

Glendale Heights Police Department

GENERAL ORDER: # 2700

SUBJECT: Inspections

ACTIVE DATE: 09-27-2019

RESCINDS: GO #2700, issued 08-08-2018

AUTHORITY: Douglas R. Flint, Chief of Police

RELATED DOCUMENTS: Roll Call Inspection Sheet; Check Ride Evaluation Sheet; Patrol Sergeant Inspection Checklist

.01 Purpose

This order defines the inspectional processes used by the Glendale Heights Police Department.

.02 CALEA Standards

53.1.1, 53.2.1

.03 Policy

The Glendale Heights Police Department shall conduct inspections on a regular basis to evaluate compliance with Department directives and local, state, and federal laws. Inspections shall ensure personnel and equipment are sufficient to meet the needs of the community, and are utilized in the most efficient and effective manner.

.04 Definitions

Line Inspection—The inspection of all personnel, vehicles, equipment and facilities.

Roll Call Inspection—The inspection of on-duty personnel during roll call. Inspections shall minimally include personal appearance, personal equipment, and roll call notes.

Safety Deficiency—Any deficiency found during the course of any inspection, which if left unresolved, would compromise the safety of the public or Department members, or significantly affect the efficient operation of the Department.

Staff Inspection—A detailed observation and analysis of departmental elements, procedures and practices designated to inform the Chief of Police about their performance and effectiveness.

Vehicle Inspection—The inspection of Department owned vehicles including maintenance, cleanliness, inventory, weapons, and contraband.

ORDER

.10 Inspections—General

The safe, efficient and effective operation of the Department requires all members to continually monitor the conditions affecting the work environment. Responsibility for the inspection of Department personnel, equipment and facilities belongs to all supervisory members within the Department. Supervisors shall cause inspections to be conducted within their respective areas of responsibility. Supervisors shall cause deficiencies to be rectified, and submit written documentation of the deficiencies and resolutions, as appropriate.

.15 Line Inspections—General

Supervisors shall conduct ongoing line inspections to ensure that all members are operating within Department requirements in such areas as personal appearance, use/maintenance of equipment, and adherence to Department directives and orders. Such inspections may be considered informal and do not require documentation when no deficiencies are observed. A written report (memorandum) of the inspection is only required if corrective or disciplinary action is appropriate. Supervisors shall follow up to ensure corrective action has been taken concerning unacceptable conditions or performance.

.20 Line Inspections—Roll Call

A. Patrol supervisors shall conduct formal, unannounced individual inspections of each of the members of their respective shifts, at least once per calendar month. Supervisors shall submit the results of each individual inspection to the Deputy Chief of Operations, in writing, utilizing the Departmental Roll Call Inspection Sheet.

B. In all cases following a formal inspection revealing a deficiency, the supervisor shall re-inspect the deficient member within five (5) working days of the original observation. If the deficiency is corrected, the supervisor shall document the deficiency at a level appropriate for the infraction. If the discrepancy remains, the supervisor shall refer the matter to the Deputy Chief of Operations for further corrective action.

.25 Line Inspections—Department Facilities

A. The supervisor of each shift shall conduct a daily inspection of the Holding Facility's Adult and Juvenile Booking areas. The supervisor shall record the inspection on a Patrol Sergeant Inspection Checklist form, noting deficiencies and the action taken to correct the deficiency. The Holding Facility inspection shall focus on damage, cleanliness, weapons/contraband, alarms, fire suppression equipment, first aid supplies, vermin, and defects affecting safety. In addition to the Holding Facility areas, supervisors shall conduct a daily inspection of all areas used or controlled by the police department. Cleanliness, defects, alarms, fire suppression equipment, first aid supplies and safety considerations shall be the focus of the facilities inspection.

B. All Patrol Sergeant Inspection Checklists shall be forwarded to the Deputy Chief of Operations. Any deficiencies shall be forwarded to the appropriate Deputy Chief of Police. If the deficiency can be resolved by a Building Maintenance Request, the supervisor shall make that request and ensure the work is performed satisfactorily. See OP #811 for specific instructions on maintenance and equipment requests.

.30 Line Inspections—Vehicles

A. All members operating a Department-owned vehicle shall conduct an inspection of their assigned vehicle at the beginning of their tour of duty. Deficiencies shall be documented and immediate action shall be taken to correct the deficiency. The member shall inspect his/her assigned vehicle for damage, mechanical condition, operation of emergency and auxiliary equipment, weapons/contraband, and defects affecting safe operation. The member shall notify his/her immediate supervisor of any damage or safety violations to Department owned vehicles prior to placing the vehicle in service.

B. Supervisors shall conduct a formal vehicle inspection on a monthly basis, utilizing the appropriate section of the Roll Call Inspection Sheet. Such inspection shall focus upon general appearance and function of the vehicle, installed equipment, and adequacy of supplies. Supervisors shall submit the results of all formal vehicle inspections to the Deputy Chief of Operations.

.35 Line Inspections—Driving Performance

A. Supervisors shall conduct a ride-along with each individual member of their respective shift, at least once per calendar year, for the purpose of evaluating the member's driving performance. Supervisors

shall submit the results of that ride-along inspection to the Deputy Chief of Operations, in writing, utilizing the departmental Check Ride Evaluation sheet.

.40 Line Inspections—Equipment

Supervisors shall regularly inspect the equipment utilized within their area of operation. Equipment to be inspected minimally includes investigative hardware, weapons systems, tactical protective equipment, riot gear, and other readiness related items not typically utilized on a daily basis. General condition, safety, and functionality shall be the focus of the equipment inspection. Supervisors assigned to specialty functions shall ensure that the personnel, equipment, facilities and supplies associated with that function are inspected regularly to ensure proper maintenance and functionality.

.45 Line Inspections - Re-Inspection

In all cases in which a deficiency has been observed, the reporting supervisor shall retain the responsibility for ensuring the deficiency has been remedied. While the reporting supervisor may forward deficiency information to the appropriate division, Village department, or other agency, a re-inspection of the original deficiency shall be conducted within five (5) days of the correction. Upon ensuring the deficiency has been corrected, the reporting supervisor shall document the re-inspection and forward it to the appropriate Deputy Chief of Police.

.50 Staff Inspections – Purpose

The purpose of a staff inspection is to examine and evaluate the functions and activities of the Department components. The overall mission of staff inspections is to increase Departmental effectiveness by means of cooperative effort with the personnel of the effected units. Staff inspectors will conduct a thorough review and analysis of each Department component to assist in correcting organizational weaknesses, eliminated duplication of effort, reporting innovative systems, and providing alternative methods for change and improvement.

.55 Staff Inspections – Authority and Responsibility

Staff inspections are the responsibility of the Administrative Sergeant. The Administrative Sergeant will conduct the inspections in accordance with the following guidelines:

1. The Administrative Sergeant shall operate through the authority of the Chief of Police and shall have access to all records, facilities, procedures, operations, personnel and equipment required for the purpose of the inspection.
2. The Administrative Sergeant may direct written or verbal inquiries to any member of the Department and will warrant a response as if posed by the Chief of Police.
3. The primary duties of the Administrative Sergeant are to observe, evaluate, recommend and report.

.60 Staff Inspection – Procedures

A. All organizational components will receive a staff inspection at least every four years. The Chief of Police may direct staff inspections of key organizational components on a more frequent basis.

B. The Administrative Sergeant will notify the appropriate supervisor prior to the scheduled inspection to discuss the staff inspection and to identify areas of operation necessary to evaluate performance. While the specific inspection focus will vary with the nature and function of the inspected unit, the Administrative Sergeant will address the following:

1. Procedures – determine if the duties are being performed in accordance with prescribed policies, procedures, rules and regulations, and accreditation standards.
2. Review of component’s records and maintenance
3. Personnel- execution of assigned tasks, adherence to policy and procedural guidelines, and communicating with personnel

4. Supplies and Equipment – Review of the care and efficient use of supplies, equipment, and vehicles
5. Appropriate use and care of physical facility and furnishings

C. At the conclusion of the staff inspection, the Administrative Sergeant shall prepare a written report for the Chief of Police that will summarize the staff inspection activities, identifies deficiencies and makes recommendations for their improvement and/or correction, and identifies positive aspects of the area being inspected. The report shall be submitted no later than thirty (30) days after the inspection date.

.65 Staff Inspections – Follow-up Responsibilities

A. The Administrative Sergeant will be responsible for a follow-up written report for noted deficiencies that cannot be immediately corrected

B. In all cases in which a deficiency has been observed, or a recommendation has been made, the appropriate supervisor shall retain the responsibility for ensuring the deficiency has been remedied or the recommendation has been implemented. Notification of the corrective action or implementation shall be documented in a memorandum to the Administrative Sergeant.

C. In the event there is a disagreement regarding the deficiency or what corrective action should take place, the supervisor shall submit a memorandum to the Chief of Police. Resolution of the difference shall be at the discretion of the Chief of Police or his/her designee.

.70 Safety Violations

In all cases where a safety violation has been observed, supervisors shall immediately address the condition. Supervisors have the responsibility and authority to remove personnel, equipment, and facilities from service in cases where safety would be compromised. Supervisors shall ensure all safety violations are properly documented, forwarded to the appropriate Deputy Chief of Police, and subsequently re-inspected for compliance.