

# Peoria Police Department Policy and Procedure Manual

## Policy 5.03 Inspectional Services



**“Our Community...  
Our Commitment”**

### I. POLICY

It is the policy of the Peoria Police Department that inspections, both at line and staff levels, be conducted as a means to ensure that the Department's goals and objectives are being pursued, and to assist in the identification of needs within the Agency. Employees are expected to keep and maintain their workplaces in compliance with City and Department regulations.

Employees are expected to understand that the City/Department provide work spaces, vehicles, and equipment to employees for the sole purpose of facilitating the work of the City/Department.

All City/Department owned equipment, property and facilities are the exclusive property of the City and are subject to administrative inspection for work-related purposes pursuant to this policy. A workplace inspection policy is necessary because of the unique nature of law enforcement obligations, including the necessity of carrying firearms, the potential use of deadly force during each work shift, and the regular collection of physical evidence as part of criminal cases.

All employees shall receive notice of the policy. Depending on the circumstances, employees either have no reasonable expectation or a reduced expectation of privacy in these facilities or equipment, the workplace, and any privately-owned containers brought by employees to the workplace. (PAR 90-03.51.4)

### II. PURPOSE

The mission of all inspections and audits is to inquire into and report upon matters which pertain to the performance of the City of Peoria Police Department's mission, discipline, and efficiency. Staff inspections shall be geared to identify potential problems and needs, and to ensure that: (53.2.1.e)

- A. Department morale is maintained.
- B. Department records and reports are accurate and up to date.
- C. Department training is timely, effective, and appropriate.
- D. Division procedures are effective and productive.
- E. Unity of command and span of control is maintained throughout the Department.
- F. The Department is fulfilling its legally mandated function.

### III. DEFINITIONS

A. Audit –The formal review process used to determine compliance with, and the validity of Department Policies and Procedures.

B. Inspection – A supervisor’s review of activities, personnel, procedures and equipment to prevent failure, error or misconduct through the application of corrective measure or action.

C. Line Inspection - One that is conducted by managers directly responsible for the persons, facilities, resources, or other elements being inspected.

D. Staff Audit/Inspection – The formal inspection of all departmental components.

E. Unannounced Inspections – unannounced inspections of specific areas or components within the Department, to be conducted semi-annually in compliance with the Policy and Procedures Manual, CALEA Standards, or at the direction of the Chief of Police or his/her designee.

F. Special Inspection – At the direction of the Chief of Police or his/her designee, the review of components that are addressed in response to specific concerns This inspection may be announced or unannounced and are narrow in scope, which may focus on a specific issue.

G. City/Department Owned Equipment, Property and Facilities – Buildings, equipment, tools and supplies that the City/Department has an ownership, leasehold, or possessory interest of any type and that is provided by the City/Department to facilitate employees’ work. City/Department-owned items include but are not limited to work stations and areas, desks, storage areas, break rooms, lockers, vehicles, computers, telephones, other communication devices.

H. Workplace – Areas and items that are related to work and are generally within the City/Department’s control. Such areas remain part of the workplace even if an employee has placed personal items in them.

I. Workplace Inspection – Department authorized administrative inspection of the workplace for legitimate work-related reasons, including to safeguard, secure and/or to identify City/Department owned equipment, property and facilities, to ensure the supervision, control, and efficient, operation of the workplace, and to investigate allegations of noncompliance with City and Department regulations.

J. Employee – For the purpose of this section, employee is defined as any person, compensated or non-compensated, that is performing a service, function, or duty for, or at the direction of a member of, or in benefit of the City of Peoria Police Department.

K. Inspection Report – The inspection report shall provide an accurate and comprehensive account of the entire inspection. Areas that may be sensitive to the operation of the organization should not be included within the report, but documented within a separate and brief management report.

#### IV. PROCEDURE

A. Management control and monitoring systems are necessary to ascertain if policies, procedures, and rules are adequate and are being adhered to; whether Department resources are being properly utilized; and to evaluate the overall performance of all Department personnel, at all levels.

1. Responsibility: The Professional Standards Unit (PSU) is responsible for evaluating the quality of the Department’s operational process. This is accomplished through the audits and the inspections of all organizational components to ensure goals are being pursued and identify area where enhancement may improve the overall efficiency of the Department.

2. The process is designed to improve efficiency, effectiveness, and accountability of the operations of the Department.

3. Audits/Inspections: The PSU shall conduct audits and inspections according to an approved schedule, as directed by the Chief of Police, and/or as requested by the Division Commander for the unit being audited or inspected. The role of the PSU is to ensure an objective review of the Department’s facilities, property, equipment, staff, administrative/operational activities outside of the normal supervisory/line inspection procedures, and chain of command.

4. The Chief of Police may assign individuals to conduct audits and inspections as directed at any time.

5. Division Deputy Chiefs may assign audits within their respective division at any time.

6. Notification: The Chief of Police or his/her designee will issue an annual inspection/audit schedule in advance. Routine inspections/audits will be conducted as scheduled, and all special inspections/audits will be conducted as directed.

7. Deficiencies: It is every employees’ responsibility to take the appropriate positive measures to correct any deficiencies or problems identified during an inspection/audit, or revise a procedure to provide better police service. The purpose of an inspection or audit is not to merely find fault.

8. It is the responsibility of every employee to monitor the performance of the City of Peoria Police Department, its programs, and its employees to ensure that we are utilizing the resources provided to us in the most efficient and effective manner.

B. Professional Standards Unit (PSU)

1. Role: The role of the PSU is to provide an independent review of task performance as it relates to the existing policies of the Department. This will include on-site inspections, meetings with employees, and other observations required to obtain information to allow the completion of a factual report detailing the findings to the Chief of Police or his/her designee.

2. The PSU shall focus on the following area when functioning during inspections/audits:

- a. Departmental fulfillment of legally mandated responsibilities;
- b. Compliance with City and Department requirements for the use of allocated resources;
- c. The performance of Department programs;
- d. Observations of Department areas and operations;
- e. Crime, arrest, and other reporting integrity;
- f. Internal customer service performance;
- g. Quality of police service to the public.

3. Inspection/Audit Findings: The PSU is principally interested in Department performance and integrity. The PSU shall report all inspection and audit findings to the Chief of Police and, if directed by the Chief of Police, to the appropriate members of the chain of command.

4. Misconduct: If during an inspection or audit possible misconduct is discovered, the appropriate supervisory and/or management personnel shall be notified. The misconduct shall be handled immediately by the appropriate supervisory or management personnel in accordance with Policy 5.01.

C. Conducting Inspections

1. All first-line supervisors, through inspections, are required to ensure that employees are abiding by the established policies and procedures of the City and the Department. Supervisors are responsible for conducting the following inspections:

a. Uniform and Equipment Inspections

(1) Uniformed sworn patrol officers and uniformed civilians shall be formally inspected on at least a monthly basis by their immediate supervisor. Informal inspections should be conducted daily by all supervisors. Uniforms and equipment shall be in compliance with Policy 5.04, Uniforms/Equipment.

(2) The employee's appearance, personal hygiene, uniform, assigned equipment, and departmental forms and miscellaneous equipment will be subject to inspection.

b. Non-Uniform Inspections

(1) All sworn and civilian employees serving in a non-uniform capacity shall be subject to inspections. These inspections shall be performed informally by the employee's immediate supervisor on a daily basis.

(2) The employee's appearance, personal hygiene, clothing, assigned equipment and miscellaneous equipment will be subject to inspection. The employee shall be in compliance with Policy 5.04, Uniforms/Equipment.

c. Vehicle Inspections

(1) Department vehicles assigned to all employees or units/sections shall be formally inspected on at least a quarterly basis by the immediate supervisor.

(2) Subject to inspection will be the items located in the trunk of the vehicle, proper operation of all vehicular equipment, interior and exterior cleanliness, and ensuring that the vehicle has not exceeded its mileage prior to being downed for routine maintenance.

d. Department Forms: At least quarterly, the immediate supervisor for each sworn patrol officer and detective will check to ensure that all required forms are being carried by employees assigned to their team.

e. Inspection Results: The results of these inspections shall be entered in the employee's Individual Performance Record throughout the calendar year, and these Records shall be inspected quarterly by the appropriate supervisor.

(1) At least once a month, at random times and locations, each uniformed sergeant will inspect and make an evaluation of each employee assigned to their team while the employee is performing a police activity, such as issuing a traffic citation, completing a field interview, answering an assigned radio call, etc. Each uniformed sergeant will maintain the results of this inspection in the employee's Individual Performance Record.

(2) Entries will be made periodically on each employee's preparedness for duty, appearance and performance, in additions to notations of outstanding police work, or sustained complaints against an officer's conduct.

2. Employee Deficiencies: Employee deficiencies shall be handled by the line supervisors, in accordance with established policy, counseling, training,

etc. Other deficiencies that adversely affect the operation of the Division, which cannot be corrected at the above level, shall be made known to the Chief of Police in writing, via the chain of command. The Chief, or his designee, shall meet with the supervisors of the effected Division and plan a strategy to address the identified problems. Within thirty (30) days of the meeting, the supervisor designated by the Chief of Police shall submit a progress report to the Chief through the chain of command. The Chief of Police may request additional reports on an as needed basis.

3. Inspections Reports

a. Inspections shall be completed on the proper forms.

(1) Uniform, equipment, and vehicle inspections shall be logged in the employee's Individual Performance Record.

(2) Quarterly inspections completed by the appropriate Bureau Lieutenant/Manager shall be logged in the appropriate sergeant's/supervisor's Individual Performance Record.

b. Inspection reports shall be available to supervisors of affected employees on items in questions.

c. Failure of inspections attributable to employees which pertain to uniforms, equipment, and/or vehicles shall be documented in the employee's Individual Performance Record.

4. Corrective Measures

a. Supervisors will take action immediately to correct minor problems that become evident during inspections.

b. If repair or replacement of equipment is required, a memorandum shall be completed stating the nature and cause of the problem and the corrective action or repair necessary.

c. Supervisors shall be responsible for appropriate follow-up procedures to ensure that corrective action will be taken by the affected employee in order to avoid re-occurrence of the problem.

D. Line Inspections (53.1.1.a)

1. Bureau managers are responsible for conducting annual line inspections to ensure that employees are abiding by the established policies and procedures of the City and the Department. (53.1.1.b) (53.1.1.c)

2. Line inspections will be conducted to include, but are not limited to, the following areas:

a. Uniforms and Equipment: The employee's appearance, personal hygiene, clothing, assigned equipment and miscellaneous equipment will be subject to inspection. The employee shall be in compliance with Policy 5.04, Uniforms/Equipment.

b. Vehicles

(1) Department vehicles assigned to all employees or units/sections shall be formally inspected on at least a quarterly basis by the immediate supervisor.

(2) Subject to inspection will be the items located in the trunk of the vehicle, proper operation of all vehicular equipment, interior and exterior cleanliness, and ensuring that the vehicle has not exceeded its mileage prior to being downed for routine maintenance.

c. Forms, Logs and Manuals: All required Departmental forms, logs and assigned manuals will be checked to ensure accuracy and completion.

3. Written Reports (53.1.1.d): Upon completion of a line inspection, Bureau managers will complete a written report of their findings to include date(s) of the inspection, employees involved, any discrepancies that were noted during the inspection, and follow-up procedures to ensure corrective action has been taken. This report will be forwarded to the responsible Division Deputy Chief. (53.1.1.e)

E. Staff Inspections

1. Frequency: Staff inspections shall be conducted within all Departmental components at least every three years to ensure that all components within the Department are working in coordination with one another to achieve the mission, goals, and objectives of the Department.

2. Responsibility: Staff inspections shall be conducted by a person or persons designated by the Chief of Police. This individual(s) shall report directly to the Chief of Police during this assignment. This individual(s), acting as a representative of the Chief of Police, shall be granted the authority necessary to complete a thorough inspection. (53.2.1.a)

a. The Chief may designate certain areas and topics to be addressed during the inspection, and shall outline the objectives of the inspection.

b. The person(s) making the inspection shall not be responsible to any of the supervisors of the unit being inspected, nor shall they be responsible in any way for the performance of the unit.

c. All staff inspections ordered by the Chief of Police shall require a written report to be submitted to the

Chief by the inspector(s) in accordance with section 4.G. (53.2.1.c)

(1) The report shall contain the results of the inspection along with any recommendations for changes or corrective measures in reference to deficiencies.

(2) Necessary documentation to substantiate the findings shall be included as a part of the report.

(3) The Chief of Police shall forward copies of the report, complete or partial, to the supervisors having the responsibility for the solution or correction of any identified problems.

(4) The report should also identify the positive aspects of the area being inspected.

(5) A follow-up inspection shall be completed to determine if the noted deficiencies, that could not immediately be corrected, have been corrected. (53.2.1.d)

3. Unit Notification of Inspection: The unit to be inspected shall be notified in writing, by the Chief of Police, at least two weeks in advance of the inspection. (53.2.1.b)

a. The notice shall explain the purpose of the inspection and what is expected from the involved unit.

b. The inspection will begin with a meeting of the inspector(s), and the supervisor of the unit being inspected.

c. The inspector(s) shall outline to the supervisor(s) the scope and objectives of the inspection.

4. The inspection will conclude with a meeting of the inspector(s) and the supervisor(s) of the unit inspected. During this meeting the inspector(s) shall brief the supervisor(s) on the overall findings and general results of the inspection. (53.2.1.b)

5. Progress Reports: The Chief of Police may request progress reports from the unit that was inspected, and/or the supervisors having the responsibility for the solving of identified problems as he sees fit.

6. Report Format: The body of the report shall be prepared as follows, unless otherwise approved by the Chief of Police or his/her designee:

a. The introduction will summarize the responsibilities and objectives of the inspected entity and included comments, areas of concern, findings, and recommendations, if appropriate.

b. The major section of the report shall be titles and categorized as follows:

(1) Executive Summary to include the methodology;

(2) Introduction;

(3) General Management;

(4) Supervision and Leadership;

(5) Specialized Units;

(6) Facilities and Equipment;

(7) Files and Records;

(8) Notable Instances or examples.

c. Exhibits may be placed in a separate section at the end of the report, and only included if necessary.

7. Other Inspections: The Chief of Police may, as he or she deems necessary, order routine or random inspections of any Departmental component, activity, procedure, or personnel, as required to ensure effective and efficient delivery of law enforcement services to the community.

F: Workplace Compliance: Employees shall keep and maintain their workplace in compliance with all City and Department regulations.

G: Workplace Inspections

1. All workplaces are subject to administrative inspection for work-related purposes consistent with this policy. This policy does not apply to inspections conducted for criminal investigative purposes.

2. Employees will be notified in advance and may be present during the inspection. The employee will be given a reasonable opportunity to be available prior to the inspection. If they are unable to be there, the workplace will be secured until the employee becomes available.

3. The City/Department may conduct noninvestigatory searches of workplaces to retrieve specific work-related materials that are of immediate need to City/Department operations.

4. Items subject to random inspection at a workplace are City/Department owned equipment, property and facilities. Such items are subject to inspection whether locked or unlocked. Privately owned containers in the workplace are subject to the for-cause inspection standard prescribed in Paragraph 5.

5. Containers that are privately owned and brought to the workplace by employees which may reasonably be expected to store, house or maintain City/Department owned equipment, property and facilities are subject to inspections for cause. Such items are subject to inspection whether locked or unlocked. Cause will be established upon a reasonable belief that work-related misconduct has occurred. The scope of the for-cause inspection must be reasonably related to the allegations of misconduct.

6. The Chief of Police shall determine when a for-cause inspection is necessary and appropriate.

7. The Chief of Police shall determine the frequency of the random workplace inspection, items to be inspected, time of the inspection and if the inspection is to be scheduled or unscheduled.

8. Inspection Process:

a. The inspection will be conducted in accordance with City of Peoria Personnel Administrative Regulations, City of Peoria Police Department Policies and/or procedures, and/or the established protocols of the City of Peoria Police Department.

b. The Professional Standards Unit will coordinate and facilitate the inspection. Unless otherwise directed by the Chief of Police, the inspection will be assigned to a member of the Department who is a supervisor or manager.

(1) Members conducting the inspection will be mindful of the sensitive nature of the inspection and will not open or inspect purses, coats, or other items of a personal or private nature without cause.

(2) If the nature of the inspection turns from administrative to criminal, a search warrant based upon probable cause will be necessary to continue.

(3) Depending upon the area or items to be inspected, the Chief of Police may specify the gender of the supervisor or manager responsible for the inspection.

c. An Inspection Report will be completed at the conclusion of the inspection and forwarded to the Chief of Police for review. The Report will document the results of the inspection, including policy violations and/or items of concern requiring further review. The completed Report and subsequent follow-up will be maintained by the Professional Standards Unit.

(1) Personal items not relevant to the inspection will not be noted in the report.

**Peoria Police Department  
Policy 5.03 Inspectional Services  
Original Issue Date: 01/01/03  
Last Revision Date: 06/01/05  
Next Review Date: 06/01/06  
Office of Primary Responsibility: PSU  
Editor: L. Ratcliff  
Reviewed By: D. Leonardo**

**APPROVED:**   

---

**David C. Leonardo  
Chief of Police**