

Germantown Police Department

Policies and Procedures

Number: 11-6
Effective Date: January 1, 2003
Subject: Inspections
Previous Revisions:

I. PURPOSE

The purpose of this policy is to establish guidelines for maintaining organizational control within the Germantown Tennessee Police Department through line inspections.

II. POLICY

It is the policy of the Germantown Police Department that routine inspections will be conducted to help ascertain if policies, procedures, and rules are adequate and being followed and if Department resources are adequate and being properly maintained to evaluate the performance of Department members, and to identify commendable performance. The ultimate purpose and objective of line inspection is to improve the performance of the Department and its members, its operational efficiency, and to maintain its professional standards. All inspectional efforts will be directed toward these objectives.

III. DEFINITIONS

- A. Line Inspection: The objective and purposeful observation and evaluation of an activity, event, equipment, or personnel within the chain of command of the inspecting supervisor.
- B. Staff Inspection: The objective purposeful observation and evaluation of an activity, event, equipment, or personnel by inspecting officers who are acting for, and at the direction of, the Chief of Police.
- C. Informal Line Inspection: An inspection conducted on an ongoing daily basis by first line supervision to inspect the member's readiness for duty. Authoritative in nature, and usually does not require documentation unless major violation(s) are observed.
- D. Formal Inspection: An inspection conducted on a scheduled basis by the Deputy Chief, Inspector, or a Shift or Unit Lieutenant to inspect the member's readiness for duty. These inspections are authoritative in nature and requiring documentation.

IV. UNIFORMS AND EQUIPMENT INSPECTIONS

In order to ensure that all members of the Germantown Police Department are in compliance with all policies, rules, regulations, orders, and directives, a series of formal and informal inspections will be maintained. These inspections are in keeping with the commitment of the Police Department to provide a safe and functional working environment for all officers. These inspections will be conducted in three phases: roll call inspection, individual inspection, and field inspection.

V. ROLL CALL INSPECTION

Uniform Patrol officers will have daily roll call at the beginning of their tour of duty. During the daily roll call, all commanding officers will visually inspect all officers for the following: appearance, physical fitness, and equipment serviceability. This is to ensure that prescribed standards of this Department are observed.

VI. INDIVIDUAL INSPECTION

- A. Each officer is to be individually inspected a minimum of one time per month. This inspection will be conducted in the workstation during or after roll call.
- B. Items to be Inspected (Required and Optional):
 - 1. Grooming standards
 - 2. Uniform/civilian clothes
 - 3. Service equipment
 - 4. Leather/nylon goods
 - 5. Other authorized uniform equipment used in the performance of duty

VII. FIELD INSPECTION

- A. Each officer is to be inspected a minimum of, but not limited to, twice per year, as necessary. This inspection will be conducted in a "field" (working) environment. This inspection will not be conducted in a location that is unsafe or inappropriate.
- B. Items to be Inspected:
 - 1. Issued and/or authorized uniform equipment (required or optional), which includes:
 - a. Issued Equipment. Safety Reflector Vests and "Bullet Resistant" vests are issued to every officer for use in situations deemed necessary by the officer, or upon direction from their commanding officer. This equipment is issued to every officer and its use should be required.

- b. Uniforms, service equipment, and leather goods (for serviceability).
- c. Other authorized equipment used in the performance of duty (desk, locker, etc.)
- d. Policy and Procedures Manual (current and updated).
- e. G.P.D. Vehicles: The vehicle in its entirety, and any contents therein. This includes all equipment and paperwork necessary for the safe and effective performance of duty.

NOTE: The intent of listing items to be inspected is not to restrict inspections, but rather to provide guidance for commanding officers. The scope of each inspection will be determined by the commanding officer and current departmental needs.

VIII. VEHICLE SAFETY INSPECTION

The Germantown Police Department's policy on vehicle inspections is designed to ensure officer safety and equipment serviceability for all officers.

- A. Officers will thoroughly inspect their assigned vehicles before assuming responsibility of said vehicles. Procedures will require proper documentation after inspecting the vehicle for the following:
 - 1. Vehicle Property Damage - Old damage should be noted on the Officer's Daily Log Sheet. Apparent new damage should be reported to the officer's commanding officer forthwith.
 - 2. Vehicle Maintenance - Check the vehicle for any repairs that may be needed. This will include the blue lights/siren, etc. If repairs are needed, a Vehicle Work Request Form will be completed with as much information as possible and turned in to the Administrative Captain to ensure the repairs are made.
 - 3. Vehicle Interior Content - Officers will thoroughly examine the interior of their assigned vehicle for all contraband, evidence, and/or weapons that may have been previously overlooked. An officer will notify their commanding officer immediately if any contraband, evidence, and/or weapons are located during this inspection.
 - 4. Vehicle Inspections will also be conducted at the end of the officer's tour of duty, or at such time as the officer relinquishes that particular assigned vehicle during the officer's tour of duty.

B. The vehicle safety inspection policy includes properly checking the interior of the officer's vehicle:

1. Before and after placing person(s) in the officer's vehicle.
2. After all transporting of person(s).

NOTE: This policy enhances officer safety and provides charges against the person(s) for the discovery of contraband, evidence, and/or weapons.

IX. REVIEW PROCESS

An annual review of this policy shall be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.