

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 07-01

EFFECTIVE: May 22, 2013

CANCELS: 4-1, 4-2, 4-3, 67-10

TO: ALL PERSONNEL

INDEX AS: INSPECTIONS
LINE INSPECTIONS
STAFF INSPECTIONS

SUBJECT: INSPECTIONS

I. PURPOSE

The purpose of this directive is to establish policy and procedures for an inspection process at both the line and staff levels. This will provide the Chief of Police and command Staff with the means of regularly assessing the Department's efficiency and effectiveness, as well as providing information necessary to plan for needed changes.

II. POLICY

Inspections are the function and responsibility of command and are an integral part of any management system which holds employees accountable for their performance. Both line and staff inspections will be conducted within the Department to ensure that the operational policies and procedures of all divisions, bureaus, units, sections and offices conform to Department rules and are in accordance with existing law.

III. DEFINITIONS

- A. Line Inspections – Inspections conducted by line supervisory personnel who have direct authority and responsibility for the operation of the unit being inspected.
- B. Staff Inspections – Inspections of the various elements in each command which are conducted by the Bureau of Professional Standards. Each organizational component of the Department will be the subject of a staff inspection, at a minimum of once every three (3) years.
- C. Organizational Component or Work Unit – A subdivision of the Department, such as a Bureau, Division, Unit, Office or Squad.

IV. LINE INSPECTION PROCEDURES

- A. Line inspection may be informal or formal in nature and may consist of, but are not limited to, the following items:
 - 1. Appearance/Grooming/Uniforms;
 - 2. Required safety equipment;
 - 3. Vehicle/Workstation condition and required equipment;

4. Facilities;
5. Property;
6. Records and reports; and
7. Adherence to Department/Bureau/Division written directives, policies and procedures.

B. Formal and Informal Line Inspections

1. Informal line inspections shall be conducted daily by first or second line supervisory personnel during routine operations to ensure adherence to all Departmental policies, procedures and written directives. Immediate action shall be taken by the inspecting supervisor to correct any deficiencies noted. Written reports of informal line inspections shall be prepared under the following circumstances:
 - a. A memorandum will be used to document any outstanding performance.
 - b. Unsatisfactory performance on the part of an employee shall be reflected on a report of informal counseling.
 - c. The procedure outlined in General Order 30-6 regarding complaints of employee misconduct and disciplinary procedures will be utilized for repeated or serious violations of policies, procedures and written directives.
2. Formal Line Inspections shall be conducted by Lieutenants or Division/Unit Supervisors within each work unit at least annually or at the direction of the Chief of Police or the appropriate Commanding Officer. These Formal Line Inspections shall give emphasis to reports, reviews and other activities mandated by the applicable accreditation standards, to assure compliance.
 - a. The inspecting supervisor shall submit a written report to the Chief via the Chain of Command containing the following:
 - 1) The subject of the inspection;
 - 2) The objective of the inspection;
 - 3) A general discussion of the scope of the inspection;
 - 4) The findings; and
 - 5) Recommendations for improvement in operating procedures and/or corrective action taken.

- b. If a Formal Line Inspection written report details or recommends corrective action be taken, the reporting supervisor must file a supplementary written report after thirty (30) days confirming correction and continuing compliance.
- c. The inspecting supervisor will forward a copy of the formal line inspection report to the Bureau of Professional Standards. Reports of Formal Line Inspections shall be maintained in the Bureau of Professional Standards for a period of three (3) years.

V. STAFF INSPECTION PROCEDURES

A. General Guidelines

1. The Director, Bureau of Professional Standards shall be responsible for ensuring that within each major organizational component a staff inspection is conducted at least once every three (3) years. These major organizational components include the Office of the Chief of Police, the Bureau of Field Operations and the Bureau of Administration and Operational Support.
2. Staff inspections shall also be conducted by the Bureau of Professional Standards at the request of the Chief of Police or appropriate Bureau Commanding Officer.
3. The Chief of Police shall direct the Commanding Officers of the Bureau not being inspected to detach up to two supervisors, in total, to assist in the scheduled staff inspection.
4. Unless directed otherwise by the Chief of Police or Bureau Commanding Officer, adequate advance notice will be provided to work elements scheduled for inspection.
5. Staff Inspections may be of the following types:
 - a. General Inspection – a complete inspection of all operational aspects of a Departmental element; or
 - b. Specific Inspection – an examination and evaluation of a single aspect of a Departmental element.
6. While conducting a staff inspection, members of the Bureau of Professional Standards, and those supervisors detached from other components to assist, act as direct representatives of the Chief of Police and shall be afforded complete cooperation.

B. Staff Inspections will consist of the following:

1. An evaluation of element policies and procedures to determine if they are correct and adequately documented in written form and in compliance with applicable accreditation standards;
2. An evaluation of the effectiveness of operational procedures relative to component objectives and goals;
3. If applicable, an examination of the accounting procedures utilized to control materials, supplies and any associated funds to ensure compliance with City Ordinance, policies and procedures;
4. An evaluation of unit operations to determine if Department policies and procedures are being followed; and
5. An evaluation of periodic reports, reviews and other activities mandated by applicable certification standards (MPCCF chapter 7) to assure compliance.

C. Staff Inspection Reports

1. Written staff inspection reports shall be completed for each organizational component inspected. These reports shall be forwarded to the Chief of Police and the appropriate Bureau Commanding Officer. A copy shall also be provided to the supervisor of the inspected work element.
2. Each staff inspection report shall contain the following information:
 - a. The work element inspected and the supervisor's name;
 - b. The objective of the inspection;
 - c. A general discussion of the scope of the inspection;
 - d. The findings of the inspection, including positive aspects; and
 - e. Recommendations, if any.
3. Bureau Commanding Officers shall ensure that follow-up or corrective measures are taken by the appropriate supervisor(s) for any irregularities detailed in the staff inspection report:
 - a. The supervisor responsible for correcting the cited deficiencies will issue a written report, through the chain of command, to the Chief indicating what action was taken and confirming that the deficiencies were corrected; or

GENERAL ORDER 07-01
INSPECTIONS
PAGE 5

- b. If corrective action must be delayed, the supervisor responsible shall forward, through the chain of command, a memorandum to the Chief detailing what action is planned to correct the irregularity, and a timetable for its implementation. A final report shall be submitted, as per (a) above, to the Chief when the condition is corrected.
4. Upon receipt of a report of corrective action taken, the Chief of Police may direct the Bureau of Professional Standards to reinspect the organizational component, limiting the inspection to the area of previously noted deficiency and to issue confirmation that the deficiencies have been corrected.
5. Staff inspection reports shall be maintained by the Bureau of Professional Standards and appropriate Division Commanding Officer for three (3) years.

BY ORDER OF: Chief Steven Schicker 6/4/13
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 6/13/13
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

7.1, 7.2, 26.4

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 07-02

EFFECTIVE: May 23, 2013 CANCELS:107-10
TO: ALL PERSONNEL INDEX AS: VEHICLE INSPECTIONS
SUBJECT: VEHICLE INSPECTIONS VEHICEL MAINTENANCE

I. PURPOSE

The purpose of this order is to establish a protocol for the inspection, reporting of maintenance deficiencies, and inventory and replacement of equipment in Ballwin Police Department vehicles.

II. POLICY

It shall be the policy of the Ballwin Police Department to maintain its vehicle fleet in optimum condition and ensure its vehicles meet the safety standards required for use as a law enforcement vehicle.

III. PROCEDURE

A. Daily Vehicle Inspection

The oncoming officer will conduct an inspection of their assigned patrol vehicle. The inspection will include the vehicle's exterior, interior and all assigned equipment. The officer will utilize the Vehicle Inspection Log to document their beginning mileage, sector assignment, Department Service Number (DSN), that they inspected the vehicle for damage and that the assigned equipment is present and in good working condition.

1. An officer finding vehicle damage will immediately notify their Watch Commander. The Watch Commander will inspect the damage. The officer will prepare a memorandum detailing the damage. The memorandum will be forwarded through the chain of command to the Commanding Officer for the Bureau of Administration and Operational Support.
2. An officer finding equipment missing, not functioning or damaged will immediately notify their Watch Commander. The officer will prepare a memorandum detailing the missing, not functioning or damaged equipment. The memorandum will be forwarded through the chain of command to the Commanding Officer for the Bureau of Administration and Operational Support.

GENERAL ORDER 07-02
VEHICLE INSPECTIONS
PAGE 2

3. Any vehicle experiencing mechanical problems should be immediately taken out of service. The officer discovering the mechanical problem will notify their Watch Commander. A memorandum detailing the mechanical problems should be forwarded to the Ballwin Police Department's Automobile Technician. The vehicle's number should be listed under the Vehicle Down section on the vehicle status board located in the Squad Room of the station.
 4. Watch Commanders will conduct line inspections as outlined in General Order 07-01.
- B. Equipment included in Patrol Vehicles
1. The following equipment is maintained in all marked patrol vehicles:
 - a. 10 pound fire extinguisher
 - b. First Aid Kit
 - c. Flashlight
 - d. Flares
 - e. Radar unit
 - f. Radar unit tuning forks
 - g. In-car video surveillance system
 - h. Mobile Data Terminal (MDT)
 - i. Cellular phone
 - j. 12 gauge shotgun loaded with 00 buckshot
 - k. 12 gauge slug rounds
 - l. 12 gauge Less Lethal Shotgun with bean bag rounds
 - m. Lockout tool
 - n. yellow disposable blanket
 2. Vehicles 310, 311 and 322 will contain all equipment noted in B1 above as well as:
 - a. Ballistic Shield
 - b. Caution tape (POLICE)
 - c. Bolt Cutters
 - d. Halligan Tool
 3. Vehicle 309 will contain all equipment noted in B1 and B2 above as well as:
 - a. Incident Command Center vests
 - b. Eraser board and pens
- C. Vehicle Maintenance

GENERAL ORDER 07-02
VEHICLE INSPECTIONS
PAGE 3

1. A maintenance check of the oil and fluid levels will be made each week by the Department's Automotive Technician.
2. All vehicles will be refueled if the vehicle has less than a half tank of fuel. Vehicles will be refueled prior to the end of shift.
3. It shall be the responsibility of the officer using the supplies to immediately replace expended supplies.

D. Damage Incurred by On-Duty Officer

1. Any damage incurred to the vehicle shall be immediately reported to the Watch Commander. The officer shall prepare a memorandum to the Watch Commander. The memorandum will indicate the damage to the vehicle and all circumstances of the incident. The Watch Commander will inspect the damage to the vehicle. The Watch Commander will initial the memorandum and forward it to the Bureau Commander for the Bureau of Administration and Operational Support.
2. All motor vehicle accidents involving Ballwin Police Department vehicles will be handled in compliance with General Order 21-5.

E. Vehicle Change Over

1. Upon arrival at the station, off-going officers will park their vehicles in their assigned spaces and remove their equipment from the vehicle. Vehicles will be secured by the off-going officer by:
 - a. Turning off all electrical equipment,
 - b. Closing all windows,
 - c. Removing keys from the ignition and locking the shotgun and all doors, and
 - d. Placing the vehicle's keys on the assigned key board in the Squad Room of the station.
2. Prior to leaving the vehicle at the end of the duty shift, each officer shall remove all trash and expended items and clean the vehicle for use by the on coming officer. The officer will document on the Vehicle Log their ending mileage and the total miles that they drove during their shift.
3. Off-going officers shall not store their personal equipment in the interior or trunk of the vehicle.

