



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **INSPECTIONS**

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

The Cottage City Police Department will use the inspection process to evaluate the quality of the Department's operations, ensure that the Department's goals are being pursued, identify the need for additional resources, and to ensure that control is maintained throughout the Department.

II. LINE INSPECTIONS

Procedures

- A. Line inspections will be conducted as an on-going process by the supervisors and the Chief of Police.
- B. When conducting line inspections, the supervisors will be responsible for, among other things:
 1. Monthly inspection of subordinates and at various times during the tour of duty for cleanliness and readiness for duty;
 2. Monthly, and at unannounced times, inspection of the equipment subordinates use, ensuring that no unauthorized equipment, or equipment for which subordinates have not received training, is carried or used;
 3. Daily observation of subordinates as they perform their duties, and to ensure officer safety and quality of service;

4. Daily review and approval of reports and forms;
 5. Conducting random inspections of Department vehicles; and,
 6. Conducting random inspections of Department manuals.
- C. The inspection process will include the responsibility of the supervisors or Chief of Police to take immediate action indicated by the inspection, which would include recognition for exemplary performance and corrective action for deficiencies.
- D. Where significant deficiencies exist, a Counseling Record or Supervisor's Remedial Action Form will be completed to document them.
- If the inspection has revealed that a piece of Department-owned equipment has been lost or stolen, or damaged through negligence, the supervisor will require the subordinate to complete an Inter-Office Memorandum, via the chain-of-command describing the loss, theft, or damage and/or complete the appropriate Town or PGPD Event Report.
- E. Quarterly, the Lieutenant will conduct an inspection of the Department-owned property and equipment in storage to ensure its state of operational readiness.
- The Lieutenant will maintain an inspection record as documentation of the inspection.
- F. Monthly, the Lieutenant will inspect officers' Department-issued weapons.
- G. Periodically, all training records will be inspected for accuracy and completeness.
- H. The Accreditation Manager will ensure that all reports and evaluations required by the accreditation process are completed and submitted pursuant to the standards to which they pertain.
- I. Monthly, the Sergeant will inspect all Departmental vehicles.

III. FOLLOW-UP TO ENSURE THAT CORRECTIVE ACTION HAS BEEN TAKEN

A. Procedures for Follow-up

Follow-up procedures to ensure that corrective action has been taken will include, but are not limited to:

1. A subsequent or follow-up inspection to determine if a deficiency has been corrected;
2. Periodic announced or unannounced follow-up inspections to ensure that the deficiency remains in compliance; and,
3. Referring uncorrected deficiencies and subsequent violations to the Chief of Police for punitive action.

B. Inspection Reports

A written report in the form of a detailed memorandum to the Chief of Police will document any deficiencies revealed by the inspection, and will make recommendations for their improvement or correction.

C. Follow-up inspections will require a written report.