



WRITTEN DIRECTIVE	No. PD15-0105	Page: 1 of 5
Subject: INSPECTIONS	Effective Date:	02-25-15
	Supersedes/ Amends:	PD14-0105
	Reference:	53.1.1



I. Purpose

The purpose of this directive is to establish procedures for the inspection of department personnel, equipment, electronic devices, resources, facilities, and operational readiness.

II. Policy

It shall be the policy of the Lynchburg Police Department to conduct periodic inspections or inventories of all departmental facilities, personnel, equipment, and activities.

III. Procedure

A. DEFINITIONS

1. *Line Inspections* -- will be defined, for the purposes of this directive, as inspections conducted by those who have the authority both to review functions, facilities, personnel, equipment or activities for which they are directly responsible, and to require and oversee immediate corrective actions.
2. *Staff Inspections* -- will be defined, for the purposes of this directive, as detailed observations and analyses of departmental elements, procedures and practices which are conducted outside the normal lines of authority and designed to inform the Chief of Police regarding performance and effectiveness.

53.1.1 A

B. INFORMAL LINE INSPECTIONS

1. Each supervisor will be responsible for:
 - a. the inspection of personnel, activities and equipment under their supervision, *and*

- 53.1.1 C
- b. initiation of suitable action in the event of any failure, error, violation, misconduct or neglect of duty by a subordinate.
2. The greatest volume of line inspections will be performed at the first line supervisor level.
- 53.1.1 B
- a. Supervisors will monitor their subordinate personnel with regard to their compliance with rules, policies, and procedures.
- b. Supervisors will inspect and give particular attention to the physical condition, appearance, grooming, and equipment of subordinate personnel.
- 53.1.1 E
- c. These inspections will normally be conducted on an informal, daily or weekly basis.
- d. Supervisors will document at the unit level the results of these informal inspections noting any corrective actions taken to address deficiencies.
3. Supervisors will conduct both announced and unannounced line inspections, and will be responsible for the following at minimum:
- a. identifying areas which need to be corrected
- b. establishing a realistic time period for the corrections to be made
- c. ensuring that the appropriate corrective actions are completed.

53.1.1A

C. FORMAL LINE INSPECTIONS

1. Each Deputy Chief will be responsible for annually directing his subordinate supervisory staff to conduct a formal line inspection of each component within his bureau, to include the following:
- a. facilities
- b. property
- c. equipment
- d. activities
- e. personnel

2. Each level of supervision will be responsible for conducting the line inspection of his particular component as directed by the Deputy Chief.
3. Such inspections will require a written report to be submitted through the chain of command to the Deputy Chief detailing:
 - a. the nature of the inspection, and
 - b. any remedial action taken as a result of deficiencies noted during the inspection, as well as follow-up procedures to ensure correction of any problem.
3. The results of such annual inspection will be documented by the Deputy Chief in his annual report to the Chief of Police.

53.1.1 D/53.1.1 E

53.1.1 B

D. STAFF INSPECTIONS

1. Staff inspections are designed to provide an objective evaluation of departmental facilities, equipment, personnel, and procedures beyond the scope of regular line inspections.
2. Staff inspections may be conducted periodically (either announced or unannounced) at the direction of the Chief of Police.
 - a. Personnel necessary to conduct staff inspections will be appointed by the Chief of Police.
 - b. Personnel conducting a staff inspection will have no command authority over the component being inspected.
3. During a staff inspection, the supervisor of the component being inspected will provide access to all physical facilities, equipment, files and any other items or areas deemed necessary for review by the inspectors.
4. A written report will be prepared by the inspectors upon completion of any staff inspection.
 - a. The report will consist of an overview of the inspection, to include but not be limited to:
 - 1) problem areas
 - 2) deficiencies noted

53.1.1D

- 3) any corrective actions taken
- 4) outstanding achievement or service
- 5) inspector's recommendations.

b. The original report will be forwarded to the Chief of Police.

53.1.1E

5. Follow-up inspections of deficient areas will be made at the direction of the Chief of Police.
6. Inspections of the Property & Evidence Section will be conducted as prescribed in *PD-1201 Evidence, Recovered, or Found Property*.

E. ELECTRONIC EQUIPMENT INSPECTIONS

1. The Professional Standards Unit will be responsible for conducting inspections of electronic equipment issued to employees.
2. Electronic equipment inspections will be conducted on a monthly basis, with a pre-determined number of employees randomly chosen for inspection.
3. An Electronic Equipment Audit Form will be completed to document each employee electronic equipment inspection.
4. The findings of any electronic inspection with an overall unacceptable recommendation will be noted in detail in the comments section of the Electronic Equipment Audit Form.
 - a. A copy of the employees Electronic Equipment Audit Form will be forwarded to the employee's
 1. Division Commander
 2. immediate supervisor in the case of employees of Information Systems Coordinator, Captain or Major rank.
 - b. The employees designated supervisor will:
 1. determine if further corrective action is needed.

2. be responsible for following up with the employee's immediate supervisor to verify that corrective action has been taken.
3. forward copies of action taken to the Lieutenant of the Professional Standards Unit for filing.

Original Signed

Parks H. Snead
Chief of Police

February 25, 2015

Date