

CHAPTER 53  
INSPECTIONALSERVICES

DISCUSSION: This chapter relates to the inspectional process within the Hattiesburg Police Department. In the normal preoccupation of "getting the job done" it is common that some variation from expected procedure can begin to occur. It is also common for a particular procedure or method of operation to become an accepted way of doing things without critical examination of the effectiveness or economy of that activity. The inspection process insures that Department operations are regularly and specifically reviewed through line inspections. A line inspection is the on-going every day process of observation and reviews, conducted by the first-line supervisor or others directly responsible for the particular function of activity being inspected. Line inspections are conducted by persons with the authority to require immediate corrective action. An example of a line inspection is the appearance inspection conducted by patrol supervisors on patrol personnel.

53.1 LINE INSPECTIONS

53.1.1 Line Inspection

- A. Each ranking officer or manager for a particular area or function shall account for all agency property and the appearance of subordinates assigned for his/her control. Line Inspections provide supervisors with a mechanism for evaluation and control of personnel, equipment, policy and procedures.
- B. Appearance
  - 1. Every supervisor is responsible to insure that the personal and uniform appearance, and the equipment carried by the personnel under their command is in compliance with this manual.
  - 2. Each supervisory officer assigned to a Division/Platoon shall ensure that a line inspection of appearance and equipment is conducted on each officer.
    - a. This shall be done by completing the Inspection Form.
    - b. The supervisor may require noncompliance to be corrected before that officer is allowed to go on duty.
    - c. Corrective action required or taken by the supervisor shall be noted on the Inspection Form or by disciplinary action.
    - d. The completed forms will be placed in the officer's Personnel Management File for biannual evaluation maintained by the supervisor
  - 3. A daily line inspection is not necessary to maintain compliance with the intent however; supervisors shall make corrections as needed from day to

day. This informal type of line inspection is generally not noted, however should the situation merit (i.e. repeated infractions), a notation may be placed in the Personnel Management File. In the event of disciplinary action refer to Chapter 26. All formal appearance inspections shall be documented and the results placed in the Personnel Management File until the next evaluation is completed. Appearance Inspections to maintain consistency from inspection to inspection should be performed by the supervisor that will complete that employee's evaluation.

4. To insure that a professional appearance is maintained, Officers shall be inspected monthly at the discretion of the Division Commander. (Six (6) inspections for each performance evaluation period are required.)
5. Non-sworn personnel working within a unit, function or area along with sworn personnel under the same immediate supervisor shall be inspected on the same schedule as that unit.
6. All other non-sworn employees shall be inspected for appearance monthly at the discretion of the immediate supervisor.
7. Exceptions may be granted by the Chief of Police to units/sections that, because of structure, formal appearance inspections are not deemed necessary. For Example a unit with one supervisor and one subordinate.

C. Property and Equipment

1. Each unit/section/division supervisor/commander for a particular area or function shall account for all property and/or equipment assigned for his control.
2. Each unit, section or area shall maintain an inventory of assigned equipment and property which reflects the location and/or user of such equipment/property.
3. Periodic inspection of equipment is necessary to provide for replacement, repair, justify budgetary needs and assign accountably. Division commanders are at liberty to devise their own format for documentation of equipment checks to suit individual unit/section need. The only documentation required, provided no problems are detected, is that a check or inspection did in fact occur. Further documentation may take the form of repair or replacement request, budget adjustments or disciplinary action.

D. Vehicle

1. All department vehicles shall be inspected by Fleet Maintenance during routine service of that vehicle.

2. Normal maintenance and expected equipment failure due to normal operation shall be reported in the vehicle maintenance log for that vehicle.
3. Damage or equipment failure not apparent on last inspection and/or not consistent with normal equipment failure shall be reported directly to the Division Commander assigned to control of that vehicle. That Division Commander or his/her designee shall make an inquiry and take appropriate action under 53.1.3.
4. Vehicles assigned to individuals are to be inspected monthly by the Division Commander or his/her designee for appearance and the condition of equipment assigned to that vehicle.

E. Documents

1. A large part of the daily workload involves paperwork in which a wide variety of mistakes can occur which can cause a great inconvenience and expense for the department and/or others. It is best to find and correct these mistakes as early as possible to minimize problems associated with late corrections.
2. Supervisors are responsible for the condition of all paperwork; reports and other documents completed and turned in by subordinates. Supervisors may assign responsibility to an experienced officer or subordinate the task of reviewing reports made by unit members; however the supervisor is held accountable. Thus, only supervisors may "sign-off" on a report.
3. All reports shall be reviewed prior to forwarding to records for:
  - a. Content
  - b. Appearance (neatness)
  - c. General use of the English language
  - d. Format
  - e. Form
  - f. Use of the correct type of report
  - g. Completion
4. Reports not meeting department standards are returned to the author for correction. If submitted to Records for system entry and the report are then deemed unacceptable, the report is returned to the reviewing supervisor.

### 53.1.2 Special Purpose Line Inspections

- A. The Chief of Police may direct Special Purpose Line Inspections on an as-needed basis.
- B. These inspections are normally conducted by the Bureau and Division Commanders.
- C. Any member conducting a Special Purpose Line Inspection shall prepare a report of the finding of the inspection and forward this report to the Chief of police.

### 53.1.3 Follow-up Procedures and Corrective Action

- A. It is the responsibility of each supervisor to take prompt corrective follow-up action any time any type of line inspection determines that:
  - 1. Procedures are not being followed.
  - 2. Procedures are not working, not workable, or otherwise out-dated.
  - 3. Equipment is missing, damaged, or no longer functional.
  - 4. Activity is uncovered that is working to the detriment of the Department.
- B. Follow-up or corrective action may take the form of, but not necessary limited to:
  - 1. Providing employees with remedial training and documenting the same.
  - 2. Implementing new procedures or revising old procedures that are no longer functional.
  - 3. Taking appropriate disciplinary action.
  - 4. Making efforts to repair or replace equipment.