

		DIRECTIVE 6.70	
SUBJECT Inspectional Services		NO. PAGES 2	
DISTRIBUTION All Personnel	AMENDS Directive: 6.70 Dated: 08/24/2004	THIS ORDER CANCELS	
Admin Board Approved: 5/18/2011	DATE OF ISSUE 5/24/2011	Applicable Accreditation Standards	
		53.2.1	
ISSUED BY: Chief Michael J. Szczerba <i>Michael J.</i> Chief of Police Reviewed: 5/10/2011			

Inspectional Services

Directive: **6.70**

I. Line Inspections

- A. This directive establishes guidelines line inspections, inspections of all Department property, facilities and resources as well as guidelines for administrative and operational readiness.
- B. Each supervisor will conduct a [REDACTED] inspection of their respective sworn personnel. Ongoing inspections are the duty of all supervisors or designees, regardless of Division or time of day.
- C. [REDACTED] inspections shall be conducted during [REDACTED], to include:
 - 1. uniforms
 - 2. accessories
 - 3. grooming
 - 4. firearms
- D. When problems or deficiencies are discovered, every reasonable corrective action should be exhausted prior to officers resuming their duties. Exemplary performance should be praised and noted.
- E. Recurring deficiencies will be documented in writing via the chain of command.
- F. The supervisor or commander will insure by all practicable means that the deficiency is corrected by the next inspection.
- G. All personnel should inspect and audit the functioning and condition of equipment and the operation of their Division, section, or area of concern. Each officer shall correct problems immediately, if possible.

H. [REDACTED] inspections of Department vehicles will be accomplished by the officer using the vehicle. Problems should be noted and forwarded to the Vehicle Maintenance Officer. Formal inspections of vehicles will be made on [REDACTED] [REDACTED] by the dayshift supervisor and reports forwarded to the Vehicle Maintenance Officer.

II. Division Commander Responsibilities

A. Division Commanders have responsibilities including, but not limited to:

1. examining the activity of a Division and determining its effectiveness and efficiency,
2. ascertaining causes for non-compliance,
3. making realistic recommendations, substantiated by facts, for improving the function of the Division.

B. Scope of Inspections:

1. The scope of inspection will extend beyond the verification of compliance with directives, standard operating procedures, and memorandum.
2. Inspection may also include a written determination as to whether the procedures and controls at all levels of supervision are adequate and effective.
3. Inspection will provide appropriate recognition to the material resources of the Department to determine:
 - a. functional efficiency,
 - b. levels of supply for effective performance, and
 - c. that all facilities, equipment, and other property are being properly utilized and cared for.