

Bowie Police Department – General Orders



TITLE: INSPECTIONS		NUMBER: 326
EFFECTIVE DATE: 7/4/11		REVIEW DATE:
X_NEW _ AMENDS _ RESCINDS		DATE: November 1, 2009

AUTHORITY Chief John K. Nesky	ACCREDITATIONS STANDARDS: 17.5.3, 53.1.1-a- b-c-d-e, 53.2.1-c-d, 82.2.4	TOTAL PAGES 2
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I. POLICY

The Bowie Police Department uses an 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 (CALEA 53.1.1)

- 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 shall 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. The day work Shift Supervisor is responsible for inspecting the prisoner processing area and cells. This inspection shall be documented on BPD Form # 66.
 6. Conducting random inspections of Department vehicles; and,

7. Conducting random inspections of Department manuals.
- C. The inspection process includes 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 Disciplinary Action Disposition Report will be completed to document the shortcomings.
 - 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 Incident Report.
 - E. Monthly, the Sergeant or Corporal, acting in a Sergeant's capacity, will inspect Officer's department-issued weapons.
 - F. Periodically, supervisors shall inspect all training records for accuracy and completeness.
 - G. Monthly, the Sergeant or Corporal, acting in a Sergeant's capacity, 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 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, via the chain of command, 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, in the form of a detailed memorandum to the Chief of Police.