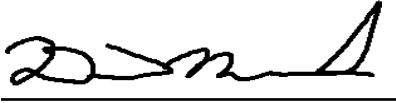
	SALISBURY POLICE DEPARTMENT
	Written Directive: Inspections
	Publication Date: February 26, 2025
	 Approved: David Meienschein Chief of Police
Related CALEA Standards: 53.1.1, 53.2.1	Inspections Section #105

Inspections

1. Policy:

The Salisbury Police Department shall provide all members equipment to facilitate the performance of their duties and to ensure their operational readiness. Procedures shall also be provided for the care and maintenance, inspections, issuance, and re-issuance of agency property to ensure that it is appropriate and operational for each authorized user.

2. Purpose:

The Salisbury Police Department recognizes department wide inspections as important management quality control tools. These tools will help determine if department policies and operating procedures are adequate and are being followed. The Staff Inspections will assist the department command staff in evaluating the overall performance of department units and personnel.

3. Line Inspections:

- A. Line inspections should be an ongoing process conducted by those in direct command and/or those who have the authority to act or require immediate action of subordinates. An ongoing inspection is a duty of every supervisor and commander within the department.
- B. Line inspection responsibilities shall include personal inspection of employees, the equipment they use, how it is used and cared for, how employees perform their duties, and the result of their efforts. This duty includes the responsibility to take the immediate action indicated by the inspection. Such action should include recognition for exemplary performance and corrective action for deficiencies. Where significant deficiencies exist, advisement for corrective action will be provided by the supervisor and documented on the performance observation form. Exemplary performance

should be brought to the attention of respective commanders via the chain of command, by the performance observation form.

4. Procedures:

- A. Division Commanders will make periodic inspection of the clothing, equipment, vehicles and offices in their divisions.
- B. The dates and results of the inspections shall be recorded. When appropriate, performance observation forms should be prepared and forwarded to the division commander where appropriate.
- C. Squad supervisors shall conduct bi-weekly inspections of assigned personnel to insure that the prescribed articles of uniform and equipment are properly worn and that the uniform and equipment are in clean and serviceable condition. If an officer is transferred to another squad, inspection notations will be forwarded to the new supervisor. As a part of the bi-weekly inspection, squad supervisors will inspect the issued weapon. The squad supervisor will have personnel unholster, unload, and clear their weapons at a weapons clearing station. After the weapon is unloaded and cleared, the action will remain open and personnel will keep their weapons elevated.
- D. The officer will hand the weapon to the squad supervisor, who will inspect it and hand it back to the officer.
- E. When the inspection is complete, the weapons will be loaded at a weapons clearing station and holstered.
- F. As always, care must be taken not to point the weapon at anyone and never draw the weapon from the holster or re-holster the weapon with the finger in the trigger guard.
- G. Commanders and supervisors conducting briefing for special events (parades, festivals) shall inspect to ensure all uniforms and required equipment are clean, serviceable, worn properly and available.
- H. Unsatisfactory conditions shall be explained to the employee and correction required.
- I. A follow-up inspection and a written report will be conducted for noted deficiencies that cannot be immediately corrected.
- J. Uniformed employees who present an excellent appearance as a result of an inspection shall be commended orally or in writing by their commander.

5. Staff Inspections

- A. The staff inspection is that conducted by the chief of police or his/her designee. Both announced and unannounced inspections may be conducted at staggered intervals.
- B. The entire department, or any division, may anticipate an inspection by the chief of police or his/her designee at any time. A staff inspection will be conducted within all divisions at least once every four years.
- C. The staff inspector will submit a written report of findings to the chief of police on all staff inspections. The report will document deficiencies in the inspected organizational component and make recommendations for changes to correct deficiencies. Positive aspects of the inspected component will be identified in the report as well as any recommendations on how to improve the component's efficiency and effectiveness.
- D. The commander of the inspected division may respond in writing to the chief of police regarding the staff inspection report.
- E. The staff inspector will submit a following up written report to the chief of police for noted deficiencies that cannot be immediately corrected.
- F. Lockers assigned to personnel will also be subject to inspection, announced or unannounced. The department furnishes lockers and locks for security and storage by personnel. These security and storage areas are property of the department and shall be inspected for the purposes to include but not limited to: cleanliness, operability and safe use of space to ensure compliance with departmental policy.

6. Procedures

- A. Staff inspection is a mechanism for an objective review of the department's administrative and operational functions, facilities, property, equipment, and personnel which should not be confused with line inspections or normal supervision. Staff inspections will be conducted by observations, interviews, document examination and/or any combination thereof.
- B. Procedures used to conduct inspections may include:
 - a) Review of the department's goals and objectives, and its values and mission statement as monitored by the respective division commanders.
 - b) Review of each division in terms of results of a specific function, such as crime reduction, accuracy of records, maintenance of equipment and facilities, performance of personnel, etc.