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Inspections		



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I. Definitions

A. Line Inspection

An inspection completed by sworn and civilian supervisors in a particular chain of command. The inspection may include any or all of the following areas: personnel, equipment, facilities, and administrative, tactical, or routine operational procedures.

B. Staff Inspection

An inspection completed by the Staff Inspections Section of the Professional Standards Bureau. A staff inspection may be a detailed review of all areas of operation or a review of specific areas of operation including but not limited to: personnel, equipment, facilities, and administrative, tactical, or routine operational procedures.

C. Spot Inspection

An inspection completed by the Staff Inspections Section of the Professional Standards Bureau. A spot inspection is the same as a line inspection, except it is conducted by staff personnel rather than line supervisors. It is intended to support and facilitate the line inspection process.

II. Policy Statements

A. As part of the inspectional process, all Division supervisors shall take proactive steps to ensure compliance with Division rules, policies, and procedures. If a supervisor needs assistance to take proactive steps, the chain of command may request assistance from the Professional Standards Bureau Staff Inspections Section or the Internal Affairs Bureau.

B. Each unit shall undergo an inspection by the Staff Inspections Section at least once every three years.

C. Line Inspections

1. Line inspections shall be conducted by line supervisors (civilian supervisors, sergeants, lieutenants, and commanders) and documented on the Personnel Inspection Form, U-10.105, as follows:

a. Civilian supervisors

Civilian supervisors shall conduct inspections of all assigned personnel at least once monthly. The inspection shall include a check of personal appearance and assigned equipment. No written report through the chain of command is required unless there are discrepancies that cannot be corrected at the civilian supervisor level. When discrepancies are noted and corrective action is advised, the civilian supervisor shall follow up to ensure corrective action is taken by the involved employee.

b. Sergeants

- (1) Sergeants in operational units (this includes all units in the Patrol and Support Services Subdivisions) shall conduct a daily roll call inspection of all assigned personnel's appearance and shall inspect their equipment and weapon at least once monthly.
- (2) Sergeants in administrative/investigative assignments (this includes all units in the Administrative and Investigative Subdivisions) shall inspect all assigned personnel's appearance daily, **personal protection equipment and riot gear in March and September of each year**; and all other equipment and **issued** weapon at least once monthly.
- (3) Sergeants shall record and file the completed monthly inspection report with the following information:
 - (a) Date
 - (b) Names of personnel inspected
 - (c) Discrepancies noted
 - (d) Action taken

Note: No written report through the chain of command is required unless there are discrepancies that cannot be corrected at the sergeant level.

c. Lieutenants

- (1) Lieutenants shall conduct monthly inspections of personnel, equipment, and facilities under their command. An inspection report noting discrepancies and corrective action taken shall be filed in the bureau inspection file for future reference.
- (2) Lieutenants shall review the requirements listed in the Supervisor's Manual, "Standard Operating Procedures (S.O.P.) Manual Guidelines," as they relate to the annual review of all S.O.P.s for their respective areas of responsibility, conduct annual inspections of S.O.P.s under their command, and forward the required report.

d. Commanders

- (1) Commanders shall conduct an annual review of all Division resources under their command. This inspection shall include personnel, equipment, facilities, and policies and procedures listed in all section/unit S.O.P.s issued in their bureau. A written report shall be forwarded by May 1st of each year to the subdivision deputy chief indicating that the inspection has been completed. The report shall indicate discrepancies found and corrective action taken. The report, after review by the deputy chief, shall be filed in the bureau inspection file.
- (2) Commanders shall maintain a file of all inspection reports completed within their bureau. The file should be reviewed quarterly to determine if follow-up inspections need to be conducted to ensure discrepancies are being resolved in a timely manner. The inspection file shall also be available for review by Staff Inspections lieutenants when they are conducting staff inspections.

- (3) Commanders shall ensure that section lieutenants review the requirements listed in the Supervisor's Manual, "Standard Operating Procedures (S.O.P.) Manual Guidelines," as they relate to the annual review of all S.O.P.s for their respective areas of responsibility, conduct annual inspections of S.O.P.s under their command, and forward the required report.

D. Staff Inspections

1. Staff inspections shall be conducted by lieutenants from the Staff Inspections Section of the Professional Standards Bureau.
2. Staff Inspections lieutenants operate in a staff capacity for the Chief of Police. Their purpose is to report on the operational status of the unit being inspected. Staff Inspections lieutenants are not responsible for implementing changes that have been recommended and approved by the Chief of Police.
3. Staff Inspections lieutenants shall take immediate corrective action only in those circumstances where there is an immediate threat to human safety or to the integrity of the Division of Police.
4. Staff Inspections Process:
 - a. The Chief of Police, Administrative Subdivision Deputy Chief, or the Professional Standards Bureau Commander shall assign the inspection.
 - b. The Staff Inspections lieutenants shall complete the inspection in compliance with the Staff Inspections Section S.O.P. and shall forward the report to Executive Staff to review the recommendations.
 - c. Executive Staff shall review the report and forward the results along with any additional comments to the Chief of Police.
 - d. The Chief of Police shall review the inspection report and upon approval forward a copy to the involved deputy chief for implementation and forward the original to the Staff Inspections Section for filing.
5. Staff Inspection Follow-up:
 - a. The deputy chief of the inspected unit shall forward the completed inspection, as approved by the Chief of Police, to the commander of the inspected unit. Together they shall ensure follow-up and implementation of recommended changes.
 - b. The commander of the inspected unit shall be responsible for submitting quarterly reports to the deputy chief indicating what action has been taken regarding implementation of approved recommendations. If implementation has not taken place, the commander shall explain the reasons in detail.
 - c. Once all recommendations have been implemented to the satisfaction of the deputy chief, the quarterly report may, with the approval of the Chief of Police, be discontinued.
 - d. The Chief of Police may order a follow-up inspection by the chain of command or by the Staff Inspections Section if it is deemed necessary.

E. Spot Inspections

1. Spot inspections shall be conducted by the lieutenants assigned to the Staff Inspections Section of the Professional Standards Bureau. Spot inspections are unannounced and are conducted at random.
2. The Staff Inspections lieutenants shall complete the spot inspection in compliance with the Staff Inspections Section S.O.P. and shall:
 - a. File the original in the Staff Inspections Section.
 - b. Forward a copy through the inspected unit's chain of command.
3. Follow-up Responsibility on Spot Inspections
 - a. The chain of command shall be responsible for any corrective action that is deemed necessary.
 - b. The supervisor responsible for any area receiving an inspection report indicating unsatisfactory items or items needing corrective action shall forward through the chain of command to the Staff Inspections Section a report indicating the action taken to correct the deficiency.
 - c. The Staff Inspections lieutenants shall take immediate corrective action only in those cases where there is a safety issue or a threat to the integrity of the Division of Police.