

DIRECTIVE 53.1 INSPECTIONAL SERVICES LINE INSPECTIONS

Issue Date: 06/06/2025	By Order of Chief of Police
Rescinds: (Issue 03/15/2021) Pages: 2	CALEA Standards Referenced: 53.1.1
	Review: March 2026

This directive consists of the following sections:

53.1.1 Line Inspection Procedures

POLICY AND PROCEDURE:

The inspectional process, at both line and staff levels, provides the Chief of Police and other supervisors with a means for evaluating the quality of the department's operations, ensuring that the department's goals are being pursued, identifying the need for additional resources and assuring that persons, things, conditions, or actions by observations, inquiry, examination or analysis is a function of every supervisor. The responsibility for inspections is assigned to ensure accountability.

53.1.1 Line Inspection Procedures

Procedures to be Used in Conducting Line Inspections

All employees and physical resources of the Miami Township Police Department are subject to line inspections. Facilities, vehicles, uniforms, equipment, electronic devices, and furnishings are made available for employee use in achieving the department's mission. These items remain the property of the Police Department and are subject to inspection at any time. No expectation of privacy is implied or should be expected.

Line inspections are conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected. Line inspections may be carried out by any supervisor in the chain of command and are often conducted by supervisory personnel who may be responsible for ensuring that substandard conditions revealed in the inspection are corrected. All organizational components of the department are subject to regular line inspections. Division supervisors are responsible for ensuring that line inspections are carried out.

Frequency of Inspections & Responsibilities of Supervisors

Supervisors shall conduct personnel inspections daily; at the beginning, during and at the end of each shift and shall be for appearance, condition and placement of assigned equipment, compliance with uniform or dress code, readiness for duty and compliance with departmental directives, orders and rules. Line inspections also include inspections of reports, forms and adherence to procedures.

Supervisors shall also ensure that a daily inspection of all police vehicles and vehicle equipment is conducted. Any deficiencies in a police vehicle or its equipment shall be corrected by the officer assigned to that vehicle. If a deficiency cannot be corrected immediately, the supervisor will determine the correct course of action. Twice annually, as requested by the Support Services Lieutenant, supervisors will inspect vehicles utilizing the Vehicle Inspection form. This inspection shall be for the general condition of the vehicle including exterior, interior, supplies and vehicle equipment.

All police supervisors are responsible for the ongoing inspection of the general condition and cleanliness of Police Department facilities, equipment and furniture. Any deficiency or repair that cannot be immediately corrected shall be reported to the Support Services Supervisor.

The responsibility of a supervisor conducting a line inspection is to take immediate action, if possible, to correct any substandard condition found. If immediate correction is not possible, it the responsibility of the supervisor to ensure corrective action is taken to correct the deficiency in a timely manner and to notify the Support Services Lieutenant.

Criteria to Identify those Inspections that Require a Written Report

Supervisors conducting line inspections shall ensure that written reports required by departmental directives are filed. Depending upon the circumstances, other issues found during a line inspection may necessitate a written report to the inspecting officer's supervisor.

Any time a supervisor finds a department wide situation or condition that requires corrective measures, the supervisor will make a written report to their Division Supervisor.

Follow Up Procedures to Ensure Corrective Action

Supervisors will upon observing substandard conditions take immediate corrective action. Should further action be needed, inspection forms and written reports shall note any discrepancies or problems, along with any further steps needed for resolution.