

Columbus Police Division Directive	EFFECTIVE	NUMBER
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Inspections		



Cross Reference: 9.08, 10.10, 11.01, 11.06, TS 11-9
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 **and** special 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 once a year of a sworn employee's uniform **garments and** parts **at the Property Control Unit (PCU)**.

B. Line Inspection

A review conducted by a Division supervisor **once a year** 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 PublicAccountability 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. 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.
- D. 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.
- E. 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 each **quarter**. Personnel shall immediately notify their supervisor when protective or safety gear is unserviceable.

IV. Procedures

A. Annual Uniform Inspections

1. Sworn Personnel

- a. **Present uniform garments and parts during the annual uniform inspection at the PCU and obtain replacements when needed.**
- b. Determine the "Date of Manufacture" of your body armor prior to the inspection if possible.

B. Line Inspections

1. Sergeants/Civilian Supervisors

- a. Conduct **an annual** inspection of all personnel under your command **by April 30 of each year** to ensure their appearance, **issued firearm, and assigned equipment (to include PPE and riot gear)** meet 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. **Document the inspection on the Personnel Inspection Form, form U-10.105, noting discrepancies and corrective action taken.**
- c. **Notify the chain of command when there are discrepancies that cannot be corrected at your level.**

- d. Follow up to ensure appropriate corrective action is taken by the involved employee when discrepancies are noted and corrective action is advised.
- e. **Upload the completed Personnel Inspection Form to the “Personnel Inspections” folder in the document management system.**

2. Lieutenants/Civilian Supervisors

- a. Conduct **an annual** inspection of supervisors under your command **by April 30 of each year** to ensure their appearance, **issued firearm, and assigned equipment (to include PPE and riot gear)** meet Division standards.

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

- b. **Document the inspection on the Personnel Inspection Form, noting discrepancies and corrective action taken.**

- c. **Upload the completed Personnel Inspection Form to the “Personnel Inspections” folder in the document management system.**

- d. **Follow up to** ensure appropriate corrective action is taken by the involved personnel when discrepancies are noted and corrective action is advised.

- e. 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.

- f. 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
 - a. Assign the SIS roll call training to the respective personnel on the Division's document management system prior to completing the inspection.
 - b. Complete a staff inspection of each organizational component following procedures outlined in the SIS SOP.
 - c. 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.
 - d. 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
 - a. Access the Division's document management system and review the staff inspection report.
 - b. Make comments and recommendations as needed and document corrective actions taken in the Division's document management system within 28 days of being notified.