

**DIRECTIVE 53.2  
INSPECTIONAL SERVICES  
STAFF INSPECTIONS**

<b>Issue Date: 05/12/2020</b>	<b>By Order of Chief of Police</b>
<b>Rescinds: (Issue 09/02/2015) Pages: 3</b>	<b>CALEA Standards Referenced: 53.1.1</b>

**This directive consists of the following sections:**

**53.2.1 Staff Inspection Procedures**

**POLICY AND PROCEDURE:**

All elements, units and functions of the Miami Township Police Department are subject to periodic staff inspections.

Staff inspection is the process by which the department may ensure the objective review of department facilities, property, equipment, personnel and administrative and operational activities by personnel outside the normal supervisory chain of command of the component being inspected.

**53.2.1 Staff Inspection Procedures**

*Identity of Person Conducting the Staff Inspection*

All staff inspections will be conducted by a Division Commander appointed by the Chief of Police.

*Procedures to Be Used in Conducting Staff Inspections*

Staff inspections involve inquiring into the manner in which personnel and material resources are utilized in department goals and ensuring adherence to general orders and directives. Staff inspections are to ensure objective review of agency facilities, property, equipment, personnel and administrative and operational activities outside the normal supervisory and line inspection procedures and the chain of command. The staff inspection is essentially a quality control process used to provide answers to questions of vital importance to the department's administration, such as:

- Are established directives, policies, procedures and rules being followed and in the spirit for which they were designed?
- Are these directives, policies, procedures and rules adequate to attain the desired results?

- Are the resources at the department's disposal, both personnel and material, being utilized to the fullest extent?
- Are the resources adequate to carry out department goals and objectives?
- Does there or could there exist any deficiency in personnel training, morale, supervision or policy that should be corrected or removed?
- How accurate and reliable is the data that the department collects?
- Of what quality are the responses to calls for service and the reporting systems?

Notification will be made prior to initiating any general inspection. The inspector will notify the supervisor for the section to be inspected. No notification needs to be provided to members when conducting single function inspections.

Staff inspections will be conducted with as little disruption of routine activity as possible. The operation of the unit being inspected should not be unnecessarily restricted.

General inspections will usually include the following:

- Adherence to agency directives.
- Examination of all records and files.
- Observation of operating procedures.
- Examination of equipment and work areas.
- Interviews with selected personnel.
- Supervision and Leadership.

At the completion of the inspection, the inspector will discuss with the supervisor of the section inspected the results of the inspection, including what recommendations will be made to the Chief of Police.

*Written Report Identifying Deficiencies, Makes Recommendations and Identifies Positive Aspects*

At the conclusion of the staff inspection, the staff inspector will prepare a written report for the Chief of Police that will summarize the staff inspection activities, discuss deficiencies identified, make recommendations for improvement or correction and identify positive aspects of the area being inspected.

All conclusions shall be supported in detail with adequate documentation. The inspection report format shall include the following:

- Subject
- Objectives
- Methodology
- Conclusions
- Recommendations

### *Follow Up Report for Noted Deficiencies*

The inspector will be responsible for the development of an action plan for the implementation of the staff inspection report recommendations and any noted deficiencies. A follow up report for noted deficiencies that cannot be immediately corrected will be submitted to the Chief of Police.

### *Frequency of Staff Inspections*

All organization components may receive a staff inspection at least every four years.

The Chief of Police at his discretion may direct more frequent staff inspections of key organizational components.