





POLICIES AND PROCEDURES MANUAL

	INSPECTIONAL SERVICES	
	POLICY NUMBER: 53-1	ISSUING AUTHORITY 
	EFFECTIVE DATE: January 1, 2025	Christine A. Elow Police Commissioner

I. GENERAL CONSIDERATIONS AND GUIDELINES

Inspections in a police department are an essential function in the management of quality control, facilities maintenance, and adherence to department goals, mission, and values. Inspections may include uniforms and equipment, vehicles, records, property, procedures, reports, and any other element of the department as determined by the Command Staff. Inspections compare performance with expectations; conducted in a clear and transparent manner, they will result in a process of continual improvement.

II. POLICY

It is the policy of the Cambridge Police Department to:

- A. conduct line inspections at regular intervals as a means of assessing department efficiency and effectiveness;
- B. conduct a staff inspection in compliance with accreditation standards;
- C. encourage members of the department who conduct inspections to give ample praise for good work; and
- D. follow up on inspections to correct deficiencies.

III. DEFINITIONS

- A. *Line Inspection:* Inspection conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected. Line inspection may be carried out by any supervisor within the chain of command and is often conducted by supervisory personnel who may also be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.
- B. *Staff Inspection:* An in-depth review of all components of the department. This management tool is used to assure the Police Commissioner that administrative procedures are being adhered to.

The role of staff inspections is to promote an objective review of department administrative and operational activities, facilities, property, equipment, and personnel outside the regular supervisory and/or line inspections.

IV. PROCEDURES

A. 53.1.1 (M) Line Inspection

1. Line inspections will be conducted by first line supervisors within each organizational component of the department according to the following provisions.
 - a. Procedures
 - (1) Supervisors and managers are responsible for overseeing the activities in their units, conducting inspections, and providing for satisfactory performance in meeting department standards.
 - (2) Procedures include checking that equipment is in working order; observing staff appearance; procuring needed supplies; and ensuring compliance with department policies and procedures.
 - b. Frequency
 - (1) Line inspections should be conducted at regular intervals, preferably at the start of each shift when possible. Such inspections will assist supervisors in preparing unit personnel to perform their daily functions and to deliver services as intended.
 - c. Correction of Deficiencies
 - (1) Supervisors in each organizational component are responsible for the correction of all deficiencies identified by inspections.
 - d. Requirements for Written Reports
 - (1) Only those inspections that result in a need for the attention of a Deputy Superintendent will require a written report. These may be delivered by email through the chain of command.
 - e. Follow-up Procedures
 - (1) Supervisors may follow up within their units regarding corrective action for minor deficiencies without further notifications or reports. In cases when an issue has been brought to the attention of a Deputy Superintendent, follow-up should be made through the chain of command.

B. 53.2.1 (O) Staff Inspections

1. Staff inspections will be conducted according to accreditation standards with the following provisions.
 - a. Persons Conducting Staff Inspections

- (1) Staff inspections will be assigned to Command Staff by the Police Commissioner.
- b. Procedures
 - (1) Upon assignment to a staff inspection, command personnel will identify those officers who will assist with each inspection and will provide a checklist of conditions, facilities, and equipment to be inspected. The results of the inspection will be used to assure the Police Commissioner that administrative procedures are being adhered to.
 - (2) Each component of the overall staff Inspection will be conducted in a timely manner by the personnel who are assigned.
- c. Submission of a Written Report
 - (1) Upon completion, the Deputy Superintendent conducting the inspection of each organizational component will submit a written report to the Police Commissioner. The report will identify deficiencies and make recommendations for improvement or corrections.
 - (2) The report should also include praise for good works and achievements by personnel.
- d. Deficiencies that Cannot be Corrected Immediately
 - (1) Included in the report will be those identified deficiencies that cannot be corrected immediately, reasons for any delays, and possible long-term corrective actions.
- e. Frequency
 - (1) A staff inspection will be conducted within all organizational components at least once every four years.