

	<h1>Garner Police Department</h1> <h2>Written Directive</h2>	
	<b>Chapter:</b> 400 - Uniforms and Equipment	
	<b>Directive:</b> 410.02 - Inspections	
<b>Authorized by:</b> Chief Brandon Zuidema		<b>Effective Date:</b> October 1, 2015
<b>CALEA Standards:</b> 53.1.1		<b>Last Revision:</b> April 1, 2015

### 410.2.1 - Purpose

The purpose of this directive is to establish policy and procedures for Departmental Inspections.

### 410.2.2 - Policy

It is the policy of the Garner Police Department to conduct regular inspections of personnel, equipment, and operations. This will be done to regularly assess the efficiency and effectiveness of the agency performance.

### 410.2.3 - Definitions

- A. Line Inspection - The process of observation and review conducted by personnel who have direct responsibility for the particular function or activity being inspected and with the authority to require immediate corrective action.
- B. Roll-Call Inspection - A line inspection of personnel and equipment at scheduled briefings. These inspections should be conducted by the patrol supervisor with immediate action taken, if at all possible, to correct any deficiencies noted prior to the beginning of that shift.

### 410.2.4 - Organization/Objectives

- A. The Operations Captain will have overall responsibility for Department inspections.
- B. The objectives of the inspection function are to:
  1. Ensure compliance with Departmental policy and procedures and local, state and federal law;
  2. Determine how the resources of the agency, including both personnel and equipment, are being utilized to meet the needs of the community and that they are utilized to the maximum extent practicable;
  3. Ensure that materials and equipment remain serviceable, and
  4. Ensure those Departmental facilities are adequate and maintained in a good state of repair.

### 410.2.5 - Inspections (53.1.1)

- A. Inspections will be conducted at least quarterly to ensure that members are conforming to Department requirements in areas of:
  1. Personal Appearance

- a. All supervisors are responsible for the ongoing inspection of the personal appearance of Department personnel and for the immediate correction of identified discrepancies on a daily basis.
  - b. The formal inspection of personal appearance includes a review of the employee's clothing, equipment, and service weapon.
2. Use and Maintenance of Equipment
    - a. All supervisors are responsible for the ongoing inspection on a regular basis of the equipment and vehicles assigned to Department personnel.
    - b. Each supervisor will conduct quarterly inspections of vehicles assigned to personnel under their direct supervision.
  3. Adherence to Department directives and orders
  4. Physical Facilities
    - a. All supervisors are responsible for the ongoing inspection of the general condition and cleanliness of the Department's facilities and furnishings.
    - b. When repairs are required supervisors should complete a Town of Garner Work Request form and forward a copy to Public Works.
- B. Inspections will be the primary responsibility of supervisors throughout the Department.
- C. Observation and compliance may be verified by conducting either a line inspection or roll call inspection.
- D. Reports of inspections will be documented by use of an *Inspection Report* form.
1. The supervisor will complete the *Inspection Report* form (GPD form 410.2-A), noting any significant discrepancies and actions taken to correct the discrepancies. The supervisor will assist officers in requesting any needed replacement equipment and will initiate necessary repairs. Request for needed equipment will be forwarded to the Division Commander through the appropriate chain of command for review and approval.
  2. Supervisors will take corrective action regarding deficiencies at the time of discovery. Deficiencies that cannot be corrected immediately are to be so noted, and a plan of action and time frame for correction is to accompany the report.
  3. The original report is to be submitted to the Division Commander with a copy retained by the inspecting supervisor. The Division Commander will be responsible for informing the Operations Captain of deficiencies and observations found in these inspections.
- E. The Division Commander will:
1. Maintain a record of the corrective action taken and plans for further correction;
  2. Conduct line inspections to ensure corrective action has been taken, and
  3. Remain available to otherwise provide assistance with inspections.