



Greenbelt Police Department –General Order

	Title: Line Inspections		Order #: 311	
	Effective Date: September 28, 2007	Review Date: July 18, 2007		
	Original Issue: April 18, 2005		<input type="radio"/> New <input checked="" type="radio"/> Amends <input type="radio"/> Rescinds	
Approved by: Chief James Craze			CALEA 5 th Edition	
CALEA Standard: 53.1.1			Pages: 2	

- | | |
|--|--|
| <p>01 POLICY: All employees and physical resources of the Greenbelt Police Department shall be subject to line inspections.</p> <p>02 PROCEDURES: Line inspection is the process by which supervisors review and observe subordinates’ activities to ensure the proper compliance with Departmental procedures, rules, and regulations. These inspections are not limited to persons, but also include all physical resources and facilities used by the Greenbelt Police Department. In such inspections, the supervisor will, upon observing substandard conditions, take immediate corrective action. (CALEA 53.1.1.a & .c)</p> <p>A. Personal Appearance: The line inspection of personal appearance is the duty of all supervisors, made on a daily basis to ensure proper appearance of assigned personnel. If substandard appearance is observed, the supervisor will take whatever corrective action is necessary.</p> <p>B. Police Facility Inspection: All supervisors are responsible for the ongoing inspection of the general condition and cleanliness of the Department’s facilities and furniture, and for reporting any problems to their Commander, with a memorandum describing any problem and recommending a solution.</p> <p>C. Tour Inspections: (CALEA 53.1.1.b)</p> <p>1. A Tour Inspection Log (GPD Form #311A) is to be completed during the four-day tour of patrol squads working day and evening shifts. (CALEA 53.1.1.d)</p> | <p>2. A Tour Inspection Log is to be completed by patrol squads working the midnight tour and all other Divisions, Units and Sections on a weekly basis (Sun-Sat). (CALEA 53.1.1.d)</p> <p>3. Tour inspections include:</p> <p>a. Daily visual inspections of uniforms and appearance;</p> <p>b. Daily visual inspections of work areas to ensure they are neat and clean;</p> <p>c. Daily visual inspections of cruisers for cleanliness;</p> <p>d. During every specified tour inspection time noted in C.1 and C.2, the on-duty Patrol Shift Supervisor shall visit no less than three (3) Secondary Employment Sites to ensure officers are within Department guidelines.</p> <p>e. The day work Shift Supervisor is responsible for inspecting the prisoner processing area and cells. This inspection shall be documented on GPD Form # 669B.</p> <p>f. The evening and midnight Shift Supervisors are responsible for inspecting the prisoner processing area and cells. This inspection shall be documented on GPD Form #669</p> |
|--|--|

D. Monthly Inspections: Monthly every Division Commander or his/her designee, Squad, Unit or Section Supervisor shall inspect and document the following inspections on a Month Tour Inspection Log (GPD Form #311B): (CALEA 53.1.1.b & .d)

1. Firearms and Less Lethal Weapons;
2. Personal Protective Gear; and,
3. Off-Duty Response Logs.
4. Monthly Inspection Logs are due in the Office of Accreditation by the 5th of each month.

E. Quarterly Inspections: Quarterly inspections are due in to the Office of Accreditation by the 5th of April, July, October and January. Quarterly Inspections will be documented on a Quarterly Inspection Log (GPD Form #311C). (CALEA 53.1.1.b & .d)

1. All take-home and personally assigned vehicles shall be thoroughly inspected in accordance with Order 701-Police Vehicle Operations. Vehicle Inspection Form (GPD Form #701) shall be used to document the inspection.
2. Division, Squad, Unit and Section spare vehicles shall also be inspected quarterly and documented on a Departmental Vehicle Inspection Form.

F. Annual Inspections:

1. Annually, General Order Manuals shall be inspected and documented on an Annual Inspection Log (GPD Form #311D). Upon request, to the Accreditation Manager, he/she shall provide an updated Order Status Report for Supervisors to complete General Order Manual Inspections. (CALEA 53.1.1.b & .d)

2. Annually, lockers shall be inspected for items that are considered contraband (i.e., tags, property, etc.)
3. Annual Inspection Logs are due in to the Office of Accreditation by February 15th of every year.

03 SPECIAL PURPOSE LINE INSPECTION:

1. The Chief of Police may direct special purpose line inspections on an as needed basis.
2. Examples of special purpose inspections include policy and procedure manuals, controlled substance evidence, training manuals and evidence room audits.

04 CORRECTIVE ACTION: Follow-up to ensure that corrective action has been taken is the responsibility of both the supervisor reporting the deficiency and the commander to whom the deficiency was reported. (CALEA 53.1.1.c & .e)

1. Supervisors will note any deficiencies on the appropriate inspection form.
2. Minor deficiencies can be corrected with verbal counseling; training, and/or both.
3. Supervisors will report repeated or serious inspections violations to the appropriate Division Commander within two working days. Progressive discipline will be used for these violations.
4. Supervisors will re-inspect deficiencies to ensure correction within an appropriate time frame. Uncorrected deficiencies will be reported immediately to the appropriate Division Commander for corrective action.
5. Any unsafe conditions will be corrected immediately.