

Annapolis Police Department



GENERAL ORDER

Number: A.5

**Issue Date: December
2015**

TO: All Personnel

SUBJECT: Staff Inspections

PURPOSE

The purpose of this General Order is to present one manner of assessing departmental compliance. This policy establishes an inspections program in response to established policies and the Commission on Accreditation for Law Enforcement Agencies (CALEA) standards, which will assist the Chief of Police in ensuring that the department is operating within established policies, procedures and legislative mandates.

POLICY

It shall be the policy of the Annapolis Police Department to maintain an ongoing inspectional overview of the day to day operation in order to ensure compliance with executive direction as provided by the Chief of Police. Inspections in this regard apply to every level of supervision and includes line inspections as well as staff inspections.

DEFINITIONS

1. **Informal Inspections-** An inspection which is considered routine and should be practiced at every level of command. Informal inspections are most often conducted by the first-line supervisor to ensure compliance by subordinates with established policies and procedures. Informal inspections are conducted at the unit level.
2. **Formal Inspections-** An inspection of an organizational entity to ascertain compliance with departmental policies and procedures resulting in the submission of a written report to the Chief of Police.
3. **Line Inspections-** Inspections which seek to exercise control through the processes of observation and review by those directly responsible for a particular function and activity. Line inspections are made by those who have the authority to require immediate corrective actions. Line inspections may or may not require formal written reports, depending upon the nature of the results. Supervisors will, at a minimum, document all line inspections of their

personnel on the Monthly Inspection Form provided by the Staff Inspections Unit.

4. **Staff Inspections-** A detailed observation and analysis of departmental elements, procedures and practices designed to inform the Chief of Police about their performance and effectiveness. Staff inspection is a process outside the established lines of authority and responsibility. A staff inspection will result in a written report to the Chief of Police, via the chain of command, following a prescribed format. Staff inspections are considered to be formal inspections and will always result in a written report to the Chief of Police.

I. Responsibility and Authority

- A. The Staff Inspections Unit shall have mandated responsibility to inspect all facilities and all operating procedures of the department and shall have full authority to discharge this responsibility.
- B. The Staff Inspections Unit is responsible for providing the Chief of Police information concerning the efficiency and effectiveness of all departmental entities.
- C. All entities of the department will be inspected at least once every three years. This will be completed in conjunction with the accreditation process/on-site assessment process.
- D. Members of the Staff Inspections Unit shall be given access, for the purpose of inspections, to all departmental facilities and records. All members of the department shall provide assistance to and cooperation with the Staff Inspections as requested.
- E. Staff Inspection Unit members shall understand that the focus of their attention should be on things and procedures and only incidentally on persons. Their primary concern is that procedures are followed and not that a particular person may be doing them improperly.
- F. Staff Inspection Unit members shall not give orders, except under circumstances where failure to do so will jeopardize the department's reputation or the accomplishment of its mission. In such an instance, the order shall be issued in the name and authority of the Chief of Police. The circumstances under which the order was issued shall be immediately reported in writing to the Chief of Police.
- G. Upon conclusion of a staff inspection, the inspector shall report orally to the appropriate commanding officer regarding matters warranting immediate corrective action. Additionally, a written report of findings shall be directed to the Chief of Police with a copy to the Internal Affairs Section. Where appropriate, inspectional reports must include a detailed accounting of excellence in regard to conformance with departmental orders, rules and procedures as well as the mandated requirement to report all incidents of nonconformance. Recommendations for improvement and/or corrections should also be included in this report.

II. Inspectional Options

- A. Staff Inspections are an in-depth examination of the organizational components of the department. These inspections are designed to ensure efficiency and effectiveness, as well as compliance verification with both department directives and CALEA standards. They also provide information for planning efforts and training needs, and ensure that actual performance reflects the department's stated goals and objectives.
- B. Staff Inspections will be accomplished through the following:
1. Scheduled and unscheduled inspections of personnel, facilities and equipment to determine adherence to care and maintenance standards and compliance with department directives and policies.
 2. Random in-field observations of operations to verify compliance with department policies, procedures and regulations.
 3. Random review of reports to ensure reporting is being accomplished with department directives and policies.
 4. Random observations of rules and written reports required by department directives and CALEA standards to ensure compliance.

III. Inspectional Assessment

As a matter of policy, staff inspections reports will be thoroughly reviewed and appraised by the Chief of Police. When conditions warrant, the Chief of Police shall require a written response be submitted to his office by those command staff personnel held accountable for the conditions cited in a staff inspections report.

IV. Responses to Inspectional Findings

At the direction of the Chief of Police command members, designated to respond regarding operational deficiencies noted as a result of a staff inspection, shall respond in writing to the Chief of Police or to the Commander of the Staff Inspections Section.

The response shall demonstrate the commanding officer has given full considerations to the overall importance of the inspectional findings and has taken corrective action to insure conformance to the departmental policy and procedure at issue.

V. Evaluation of Action Taken

The Commander of the Staff Inspections Section shall hold copies of the inspection reports which have been sent through channels to commanders designated by the Chief of Police for action in a pending file. A follow-up inspection will be conducted to determine whether the reported deficiencies have been corrected or addressed properly. A written report will include whether the deficiencies have been corrected, addressed properly and note any deficiencies which have not been corrected. Records shall be kept of responses specifying action taken in order to provide guidance of future inspections.

The Commander of the Staff Inspections Unit shall also continually analyze information obtained as a result of inspections in an effort to determine the areas of operation where the department is weak and where remedial action is needed. At intervals to be determined, he/she will report his/her findings and recommendations to the Chief of Police.

Michael Pristoop
Chief of Police

References
1. Accreditation Standards: 53.2.1

Revision: This General Order replaces General Order A.5 Staff Inspections dated May 2013.