

# Narragansett Police Department

40 Caswell Street, Narragansett, RI 02882

ORIGINAL ISSUE

March 16, 2008

LAST REVISED

July 2, 2020

NEXT REVIEW

July 2, 2023

**Policy 130.02**

**Line and Staff Inspections**

## 01 Purpose

The purpose of this policy is to provide operational efficiency and effectiveness. Any infractions discovered during the inspection process should be handled through departmental procedures. However, an inspection of personnel or property should not be viewed as a disciplinary process. Inspections should be a fair, impartial, and honest appraisal of efforts and conditions of the work environment. The inspecting officers should have a positive, constructive attitude and instill respect and understanding of the inspection process.

## 02 Policy

It is the policy of the Narragansett Police Department to establish operational and administrative procedures for continuous inspection of the department's personnel, resources, and effectiveness.

## 03 Definitions

Inspections- An official examination or review, a procedure that involves observing, inquiring, evaluating and reporting on organizational conditions and matters.

Line Inspections- The formal inspection conducted by personnel in control of the personnel, vehicles, equipment, facilities, and procedures being inspected. Line inspections may be carried out by any supervisor who may be responsible for ensuring any substandard condition is corrected.

Staff Inspection- An objective review of the department's procedures, personnel, equipment, facilities, and operational activities. Inspections are to be conducted by personnel who do not directly supervise the persons, facilities, and procedures being inspected. The results of the staff inspection are forwarded to the Office of the Chief of Police.

## 04 Procedures

### A. The objectives of the inspection process include:

1. To determine if a task is being performed in accordance with established policy and procedures.
2. To determine whether the expected results are being accomplished.
3. To learn whether departmental goals and objectives have been achieved.
4. To discover whether department resources are utilized to the best advantage.

5. To provide a means for recognizing, reporting, and rewarding exemplary performance and to institute disciplinary procedures for those who disobey or fail to comply with departmental orders.
6. Needs assessment.

#### B. Conducting inspections

1. All Captains, Lieutenants and Sergeants will ensure that detailed individual inspections are made of personnel and equipment assigned under their command.
2. Inspections will be made at least monthly and documented on the inspection form.
3. Supervisors conducting briefings for special events will inspect to ensure all uniforms and equipment is clean, serviceable, and worn properly.
4. Unsatisfactory conditions and the required corrective action will be explained to the employee.

#### C. Line Inspections

1. Line inspections will be an on-going process conducted by supervisors (those who have the authority to act or require immediate action of subordinates.)
2. On-going inspection is a duty of every supervisor.
3. Line inspection responsibilities of each supervisor will include personal inspection of employees, the equipment they use, how the equipment is used and cared for, how employees perform their duties, and the results of their efforts.
4. Supervisors shall conduct inspections at roll calls, during field investigations and by reviewing reports.
5. When significant deficiencies are discovered as a result of a line inspection, the supervisor will document the employee counseling session. Significant deficiencies will be brought to the attention of the employee's commanding officer by the supervisor conducting the counseling. This will ensure corrective action is taken.
6. Officers who present an excellent appearance and level of readiness as a result of an inspection will be commended orally or in writing by their supervisor or commanding officer.
7. Unsatisfactory conditions and the required corrective action will be explained to the employee.

#### D. Staff Inspections

1. The Staff Inspection is conducted by the Chief of Police, or his/her designee.
2. Both announced and unannounced inspections will be conducted at staggered intervals.

3. A written report will be made of any staff inspection conducted at the request of, or by, the Chief of Police. These written reports will note the results of the inspection, specifically; where exemplary performance is noted or when corrective action is taken for deficiencies.
4. If any deficiencies are noted, the responsible supervisor will be notified in writing and will be given a date for completion of all required corrections. On the assigned completion date, the supervisor will provide the inspecting officer with a written report indicating the status of the deficiencies. The inspecting officer will ensure that corrections were made and document the follow-up investigation in the inspection report.
5. The officer conducting the original staff inspection prepares a follow-up investigation and a written report for noted deficiencies that cannot be immediately corrected.
6. The department, or any component, may anticipate an inspection by the Chief of Police or member of the Administrative Staff at any time, with a minimum of one (1) staff inspection taking place every three (3) years.

E. Operational Readiness Inspections

1. Equipment that is not in routine use will be inspected at regular intervals, not to exceed biannually, by designated officers.
2. The designated officers will be selected by the Office of Professional Standards based on their expertise and/or position of responsibility.
3. Inventory and inspection check lists will be maintained by the designated officers and will be forwarded to the Office of Professional Standards at designated times.
4. The Office of Professional Standards will maintain a spreadsheet of the designated officers and will distribute the spreadsheet department wide.
5. Any officer who observes any deficiencies with special use equipment will report the issue to the designated officer.

F. Facility Deficiencies

1. Any inspection that discloses a deficiency in building maintenance will be reported and corrected as outlined in the Policy # 140.02, entitled, "Building Maintenance".

By Order of:

Chief of Police