

|  |   |   |                    |
|--|---|---|--------------------|
|  <b>ROCKFORD POLICE DEPARTMENT</b><br><b>GENERAL ORDER</b><br><b>- NUMBER 10.06 -</b> |   | DISTRIBUTION<br><b>ALL PERSONNEL</b>  | <b>PAGE 1 OF 4</b> |
| ORDER TITLE<br><b>INSPECTIONS</b>  | SERIES NO.<br><b>10</b>                           | SERIES TITLE / SUBJECT<br><b>ORGANIZATION, MANAGEMENT AND ADMINISTRATION</b>      |                    |
| TOPICS / REFERENCE<br><b>Equipment Inspections, Line Inspections Personal Appearance, Staff Inspections</b>  |   | APPENDICES<br><b>None</b>   |                    |
| EFFECTIVE / ORIGINAL ISSUE DATE<br><b>March 19, 2007</b>   | REVIEW / REISSUE DATE<br><b>February 14, 2011</b> | EXPIRATION DATE<br><b>This order remains in effect until revised or rescinded</b> |                    |
| <b>CALEA (5<sup>th</sup> Edition Standards)</b><br>53.1.1 • 53.2.1   |   |   |                    |

## POLICY

It is the policy of the Rockford Police Department to ensure that all members are acting in concert with Department requirements and to ensure that all General Orders, Special Orders, Memorandums, Bulletins, and other instructions are communicated, understood, and properly carried out.

## PURPOSE

The purpose of this General Order is to establish policy, procedures and guidelines for commanders and supervisors to conduct inspections of all components of the Department.

The purpose of a line inspection is to identify deficiencies with Department facilities, property, personnel, equipment and activities in order to provide a means to correct those deficiencies. Identifying and correcting deficiencies in the earliest stage ensures the highest level of service possible to the community.

The purpose of a staff inspection is to examine and evaluate the functions and activities of Department components and their ability to accomplish organizational objectives in accordance with existing written directives and acceptable practices. Staff inspectors will complete a thorough review and analysis of each Department component to assist in identifying opportunities for improvement, eliminating duplication of effort, reporting new and innovative systems and procedures, and providing alternative methods for change and improvement.

The end purpose of all inspections is to ensure corrections and improvements are made. They are not to be punitive in nature.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

- I. DEFINITIONS**
- II. AUTHORITY AND RESPONSIBILITY**
- III. LINE INSPECTIONS**
- IV. STAFF INSPECTIONS**

## V. EFFECTIVE DATE

## VI. REVIEWS, REVISIONS AND CANCELLATIONS

### I. DEFINITION

- A. **Line Inspections:** Inspections conducted by commanders or supervisors in charge of the persons, facilities, property, or other elements being inspected. Inspections may be carried out by any commander or supervisor.
- B. **Staff Inspections:** A formal inspection of all departmental components, to include administrative and operational activities, facilities, property, equipment, and personnel outside the normal supervisory and/or line inspections. Inspections are conducted by a supervisor who does not have direct control of the personnel, equipment or facilities that are being inspected.

### II. AUTHORITY AND RESPONSIBILITY

- A. All Bureau Deputy Chiefs, Commanders and Supervisors are responsible for the ongoing inspection of Department property, facilities, furnishings and personnel within their area of responsibility.

### III. LINE INSPECTIONS

- A. Informal Inspections
  - 1. Informal inspections shall be conducted in a fair, impartial and objective manner.
  - 2. Supervisors shall conduct informal inspections of personnel assigned to them on a daily basis.
    - a. Informal inspections include the examination of personal appearance and personal equipment as well as Department issued equipment. Employees are required to meet the criteria established in General Order **60.06 – Personal Appearance and Grooming** and General Order **60.09 – Uniform and Personal Equipment Standard**
  - 3. Supervisors will randomly spot-check vehicles for cleanliness and damage. Equipment installed in the vehicle will be accounted for and checked for proper working order.
- B. Formal Inspections
  - 1. Formal inspections shall be conducted in a fair, impartial and objective manner. Formal inspections may include, but are not limited to:
    - a. Readiness for duty to include having the proper equipment in good, workable condition.
    - b. Personal appearance, attire, uniform, accessories and Department equipment issued or authorized that is carried ensuring they are up to Department standards.
    - c. Inspection of issued lockers at the Public Safety Building. Personnel are reminded that issued lockers are Department property.

- d. Inspection of work areas for safety, security, and clean working conditions.
    - e. Department vehicles will be inspected for cleanliness, equipment, and operational readiness.
  2. Each Bureau will conduct a formal inspection bi-annually.
    - a. Additional formal inspections may be conducted at the discretion of each Bureau.
  3. All formal inspections will be documented in writing. Each supervisor completing a formal inspection shall forward the documented inspection to the Deputy Chief of the Administrative Bureau.
    - a. Inspection reports shall include personnel and areas inspected as well as listing any serious deficiencies.
- C. Deficiencies will be noted and corrected at the direction of the inspecting commander or supervisor without delay. The inspecting commander or supervisor may require personnel to remedy the deficiency, to include returning home on their own time, and report back properly prepared. A supervisor or commander will conduct a follow-up inspection within 72 hours to ensure the deficiency has been corrected. Continued deficiencies of a similar nature may result in progressive disciplinary action.

#### **IV. STAFF INSPECTIONS**

- A. Staff inspections ensure objective reviews of the agencies facilities, property, equipment and personnel.
- B. All Bureaus, Divisions, Units and Sections are subject to Staff Inspections.
- C. Staff Inspections will be conducted at least once every three years.
  - a. Generally, Staff Inspections shall be conducted prior to or in conjunction with CALEA on-site inspections.
  - b. The Chief of Police will assign supervisors to conduct Staff Inspections.
- D. Written notices of a Staff Inspection should be sent to the supervisor of the Bureau, Division, Unit or Section to be inspected within thirty (30) days of the inspection. The notice shall include a listing of the areas, materials, files, facilities and equipment to be inspected.
- E. Staff Inspections will be conducted by personnel who do not have direct control over the component they are inspecting. Staff inspectors will observe, evaluate and report. They are to take no corrective or disciplinary action. Corrective measures remain the responsibility of the supervisor of the area being inspected.
- F. All Staff Inspections require a written report. The report shall include:
  - a. The area being inspected.
  - b. The current status or condition.
  - c. Positive aspects of area being inspected.
  - d. Any noted deficiencies or conditions of non-compliance.
  - e. Recommendations for improvement or correction.

- G. The Staff Inspection Report shall be forwarded to the Chief of Police. A copy of the inspection report shall be given to the supervisor responsible for the area inspected.
- H. Supervisors of the area inspected are responsible for corrective action and follow-up on any deficiencies noted in the Staff Inspection Report.
  - a. The supervisor shall complete a written report documenting procedures to be taken to correct deficiencies. This report shall be submitted to the Chief of Police within thirty (30) days of receiving the original Staff Inspection Report.
  - b. Once corrective action has been taken the supervisor shall notify the Chief of Police in writing of such corrections.
    - 1. If deficiencies are minor in nature and readily corrected, the supervisor may complete one report documenting what corrective action(s) was taken and verifying corrections were completed.
  - c. If no deficiencies exist a report is not needed from the inspected area's supervisor.

**V. EFFECTIVE DATE**

- A. The Department's policy on Inspections became effective on March 19, 2007.

**VI. REVIEWS, REVISIONS AND CANCELLATIONS**

- A. This General Order will be reviewed each **February** by the **Day Shift Supervisor** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – Written Directives**.
- B. This order is a revision of and supercedes General Order **10.06 – Line Inspections** issued March 19, 2007.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Field Services Bureau**.

BY ORDER OF

---

Chet Epperson  
Chief of Police