal disciplinary action appears to be warranted.
- c. If the deficiency can be corrected by a change in procedure at the Bureau level, appropriate action should be taken.
- d. If the deficiency cannot be corrected by a change in procedure at the Bureau level, then the appropriate Division Assistant Chief shall be notified.

6. INSPECTION REPORTS:

- a. The Bureau Major or designee shall ensure the completion of all inspection reports assigned to the bureau's functions performed.
- b. Following each formal roll call inspection, the individual Sergeant conducting the inspection shall complete an inspection report memorandum to the Bureau Major.
- c. Deficiencies noted during the inspection shall be noted on the memorandum. Officers with noted deficiencies shall be reinspected within two (2) working days. If the deficiencies are not corrected, then disciplinary action may be initiated by the Squad Sergeant.
- d. The original copy of the inspection memorandums shall be forwarded, via the chain of command, to the Division Assistant Chief.
- e. Inspection memorandums may also be used for on-street field inspections and other inspections of personnel and/or equipment as deemed necessary by the Bureau Major or Sergeant. When an inspection report memorandum is prepared, follow-up shall be conducted by the originating supervisor to ensure corrections have been made.

7. CHIEF OF POLICE STAFF INSPECTION OFFICER:

- a. The Chief of Police shall designate the staff inspection officer to perform staff inspection functions. The Chief of Police shall assign the Professional Standards Unit to conduct a formal staff inspection within all organizational components at least every three (3) years.
- b. Reports generated from such an inspectional process will be documented to the Chief of Police through the affected Bureau Major, supervisor/manager; and corrective action noted, if deficiencies exist. Time will be allowed to correct such deficiencies.
- c. Procedures for conducting staff inspections shall be as follows:
 - i. First, notification will be made by the Administrative/Investigations Assistant Chief to the Chief of Police with a schedule and time frame of when specific organizational components will be inspected.
 - ii. A notice will be forwarded to each organizational component concerning the date of their inspection.
 - iii. A questionnaire/survey will be provided to each organizational component for completion and returned to the inspections authority. This questionnaire/survey will be used to assess and inspect the appropriate component.

- iv. The formal inspection will cover office/facility, operational equipment, reports review, administrative responsibility, and reporting processes.
- v. Reports will be generated and submission of a report will identify deficiencies and make recommendations for their improvement and/or correction and identify positive aspects of the area being inspected.
- vi. A follow-up inspection and a written report for noted deficiencies that cannot be immediately corrected will be accomplished.

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APPROVED:

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Date