



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

Police Chief: John Fitzgerald

GENERAL ORDER: 4-16; INSPECTIONS

DATE: 6/11/2015 Pages: 2 ◇ New ◇ Amended ◆ Revised 4-16

I. POLICY

The Chevy Chase Village Police Department will use the inspection process to evaluate the quality of the Department's operations, ensure that the Department's goals are being pursued, identify the need for additional resources, and to ensure that control is maintained throughout the Department.

II. LINE INSPECTIONS

Procedures

- A. Line inspections will be conducted as an on-going process by the Lieutenant and Chief of Police.
- B. When conducting line inspections, the Lieutenant will be responsible for, among other things:
 - 1. Monthly inspection of subordinates and at various times during the tour of duty for cleanliness and readiness for duty;
 - 2. Monthly, and at unannounced times, inspection of the equipment subordinates use, ensuring that no unauthorized equipment, or equipment for which subordinates have not received training, is carried or used;
 - 3. Daily observation of subordinates as they perform their duties, and to ensure officer safety and quality of service;
 - 4. Daily review and approval of reports and forms;
 - 5. Conducting random inspections of Department vehicles; and,
 - 6. Conducting random inspections of Department manuals.
- C. The inspection process will include the responsibility of the Lieutenant or Chief of Police to take immediate action indicated by the inspection, which would include recognition for exemplary performance and corrective action for deficiencies.

- D. Where significant deficiencies exist, a Counseling Record or Supervisor's Remedial Action Form will be completed to document them.
 - If the inspection has revealed that a piece of Department-owned equipment has been lost or stolen, or damaged through negligence, the Lieutenant will require the subordinate to complete an Inter-Office Memorandum, via the chain-of-command describing the loss, theft, or damage and/or complete the appropriate report.
- E. Quarterly, the Lieutenant will conduct an inspection of the Department-owned property and equipment in storage to ensure its state of operational readiness.
 - The Lieutenant will maintain an inspection record as documentation of the inspection.
- F. Quarterly, the Lieutenant will inspect officers' Department issued weapons.
- G. Periodically, all training records will be inspected for accuracy and completeness.
- H. The Public Safety Coordinator will ensure that all reports and evaluations required by the Policy Compliance and Audit process are completed and submitted pursuant to the directives to which they pertain.
- I. Monthly, the Lieutenant will inspect all Department vehicles.
- J. Twice per year, during January and July, the Lieutenant will conduct a computer-based background check on every Police Department employee (to include the Chief and the Lieutenant) as follows:
 - 1. Criminal history will be checked through a query of Maryland and FBI criminal history databases and any other available databases including Maryland CaseSearch.
 - 2. Driving records will be checked through a query of the Maryland MVA records as well as the

records from the state that issued the employee's driver's license (if other than Maryland).

3. No later than the end of the month (January or July), the Lieutenant will provide a memo to the Chief summarizing the results of the semi-annual background check, and he will provide all printouts from queries with the memo.
4. Additionally, *the Lieutenant shall review the Chief's printouts and he will prepare a memo to the Village Manager summarizing what the printouts indicate.*
5. The Lieutenant shall provide a copy of *both memos (the summary memo to the Chief and the summary memo to the Village Manager) to the Public Safety Coordinator in her role as Policy Compliance and Audit Manager.*
6. *Unless the printouts contain information requiring further investigation or are likely to be used as the basis for administrative discipline, all printouts will be destroyed immediately after they are reviewed.*

III. FOLLOW-UP TO ENSURE THAT CORRECTIVE ACTION HAS BEEN TAKEN

A. Procedures for Follow-Up

Follow-up procedures to ensure that corrective action has been taken will include, but are not limited to:

1. A subsequent or follow-up inspection to determine if a deficiency has been corrected;
2. Periodic announced or unannounced follow-up inspections to ensure that the deficiency remains in compliance; and,
3. Referring uncorrected deficiencies and subsequent violations to the Chief of Police for punitive action.

B. Inspection Reports

A written report in the form of a detailed memorandum to the Chief of Police will document any deficiencies revealed by the inspection, and will make recommendations for their improvement or correction.

C. Follow-up inspections will require a written report.

This directive voids the previous version dated 1/22/2015.