

Columbus Police Division Directive	EFFECTIVE	NUMBER
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<b>Inspections</b>		



## I. Definitions

### A. Line Inspection

An inspection completed by sworn and civilian supervisors in a particular chain of command. The inspection may include any or all of the following areas: personnel, equipment, facilities, and administrative, tactical, or routine operational procedures.

### B. **Comprehensive** Staff Inspection

An inspection completed by the Staff Inspections Section of the Professional Standards Bureau. **The** inspection may be a detailed review of all areas of operation or a review of specific areas of operation including but not limited to: personnel, equipment, facilities, and administrative, tactical, or routine operational procedures.

### C. **Staff** Inspection

An inspection completed by the Staff Inspections Section of the Professional Standards Bureau. It is intended to support and facilitate the line inspection process.

### D. **Organizational Component**

***A subdivision such as a bureau, division, section, unit, or position that is established to provide a specific function.***

## II. Policy Statements

- A. As part of the inspectional process, all Division supervisors shall take proactive steps to ensure compliance with Division rules, policies, and procedures. If a supervisor needs assistance to take proactive steps, the chain of command may request assistance from the Professional Standards Bureau Staff Inspections Section or the Internal Affairs Bureau.
- B. Each **organizational component** shall undergo an inspection by the Staff Inspections Section at least once every three years.
- C. Line Inspections
  1. Immediate supervisors shall be responsible for conducting line inspections of personnel and areas under their command.
    - a. Civilian supervisors
      - (1) Civilian supervisors shall conduct a monthly inspection of all assigned personnel's appearance and equipment and document the inspection on the Personnel Inspection Form, U-10.105.

- (2) Civilian supervisors shall maintain an electronic file of the completed Personnel Inspection Forms.
  - (3) Civilian supervisors shall forward the Personnel Inspection Form through the chain of command only when there are discrepancies that cannot be corrected at that level.
  - (4) The civilian supervisor shall follow up to ensure corrective action is taken by the involved employee, when discrepancies are noted and corrective action is advised.
- b. Sergeants
- (1) Sergeants should observe assigned personnel's appearance during each tour of duty, and shall address any discrepancies immediately.
  - (2) Sergeants shall conduct a monthly inspection of all assigned personnel's appearance, issued firearm, and assigned equipment. Personal protection equipment and riot gear shall be inspected during each monthly inspection for sworn Patrol personnel, and inspected at least quarterly for sworn non-Patrol personnel.
  - (3) Sergeants shall document each monthly inspection on the Personnel Inspection Form, and include the following information:
    - (a) Date
    - (b) Names of personnel inspected
    - (c) Equipment inspected
    - (d) Discrepancies noted
    - (e) Action taken
  - (4) Sergeants shall forward the Personnel Inspection Form through the chain of command only when there are discrepancies that cannot be corrected at that level.
  - (5) Sergeants shall maintain a personal file of the completed Personnel Inspection Forms.
- c. Lieutenants
- (1) Lieutenants shall conduct a monthly inspection of personnel, equipment, and facilities under their command. An inspection report, noting discrepancies and corrective action taken shall be filed in the bureau inspection file for future reference.
  - (2) Lieutenants shall review and follow the requirements listed in the Supervisor's Manual as they relate to the annual review of all SOPs for their respective areas of responsibility.
- d. Commanders
- (1) Commanders shall conduct an annual review of all Division resources under their command. This inspection shall include personnel, equipment, facilities, and policies and procedures listed in all section/unit SOPs issued in their bureau. A report shall be **presented annually at the chief's direction**. The report shall be filed in the bureau inspection file.

- (2) Commanders shall maintain a file of all inspection reports completed and forwarded to them from within their bureau. Commanders should review the file quarterly to determine if follow-up inspections need to be conducted and to ensure discrepancies are being resolved in a timely manner. The inspection file shall also be available for review by Staff Inspections Lieutenants when they are conducting staff inspections.
- (3) Commanders shall ensure that section lieutenants review and follow the requirements listed in the Supervisor's Manual as they relate to the annual review of all SOPs for their respective areas of responsibility.

D. **Comprehensive** Staff Inspections

1. Staff Inspections Lieutenants shall conduct **comprehensive** staff inspections in compliance with the Staff Inspections Section SOP.
2. Staff Inspections Lieutenants operate in a staff capacity for the Chief of Police and their purpose is to report on the operational status of the **organizational component** being inspected. Staff Inspections Lieutenants are not responsible for implementing changes that have been recommended and approved by the Chief of Police.
3. Staff Inspections Lieutenants shall take immediate corrective action only in those circumstances where there is an immediate threat to safety or to the integrity of the Division of Police.
4. **Comprehensive** Staff Inspections Process:
  - a. The Chief of Police, Administrative Subdivision Deputy Chief, or the Professional Standards Bureau Commander shall assign the inspection.
  - b. The Staff Inspections Lieutenants shall complete the inspection and forward the report through the inspected **organizational component's** chain of command.
  - c. The inspected **organizational component's** chain of command shall review the report, make any necessary recommendations, and forward the report back to the Staff Inspections Lieutenant.
  - d. The Staff Inspections Lieutenant shall schedule and present the report and recommendations to Executive Staff **unless directed otherwise by the Chief of Police**.
  - e. The Chief of Police shall determine which recommendations shall be implemented, and forward approved recommendations to the deputy chief for implementation. The original report and recommendations shall be forwarded back to the Staff Inspections Lieutenant.
5. **Comprehensive** Staff Inspection Follow-up:
  - a. The deputy chief shall forward the completed inspection and approved recommendations to the commander of the inspected **organizational component**, and ensure follow-up and recommended changes are made.

- b. The commander of the inspected **organizational component** shall complete and forward quarterly reports to the deputy chief indicating what actions were taken regarding the approved recommendations. The commander shall explain the reasons in detail when the recommended changes were not made.
- c. The deputy chief shall forward the quarterly reports to the Staff Inspections Lieutenant who conducted the initial inspection.
- d. The commander shall continue to complete the quarterly reports until the recommended changes have been made to the satisfaction of the deputy chief and the Chief of Police.
- e. The Chief of Police may order a follow-up inspection by the chain of command or by the Staff Inspections Section, as necessary.

E. **Staff** Inspections

- 1. The Staff Inspections Lieutenants shall complete the **staff** inspection in compliance with the Staff Inspections Section SOP and shall:
  - a. File the original report in the Staff Inspections Section, and
  - b. Forward a copy of the report through the inspected **organizational component's** chain of command.
- 2. Staff Inspections Lieutenants shall take immediate corrective action only in those circumstances where there is an immediate threat to safety or to the integrity of the Division of Police.
- 3. Follow-up Responsibility on **Staff** Inspections
  - a. The chain of command of the **organizational component** or personnel inspected shall be responsible for taking corrective action, as necessary.
  - b. The immediate supervisor responsible for the personnel or area needing corrective action shall forward a report indicating the corrective actions taken through the chain of command to the Staff Inspections Section.