

# DALTON POLICE DEPARTMENT

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## I. Policy

Inspections of the Department shall be conducted on a regular basis to ensure that the Department is operating efficiently and in compliance with established professional standards, and to promote the Dalton Police Department mission, maintain standards of ethical behavior, and ensure that critical services provided by the Agency meet community expectations. Inspections enable the Department to assess its ability to perform its mission, and provide the necessary information to plan for improvements.

## II. Definitions

- A. *Line Inspection* - The process by which any Supervisor can review and observe an employee's activity to ensure the proper compliance with Departmental procedures, rules, and regulations. These inspections are not limited to persons, but also include all facility components used by the Department.
- B. *Staff Inspection* - An in-depth examination of a specific operational, administrative, or facility component of the Department.
- C. *Facility Components* - The physical structure of the Police Services Center and all Department owned equipment and furnishings.

## III. Line Inspections

- A. All Department Supervisors are responsible for inspecting the general condition of personnel and facility components on a daily basis.
  - 1. Supervisors shall conduct inspections by observing assigned personnel during the Supervisor's scheduled work period. He / she shall ensure that the agency uniform, civilian attire, and appearance standards are maintained. As necessary, the Supervisor will take corrective actions.
  - 2. Supervisors will also observe their assigned facilities and office areas to ensure overall cleanliness, order, and the presence of necessary equipment and supplies. As necessary, the Supervisor will take corrective actions.

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- B. At least once each quarter, Supervisors will be responsible for ensuring that a documented inspection of the personal appearance of all personnel under their command is conducted. This inspection of personal appearance will include an inspection of the uniform / civilian attire and personal equipment.
- C. Any Supervisor discovering a deficiency that could not be immediately corrected will follow-up to ensure that corrective action is taken within a reasonable length of time.

#### IV. **Staff Inspections**

Staff inspections will be conducted at the discretion of the Chief of Police.

##### A. Inspection Teams

All inspection teams will consist of a Department Supervisor and an adequate number of personnel to complete the examination of the component or function in question. It is recommended that inspection teams consist of members assigned to a division separate from the one being inspected.

During the inspection, the inspectors will be granted the necessary access to all facilities, records, reports, files and personnel. This process may include on-site inspections, interviews, records research or other observations required to obtain information upon which a factual report can be based.

##### B. Areas Subject to Inspection

Staff inspections will be conducted within all organizational components at least once every three years. All Department functions and facility components will be subject to inspection at the discretion of the Chief of Police. Inspections may include, but are not limited to, one or more of the following areas:

1. Effectiveness of Departmental organization, i.e. functioning of command and supervision structure
2. Compliance with Certification / Accreditation Standards
3. Compliance with local, state, and federal regulations
4. Adequate use of resources
5. Proper preparation and maintenance of reports and computer records
6. Adequate intradepartmental communication
7. Uniform application of Department policies throughout the organization
8. Adequate Recruitment and Selection Procedures
9. Accuracy and timeliness of written reports
10. Effectiveness of investigative procedures and case handling
11. Effective administration of Department training programs
12. Proper use and maintenance of facility components and equipment

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C. Inspection Reports

The Supervisor of the inspection team shall prepare a written report of the inspection finding and submit the report to the Chief of Police. The report shall identify deficiencies and make recommendations for their improvement and / or correction. The report shall also include the positive aspects of the area being inspected.

All functions or components found to be deficient during the inspection shall be corrected. A follow-up written report for noted deficiencies that cannot be immediately corrected shall be completed. In some instances, the Chief of Police may direct a component or function to be re-inspected after corrections are made.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

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