



INSPECTIONAL SERVICES

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I. Purpose

The purpose of this Written Directive is to establish policy and procedures for continuous inspection of the University of Maryland, Baltimore Police Force (UMBPF).

II. Policy

It shall be the policy of the UMBPF to strictly adhere to the inspection procedures as outlined in the following Written Directive.

III. Goals and Objectives

A. Responsibility

The Chief of Police is responsible for establishing and maintaining a system of inspection that regularly assesses the UMBPF for efficiency and effectiveness. Although, the ultimate responsibility for inspection and control rests with the Chief of Police, it is necessary that it be carried out continually at all levels of command and supervision.

B. Goals

The goal of the inspections process is operational efficiency and effectiveness. Although infractions discovered during the process of inspection should be handled according to policy, inspections should not be viewed as a disciplinary process.

C. Objectives

The objective of the inspections process is to learn whether a task is being performed according to policy and procedure. It is also used for the purpose of determining whether the anticipated results are being accomplished. Discovering whether resources are being utilized to the best advantage of the organization is an ongoing priority of the UMBPF.

D. Fair and Impartial Appraisal

The process shall be fair, impartial, and an honest appraisal of efforts. The inspectors or inspections party should have a constructive attitude and make every effort to instill respect and understanding of the inspection process among the rank and file.

IV. Line Inspections

A. Definition

1. A line inspection is an ongoing process conducted by police personnel who have the authority to act or require immediate action of subordinates. The line inspection process is the responsibility of all command and supervisory personnel.
2. Line inspections require ongoing activity to ensure employees are acting in concert with organization requirements in such areas as personal appearance, use and maintenance of equipment, and adherence to Written Directives and orders. Line inspections are also concerned with the status and conditions of physical facilities within a given organizational function.

B. Responsibilities

1. The line inspections process shall include the inspection of employees, equipment, employee's performance, and end results. This process may also include immediate corrective action or recognition for exemplary performance when observed.
2. Where significant deficiencies exist relative to employee performance, the supervisor will counsel the employee, document the counseling, and forward the counseling through the chain of command. Exemplary performance shall be recognized and brought to the attention of respective commanders via the chain of command through a written report.
3. Line inspections are the primary responsibility of supervisors and managers at every level of the agency and will provide a mechanism for achieving accountability within the organization.
4. Patrol and Security Supervisors shall conduct daily inspections of assigned personnel to ensure that the prescribed articles of uniform and equipment are properly worn and the uniform and equipment are in clean and serviceable condition. A daily inspection should also include such areas as an evaluation of facilities, vehicles, equipment, records, investigative procedures, crime reporting procedures, incident reports, security post areas and books, and daily shift documents.
5. As a part of the daily inspection, the Patrol Supervisors will inspect at least one weapon per shift in a manner as described in **WD 10.2A, Roll Call Weapons Inspection**. Any deficiencies or malfunctions shall be reported as described therein.

C. Determining Efficiency/Effectiveness

Command Staff and First Line Supervisors should constantly examine, visually observe, inquire about and test the work of their assigned personnel to determine whether the objectives of the UMBPF are being accomplished.

D. Commendable Appearance

Members that present an excellent appearance as a result of an inspection shall be commended orally and in writing by their supervisor. Similarly, unsatisfactory conditions shall be explained to the employee and corrective action taken.

E. Frequency

The Patrol Commander will ensure that patrol and security personnel are inspected daily by the shift supervisor to ensure compliance with policy. When appropriate, counseling and commendatory memorandum should be prepared and forwarded through the chain of command.

F. Discovering Discrepancies

If a line inspection is conducted and a serious problem, such as a policy or procedure violation, is discovered, a written report will be submitted through the chain of command by the inspecting officer explaining the situation and including a recommendation for action.

G. Reporting

1. If a minor problem is discovered by a supervisor other than the Inspections Unit during the inspection and it can be corrected on the spot, the inspecting officer should document the incident and keep it on file for one (1) year.
2. All major problems will be documented as described earlier.
3. Copies of all inspection documents and/or reports shall be forwarded to the Professional Standards Bureau, Inspections Unit, and Internal Investigations Unit, if a violation of policy is discovered which would require any discipline beyond supervisory counseling.

V. Staff Inspection

A. Definition

This inspection is a detailed observation and analysis of UMBPF components, functions, procedures, practices, and members designed to inform the Chief of Police about organizational appearance, accountability, performance and effectiveness.

B. Authorization

Staff inspections shall be completed by personnel assigned to the Inspections Unit of the Professional Standards Bureau under the management of the Bureau Commander or designee.

C. Frequency

Staff inspections will be both announced and unannounced and conducted at staggered intervals. A detailed staff inspection of each organizational component and/or function of the UMBPF shall be conducted at least once every four years and will require a detailed written report.

D. Inspecting Organizational Components

The official (s) conducting the staff inspection will prepare a list of specific materials, files, equipment and/or facilities that will be needed to accomplish the task. The inspecting official, as directed by the Professional Standards Commander, will conduct inspections according to

current approved inspection plans. A general inspection may also include requesting a member or squad to demonstrate a certain procedure or skill.

E. Reporting

All staff inspections will require a written report, including the dates and results of the inspection. If a deficiency or area of non-compliance is found, it shall be noted on the Inspection Unit's Inspection Receipt, UMBPF Form 17-003 (Appendix 1.8.1). A copy of the form shall be provided to the responsible member, with the original form attached to the inspection report. The inspection receipt can also be issued for areas of excellence or outstanding performance in a function, area of operation, procedures, or appearance.

F. Required Actions

1. The member receiving the Inspection Receipt must sign the receipt acknowledging the information or deficiency. The member shall submit a written report, along with the Inspection Receipt form, to the Commanding Officer or manager by the end of his/her tour of duty.
2. The Bureau Commander or designee shall submit a report to the Chief of Police within ten (10) days detailing the measures taken to correct the deficiency. The report shall detail any training, counseling, and/or discipline provided to the affected member(s) to ensure future compliance with policy (see Appendix 1.8.2 for an example report).

VI. Specialized Assignment

A. Criminal Investigation, Safety Awareness, and Victim/Witness Officers

1. Inspections of the Criminal Investigation, Safety Awareness, and Victim/Witness Officers and Sections shall be made by the Inspection Unit at least once every four (4) years.
2. The inspection of the member will include clothing, equipment and the investigator's office.
3. A detailed inspection of the specialized functions shall be conducted at least once every four (4) years. The results of the inspections will require a written report as noted in **Section V, E**, above.

VII. Armaments

A. Inspections

A documented inspection of all armaments shall be ongoing by roll-call supervisors and certified armorers.

B. Armorer Inspections

A more detailed documented inspection, through maintenance, shall be conducted on each weapon annually by the Armorer. A copy of the report shall be forwarded to the Support Services Commander and the Professional Standards Commander.

C. Sensitive Items Inventory

A documented sensitive items inventory shall be conducted by the Quartermaster semi-annually. The inventory report shall be submitted to the Technical Services and Records Lieutenant and to the Professional Standards Commander. The inventory includes all serially numbered firearms within the organization and all police and security badges.

VIII. Analysis of Accumulated Information

A. Results of Inspections

The results of all staff and other inspections will be maintained on file to assist in future planning. The accumulated information will be used for future manpower and equipment acquisition planning and as a hedge against redundancy and/or duplication of work affecting the general welfare of the organization.

B. Summary Report

A summary report of all inspections conducted shall be submitted by the Professional Standards Commander or designee to the Chief of Police. The report shall be submitted every four (4) years.

C. Corrective Action

If the inspecting officer has determined that a policy or procedure has caused additional problems that require corrective action, the following steps shall be taken:

1. The person conducting the inspection shall forward a written report of the findings to the Professional Standards Commander. The written report should include an explanation of the problem(s) found and the recommended solutions.
2. The Professional Standards Commander and/or the Deputy Chief will review the current policy or procedure to determine whether changes are required and will make appropriate recommendations to the Chief of Police.

Written Directive System Impact

Upon approval and publication, this edition of WD 1.8 supersedes all previous editions.

Martinez Quteaz Davenport, Sr., MS
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CALEA Standard (s): 53.1.1; 53.2.1