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Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

It shall be the policy of the Kinston Police Department to conduct regular inspections. Conditions, situations, and actions that contribute to the success or failure of operations are exposed by a careful review and analysis of persons, things, procedures and results. The inspections process compares the department's formal expectations with actual performance. The inspections process is an essential mechanism for evaluating the quality of agency operations, ensuring that the agency's goals are being pursued, identifying the need for additional resources and assuring that control is maintained throughout the agency.

II. DEFINITIONS

N/A

III. POLICY

A. The basic purposes of the inspections process are:

1. To provide current and timely information on the status and conditions of Department personnel, equipment, facilities, activities and procedures.
2. To identify deficiencies and areas of improvement in the administration and operation of the department so that corrective actions may be taken.
3. To highlight the positive and successful aspects of agency activities, procedures and programs.
4. To provide information for department planning as well as budget development and justification.
5. The following inspection forms shall be utilized to document respective departmental inspections as indicated by the title of the form: Uniform and Equipment Inspection Report, Vehicle Inspection Report, Vehicle Condition Log, Facility Inspection Report, Inspection Notice Letter.
6. The following are examples of circumstances the supervisor may observe or detect by an inspection which will require a formal report to the Chief of Police or designee: Serious Damage to City Property, Methods of Operation that do not prove to be cost effective, Policies and Procedures found ineffective or outdated, Violations of Policies and procedures, Any violation of federal, state or local laws.
7. Inspection records shall remain on file for three years.

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- B. Supervisors are responsible for the ongoing inspection of activities, personnel and equipment under their supervision. Supervisors shall note all deficiencies found when conducting a line inspection. Supervisors are also responsible for the initiation of corrective actions in the event a problem or area of concern is identified in personnel, equipment, vehicles or premises. These inspections ensure that personnel are acting in conformance with department policies and procedures and that equipment and facilities are functional.
- C. All supervisors are responsible for the on-going inspection of the personal appearance of their personnel and for the immediate correction of identified discrepancies on a daily basis. Supervisors shall observe personnel for: General appearance, Neatness, Compliance with uniform and dress codes, Readiness for duty including condition and placement of issued equipment.
- D. The Division Managers will schedule a formal annual appearance, uniform, and equipment inspection for each unit/team. Each unit/team supervisor shall be responsible for conducting the formal inspection of personal appearance, uniforms and equipment of all personnel assigned to that unit/team. The formal inspection of personal appearance includes a review of the clothing, equipment and service weapon. The unit/team supervisors will complete a uniform and equipment inspection report, noting any significant discrepancies and actions taken to correct the discrepancies.
- E. All supervisors are responsible for the ongoing inspection of the general condition on at least a monthly basis of the vehicles assigned and apparatus as well as the department's reserve vehicles. Supervisors shall observe vehicles for: Cleanliness, required equipment, required paperwork, dangerous or unnecessary items, and operational readiness of emergency equipment.
- F. Supervisors shall complete a vehicle inspection report, noting any discrepancies or problems and action taken to correct the discrepancies or problems. The completed vehicle inspection report will be forwarded to the appropriate Division Supervisor for review and approval. The team supervisors will maintain copies of the vehicle inspection reports for follow-up and control purposes.
- G. A vehicle condition log will be maintained on each vehicle to include any damage (accidental or criminal) to the vehicle that would not normally be reported on a North Carolina collision report, such as a scratch from a tree branch, etc. The area of damage will be indicated by the appropriate number shown on the diagram.
- H. Annual inspections shall be conducted on all department vehicles and apparatus. The annual inspection shall be conducted by the Division Supervisors and will include a thorough review of the general conditions of the exterior and interior of the vehicles, as well as the service-ability of installed equipment and supplies. A formal report shall be prepared by each Division Supervisor for the Chief of Police following the annual inspection. The report is to contain information on the general condition, mileage, life expectancy, and operating costs of each vehicle.

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- I. All Supervisors are responsible for the ongoing inspection of the general condition and cleanliness of the department's facilities and furnishings and for reporting any problems to the affected Division Supervisor.

The Squad Supervisors and Unit Supervisors shall observe the physical premises as appropriate to the area for: cleanliness, orderliness, condition of equipment, condition of furniture, lighting, filing, maps, appropriate storage of dangerous or hazardous materials, compliance with policy and procedures.

- J. The Chief of Police may direct special purpose line inspections on an "as needed" basis. Samples of special purpose line inspections include operations procedures manuals, controlled substance evidence and the department's weapon storage room.

- K. The purpose of a staff inspection is to examine and evaluate the functions and activities of department components. The staff inspection will also indicate the ability of personnel within those components to accomplish organizational objectives in accordance with existing policies, procedures, rules and regulations. The overall mission of staff inspections is to increase departmental effectiveness by means of a cooperative effort with personnel of the effective units. Staff inspectors will conduct a thorough review and analysis of each department component to assist in correcting organizational systems and providing alternative methods for change and improvement.

1. Personnel conducting a staff inspection shall operate through the authority of the Chief of Police and shall have access to all records, facilities, procedures, operations, personnel and equipment required for the purpose of inspection.
2. Staff inspectors will have no command authority over departmental employees; however they may direct written or verbal inquiries to any member or employee of the department and will warrant response as if posed by the Chief of Police.
3. Staff inspectors are subordinate to the Chief of Police when assigned to this function.
4. The primary duties of staff inspectors are to observe, evaluate, recommend and report.
5. During the course of an inspection, staff inspectors may operate outside the normal supervisory line inspection procedures and the chain of command within the components being inspected.

- L. All organizational components will receive a staff inspection on an as-needed basis; the Chief of Police may direct staff inspections of key organizational components on a more frequent basis.

- M. Staff inspectors and the unit or section supervisor will meet prior to the scheduled inspection to discuss staff inspection and to identify areas of operation necessary to evaluate the performance.

- N. While the specific inspection focus will vary the nature and function of the inspected unit, the staff inspectors will address the following:

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1. Procedures - Determine if the duties are being performed in accordance with prescribed policies, procedures, rules and regulations and accreditation standards.
 2. Review of the component's records and maintenance.
 3. Internal audit of all fiscal related activities.
 4. Personnel - execution of assigned tasks, adherence to policy and procedural guidelines, and communicating with personnel.
 5. Supplies and equipment - Review of the care and efficient use of supplies, equipment, and vehicles.
 6. Appropriate use and care of the physical facility and furnishings at the conclusion of the staff inspection, the staff inspectors will prepare a written report for the Chief of Police that will summarize the staff inspection activities, discuss strengths and weaknesses identified and make recommendations for the improvement of the component operations. The written report will be submitted no later than twenty-one (21) days after the inspection date. The results of the staff inspection will be discussed at a meeting of the staff inspectors, unit or section supervisor and respective Division Managers. This meeting will be scheduled by the staff inspectors.
- O. The Division Supervisors or a designee will be responsible for the development of a follow up plan for the correction or implementation of the staff inspection report recommendations. The Division Supervisors must provide proof of compliance through the chain of command to the Chief of Police with regard to recommendations made as a result of the staff inspection. Compliance shall be within 30 days of the date of notification by memorandum from the Chief of Police or designee.
- P. If the Division Supervisor cannot correct a deficiency or problem due to the lack of authority, budget, personnel or other reason, the Division Supervisor shall explain in memorandum through the chain of command to the Chief of Police why the corrective action cannot be immediately taken and shall make recommendations on steps to be taken to make the corrective action possible.