

**Laurel Police Department – General Order**  
**Chapter III, Section 200, Order 201 – Staff Inspections**  
**September 12, 2016**

**3 / 201.05 POLICY**

It is the policy of this Department to conduct periodic staff inspections.

**3 / 201.10 PURPOSE**

The purpose of this order is to ensure departmental policies, guidelines, and directives are being complied with.

**3 / 201.15 DEFINITIONS**

None

**3 / 201.20 PROCEDURES**

A. GENERAL

1. Staff inspections are defined as those inspectional processes which will be conducted by Command Staff personnel (Lieutenants or of higher authority) for the purpose of determining whether departmental policies, guidelines and directives are being complied with and whether those departmental policies, guidelines and directives are sufficient to ensure that the performance of agency personnel is meeting the formal expectations of the agency.

B. STAFF INSPECTION RESPONSIBILITY

1. It will be the responsibility of the Office of the Chief of Police to ensure that Command Staff Personnel are completing those Staff Inspections deemed necessary to provide the information needed to direct operations of the agency.
2. Bureau Commanders will conduct announced and unannounced Staff Inspections of various components, units, and tasks of the agency.
  - a. These inspections are to be conducted fairly, impartially and honestly with the goal of determining operational effectiveness and efficiency.
  - b. All inspections will be reported to the Chief of Police via written documentation, and are to be made a part of a file that will be retained a minimum of one (1) year from the date of the report.
  - c. The Staff Inspection Report form will be utilized whenever inspections are done.

C. PROCEDURE FOR CONDUCTING STAFF INSPECTIONS

1. The Staff Inspection will consist of no less than a visual inspection of:
  - a. Area being inspected
  - b. Applicable General Order(s), policy or procedures
  - c. Reports, documents detailing activity
  - d. An interview of at least one individual assigned to unit / function
  - e. Inspection of applicable equipment

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2. A written report utilizing the Staff Inspection Report will be submitted to the next highest level of Command Staff following an inspection.
  - a. In areas wherein deficiencies are noted, a follow-up Staff Inspection will be completed within 30 days of listed completion date of "Recommended Corrective Action."

**3 / 201.25 GOVERNING LEGISLATION AND REFERENCES**

CALEA Standards 53.2.1

**3 / 201.30 ANNEX**

None