
	<b>SAN MARCOS POLICE DEPARTMENT</b>	
	<b>Policy</b> 1.4 Inspections and Audits	
	<b>Effective Date:</b> May 4, 2019	<b>Replaces:</b>
	<b>Approved:</b> _____ <div style="text-align: center;">   Chief of Police </div>	
	<b>Reference:</b> TBP 1.13, 7.25	

**I. POLICY**

Inspections of the department shall be conducted on a regular basis to help ensure that the department is operating at peak efficiency and in compliance with established professional standards. When conducted properly, inspections enable managers to assess the department’s ability to perform its mission, provide the information necessary to plan for the improvement of departmental operations, and ensure full capability to perform the department’s mission. Inspections are a vital component of departmental self-assessment and as such will be carried out with care, attention to detail, and the full cooperation of all employees concerned.

**II. PURPOSE**

The purpose of this policy is to establish procedures for conducting inspections of the department’s administrative functions, facilities, property, equipment, operations, and employees.

**III. DEFINITIONS**

- A. Line Inspection: Line inspections are ones conducted by the supervisory employees directly responsible for the person, equipment, or facility being inspected. They are designed to examine, evaluate, and improve the performance of departmental employees and equipment. A written report is not required for a line inspection unless it reveals a critical problem that should be brought to the attention of a higher command level.
- B. Staff Inspection or Audit: A staff inspection or audit is an objective review of the facilities, equipment, employees, administrative organization and functioning, operational activities, and programs of the department. Such inspections are conducted outside the framework of normal line inspections by departmental supervisors. The results of staff inspections are reported in writing to the division assistant chief within a reasonable amount of time, together with the comments of those units that have been inspected.
- C. Readiness Inspections: A readiness inspection is one conducted to evaluate both equipment and operational readiness of the department to respond to exceptional or emergency circumstances. Such inspections are regularly scheduled but may be initiated at any time at the direction of the chief of police or a designee.

**IV. PROCEDURES**

- A. Line Inspections

1. Line inspections shall be conducted by the immediate supervisor of the unit or employees being inspected.
2. Line inspections shall be accomplished at roll call or at such other times as are appropriate for the type of inspection being conducted.
3. Line inspections shall be conducted at least once per week or at such intervals and times as otherwise directed by departmental policy and the supervisor of the unit concerned.
4. Special line inspections may be ordered at any time by the chief of police.
5. Line inspections shall, at a minimum, include an examination of each of the following items that are applicable to that particular unit and that particular type of inspection:
  - a. Personal appearance and personal hygiene of unit employees.
  - b. Proper wearing of uniforms and uniform equipment.
  - c. Health, physical fitness, and fitness for duty of unit employees.
  - d. Appearance and maintenance of department-owned vehicles assigned to or used by that unit.
  - e. Unit compliance with departmental policies, regulations, and orders.
  - f. Availability and currency of departmental policy and procedure manuals and other departmental publications and documents applicable to that unit.
  - g. Physical condition, maintenance, safety, cleanliness, adequacy, and security of the areas, furnishings, and equipment of the portions of the facilities used by or under the control of that unit.
  - h. Such other items as are applicable to the functions of that unit.
6. Inspection Procedure
  - a. Unit supervisors shall conduct informal physical inspections of employees, equipment, and other items, as directed. Normally no formal written report of line inspections will be required.
  - b. All line inspections shall be conducted in accordance with all appropriate safety precautions.
  - c. Firearms, both individual and department owned that are used on duty, will be inspected for cleanliness and functionality at least monthly. Firearms and other equipment with the potential for causing injury shall be examined only by persons thoroughly familiar with the item being inspected. Inspection of firearms and other weapons shall be conducted only in a manner consistent with standard safety requirements for the presentation and handling of such weapons.
7. Wherever possible, deficiencies discovered during line inspections shall be corrected immediately by the inspecting supervisor. Where immediate correction is not possible, a re-inspection of the deficient item or employees shall be conducted at the earliest possible date to ensure that corrective action has been taken.

8. Repeated failure to correct deficiencies shall be reported to the appropriate authority, and action will be taken to compel compliance by the person or unit responsible for the deficiency. Failure to correct deficiencies may be the subject of disciplinary action.

B. Staff Inspections

1. Periodically, the chief of police may assign a member of the department to conduct a staff inspection of a department function or operation. A staff inspection should be conducted by employees who have no direct supervisory responsibility for the divisions, employees, equipment, or facilities being inspected, and are not subject to the command authority of those who have such supervisory responsibility.
2. Staff inspections are conducted to make the following types of assessments or evaluations:
  - a. Effectiveness of the department's organization, including command, supervisory structure, and functioning.
  - b. Proper compliance with and enforcement of departmental policies.
  - c. Effectiveness of departmental operations.
  - d. Compliance with accreditation standards and other contemporary professional practices.
  - e. Accuracy and timeliness of written reports and other required documentation.
  - f. Proper preparation and maintenance of written and computer records.
  - g. Adequacy, security, and safety of departmental equipment, facilities, and furnishings.
  - h. Effectiveness and productivity of investigative procedures and case handling.
  - i. Adequacy of recruitment mechanism.
  - j. Appropriateness and effectiveness of departmental training programs.
3. The results of staff inspections will be formally recorded in a staff inspection report.

C. Readiness Inspections (TBP: 7.25)

1. Equipment readiness inspections will be conducted on all department special-use equipment on a quarterly basis.
2. Each departmental unit will create a checklist of equipment possessed by the unit for special or periodic use. This is typically equipment that is not assigned to individual members of the department. (Emergency Response Team Equipment is covered in general order 8.4 Emergency Response Team) Special-use equipment includes special-use vehicles, equipment, or supplies for special events or disasters, or specialized investigative equipment.
3. Checklists should indicate the unit, date inspected, condition of each item, and the person who inspected the equipment. Any maintenance needs will be identified. Copies of each unit checklist shall be forwarded to the chief of police for review.

**V. MAINTAINING COMPLIANCE WITH TEXAS LAW ENFORCEMENT BEST PRACTICES (TBP 1.13)**

- A. The department administrative assistant chief is responsible for ensuring continued compliance with the Texas Law Enforcement Best Practices.
- B. The administrative assistant chief will design and implement a system to ensure all continuing compliance requirements are met and provide immediate feedback to the chief of police if a continuing compliance issue is not met.
- C. The administrative assistant chief shall provide the chief of police with a memorandum at least monthly advising the status of best practices compliance.