

Cobb County Police Department

Policy 1.05

INSPECTIONS

Effective Date: October 1, 2019	Issued By: Chief C.T. Cox
Rescinds: Policy 1.05 (January 6, 2019)	Page 1 of 4
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

This purpose of this policy is to establish and define guidelines to be followed in conducting inspections of agency personnel, equipment, and all organizational components within the Department.

I. POLICY

All property belonging to the Department is subject to inspection at any time without notice since there is no expectation of privacy. Examples of property include, but are not limited to, facilities, vehicles, furniture, containers, files, storage lockers, as well as equipment and clothing; whether the property is assigned to an individual, or not.

II. DEFINITIONS

As used in this policy, the following words and terms shall have the meaning ascribed:

A. Line Inspections

Inspections conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected. Line inspections may be carried out by any supervisor within the chain of command and is often conducted by supervisory personnel who may also be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.

B. Staff Inspections

Inspections conducted by personnel who do not have control of the persons, facilities, or procedures being inspected. Staff inspectors are generally members of a specialized component responsible for conducting inspections throughout the agency. The results of staff inspections are usually reported to the chief.

C. Critical Incident Equipment Inspections

Inspections conducted to ensure the readiness of equipment and supplies to be used in support of emergency operations or unusual occurrences.

III. LINE INSPECTIONS

Line inspections and correction of deficiencies are ongoing activities and are a primary responsibility at every level of supervision. Line inspections provide a mechanism for achieving accountability within the Department.

- A.** Supervisors will conduct inspections of facilities, vehicles, equipment, and personnel on a daily basis. Daily line inspections may be conducted in a formal military manner or informally, at the discretion of the supervisor.
 - 1. Facilities and furniture should be inspected for general condition and cleanliness, the status of holding cells should be verified, an adequate supply of paperwork should be observed, log books examined, etc.
 - 2. Vehicles should be inspected for overall condition of the vehicle and emergency equipment.
 - 3. Shared equipment should be visually inspected and accounted for.
 - 4. Personnel should be inspected for compliance with grooming and dress standards, general appearance, readiness for duty, and general condition of equipment.
- B.** At least once per month, a shift/unit supervisor will conduct a formal inspection of unit facilities, vehicles, equipment, and personnel. Formal inspections will be documented on a Formal Line Inspection Form and submitted through the chain of command to the bureau deputy chief.
- C.** At any time a supervisor may direct a special purpose line inspection. Examples of a special purpose inspection may include: employee policy and procedure manuals; uniforms and equipment; assigned lockers on loan for employee use; training manuals; property/evidence room audits, etc.
- D.** Whenever a deficiency is found, the supervisor will immediately take corrective action, if possible. Problems that cannot be corrected by the supervisor should be reported to the respective precinct/unit commander, in writing, describing the problem and recommending a solution.
- E.** Any supervisor reporting a deficiency that he cannot correct, will be responsible for follow-up to ensure that corrective action has been taken.

IV. STAFF INSPECTIONS

Staff inspections complement and augment the line inspection function. Ideally, the focus of staff inspections should be on how things are being done, not necessarily on the people who are doing them. The staff inspection function in the police profession is similar to the quality control process in the private sector.

A. Staff Inspector

The Chief of Police will designate a subordinate commander(s) to conduct staff inspections.

B. Staff Inspection Procedures

1. Notification to the unit being inspected may be made prior to initiating any inspection, but is not necessary.
2. Staff inspections will be conducted with as little disruption of routine unit activity as possible. The operation of the unit being inspected should not be unnecessarily restricted.
3. Staff inspections should include, but not be limited to, the following:
 - Examination of the individual or standard operating procedures
 - Examination of mandated records and files
 - Observation of operating procedures
 - Examination of equipment and work areas
 - Interviews with selected personnel
4. Staff inspections should provide answers to questions of vital importance, such as:
 - Are established policies, procedures, and rules being followed and in the spirit for which they were intended?
 - Are these policies, procedures, and rules adequate to attain the desired results?
 - Are the resources at the Department's disposal, both personnel and equipment, being utilized to the fullest extent?
 - Are the resources adequate to carry out Departmental goals and objectives?
 - Does or could there exist any deficiency in personnel, training, morale, supervision or policy which should be corrected or removed?
 - How accurate and reliable is the data that the Department collects?
 - Of what quality are the responses to calls for services and the reporting system?

C. Report of Findings

At the completion of the inspection, the inspector(s) will submit a written report to the Chief of Police that identifies deficiencies, makes recommendations for improvement and/or correction, and identifies positive aspects of the area being inspected.

D. Staff Inspection Follow Up

The precinct/unit commander will be responsible for preparing and submitting a written report for noted deficiencies that could not be immediately corrected. The Chief of Police may require a follow-up inspection of areas with noted deficiencies.

E. Frequency of Staff Inspections

All organizational components will receive a staff inspection at least once every four (4) years. The Chief of Police may direct more frequent staff inspections as needed.

V. CRITICAL INCIDENT EQUIPMENT INSPECTION PROCEDURES

Each month, all equipment designed for use in critical incidents is inspected for operational readiness

- A.** Specialized unit commanders will be responsible for conducting the inspection of their respective equipment. Equipment shall include that which is issued to the unit as well as unit equipment issued to individual officers.
- B.** Precinct commanders will be responsible for conducting the inspection of the equipment assigned to their respective precinct. This shall not include items issued to individual officers.
- C.** A report on the results of the above listed inspections will be included in the Formal Line Inspection Form, or included on a detailed inventory sheet (specialized units).
- D.** Should it be discovered that any special purpose vehicle or equipment designated for use in critical incidents is inoperable, the inspector or unit commander of the assigned equipment will immediately notify the designated on-scene commander who will, in turn, notify the Chief of Police.