

COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURES

Subject: INSPECTIONS

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I. Purpose

To establish guidelines for inspections of the department personnel and equipment; to implement procedures to evaluate the quality of the operations of the department; to ensure departmental goals are attained; and to identify needs for additional resources.

II. Statement of Policy

It shall be the policy of the Covington Police Department to conduct line and staff inspections in a professional, objective and impartial manner.

- A. The Division or Shift Supervisor on duty shall conduct an inspection of all patrol, investigative, and civilian personnel daily.
- B. Supervisors conducting line inspecting shall inspect personnel for:
 - 1. neatness;
 - 2. readiness for duty;
 - 3. compliance with uniform or dress codes.

The Inspecting Supervisor may require any officer that fails inspection to go home and report back properly prepared or he/she may impose disciplinary action. The supervisor shall note the circumstances whenever he sends an officer home due to a failure to pass roll call inspection.

- C. Supervisors should make a daily inspection of the physical plant area under his control for neatness and order. The supervisor shall be responsible for making sure that the physical plant area is orderly
- D. Sergeants are responsible for inspecting each vehicle under their command on at least a quarterly basis. The officer(s) assigned to the vehicle shall be responsible for checking their vehicle on a daily basis and correcting any deficiencies in the car or its equipment.
- E. Whenever a supervisor notes deficiencies either in personnel, vehicles or physical plant, he/she shall take corrective action immediately if possible, to

ensure compliance with inspection standards. If a deficiency is one that cannot be corrected immediately, he/she will make note of such and be responsible for correcting the deficiency within a reasonable time.

III. Line Inspections: Authority

The Captain, Lieutenant, or Sergeant in each division will have the authority to conduct a spontaneous inspection of each organizational division within the police department.

IV. Inspection Procedures

- A. A line inspection will include an inspection of the following areas:
 - 1. Personnel: Patrol/ Investigative/ Support Services/ Community Outreach
 - a. Cleanliness;
 - b. Condition of uniform;
 - c. Condition and placement of issued equipment;
 - d. General appearance.
 - 2. Physical plant:
 - a. Cleanliness;
 - b. Order;
 - c. Equipment.
 - 3. Vehicles:
 - a. Cleanliness;
 - b. Required equipment;
 - c. Required paperwork;
 - d. Dangerous or unnecessary items;
 - e. Operation of emergency equipment.
- B. During an inspection, personnel will not smoke, chew gum or tobacco, eat, drink, or engage in any activity that would tarnish the officer's professional image.
- C. Personnel will avoid making any unnecessary or sarcastic comments during the inspection. Any problems regarding the inspection should be discussed with supervisor after the inspection is completed.

V. Inspection Reports

All line inspections require a written report by a supervisor in the Division. The report will be on an approved departmental form. A copy of the form will be forwarded to Department's Accreditation Manager for filling.

VI. Staff Inspection Authority

The Chief of Police shall have the authority to conduct a staff inspection of each organizational component within the police department. The Chief may appoint a command officer to assist him in the inspection process. The appointed officer shall be from different component than the component to be inspected and shall have no authority over personnel in the inspected component. Staff inspections will be conducted at the direction of the Chief of Police.

The Chief of Police may choose to conduct a mock accreditation on-site for the purpose of determining the department's state of readiness for the actual accreditation on-site. Officers from outside this agency will conduct the mock on-site.

VII. Staff Inspection Procedures

- A. A Staff Inspection may include, but not limited to an inspection of the following areas in each organizational division.
 - 1. General procedures;
 - 2. Compliance with departmental policies;
 - 3. Review of the division's records and maintenance;
 - 4. Internal audit of special funds and non-cash fiscal activities.
- B. The inspecting officer describing the results of the inspection and recommendation for improvement will complete a written report of the inspection. The report will be forwarded to the Chief and a copy forwarded to the component head.
- C. The Chief and/or the Inspection Officer will follow up on the recommendations within six months of the completion of the report.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE

Stacey L. Cotton
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Chief of Police