

City of Johns Creek Police Department

<i>Subject:</i> Inspections of Personnel and Equipment; Agency Inventory and Staff Inspections		<i>Number:</i> 01-08
<i>Reference:</i> Fleet Management, Maintenance and Inspection		<i>Amends:</i>
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01/14 12/15		

PURPOSE:

To maintain uniformity and present a positive image of all law enforcement officers in this department, the Department establishes the inspection function and assigns authority and responsibility for the conduct of periodic general inspections; to establish the staff inspection function of the Department and implement procedures for inspection that evaluates the quality of the operations of the Johns Creek Police Department. This should ensure the department's goals are pursued, should identify needs for additional resources, and ensure control is maintained throughout the Department.

POLICY: (01-08)

It shall be the policy of this Department that all units, components, officers, members, and employees shall be mentally and physically prepared for their respective duty assignments. Employees are required to maintain their general health and physical fitness level to maintain the physical demands and requirements of the job description governing their position. Officers and employees shall report to work properly prepared for their assignments, properly dressed for their respective duties, shall maintain their equipment in proper working order, shall maintain their equipment, vehicles and work areas neat and clean, and shall be prepared for inspection by their superiors and the public each day.

The department has a set of guidelines on how each officer is to wear his/her uniform, has established grooming standards, and provided for uniformity of all department vehicles and equipment. Officers are responsible for the proper maintenance, cleanliness, and replacement of all issued uniforms and authorized or assigned equipment, along with maintaining professional grooming standards.

The staff inspection function of the Department shall provide the Chief of Police and his/her Commanders and Supervisors with a regular assessment of the Department's efficiency and effectiveness and shall provide him/her the necessary data to plan for change. This review shall entail assessments of agency administrative and operational activities in terms of their objectives and their results, its facilities, property, and personnel.

Inspections of personnel, equipment and facilities shall be conducted by the commanders

and supervisors assigned the responsibility for the respective components of the Department, or as assigned by the Chief of Police or his/her designee.

PROCEDURES:

Inspection of Personnel (01-08-01)

Shift/Unit Commanders and supervisors are responsible for conducting daily inspections of all officers and employees under their direct supervision. All inspections of personnel shall meet guidelines as outlined in the chapters concerning uniforms, apparel, job descriptions, and dress codes and grooming standards. Inspections conducted daily are primarily visual and informal requiring the supervisor only to address the individual officer or employee regarding deficiencies, etc.

For all inspections it is the responsibility of the supervisor or unit commander to conduct the inspection and inventory and take corrective action of conditions discovered during the inspection.

The Chief may designate an Inspection Coordinator to assist with coordinating formal line inspections and reports.

Formal personnel line inspections may be conducted at any time however shall be conducted at least annually. Formal inspections of personnel shall be very detailed and address particular issues regarding equipment maintenance and readiness, uniform maintenance and presentation, etc. Formal line inspections will require the inspection of all issued and authorized equipment to include full uniform inspections and inventory of each officer's assigned equipment and uniforms. The department Quartermaster will be responsible for maintaining the quartermaster module in RMS and the department Armorer shall ensure that all issued weapon systems are entered and maintained in the RMS quartermaster module. This will ensure that Supervisors have access to a list of equipment, weapons and uniforms issued to employees. Division Majors will ensure the annual formal line inspections are completed within the established deadlines.

Each officer is required to bring in their issued and authorized equipment, to include all weapons for inspection and/or inventory. The Supervisor will be required to print a list of issued equipment from the employee module and document any deficiencies and/or missing equipment in the inspection table of the employee module in RMS. The supervisor shall also ensure the deficiencies are corrected within a reasonable amount of time. Any missing equipment will require an incident report and notification to the Division Major and Chief of Police. Annual inspections shall be documented in the RMS employee module inspection tab. At the conclusion a report/memorandum will be generated to the Chief of Police detailing the outcome of the Formal Line Inspection to include deficiencies, corrections, missing equipment, if applicable and any recommendations or suggestions.

Documentation shall be maintained on both levels of inspection and continued deficiencies or failure to make corrections shall not go unaddressed. It is the responsibility of the assigned supervisor to ensure deficiencies and corrections discovered during the

inspection, which an “on-the-spot” correction is impossible or impractical, are corrected. The Supervisor will follow up with the appropriate entity to ensure the deficiency is corrected.

Authorized Equipment (01-08-02)

Officers shall only use/maintain equipment and/or uniforms issued and/or authorized by the Department. Written approval and a copy of all pertinent state certifications shall be maintained in the officer’s personnel file.

Vehicle Standards and Weapons Inspections [Monthly by Supervisor]: (01-08-03)

All vehicles assigned to patrol status shall meet minimum standards for marking and equipment as outlined in OCGA. These standards are subject to monthly inspection and compliance.

Unit or component commanders and supervisors may inspect departmental vehicles and equipment at any time, however shall at least monthly, inspect the vehicles and equipment assigned to him/her and those officers and employees under his/her immediate span of control, authority and responsibility, this includes CID, UPD, Traffic Safety and COPS units. Vehicles and equipment shall be inspected in detail for conformity to maintenance schedules, damage, excessive wear or visible components, indications of abuse, and adequate equipment, forms, etc. to effectively and efficiently perform their assignments.

Unit or component commanders and supervisors may inspect authorized department weapons at any time, however at least monthly conduct an inventory and visual inspection on all authorized and issued weapons. This inspection includes all non-department issued weapons authorized for use by the Chief of Police. The Armorer will maintain a list of approved authorized weapons. All serial numbers on each weapon, if applicable, must be verified. If there is a change of authorized weapons or missing weapon(s), the supervisor will contact the Division Major and complete an incident report.

Inspections shall be properly documented utilizing the RMS module and applicable forms if necessary. Documentation shall be maintained by the Fleet Management Officer, Quartermaster and the officer’s shift supervisor. Random inspections may and should be conducted by the Commander as deemed necessary. Inspections should include but is not limited to the following:

1. All patrol vehicles are to be equipped and contain the following:
 - a. Emergency overhead lights
 - b. Siren and horn
 - c. Safety barricade (Security screens for prisoner transport)
 - d. Occupant safety restraining devices (seat belts)
 - e. Flashing or "wig-wag" capable headlights
 - f. Spotlights
 - g. Reflective decals stating agency name and emergency 911 number.
(In compliance with O.C.G.A. 40-8-91)

- h. First aid kit/blankets
 - i. Flares or sticks (supervisor car only)
 - j. Crime scene tape "Do not cross banner"
 - k. Fire extinguisher
 - l. Evidence collection materials
 - m. AED if authorized to use
 - n. Traffic Cones, minimum three (3) per car
2. All equipment is to be kept in a suitable container in the trunk or interior of each officers patrol vehicle. Fingerprint kits are issued to each individual officer, if applicable.
 3. Officers are responsible for maintaining the cleanliness of their vehicle; both exterior and interior of the vehicle.
 4. Agency members are responsible for notifying the Quartermaster and their supervisor of any requests for supplies which are used for operational readiness which require replenishment or replacement. The request shall be made in writing. Supervisors will follow up to ensure the deficiency or request for the supplies is completed.

Corrective Procedures: (01-08-04)

Supervisors should consider progressive discipline, when they are addressing inconsistencies in uniform and/or equipment inspections, and shall take immediate corrective action when observing any officer wearing and/or utilizing any unauthorized equipment which may cause injury to another or which may interfere with that officer's ability to perform his/her job in a safe and efficient manner.

Staff Inspection (01-08-05)

Staff inspection involves inquiring into the manner in which personnel and material are utilized in achieving the Department's goals and ensuring adherence to the orders and directives promulgated by the Chief of Police. The staff inspection function in the police profession is similar to the quality control process in the private sector. The staff inspection function is a component of the division of the Chief of Police. It will provide answers to questions of vital importance to the Chief of Police, such as:

- A. Are established policies, procedures and rules being followed and in the spirit for which they were sought?
- B. Are these policies, procedures and rules adequate to attain the desired results?
- C. Are resources at the Department's disposal, both personnel and equipment being utilized to its fullest extent?
- D. Are the resources adequate to carry out the Department's goals and objectives?
- E. Does there or could there exist a deficiency in personnel training, morale, policy, or supervision which should be corrected or removed?
- F. How accurate and reliable is the data that the department collects?

G. Of what quality are the responses to calls for services and the reporting system?

H. Are the procedures and policies being followed or up to date to ensure continued compliance with all applicable laws and state and national standards?

Notification of Inspection (01-08-06)

All staff inspections will be conducted by members of the office of the Chief of Police. Generally, notification will be made by the Operations Manager or his/her designee to the appropriate commander prior to initiating any inspection. No notification shall be provided to members or components for unannounced inspections provided for by policy (i.e., the property room). Staff inspections should be conducted with as little disruption of the unit's activity as possible. The operation of the unit being inspected should not be unnecessarily restricted.

General staff inspections will usually include the following:

- A. Examination of the individual or section's applicable policies;
- B. Examination of all records and files;
- C. Observation of operating procedures;
- D. Examination of equipment and work areas;
- E. Interviews with selected personnel;
- F. Surveys; and
- G. Collection of applicable proofs of compliance, if needed.

Report of Findings (01-08-07)

Upon completion of the staff inspection, the inspector conducting the inspection will discuss with the commanding officer of the section or component inspected the results of the inspection, including the recommendations to be made to the Chief of Police.

The inspectors shall prepare a written report for the Chief of Police summarizing the inspection activities, the strengths and weaknesses identified, and recommending any improvements for the component. All reports will be clear and concise with reported conclusions supported by sufficient documentation.

These results will be discussed with the Chief of Police, staff inspectors, and the unit or section commander. The unit or section commander shall be responsible for developing an action plan for the implementation of staff recommendations. A follow-up review or inspection of the correction(s) of noted deficiencies or recommendations shall be made in an approved time frame with established timelines for corrections to be completed.

Written explanations will be required for the deficiencies that cannot be corrected in a timely manner.

Frequency of Staff Inspections (01-08-08)

All organizational components shall receive a staff level inspection at least every three years. Staff inspections shall rotate amongst each unit, squad, or division of the department.

The coordination of this schedule shall be the responsibility of the Operations Manager or the designee of the Chief of Police.

Agency Property Inventory (01-08-09)

The quartermaster is responsible for maintaining accurate records of agency owned and issued property. Annually, in conjunction with Formal Line Inspections, he/she will ensure all agency property is inventoried and accounted for. The completed inventory will be documented with a memorandum of findings forwarded to the Chief of Police. Agency owned and controlled computer equipment will be inventoried by the Technology Services Department and the findings will be forwarded to the Quartermaster and Chief of Police. Any missing or damaged equipment will be reported on an incident report forwarded through the chain of command to the Chief of Police.

Agency Stored Property (01-08-10)

Maintaining agency stored property, in a state of operational readiness, is the responsibility of the person or unit for which the property or equipment is assigned. The quartermaster will be notified immediately if equipment is found non-operational during any use or inspection. All equipment stored or designated for use in agency critical incident plans will require a documented inspection at least quarterly.