

Columbus Police Division Directive	EFFECTIVE	NUMBER
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Inspections		



Cross Reference: 10.10, 11.01, 11.06

Supervisor's Manual: 4.00

I. Introduction

- A. Inspections are completed to ensure Division personnel are following Division requirements in regard to personal appearance, use and maintenance of equipment, and adherence to Division policies and procedures. Inspections also provide a mechanism to review the status and condition of Division facilities to identify and address any deficiencies. It is the responsibility of all Division supervisors to conduct both formal and informal inspections on a regular basis to ensure accountability of these areas within the Division.
- B. The Staff Inspections Section (SIS) is responsible for staff and special inspections to identify and recommend areas that may improve effectiveness and efficiency within the Division.
- C. **The SIS maintains folders of staff inspections, special inspections, and annual uniform inspections in the Division's document management system. Division personnel may access the inspection folders** to review inspection reports, comments from the respective chains of command, **and** actions taken to resolve identified issues.

II. Definitions

A. Annual Uniform Inspection

A review conducted by a sworn supervisor once a year of a sworn employee's uniform parts, assigned equipment, PPE gear, and riot gear.

B. Line Inspection

A review conducted by a Division supervisor of personnel, equipment, facilities, operations, and/or procedures under his or her chain of command.

C. Special Inspection

A review conducted by the SIS lieutenants of a specific organizational component, policy, procedure, equipment, or facility. Special inspections are conducted at the direction of the Chief of Police or **Public Accountability** Subdivision Deputy Chief.

D. Staff Inspection

A review conducted by the SIS lieutenants once every four years of personnel, equipment, facilities, vehicles, **required inspections**, and operational procedures of an organizational component.

III. Policy Statements

- A. Division supervisors shall take proactive steps to ensure compliance with Division rules, policies, and procedures as part of the inspection process. Supervisors shall take immediate action in circumstances where there is a threat to safety or the integrity of the Division.
- B. Division supervisors shall be responsible for conducting line inspections of personnel and areas under their command.
- C. **Sworn supervisors of the rank of commander and below shall complete an annual uniform inspection of their sworn personnel within 30 days of each employee's birthday. Commanders and above shall complete an annual inspection of their own uniform parts and gear and notify the appropriate lieutenant when an item needs to be allotted for replacement.**

Note: A copy of the Annual Uniform Inspection, form A-10.117, will be forwarded each year to the respective supervisor within 30 days of a sworn employee's birthday.

- D. Division supervisors shall observe the appearance of subordinate personnel and address any violations or concerns immediately. Supervisors may be held accountable for failing to take corrective action against personnel in violation of uniform or appearance standards.
- E. Civilian supervisors who supervise sworn personnel shall arrange for a sworn supervisor to conduct the inspections of firearms, intermediate weapons, personal protection equipment (PPE), riot gear, and other specialized police equipment **as needed**.
- F. **Division personnel should inspect any assigned protective and safety gear quarterly to ensure it is serviceable and ready for use. Sworn personnel should inspect their assigned gas mask and update the Respirator Inspection Card, form S-70.114, each month. Personnel shall immediately notify their supervisor when protective or safety gear is unserviceable.**

IV. Procedures

A. Annual Uniform Inspections

1. Employee Being Inspected

- a. **Ensure all applicable gear and equipment listed on the Annual Uniform Inspection form is available for inspection. Determine the "Date of Manufacture" of your body armor prior to the inspection if possible.**

b. Officers and sergeants will respond to the inspection in the Class B uniform. Lieutenants may respond in the Class A, B, or C uniform.

c. Follow the procedures in the “Professional Appearance” directive when directed to have an unserviceable uniform part replaced.

2. Supervisor Conducting the Inspection

a. Review all applicable items listed on the Annual Uniform Inspection form.

b. Determine if any unserviceable uniform parts need to be allotted for replacement.

c. Inform the employee of any unserviceable items and which items will need to be replaced.

d. Complete an electronic version of the Annual Uniform Inspection form. Upload the form to the Annual Uniform Inspections folder in the Division’s document management system.

e. Forward a copy of the form to the appropriate lieutenant when there are uniform items that need to be allotted for replacement.

f. Ensure appropriate corrective action is taken by the employee when discrepancies are noted.

3. Lieutenant

a. If approved, allot the item to the respective employee on the Uniform Ordering Site.

b. Once the item has been allotted, notify the employee.

B. Line Inspections

1. Sergeants/Civilian Supervisors

*a. Conduct **monthly** inspections of all personnel under your command **to ensure their appearance, attire, and/or uniform meets Division standards. Line inspections may be conducted during stand-up roll calls for sworn personnel.***

Note: Civilian supervisors **should** contact a sworn supervisor for assistance as necessary.

*b. **Address any discrepancies with the employee.***

c. Follow up to ensure appropriate corrective action is taken by the involved employee when discrepancies are noted and corrective action is advised.

2. Lieutenants/Civilian Supervisors

- a. Conduct **monthly** inspections of supervisors under your command **to ensure their appearance, attire, and/or uniform meets Division standards.**

Note: Civilian supervisors **should** contact a sworn supervisor for assistance as necessary.

- b. **Address any discrepancies with the employee.**
- c. Ensure appropriate corrective action is taken by the involved personnel when discrepancies are noted and corrective action is advised.
- d. Review and follow the requirements listed in the Supervisor's Manual as they relate to the annual review of all Standard Operating Procedures (SOP) manuals for your respective areas of responsibility.
- e. Conduct an inspection of all facilities and equipment under your command during January or February of each year and document your findings on the Facility/Equipment Report, form A-10.115.

3. Bureau Commander/Manager

- a. Conduct an annual review of all Division resources under your command to include personnel, equipment, facilities, and all SOP manuals within the bureau in accordance with the "Bureau Annual and Workload Assessment Reports" directive.

Note: Civilian supervisors **should** contact a sworn supervisor for assistance as necessary.

- b. Maintain a file of all completed and forwarded inspection reports from within the bureau.
- c. 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.
- d. Make the inspection file available for review by SIS lieutenants during staff inspections.

C. Special Inspections

1. Chief of Police or **Public Accountability** Subdivision Deputy Chief

- a. Direct the SIS lieutenants to conduct an inspection.
- b. Determine which recommendations to implement and forward approved recommendations to the deputy chief for implementation.
- c. Forward the original report and recommendations back to the SIS.

2. SIS Lieutenants

Complete the special inspection following **the** procedures outlined in the SIS SOP.

3. Chain of Command

a. Deputy Chief

- (1) Review the inspection report.
- (2) Notify the Chief of Police with recommendations to address the issue.
- (3) Follow through on approved recommendations.

b. Bureau Commander/Manager

- (1) Review the inspection report.
- (2) Complete and forward quarterly reports to the deputy chief, indicating what actions were taken regarding the approved recommendations, until the recommended changes have been made to the satisfaction of the deputy chief and the Chief of Police.

D. Staff Inspections

1. SIS Lieutenants

- Assign the SIS roll call training to the respective personnel on the Division's document management system prior to completing the inspection.***
- Complete a staff inspection of each organizational component following procedures outlined in the SIS SOP.
- Upload a copy of the report ***and other inspectional documents*** to the ***Division's document management system*** and notify the inspected organizational component's chain of command.
- Monitor the ***Division's document management system*** for actions taken regarding the staff inspection for no more than 56 days following the date the affected chain of command was notified.

2. Personnel to be Inspected

Complete the SIS roll call training assigned on the Division's document management system prior to the inspection.

3. Chain of Command

- Access the ***Division's document management system*** and review the staff inspection report.
- Make comments and recommendations as needed and document corrective actions taken ***in the Division's document management system*** within 28 days of being notified.