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## Line and Staff Inspections Procedure

### 200.1 PURPOSE AND SCOPE

This procedure provides guidelines for the Union City Police Department's Line and Staff Inspections.

See Policy Manual on Uniform Regulations for further information.

### 200.2 LINE INSPECTIONS

Line inspections ensure that employees are in compliance with agency requirements such as personal appearance, use and maintenance of equipment, and adherence to agency directives and orders. Line Inspections are the responsibility of supervisors and managers at every level of the Department and provide a mechanism for achieving accountability within the agency. These inspections supplement the day to day informal observations of supervisory personnel but are typically less structured than Formal Staff Inspections.

#### 200.2.1 LINE INSPECTION PROCEDURE

Line Inspections will be performed by supervisory personnel who have direct responsibility for the unit or team being inspected, and they may or may not be announced in advance. These inspections will examine documents, equipment, and uniforms that are used by personnel in their day to day job duties, or that sworn personnel are expected to maintain for uniformed patrol duties and may include an inspection of lockers, work areas, and/or assigned vehicles. A partial list of items subject to inspection is listed on the Officer Inspection Form.

#### 200.2.2 LINE INSPECTION FREQUENCY

Supervisors of uniformed operations, units or teams shall perform at least one Line Inspection of their employees per year. Supervisors of Investigations and Support Services shall perform at least one Line Inspection of their employees each year.

#### 200.2.3 LINE INSPECTION SUPERVISOR RESPONSIBILITIES

Supervisors conducting Line Inspections shall be methodical, thorough and professional, and any deficiencies noted during the inspection will be corrected immediately. Any deficiencies that require follow-up action will be documented and corrected as soon as circumstances permit. Supervisors should remain aware of any discrepancies, deficiencies or trends that may affect the smooth operation of the police department, and should forward any corrective recommendations to the appropriate Division Commander.

#### 200.2.4 DOCUMENTING LINE INSPECTIONS

Supervisors will document all Line Inspections on the Officer Inspection Form and will summarize the results of the inspection of their unit or team into a memorandum summarizing the results of the inspection. These documents will be forwarded to the appropriate Division Commander for review and electronically filed in the Division File located on the network drive. These forms will be retained for the time period designated by the City of Union City Records Retention schedule.

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### **200.3 FORMAL STAFF INSPECTIONS**

Formal Staff Inspections are in-depth reviews of all components within the Department, ensuring that personnel are adhering to all administrative procedures. Staff Inspections are formal processes designed to objectively review agency administrative and operational activities, facilities, property, equipment, and personnel beyond that of day to day supervisory observations and Line Inspections.

#### **200.3.1 STAFF INSPECTION PROCEDURE**

Formal Staff Inspections will be conducted by the Chief of Police, the Division Commanders, and/or their designees, and will be announced in advance to allow personnel to gather required equipment. Staff Inspections may be used to examine any or all equipment that has been assigned to department personnel, including formal or special uniforms, special equipment, work areas, or other items identified in advance of the inspection. Staff Inspections are more formal and structured than Line Inspections and will follow protocols designated in advance by inspecting personnel.

#### **200.3.2 STAFF INSPECTION FREQUENCY**

Staff Inspections will occur within all organizational components at least once every three years.

#### **200.3.3 STAFF INSPECTION SUPERVISOR RESPONSIBILITIES**

Any deficiencies noted during the inspection will be corrected immediately, and any deficiencies that require follow-up action will be documented and corrected by as soon as circumstances permit. Line supervisors will be informed about deficiencies, and shall ensure that corrective action is taken without unnecessary delay.

#### **200.3.4 DOCUMENTING STAFF INSPECTIONS**

Staff Inspections will be documented by members of the Executive Team and/or their authorized designees and will make note of any discrepancies and/or exceptional conditions. These observations will be distilled into a memorandum that summarizes the results of the inspection, broken down by section. Any deficiencies that require follow-up action will be documented by line supervisors on a Supervisory Notes and Observations Log form. All completed Staff Inspection documentation will be forwarded to, and maintained by the Division Commanders.

### **200.4 REVISIONS**

Adopted: August 3, 2018