

*Maryland-National Capital Park Police
Prince George's County Division*

DIVISION DIRECTIVE

TITLE INSPECTIONAL SERVICES			PROCEDURE NUMBER PG308.0
SECTION Duties and Responsibilities	DISTRIBUTION A	EFFECTIVE DATE 06/01/04	REVIEW DATE 06/01/06
REPLACES PG308.0 "Inspectional Services", issued 05/01/04			
RELATED DIRECTIVES PG306.0, 600.0, 602.0, 1200.0, 1700.0	REFERENCES CALEA 17, 46, 53	AUTHORITY Commander Larry M. Brownlee, Sr.- Division Chief	

I. PURPOSE

The inspectional process, at both the line and staff level provides managers and supervisors with a means of regularly assessing the Division's efficiency and effectiveness and provides information necessary to plan for change. The purpose of this directive is to ensure that all inspections are performed when necessary and by the appropriate authority.

II. PROCEDURES AND RESPONSIBILITIES

A. Line Inspections

Line inspections are those inspections conducted by personnel in direct control of the persons, facilities, procedures or other elements being inspected.

1. All Assistant Chiefs, Managers, and Supervisors are responsible for the inspection of the organizational components, equipment, facilities, activities, and personnel assigned to them. These inspections shall be formally made at least once a year unless otherwise prescribed by Division Directive.
2. Staff and officers assigned as equipment coordinators, (i.e.—Radar and P.B.T. Coordinator's, Range Master, etc.), shall ensure that:
 - a. Equipment that is not properly used and required records of use, (including signing equipment out for use), by staff or officer shall be reported to the appropriate supervisor and/or Assistant Chief or designee.

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- b. These reports will be in memorandum form and a copy maintained in the files of the coordinator for one year.
3. All formal inspections, as required in any Division Directive, shall be conducted in the manner and frequency prescribed in the appropriate individual directive.
4. All formal inspections and all deficiencies shall be documented for future reference. Documentation will normally be on the Division's Inspection Forms, although a memorandum may be used in some circumstances.
 - a. Assistant Chiefs/Managers/Supervisors may also make informal inspections of facilities, property, equipment, activities and officer appearance at any time.
 - b. All inspection reports of any kind shall be distributed to: the affected officer/supervisor, Managers, Assistant Chiefs and Division Chief.
5. Correction of inspectional failures are the responsibility of the appropriate Assistant Chief. Corrections shall be made within 30 days of the date of the inspection and documented in the same manner as the original inspection.
6. The Accreditation Manager shall ensure that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished. The failure to submit required reports, reviews, etc., by the appropriate person shall be reported to the Division Chief who shall take the appropriate action to ensure compliance.

B. Staff Inspections

1. The organization and function of the Audits and Staff Inspections Process was established by the Division Chief. Authority to carry out this function was given to the Internal Affairs Section of the Office of Division Chief. The Internal Affairs Section will promote standards of excellence throughout the Division by conducting Staff Inspections every six months. They will ensure that personnel and material are being utilized properly and that Division policy is adequate and is being followed. During the staff inspection process the Internal Affairs Section will inspect all facilities within the Park Police bringing to light problem areas so that corrective action may be instituted and completed. Additionally, they are to determine the Division's state of readiness and adherence to Division rules, regulations, and procedures. These inspections are outside normal supervisory "line" inspection procedures and chain of command.
2. Staff inspections shall always be announced in advance.

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3. All staff inspections will be documented, either on the Inspection Forms or by memorandum. Audit/Inspection reports will be submitted directly to the Division Chief, and Assistant Chiefs.
4. Members of Internal Affairs Services have no line authority over members of the Division, and will operate exclusively as Staff Officers. They will not give orders, except under circumstances where their failure to do so immediately might jeopardize the Division’s reputation or the accomplishment of it’s mission.
5. Correction of inspectional failures are the responsibility of the supervisor in charge of the item, office, or person that failed the inspection. Corrections shall be made within 30 days of the date of the inspection, documented by memorandum and distributed as in Section II. B. 3., above with a copy to the Internal Affairs Services/Manager who conducted the inspection.
 - a. The Internal Affairs Services/Manager shall ensure that appropriate re-inspections are made in a timely manner to verify corrections.

III. FREQUENCY OF INSPECTIONS

- A. All line inspections shall be made according to the below listed schedule, however, this does not preclude more frequent inspections. Audit/Staff Inspections conducted by the Internal Affairs Services personnel will be conducted every six months. Supervisors should be aware constantly of the condition of officer’s uniforms and their equipment. If a deficiency is observed, action to correct it should be taken immediately.

<u>ITEM:</u>	<u>FREQUENCY:</u>	<u>TOUR:</u>
1. PERSONNEL:		
Personal appearance	Weekly (Informal)	All
	Monthly (Formal)	All
Uniform appearance	Weekly (Informal)	All
	Monthly (Formal)	All
Equipment	Weekly (Informal)	All
	Monthly (Formal)	All
2. VEHICLES:		
Equipment	Weekly (Informal)	All
	Monthly (Formal)	All
Calibration	Bi-Annually	All
Serviced	3,000 miles and/or 4 months	
Cleanliness	Weekly (Informal)	All

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	Monthly (Formal)	All
General condition	Weekly (Informal)	All
	Monthly (Formal)	All

3. GENERAL EQUIPMENT:

Shotguns & Ammo	Weekly	All
Radar Units	Weekly	All
Radar Calibrations	Bi-Annually	Day
Operations Manuals	Annually	All
PBT Units	Weekly	All
Portable Radios	Weekly	All
Equipment sign-out logs	Weekly	All
Riot Shields/Batons	Monthly	Day

4. OFFICES AND FACILITIES:

a. Communications Section:

Cleanliness	Weekly	All
Equipment	Weekly	All
Files	Monthly	Day
Warrants	Monthly	Day

b. Records Section:

General appearance	Bi-Weekly	Day
Files	Bi-Weekly	Day
Report sign-out book	Bi-Weekly	Day
Fine receipts	Monthly	Day
Security of monies	Monthly	Day
Spot reconciliation	Monthly	Day

c. Property Section:

Storage areas	Monthly	Day
Stock levels	Monthly	Day
Records (sign-out and inventory)	Monthly	Day
General appearance	Monthly	Day

d. Evidence Unit:

Evidence lockers:		
Headquarters	Monthly	Day
Southern Station	Monthly	Day

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- e. Office of the Division Chief:
 - General appearance Monthly All

- f. Southern Station:
 - General appearance Monthly All

- g. Enterprise/Cosca Facilities:
 - Main buildings Monthly All
 - Stable area's Monthly All

- h. Tactical Services Section:
 - Office/Locker room Bi-Weekly Day
 - Motorcycle Garage Bi-Weekly Day
 - Surveillance Equip. Monthly Day

- i. Investigations Services Section:
 - General appearance Monthly All
 - Security Bi-Weekly All
 - Case Files Monthly All
 - Case Assignment Monthly All
 - Intelligence File Security Bi-Weekly All

- j. Staff Services:
 - General appearance Monthly All
 - Computer Security Bi-Weekly All

5. FUNCTIONS:

Training classes	Varies*	All
Tactical operations	When conducted	All
Special events	When conducted	All
Firing Range	Varies*	All

* Regular inspections of blocks of training shall be made, as necessitated by the length of the session, i.e. – a week at the range or classroom session shall be inspected at least twice, a three month mounted class shall be inspected every two weeks.

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