

PERSONNEL MANAGEMENT

LINE INSPECTIONS

Purpose: The purpose of this directive is to establish policy and procedure for the implementation and ongoing maintenance of the North Little Rock Police Department's personnel, resources, and operational effectiveness.

Policy Statement: It is the policy of the North Little Rock Police Department that line inspections of personnel, equipment, and facilities are conducted on a periodic and continuous basis. Command, supervisory personnel, or designee, will conduct and record inspections within their respective units and sections at regular intervals as determined in this policy.

Summary of Changes: New format.

Definitions:

Line Inspection: An inspection conducted by a supervisor or designee in charge of the persons, facilities, procedures, or other elements being inspected. Line inspection may be carried out by any supervisor or designee within the chain of command and is often conducted by supervisory personnel or designees who are responsible for taking the necessary measure to correct any substandard conditions revealed in the inspection. Line inspections can be formal or informal.

Compliance Check: Inspection conducted specifically to ensure compliance with CALEA standards.

Procedure:

1 Inspections

1.1 Command and supervisory personnel of the North Little Rock Police Department will conduct regular line inspections so that the conditions, situations, and actions that contribute to the success or failure of police operations are open to a careful review. The inspection process is an essential mechanism for evaluating the quality of the Department's operations, pursuing Department's goals, and identifying the need for additional resources.

2 Informal Inspections [CALEA 53.1.1a]

2.1 Supervisors will conduct informal inspections on a continuous, daily basis in order to gauge the efficiency of personnel, Department issued equipment, condition of physical facilities, and Department vehicles.

2.1.1 Informal inspections are to be conducted by supervisors in a fair, impartial, and objective manner.

2.1.2 Informal Inspections, as a general rule, will not require documentation, unless serious violation(s) are observed. [CALEA 53.1.1d]

2.2 During the performance of their normal duties, any supervisor observing any member displaying a deficiency, will address said member and explain the nature of the violation and request the deficiency to be rectified as soon as practical. [CALEA 53.1.1c]

2.2.1 Supervisors may elect to document deficiencies of members under their command in the offending member's *Performance File* in accordance with Policy Directive 22-2, *Discipline*. [CALEA 53.1.1d]

2.3 Supervisors observing deficiencies of members not in their chain of command will address the offending member as prescribed in this section. Any deficiency that may warrant an entry into the offending member's *Performance File* will require the observing supervisor to notify the member's supervisor of the deficiency.

3 Formal Inspections [CALEA 53.1.1b,c]

3.1 Supervisors will conduct a formal vehicle inspection for each vehicle within their unit/area quarterly, as per Divisional Directive 60-2010-P2, *Care and Inspection of Vehicles*, and submit the reports to their Division Commander.

3.2 Supervisors will conduct a physical facility inspection for the facility that the supervisor is responsible for on a monthly basis. The supervisor will document the facility inspection utilizing the City's *Facility Inspection Report* form and will note any deficiencies or problems. The *Facility Inspection Report* form will then be sent to the Support Services Division Commander and subsequently forwarded to the City Safety Director.

3.3 The highest-ranking officer assigned to a facility is responsible for ensuring the facility's compliance with items listed on the *Facility Inspection Form*.

3.4 Serious deficiencies identified during inspections will be documented in writing and forwarded to the appropriate Division Commander.

3.5 Serious deficiencies may include, but are not limited to the following:

3.5.1 Fitness for duty due to alcohol consumption;

3.5.2 Carrying unauthorized weapon;

- 3.5.3 Committing or condoning forbidden harassment;
- 3.5.4 Maintaining a vehicle or facility in such a manner as to create a safety hazard.

4 Re-inspection Procedure

- 4.1 Unit supervisors will be responsible for ensuring that identified deficiencies are corrected and provide documentation thereof. [CALEA 53.1.1c]
- 4.2 Division Commanders may conduct follow-up spot inspections as deemed necessary to verify that deficiencies have been rectified. [CALEA 53.1.1e]

5 Compliance Checks

- 5.1 The Accreditation Manager or designee may conduct inspections as necessary to insure compliance with CALEA requirements. Division Commanders will, if practical, be notified in advance of any inspection. Division Commanders will be notified in writing of any observed deficiencies.

Mike Davis
Chief of Police