

	Administrative General Order	1.08 Inspectional Services	ORIGINATOR/REVIEW Chief's Staff
	SUBJECT Virginia Beach Police Department General Order Chapter 1 – Organization and Command		DISTRIBUTION ALL
	CALEA: 4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.1.5, 4.1.6, 4.1.7, 4.2.1, 4.2.2, 4.2.3, 4.2.5, 4.3.3, 4.4.4		
BY THE AUTHORITY OF THE POLICE CHIEF: PWN			

Definitions:

Line Inspection – Inspection conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected.

Staff Inspection – Inspection conducted by personnel who do not have control over the persons, facilities, procedures, or other elements being inspected, the results of which are reported to the Chief of Police.

Purpose:

To establish requirements for line and staff inspections within the Virginia Beach Police Department.

Policy:

Line Inspections (CALEA 17.5.2, 46.1.8, 53.1.1)

Line inspections are necessary for ensuring compliance with the directives of the Virginia Beach Police Department and the various commands. Line inspections are the responsibility of every supervisor and should occur on an ongoing basis. Supervisors conducting line inspections are responsible for correcting substandard behavior or conditions, regardless of whether the observation is a part of a documented or ongoing inspection to ensure officers are properly prepared and equipment is “operationally ready” to meet the department’s mission. The commanding officer of each organizational component within the Virginia Beach Police Department shall be responsible for completing a documented line inspection on a monthly or quarterly basis as indicated below:

Annual Department Readiness Inspections

Each year during the 4th quarter all sworn members will be required to participate in a Readiness Inspection. The Chief’s Executive Aide will be responsible for the scheduling, planning, and for the required manpower to conduct the inspection. During the inspection all sworn members shall bring in the required equipment to be inspected within the designated times and locations.

Physical Space	Quarterly (Memo)
Personnel, Issues Equipment, Operators License (Visual check to determine that it has not expired. Do not run in VCIN.)	Monthly (PD-42)
Assigned Vehicles	Quarterly (PISTOL)
Assigned Agency Owned Equipment A. Automatic External Defoliators B. Bicycles C. Boats D. Digital Cameras E. I-Pad and/or Tablet-type electronic devices F. In-car cameras G. Intoximeters/Alcosensors H. Radios (portable) I. Tint meters J. Tire deflation device K. Vehicles - marked, unmarked, motorcycles, all-terrain vehicles	Quarterly (PISTOL)
Hurricane Trailers and Contents	Quarterly (PISTOL)
RADAR/LIDAR Units	Quarterly (PISTOL)
Weapons (other than service weapons), including shotguns, sage weapons, tear gas, patrol rifles, and other specialty weapons	Quarterly (PISTOL)
Adequacy of Forms Inventory	Quarterly (Memo)
Content and timeliness of required reports	Quarterly (memo)

Line inspections shall be documented on department form PD-42 or memorandum (See above for which format to use) and submitted to the Commanding Officer of the organizational component on a monthly basis. Additionally, PISTOL shall be used to document specific quarterly inspections listed above. Inspections noting substandard conditions will be updated with the corrective action taken via e-mail or memorandum to the Commanding Officer of the organizational component within 15 days of the inspection. Documented inspections will be maintained for a period of three years and then properly destroyed.

Staff Inspections

Command Duty Officer Staff Inspections

Command Duty Officers will conduct staff inspections of Operations Division Commands at the direction of the Deputy Chief of Police - Operations Division. Copies of the inspection report will be provided to the Commanding Officer of the organizational component at the time of the inspection, and a summary of findings provided to the Deputy Chief of Police.

Department Staff Inspections (CALEA 53.2.1)

Staff inspections will be coordinated by the Commanding Officer of Professional Standards Office and conducted by selected command staff on behalf of the Chief of Police. Staff inspections will occur at least once every three years or at the direction of the Chief of Police. Commanding Officers will receive notification of upcoming Staff

inspections from the Chief of Police. Questions by the Staff Inspection Team may be directed to any employee in the department and warrant response as if the question was asked by the Chief of Police. During an inspection, complete access of the department's physical facilities and contents shall be granted to the inspection team.

A staff inspection will address a specific function, entity, or action. The emphasis will be on the system rather than the individual. The Staff Inspection Team may not apply disciplinary action against any member of this department who, through the inspection process, has been found to have violated a departmental rule, regulation, or procedure.

Specific violations by an employee will be noted in the inspection report. In addition, the employee's division commander will be informed of the violation to determine if any disciplinary or other corrective action is necessary.

Upon conclusion of the inspection, a report will be prepared by the inspection team and given to the Chief of Police. The report will be an overall evaluation of what was inspected and include identification of positive and negative aspects of the areas inspected. The report will include comments, suggestions and recommendations to improve substandard practices or conditions or comply with policy and/or standards.

Observations of substandard practices or conditions corrected at the time of the inspection will be reported in the inspection report. Those practices or conditions that cannot be corrected at the time of the inspection will be reported along with recommendations for correction or improvement. The actions taken to correct the practices or conditions will be reported to the Chief of Police by the Commanding Officer of the organizational component via e-mail or memorandum within 30 days and will supplement the inspection report. Follow-up inspection on substandard practices or conditions will be conducted at the discretion of the Chief of Police.