

## RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entity's and/or any of this department's employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

Chief of Police: Michael Poehlman /s/		
Legal Advisor: Karen Fraley /s/		
Approving Deputy Chief:		
General Order No: E-200-05	Issued: July 19, 2005	Supersedes: 4/290.000
General Order Title: <b>INSPECTIONS</b>		

### POLICY

Inspections serve to facilitate the process by which the Department is managed and verify adherence to departmental policies and procedures.

### DEFINITIONS

#### Staff Inspections:

Staff inspections are processes carried on outside the normal lines of authority and responsibility that provide independent, factual reports of task performances based on observations of actual department operations. Personnel involved in the staff inspection process are not responsible to the supervisors of the function being inspected or for the performance of those units. The staff inspector does not have line or command authority as the inspector's primary duties are to observe, evaluate, and report. Inspection findings are formally submitted to the Chief of Police to provide information that can be used to enhance departmental operations.

#### Line Inspections:

A line inspection is based upon the chain of command since it is conducted by personnel in direct supervision of the persons and things inspected to ensure that duties and responsibilities are satisfactorily performed and that necessary equipment, supplies, and facilities are available. The authority to effect immediate corrective change is exercised during line inspections, as well as the responsibility to identify problems and effect problem resolution for those areas not immediately correctable.

Informal line inspections are carried out on a daily basis in line operations and are nothing more than a supervisor continually reviewing subordinates and their operations. Implementation of a line inspection system occurs when a commander or supervisor conducts a more detailed inspection of installations, administration, operations, personnel, and/or equipment and then

reports the results.

## **PROCEDURES**

### Purpose of Inspections

Inspections provide a method of identifying operational needs/problems, developing solutions, and/or recognizing efficient and effective performance.

The primary objective of inspections is to promote operational effectiveness and to improve the quality of police service with the resources provided. Inspections will be made of personnel, equipment, facilities, procedures and reports.

The goal of an inspection is to identify what assistance and/or changes are needed to enhance departmental operations. Line and staff inspections can also identify commendable performance.

### Inspection Authority

#### Line Inspections

Personnel working in a supervisory capacity may conduct line inspections of persons and/or areas under their command. Examples of personnel with line inspection authority include, but are not limited to, the following:

- Sworn personnel with the rank of sergeant or above;
- Training officers actively involved in recruit training;
- Clerical supervisors;
- Dispatch supervisors; and
- Other personnel specifically assigned by competent authority to supervise.

#### Staff Inspections

Personnel to conduct staff inspections will be assigned by the Chief of Police. Staff inspections will have a written report prepared by the staff inspector and submitted to the Chief of Police, with observations and recommendations. A follow-up report will be submitted by the operational supervisor within 90 days. A follow-up inspection may be requested to determine if the recommendations have been implemented.

#### Exigent Circumstances

Certain situations may require that immediate corrective measures be taken by supervisory personnel for severe violations of Department rules or regulations. In such instances corrective action may be taken by a supervisor not in a subordinate's direct chain-of-command; however, such action will be reported to the affected subordinate's immediate supervisor as soon as practicable for follow-up.