

St. Joseph, Missouri Police Department



DIRECTIVE TYPE: GENERAL ORDER		INDEX NUMBER: GO0107
SUBJECT: Line and Staff Inspections		
ISSUE DATE: January 29, 2001		AMENDS/RESCINDS: No Previous
REVISED: 7/29/02, 2/27/04, 7/21/06		DISTRIBUTION: A (All)

I. POLICY:

The inspection process is designed to evaluate the quality and efficiency of Department operations, confirm that goals and objectives are being pursued, identify the need for additional resources, and provide information to assist in planning for desired changes.

II. PROCEDURE:

A. Staff Inspections:

1. Staff inspections involve a comprehensive review of operating procedures specific to an organizational component.
2. Staff inspections will be conducted at least every three (3) years. The Chief of Police shall designate a member to direct the inspections for all organizational components. Personnel from each division will normally participate in the inspection process.
3. The inspections will include a written notice to each Division Commander regarding an inspection of his/her Division.
4. Check sheets documenting the procedures, activities, and equipment to be inspected will be utilized.
5. At the conclusion of the inspection, a written report will be submitted to the Chief of Police and the appropriate Division Commanders. The report will identify any deficiencies, positive aspects, and recommendations.
6. If significant deficiencies are noted that cannot be immediately corrected, a follow-up inspection will be conducted to ensure that changes have been implemented. A written report of the follow-up inspection will be submitted to the Chief of Police and the appropriate Division Commanders.

B. Line Inspections:

1. Line Inspections are to ensure that members are acting in concert with Department requirements in such areas as personal appearance, use and maintenance of equipment, and adherence to Department Policies, Procedures,

and General Orders. Line Inspections may be carried out by any Supervisor within the Chain-of-Command.

2. Supervisors are responsible for performing inspections on a daily basis. Visual inspections will be conducted of a member's personal appearance and/or condition of equipment during his/her assigned shift (See also General Order governing Uniforms and Personal Appearance).
3. At least monthly, supervisors will ensure a documented inspection of each officer assigned to the Patrol Division is completed using an Inspection/Inventory sheet.
 - a. Supervisors shall maintain copies of reports noting deficiencies associated with a member for evaluation purposes.
4. Supervisors will follow-up to ensure that corrective action has been taken concerning unacceptable conditions or performance. Written documentation of corrective measures and their results will be included for any deficiencies noted.
5. Supervisors will monitor the work performance of their assigned members to determine if they are adhering to Department Policies, Procedures, and General Orders.
6. At least yearly, the Patrol Commander will direct a documented inspection of equipment maintained in patrol vehicles to insure the vehicles are properly equipped and procedures for replenishment of supplies are being followed.

Chris Connally

Chief of Police

Date