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# Iowa State University Department of Public Safety

Directive: 53.1

SUBJECT: LINE AND STAFF INSPECTIONS

EFFECTIVE DATE: 12/18/19

REVISED DATE: 02/15/21

REVIEWED DATE:

STANDARD: CALEA 53.1.1, 53.2.1

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## POLICY:

Inspections at the line and staff levels provide the Chief, command staff, and supervisors with a means of regularly assessing agency efficiency and effectiveness. These detailed evaluations provide information necessary to plan and implement organizational change.

The Iowa State University Department of Public Safety (ISU DPS) shall conduct inspections regularly to ensure that equipment and facilities are adequate and functional and previously established goals and objectives are being met.

## DEFINITIONS:

“Line inspection” refers to an inspection conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected. Line inspections may be carried out by any supervisor within the chain of command and are often conducted by supervisory personnel who may also be responsible for ensuring that any substandard condition revealed in this inspection is corrected.

“Staff inspection” refers to an inspection conducted by personnel who do not have control of the persons, facility, or procedures being inspected. These inspections are conducted throughout the agency.

## PROCEDURE:

### 53.1.1 LINE INSPECTIONS

The following procedures shall govern the line inspection process:

- A. Administrators and supervisors within each organizational component shall be responsible for the line inspection function. Supervisor duties associated with this responsibility include planning, coordinating, documenting, prioritizing, and evaluating all line inspection activities. Administrators and supervisors at each organizational level shall conduct inspections and correct all defective or deficient conditions discovered.
- B. Formal line inspections shall be conducted annually, at a minimum, at the direction of the Chief of Police or designee. Documentation of the assignment shall be designated by special order. Results shall be recorded and forwarded to the Director of Emergency Planning and Accreditation.
- C. Administrators and supervisors shall informally inspect their immediate subordinates daily. An informal line inspection of patrol officers, parking enforcement officers, and dispatchers shall be completed at the beginning of their respective shifts. Uniforms shall be inspected for proper fit, cleanliness, condition and general appearance. Accessories shall be properly adjusted and in good repair. Personal appearance and equipment shall be examined to ensure conformance with Department directives.
- D. All employees operating Department vehicles shall inspect their assigned vehicle for equipment damage or defect at the beginning of their respective shifts. Pertinent details should be recorded on the vehicle maintenance system, ServiceNow (dpsvehicle@iastate.edu), when deemed necessary. Before beginning patrol, officers shall inspect the interior of their assigned vehicles for contraband and/or unsecured weapons. Officers discovering such items shall immediately notify their supervisor and, if necessary, properly place such items into evidence. Before the end of their shift, officers shall submit a report explaining the details related to discovery.

- E. Supervisors shall be responsible for conducting daily inspections of the office areas. Any special needs relating to cleaning, repair, or replacement, should be reported to their respective Captains. This does not, however, relieve employees from properly maintaining assigned office facilities.
- F. Supervisors shall follow up on any corrective action taken as a result of an informal or formal line inspection. In most cases, the period required for such action shall not exceed 30 days. Safety deficiencies shall be corrected immediately.

### **53.1.2 STAFF INSPECTIONS**

The following procedures shall govern the staff inspection process:

- A. The Chief of Police or designee shall be responsible for the staff inspection function. This management tool is used to assure the Chief of Police administrative procedures are being adhered. Duties associated with this responsibility include supervising, planning, coordinating, documenting, prioritizing, and evaluating all staff inspection activities. The Chief of Police should designate persons not having direct control over a unit, component, or function to conduct the inspection. The individual responsible for inspection may be appointed to oversee the staff inspection and may form an inspection team. This team may be comprised of Department or non-Department employees. Team members should be trained in the staff inspection process before assuming their duties. The authority of the inspection team shall generally be limited to conducting inspections, preparing reports, and making recommendations.
- B. The staff inspection of all components shall include, but not limited to: reviewing goals and objectives, assessing compliance with national accreditation standards, inspecting the allocation and distribution of personnel, reviewing the adequacy of supervision in comparison to general working conditions, assessing the availability of equipment, evaluating line inspection programs used to ensure that equipment is present and functional, and reviewing training programs to determine their effectiveness in meeting current or projected needs.
- C. Staff inspections shall be conducted to determine if established policies, procedures, rules, and regulations are being followed diligently and for the spirit for which they were intended. Staff inspections shall also be conducted to determine whether or not established policies and practices are adequate to attain the desired goals, resources at the Department's disposal are being utilized to the fullest extent, and resources are adequate to carry out the Department's mission, and any deficiency in personnel integrity, training, and supervision.
- D. Advance written notification of staff inspections shall be provided to all affected employees, listing the areas, files, facilities, and any equipment to be reviewed. Responsibilities for components undergoing staff inspections shall include preparing any materials requested by the inspector or inspection team, providing adequate resources to accomplish the inspection, and cooperating with the inspector or inspection team members to the fullest extent possible.
- E. Before, and upon conclusion of the actual inspection, the inspector or inspection team should meet with the administrative and supervisory staff regarding the inspection process. The inspector or inspection team shall provide a written report upon the conclusion of the inspection detailing the findings. The report should identify deficiencies and make recommendations for improvement and/or correction. Positive aspects of each area being inspected should also be noted. The lead inspector shall forward the final written report to the Chief of Police.
- F. The Chief of Police or designee shall ensure that follow-up inspections are conducted and written reports are prepared for noted deficiencies that cannot be immediately corrected.
- G. Staff inspections shall be conducted within all organizational components at least every four (4) years.