

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 107-A

REFERENCE STANDARDS: 53.1.1 53.2.1

SUBJECT: Inspections

POLICY: The inspectional process is designed to evaluate the quality and efficiency of department operations, confirm that goals and objectives are being pursued, identify the need for additional resources, and provide information to assist in planning for desired changes. Inspections are a management function involving all supervisory personnel.

DEFINITIONS

STAFF INSPECTION - The inspection of all staff functions, equipment, material, reports, and department directive review.

LINE INSPECTIONS - The inspection of all personnel, vehicles, equipment and facilities.

ROLL CALL INSPECTION - The inspection of uniformed personnel prior to assuming duty. Inspections will include personal appearance, and personal equipment.

VEHICLE INSPECTION - Includes maintenance, inventory in patrol vehicle, weapons, contraband, and cleanliness of vehicle (Both interior and exterior.)

I. OBJECTIVES

- A. Evaluate compliance with department directives, local, state and federal laws.
- B. Insure that resources, including personnel and equipment, are adequate to meet the needs of the community and are utilized in the most efficient manner.
- C. Insure that equipment and material remain serviceable.
- D. Insure that training is appropriate, timely and effective.

- E. Insure that morale is sustained.
- F. Insure that records and reports are accurate and up-to-date.
- G. Insure that facilities are adequate and maintained in a good state of repair.
- H. Insure that criminal investigation procedures are effective and productive.
- I. Insure that command and control is maintained throughout the department.

II. PROCEDURE

A. Staff Inspections (53.2.1)

1. When personnel conduct a staff inspection, they are acting under authority of the office of Chief of Police.
2. All department personnel shall cooperate with officers while performing the staff inspection function.
3. Staff inspections involve a comprehensive review of operating procedures specific to an organizational component.
4. Staff inspections will be conducted every three years by the Deputy Chief of Support Services for all organizational components. The Chief of Police may order any additional inspections. At a minimum, the following areas should be inspected and evaluated:
 - a. Facilities
 - b. Equipment
 - c. Fleet
 - d. Firearms
 - e. Incident reporting system
 - f. Uniform/dress/appearance
 - g. Inspectional services
 - h. Department records
 - i. Department Directives
5. An itemized check sheet outlining the procedures, activities, and equipment to be inspected should be designed and utilized for the inspections. A suggested format would include a column format listing procedures or other areas to be inspected, method of inspection, and findings of the inspection. (Appendix A)

6. At the conclusion of the inspection, the Deputy Chief of Support Services will submit a written report to the Chief of Police identifying any deficiencies, positive aspects, and recommendations. The written documentation shall contain, at a minimum, the following:
 - a. Who or what was inspected
 - b. When the inspection occurred
 - c. Any deficiencies noted
 - d. Corrected action taken and/or recommended
7. If deficiencies are noted, a follow-up inspection will be conducted within 60 days to insure that changes have been implemented. A written report of the follow-up inspection will be submitted to the Chief of Police 30 days from completion of the inspection.
8. The Deputy Chief of Support Services has the overall responsibility for coordination of inspectional services. He will insure that the proper personnel at the appropriate level of supervision carry out the inspection function. However, the daily inspection function is the responsibility of supervisors at all levels.

B. Line Inspections (53.1.1)

1. Line inspections are an activity to insure that employees are acting in concert with agency requirements in such areas as personal appearance, use and maintenance of equipment, and adherence to agency directives and orders.
2. Supervisors are responsible for performing line inspections on a daily basis. A visual inspection will be conducted of employees' personal appearance and the condition of their equipment during the work shift. Notations shall be indicated on the Daily Log for compliance.
3. A written report of the inspection is only required if corrective or disciplinary action, either negative or positive action, is called for.
4. Supervisors will follow-up to insure that corrective action have been taken concerning unacceptable conditions or performance.
5. Supervisors will monitor the work performance of their employees to determine if they are adhering to department directives and orders.
 - a. Supervisors, on an annual basis, shall conduct a "ride along" with subordinates for the purpose of evaluating their driving performance.
 - b. A Check Ride Evaluation Sheet shall be completed and forwarded to the Deputy Chief of Support Services. (Appendix B)

6. Following a deficient inspection, the supervisor shall re-inspect the employee within five working days.
 - a. If upon re-inspection, the deficiency is corrected, the supervisor shall so note in the employee's incident file for inclusion in the annual evaluation process.
 - b. Upon re-inspection, if the discrepancy remains, the supervisor shall refer the employee to the appropriate commander for further corrective action.
7. It will be the responsibility of the roll call supervisor of each shift to conduct a daily inspection of the lock up area and document the results on the daily log sheet. The lock up will be inspected for:
 - a. Damage
 - b. Cleanliness
 - c. Defects affecting safety
8. Daily vehicle inspections will be conducted pursuant to directive 222-P at the beginning of the tour of duty by the employee assigned to operate the vehicle. The employee will inspect the vehicle for:
 - a. Damage
 - b. Mechanical condition
 - c. Proper operation of emergency equipment
 - d. Contraband
 - e. Defects affecting safe operation

III. FREQUENCY

A. Staff Inspection

1. Conducted no less than every three years
2. Conducted on continuing basis

B. Line Inspection

1. Announced
 - a. Conducted annually
 - b. Conducted by the Chief of Police and the supervisor in charge of the division inspected.
2. Unannounced
 - a. Conducted as needed, at the discretion of the Chief of Police.
 - b. Should be done at least yearly.
 - c. Conducted by division Lieutenant or designee.

C. Informal Staff Inspections

1. Conducted on a continuing basis.
2. Responsibility of Deputy Chief of Support Services or designee.

D. Roll Call Inspections

1. Conducted daily
2. Conducted by supervisor

E. Special Category Inspections

1. Conducted in those areas that require a high degree of readiness or deal with matters of a critical or sensitive nature.
2. Responsibility for inspection rests with the Lieutenant of Operations or his designee.
3. Frequency
 - a. Daily
 - 1) Lock up, alarms and facility.
 - b. Monthly
 - 1) Special operations/unusual occurrence equipment.
 - 2) Riot equipment.
 - 3) Disaster field kit.

F. Vehicle Inspections

1. At least once a month.
2. Reference Directive #222-P

G. Schedule of Inspections

1. Listed inspections will be completed by the assigned personnel by the date associated with the inspection.
 - a. Annual – based upon the calendar year but due no later than May 1st of the following year.
 - 1) Administrative memorandum (Deputy Chief of Support Services)
 - 2) Inventory of Property/Evidence (Deputy Chief of Support Services)
 - 3) Staff Inspection (Deputy Chief of Support Services)
 - 4) Review of Grievances (Chief of Police)
 - 5) Review and evaluation of department forms (Sergeant of Support Services)
 - 6) Review of Disciplinary Actions (Chief of Police)

- b. Quarterly – based upon the calendar year and due by the 30th of the month ending each quarter.
 - 1) Recovered Evidence/Property (Sergeant of Support Services)
 - 2) Drug funds (Sergeant of Support Services)
 - 3) Audit of records/reports/receipts (Sergeant of Support Services)
 - 4) Armory (Sergeant of Support Services)
 - c. Monthly – due by the 25th of each month.
 - 1) Drug Forfeiture funds (Deputy Chief of Support Services)
 - 2) Inspection of Tactical equipment (CRT commander)
 - 3) Inspection of emergency equipment and supplies (Sergeant of Support Services)
 - 4) Audit of bail bond receipts (Sergeant of Support Services)
2. Directive 510-S Appendix A represents an itemized listing of administrative reports, including inspections, the frequency of occurrence, and the area of responsibility that is to comply with the accreditation requirements established and adhered to by the Department. Additional inspections may be instituted based upon the needs of the Department and the Municipality.

Hanover Park Police Department

Staff Inspection Form

Date of Inspection	Administration		Records		Patrol		Investigations		Crime Prevention		Social Services		Holding Facility		Recovered Property		Range/Armory	
	[+]	[-]	[+]	[-]	[+]	[-]	[+]	[-]	[+]	[-]	[+]	[-]	[+]	[-]	[+]	[-]	[+]	[-]
Work Areas																		
Directive Manual																		
Reporting Compliance																		
Equipment																		
Records Maintenance																		
Resource Management																		

NOTE: [+] Meets acceptable standards
 [-] Deficiency Noted (explain in comment field)

Inspected By: _____

Comment(s): _____

IRMA

SAFETY LINE

Appendix B; DIR 107-A

Intergovernmental
Risk Management Agency

1 South 450 Summit Avenue, Suite 325
Oakbrook, Terrace, Illinois 60181
(630) 932-IRMA

CHECK RIDE EVALUATION SHEET

DRIVERS NAME	DATE	EVALUATOR			
LOCATION	LICENSE NUMBER				
<u>AIMS HIGH IN STEERING</u>	<u>NEVER</u>				<u>ALWAYS</u>
Drives in center of lane	1	2	3	4	5
Selects proper speed	1	2	3	4	5
Avoids tailgating	1	2	3	4	5
Reduces speed if necessary	1	2	3	4	5
Steers smoothly	1	2	3	4	5
<u>GETS THE BIG PICTURE</u>					
Looks right and left at intersections	1	2	3	4	5
Looks behind before pulling from curb	1	2	3	4	5
Checks side and rear	1	2	3	4	5
<u>KEEPS HIS EYES MOVING</u>					
Checks mirror regularly	1	2	3	4	5
Yields to pedestrians	1	2	3	4	5
Avoids being boxed in	1	2	3	4	5
Avoids hard stops or turns	1	2	3	4	5
<u>MAKES SURE THEY SEE HIM</u>					
Signals and takes proper lane for turning	1	2	3	4	5
Taps horn to alert others	1	2	3	4	5
Makes eye contact	1	2	3	4	5
Signals before pulling from curb	1	2	3	4	5
<u>LEAVES HIMSELF AN OUT</u>					
Maintains safe following distance	1	2	3	4	5
Avoids blind spots	1	2	3	4	5
Is alert to parked cars	1	2	3	4	5
Allows adequate room to pass	1	2	3	4	5
<u>PRE-TRIP</u>					
Visual Inspection	1	2	3	4	5
Fasten seat belts	1	2	3	4	5
Starts engine, checks instruments	1	2	3	4	5
Adjusts mirrors	1	2	3	4	5

COMMENTS AND SUGGESTIONS FOR TRAINING _____

