


NORTHAMPTON POLICE DEPARTMENT Administration & Operations Manual		
Policy: Line and Staff Inspections		AOM: A-120
Massachusetts Police Accreditation Standards Referenced: [53.1.1.a], [53.1.1.b&c], [53.1.1.c], [53.1.1.d&e], [53.2.1.c], [53.2.1], [53.2.1.a&e], [53.2.1.b], [84.1.6.d],		Issuing Authority <hr/> John D. Cartledge Chief of Police
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I. Introductory Discussion

The inspection process is an essential mechanism for evaluating the quality of the Northampton Police Department’s operations, ensuring that its goals are being pursued, and for assuring that quality is maintained throughout the agency. Additionally, inspections serve to ensure and verify compliance with police accreditation standards.

The inspection process will occur at both the line and staff levels of the Department. This will provide supervisors at all levels with a means of regularly assessing the Department’s efficiency and effectiveness as well as providing information necessary to plan for change.

II. Line Inspections [53.1.1,a]

- A. The primary responsibility for determining adherence to Department rules, regulations, policies, and procedures rests with the Line Supervisors and the

individual Shift/Bureau Commanders. The line inspection function is the means of determining this adherence. This makes line inspections the single most important step in achieving accountability at all levels.

1. Shift/Bureau Commanders and/or the Officer-in-Charge (OIC) are responsible for ensuring daily roll call inspections are conducted of all officers under their command. In addition, there will also be *Random Line Inspections*. All of these inspections can be conducted by the Line Supervisor or the OIC. Patrol Commanders shall insure that at least four are completed on a monthly basis and the Detective Bureau Commander shall complete at least two (2) per month. These shall include but not be limited to, the following: [53.1.1,b,c]
 - a. Uniforms.
 - b. General appearance.
 - c. Fitness for duty.
 - d. Proper equipment.
 - e. Cruisers (Fleet); and
 - f. Bureau/Unit or Facility.

2. Additionally, at least once during a tour of duty, the Officer-in-Charge on duty shall inspect or cause to be inspected the condition of the work place, ensuring that it is neat and orderly, and that department procedures are being followed. Any defects will be corrected or reported to the Division Commander for appropriate action. Emergency repair situations are to be handled by the Commanding Officer on duty. All of these inspections can be conducted by the Line Supervisor or the OIC and shall include, but not be limited to the following: [53.1.1,b,c]
 - a. Properly Secured;
 - b. Cleanliness; and
 - c. Orderly.

- B. If, during a roll call inspection, a deficiency is found, the inspecting supervisor shall immediately take whatever corrective action is necessary. Additionally, the supervisor shall keep a record of any and all deficiencies noted, and the corrective action taken. [53.1.1,c]

- C. In the case of ongoing deficiencies, the Shift/Bureau Commander shall consult with the Operations Division Commander for any proposed disciplinary action (see *AOM P250 Development of Discipline*). [53.1.1, d & e]

- D. Line Inspections Report
 1. Upon completion of the Line inspection, the inspectors shall complete a *Line Inspection Form* and submit it to the Chief of Police. The *Line Inspection Form* shall include: [53.2.1,c]
 - a. Identity of the Shift/Bureau being inspected, the Commanding Officer of the Shift/Bureau, date of inspection and the *line* inspector(s).

- b. Statements as to whether or not the files, facilities, and equipment maintained by the Shift/Bureau are being maintained in accordance with departmental policies and procedures. A copy of the list of files, facilities, and equipment provided by the Shift/Bureau Commander shall be attached to the report.
- c. A section regarding compliance with department policies, procedures, rules and regulations, accreditation standards, and overall performance of the inspected shift/bureau, equipment and facility.
- d. A list of any deficiencies found and recommendations for correcting such deficiencies; and
- e. Those exceptional activities/personnel exceeding the minimum expectations of this department.

III. Staff Inspections [53.2.1]

A. Staff Inspections provide a regular review of the conditions and functions of the department. They check to see that proper files are being maintained, that equipment is in good condition, and that all activities required by department policy, procedures, rules and regulations, and accreditation standards are being properly performed. Additionally, staff inspections are a means by which to ensure that Line Inspections are being properly conducted.

B. Frequency of Staff Inspections

1. The Administration Division Commander will be responsible for coordinating and conducting staff inspections of all organizational components of the department at least once every three (3) years (see *AOM A102 Agency Structure & Organization* for a list of organizational components). [53.2.1,a,e]
2. The Chief of Police may also order unannounced staff inspections whenever they deem necessary.

C. Staff Inspection Procedures [53.2.1,b]

1. The inspectors will prepare an inspection plan describing the issues, conditions, and equipment to be reviewed.
2. While the specific inspection procedures will vary with the nature and function of the inspected unit or component, the staff inspector will address the following:
 - a. Procedures: Determine if the duties are being performed in accordance with the prescribed policies, procedures, rules and regulations.
 - b. Personnel: Verify the execution of assigned tasks, adherence to policy, and procedural guides.
 - c. Facility Supplies: Review of the use of supplies and equipment, and proper maintenance of stock or inventory. Condition and up keep of all equipment, facilities, and files maintained by the component.

1) Each Shift/Bureau Commander shall develop, keep, and provide to the inspector(s), a list of all major files, facilities, and equipment maintained by their Shift/Bureau. The items listed shall be subject to inspection to determine if they are being maintained in accordance with departmental policies and procedures.

d. Unannounced Inspections: Periodically, the Chief of Police will direct that an unannounced inspection be conducted of the property and evidence storage areas. These inspections shall ensure proper accountability and security. [84.1.6,d]

3. Staff Inspections will normally be accomplished through random sampling.

D. Staff Inspections Report

1. Upon completion of the staff inspection, the inspectors shall complete a *Staff Inspection Form* and submit it to the Chief of Police. The *Staff Inspection Form* shall include: [53.2.1,c]

- a. Identity of the Shift/Bureau being inspected, the Commanding Officer of the Shift/Bureau, date of inspection, and the staff inspector(s).
- b. Statements as to whether or not the files, facilities, and equipment maintained by the Shift/Bureau are being maintained in accordance with departmental policies and procedures. A copy of the list of files, facilities, and equipment provided by the Shift/Bureau Commander shall be attached to the report.
- c. A section regarding compliance with department policies, procedures, rules and regulations, accreditation standards, and overall performance of the inspected shift/bureau.
- d. A list of any deficiencies found and recommendations for correcting such deficiencies; and
- e. Those exceptional activities/personnel exceeding the minimum expectations of this department.
- f. The Chief of Police or designee(s) shall ensure that all deficiencies are corrected.

2. The Administrations Division Commander and/or Operations Division Commander shall conduct follow-up inspections of all noted deficiencies that cannot be immediately corrected and shall notify the Chief of Police in writing as to the results of such inspections. [53.2.1, d]