
	<b>GAITHERSBURG POLICE DEPARTMENT</b>			
	<b>Inspections</b>			
	<b>GENERAL ORDER</b>	<b>109.1</b>		Related CALEA Standards: 1.3.9, 11.4.1, 17.5.2, 17.5.3, 33.1.6, 41.3.2, 44.1.6, 53.1.1, 53.2.1, 82.2.4, 84.1.6.
	<b>Effective Date</b>	<b>01/02/2015</b>		
<b>Authorized by:</b>	<b>Mark P. Sroka</b> CHIEF OF POLICE	SIGNATURE	DATE	

## I. DEPARTMENT POLICY

The Department will use the inspection process to evaluate operations, ensure that goals are being pursued, identify the need for additional resources, and ensure that control is maintained.

## II. LINE INSPECTIONS

### A. Procedures

1. Line inspections will be conducted as an on-going process by command and supervisory personnel.
2. When conducting line inspections, supervisory personnel will be responsible for:
  - *Daily inspection of subordinates in roll-call and at various times during the tour of duty for cleanliness and readiness for duty;*
  - *Daily inspection of the equipment subordinates use, and ensuring that no unauthorized equipment, or equipment for which the subordinate has not received training, is carried or used;*
  - *Daily observation of subordinates as they perform their duties to ensure officer safety and quality of service;*
  - *Daily review and approval of reports and forms;*
  - *Monthly inspections of pistols carried by officers on-duty to ensure cleanliness, operational readiness, conformance to Department policies, and to make sure that no unauthorized modifications have been made; and*
  - *Conducting random inspections of Department vehicles.*

3. Off-duty firearms will be inspected at least annually.
4. The inspection process includes the responsibility of supervisory personnel to take the immediate action indicated by the inspection, which would include recognition for exemplary performance and corrective action for deficiencies. *See General Order 206.1 and 401.*
5. Where significant deficiencies exist, a *Counseling Record* or *Supervisor's Remedial Action Form* will be completed.

**B. Command Staff Inspections**

1. Command Staff members have detailed individual inspections made of the uniforms and equipment of all personnel assigned to their command at intervals directed by them or the Chief of Police.

**C. Weapons Inspections**

1. A Department weapons instructor inspects and documents the inspection of all Department-owned and approved weapons:
  - *Prior to the Department approving them for issuance and use, and prior to an officer being authorized to carry the weapon;*
  - *Prior to a weapon being placed back into service after it had been removed from service; and*
  - *At unannounced times to ensure operational readiness.*

**D. Evidence/Property Custodian Inspections**

1. The Property Custodian conducts daily inspections of the Property Room area to ensure security and cleanliness.

**E. Administrative Bureau Inspections**

1. All employee training records are inspected periodically for accuracy and completeness.
2. Employees assigned to the Administrative Bureau are observed daily for adherence to policies and procedures.

3. As required by applicable CALEA standards, the Accreditation Manager ensures that all reports and evaluations required by the accreditation process are completed and submitted in a timely manner.

**F. Fleet Inspections**

1. The Fleet Coordinator ensures periodic (at least monthly) inspections of police vehicles.
2. Vehicles are inspected on a regular basis by officers and City mechanics during preventive maintenance.

**G. Vehicle Inspections**

1. Officers inspect the vehicles to which they are issued or assigned on a daily basis to ensure that all equipment is operational and their vehicle has necessary supplies.
  - *An officer finding his/her vehicle deficient or in need of a certain supply will make his/her supervisor aware of the need to replenish the supplies and acquire the supplies from the supervisor, Quartermaster, or other designated Department member that stores the supplies needed.*
2. At the beginning of each shift, and before and after each prisoner transport, officers inspect the interior of their vehicles to ensure the safety of themselves and their passengers and to ensure that no evidence or contraband was discarded by a prisoner.
  - *The daily inspection is not documented by officers on their daily activity sheets unless an implement is found or equipment is found to be in need of repair.*

**H. Quartermasters' Inspections**

1. The Quartermaster conducts monthly inspections of the Department-owned property and equipment in-storage, including the equipment designated for use in critical incidents, to ensure a state of operational readiness, to check expiration dates on perishables or other time-sensitive items, and to ensure an accurate inventory.
2. The Quartermaster documents the inspection on an inspection record.

### III. CORRECTIVE ACTION

#### A. Procedures for Follow-up

1. Follow-up procedures to ensure that corrective action has been taken includes:
  - *A subsequent or follow-up inspection to determine if a deficiency has been corrected;*
  - *Periodic announced or unannounced follow-up inspections to ensure that the corrected deficiency remains in compliance;*
  - *Roll-call training as an educational tool to allow supervisors to discuss the deficiency that the inspection revealed; and*
  - *Referring uncorrected deficiencies and subsequent violation(s) to the Chief of Police, via the chain-of-command, for the appropriate level of administrative action.*

### IV. STAFF INSPECTIONS

#### A. Staff Inspections Function

1. The Chief of Police is responsible for the Department's staff inspections function, to include:
  - *Facilities;*
  - *Property;*
  - *Equipment;*
  - *Personnel; and*
  - *Administrative and operational activities.*
2. The Chief of Police coordinates staff inspections with other members of the Command Staff.

#### B. Staff Inspection Frequency

1. Every three (3) years, the Chief of Police arranges for a thorough staff inspection of all organizational components.
2. Designated staff members conducting the inspection have the authority to review files and documents and to inspect facilities and vehicles.

**C. Inspection Procedures**

1. Staff designated to conduct the staff inspection will examine facilities, vehicles, files, documents and inventory. They will use a checklist provided for such use.

**D. Inspection Reports**

1. The results of the formal staff inspection conducted by designated staff members is documented on forms designated for such use. Inspectors will list any exemplary findings and any deficiencies, which will be made available to affected bureaus for corrective actions.

**E. Follow-up Inspections and Reports**

1. Whenever possible, deficiencies or improvements as identified by the designated staff are made during the formal inspection and will be corrected during the inspection, if possible. If deficiencies cannot be corrected during inspection, they will be assigned to appropriate personnel and corrected as soon as practicable.
2. All follow-up inspections and results will be documented in a written report for the Chief of Police.
3. Bureau Commanders will be provided with copies of reports pertaining to deficiencies discovered in their respective bureaus.