



# Fitchburg State University Police Department

<b>Subject:</b> Line Inspections	
Reference: IACLEA: 1.2.2 MPAC: 53.1.1	
<b>Effective Date:</b> August 28, 2019	<b>Review Date:</b>
<b>By Order of:</b> Michael J. Cloutier, Chief of Police	

## General Order

# 1.2.2

### PURPOSE:

To define and establish procedures for conducting administrative inspections within the Fitchburg State University Police Department.

### POLICY:

Inspections will be conducted to assure uniformity and efficiency of department operations and to monitor compliance with departmental policies, procedures, and general orders.

### GENERAL:

The ultimate responsibility for the performance of tasks and control of all affairs within the Fitchburg State University Police Department lies with the Chief of Police. This occurs within established policies, guidelines, and procedures. This responsibility provides the basic reason for developing inspection and control as formalized processes of management.

### PROCEDURE:

#### A. Line (Authoritative) Inspections:

1. The line inspections are performed by department supervisors at the shift level. Department Supervisors shall have the authority to require immediate corrective action.
  - a. These inspections should follow the regular lines of authority and responsibility, with each supervisor inspecting the performance of their immediate subordinates, other functions, conditions, and activities for which they are responsible.

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2. Line inspections of reports and other operational awareness material such as the Plan of the Day (P.O.D) should be conducted on a daily basis, whereas other may be conducted no less than weekly.
3. Line inspections may include, but are not limited to, all organizational components, property, and activities within the department. Examples will include:
  - a. Evaluation of facilities;
  - b. Evaluation of department vehicles;
  - c. Evaluation of equipment;
  - d. Evaluation of department uniforms;
  - e. Records;
  - f. Personnel;
  - g. Investigative procedures;
  - h. Crime reporting practices;
  - i. Incident reports and logs;
  - j. Personal appearance and grooming;
  - k. Adherence to department General Orders.
4. Inspections may take place at any time. Suggestions for conducting line inspections include, but are not limited to:
  - a. Evaluation of facilities;
  - b. Walk-through physical locations;
  - c. Clearing of reports;
  - d. Spot checking reports;
  - e. Review and spot check of logs;
  - f. Checking of vehicles;
  - g. Roll call (training);
  - h. Observation of subordinates;
  - i. Questioning of subordinates;
  - j. Equipment inspections;

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- k. Examination of work produced;
  - l. Any process available to assure adherence to basic Fitchburg State University Police Department General Orders.
5. When a supervisor has determined that corrective action is necessary, they may:
- a. Take the appropriate corrective action;
  - b. If circumstances indicate a flagrant or continued violation, investigate and document the incident in writing and submit it through the proper chain of command.
6. When a violation occurs, supervisors shall re-inspect the officer, employee, situation, or area in question to assure compliance. If a written report has been prepared, a follow-up report of compliance shall be submitted.
- B. Staff (Supervisory) Inspections:
1. Staff inspections are to be conducted by personnel who do not have direct control of persons, facilities, or daily procedures being inspected. Typically, the Lieutenant or Sergeant will be responsible for conducting staff inspections. Staff inspections should be conducted in a similar manner as line inspections. *See the list in the line inspection section of this order for ways to conduct staff inspections.*
  2. Staff inspections should produce findings, conclusions, recommendations, and reports for consideration by the Chief of Police. They should also provide information which may aid in planning efforts, training programs, or other department operations.
  4. The role of staff inspections is to ensure the objective review of the Fitchburg State University Police Department facilities, property, equipment, personnel, administrative activity, and operational effectiveness that are outside normal supervisory line inspection procedures, and the chain of command.
  5. Staff inspections may occur as follows and take place within all organizational components no less than once every year (annually):
    - a. Randomly;
    - b. At scheduled intervals;
    - c. At the direction of the Chief of Police.
  6. The Lieutenant or Sergeant will report to the Chief of Police, in writing the results of all staff inspections. The written report will address the following aspects of the component inspected:
    - a. Overview of the function (i.e.- Bicycle unit, Field Training, Communications);
    - b. Personnel, equipment, and facilities;

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- c. Compliance with departmental directives and orders;
  - d. Recommendations for improvement.
7. The particular shift or unit supervisor subject to the inspection shall have the opportunity to comment on the findings of the Lieutenant or Sergeant. These comments shall be included in the report submitted to the Chief of Police.
  8. The Chief of Police will review the contents of the staff inspection report with the supervising officer of the affected shift. They will identify recommendations in the report to be implemented or addressed and discuss these findings with the respective supervising officer.
  9. The Lieutenant (administrator performing the inspection) shall arrange for a follow-up inspection and a written report for any noted deficiencies that cannot be immediately corrected.

### C. FACILITY DEFICIENCIES

1. Any inspection that discloses a deficiency in building maintenance will be reported and a request for a “work order” shall be sent to the Administrative Assistant to the Chief for processing.

Approval:

  
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Chief of Police

  
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Date