



The Aberdeen Police Department Policies & Procedures Manual Chapter Contents



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Chapter 14 Inspections
Section 01 Policy

A. Policy

1. All Department's offices, operations, and personnel are subject to formal and informal inspections.
2. Inspections shall be conducted with a positive approach in a professional manner to encourage good working conditions and to achieve the department's goals and objectives.
3. Line and Staff Inspections shall be conducted throughout the year.
4. All Department personnel shall give full cooperation to persons conducting inspections and shall make personnel, property, files, records, and Department equipment available for examination upon request.
5. Inspections will serve the following purposes:
 - a. Evaluate the quality of the Department's operations,
 - b. Ensure that goals are being pursued and met,
 - c. Identify the need for additional resources,
 - d. Identify exceptional work performance, and
 - e. Provide suggestions and improvements to procedures.
6. The Deputy Chief shall monitor Department inspections and follow-up activities.

B. Inspection Reports

1. All Division supervisors are responsible to maintain documented records of inspections and follow-up activities which can be in the forms of:
 - a. Handwritten notes in a log
 - b. Checklists
 - c. Summaries (on a Form 37 Memo)
 - d. Inspection, Audit, Inventory, etc., Report forms
2. Most inspections and follow-up reports will be submitted to the Deputy Chief or Chief of Police appropriately, through the chain of command.
3. Supervisors, Division Lieutenants, the Deputy Chief, and the Chief of Police will submit to the Accreditation Manager a sufficient sampling of reviewed and signed or initialed inspections reports and follow-up reports for accreditation files, to demonstrate continued compliance with inspections requirements. (11.4.3)



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Chapter 14 Inspections
Section 02 Line Inspections

A. Policy

1. Line Inspections are ongoing activities that examine personal appearance, use and maintenance of equipment, status and conditions of physical facilities, and adherence to policies and procedures.
2. Supervisors and managers at every level of the Department are responsible to conduct inspections, formal or informal, and strive to achieve accountability within the Department.
3. Division Lieutenants shall ensure that line inspections, consistent with the Department's goals and objectives, are conducted in their respective divisions.

B. Supervisor Responsibilities (53.1.1c)

1. Conduct line inspections of all personnel and equipment assigned to their shift or section, including but not limited to:
 - a. Uniform (clothing) and grooming,
 - b. Vehicles and vehicle-related equipment,
 - c. Required police equipment and weapons,
 - d. Facilities,
 - e. Policies and procedures, and
 - f. Reports and forms.
2. Take immediate corrective action for minor discrepancies:
 - a. Identify the deficiency,
 - b. Provide a deadline (a reasonable amount of time) to correct the deficiency, and
 - c. Provide a reasonable means to correct the deficiency.
3. Report serious discrepancies through the chain-of-command using appropriate emails, forms or reports. (53.1.1d)
4. Follow-up on all discrepancies to ensure that deviations from all applicable policies and procedures have been corrected, and submit follow-ups to the chain-of-command, as directed. (53.1.1e)

C. Officer and Civilian Responsibilities

1. Each employee and volunteer shall maintain
 - a. Individually assigned or issued equipment or clothing, and
 - b. Office equipment used during the tour of duty.
2. Personnel shall immediately report to their supervisor any discrepancy or defect that arises, including but not limited to:
 - a. Vehicle defects or damage
 - b. Missing or damaged equipment



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- c. Shortage of supplies or equipment
 - d. Unsafe conditions or damaged property or facilities
 - e. Inability to access by computer any tools (policies, forms, programs) needed to perform job
3. Personnel shall report to their supervisor any action they took to correct a discrepancy. (53.1.1e)

D. Semi-Annual Inspection (53.1.1a)

- 1. Evaluates personal appearance, vehicles, equipment, supplies, and operational readiness of assigned equipment;
- 2. Conducted twice a year, spring and fall, by the Chief of Police. (53.1.1b)
- 3. The Chief of Police or designee will send a global email to Department personnel announcing the
 - a. Date of the Patrol Division inspection,
 - b. Places and times, and
 - c. Uniform of the day.
- 4. Patrol Division Semi-Annual Inspection Procedures
 - a. Officers will line up the marked vehicles at the designated location, standing next to their vehicles at parade rest. With vehicle
 - (1) Overhead lights on,
 - (2) Doors and trunk open, and
 - (3) Equipment in trunk displayed appropriately.
 - b. The Chief of Police will
 - (1) Interview each officer, one at a time;
 - (2) Inspect their vehicles and uniforms; and
 - (3) Observe their required equipment.
 - c. The Patrol Division Lieutenant will
 - (1) Inspect vehicles and equipment to be kept in the vehicles
 - (2) Note any deficiencies and instruct officers to request equipment or repairs to the Administrative Lieutenant at this inspection.
 - d. The Administrative Lieutenant will
 - (1) Note any requests for uniforms, equipment, or repairs requested by officers; and
 - (2) Be responsible to order or otherwise fulfill requests for equipment or repairs.



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- e. Off-Duty Officers
 - (1) Will report to the Chief of Police or designee for uniform inspection the day they return to duty.
 - (2) Are responsible to have their marked vehicles present with all the shift vehicles on the designated day of inspections.
- 5. Criminal Investigations Division Special Operations Semi-Annual Inspection Procedures
 - a. CID covert vehicle inspections are conducted during the same week, at a location designated by the Chief of Police.
 - (1) CID officers will take their unmarked vehicles to the designated location and time.
 - (2) The Deputy Chief will perform the inspections.
 - (3) The Deputy Chief will note any deficiencies and instruct officers to request equipment or repairs to the Administrative Lieutenant at this inspection.
 - b. CID officers will report to the station, in the uniform of the day, to the Chief of Police or designee, for the uniform inspection, on a day and time designated by the Chief of Police.
- 6. Semi-Annual Follow-up Reports (53.1.1e)
 - a. Officers are responsible to confirm with their supervisors the uniforms, equipment, and repairs that were identified at inspections.
 - b. Supervisors will follow-up to ensure the uniforms, equipment, and repair requests were ordered and received.
 - c. Supervisors will submit follow-up checklists, notes, or reports to their respective Division Lieutenants.
 - d. Division Lieutenants will forward follow-up summaries, checklists, and notes to the Administrative Lieutenant.
 - e. The Administrative Lieutenant will submit inspection follow-up status updates to the Chief of Police.



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Chapter 14 Inspections
Section 03 Staff Inspections

GO 19-008, 01/20/2019
Supersedes GO 14-028

A. Policy

1. A Staff Inspection evaluates each organizational component to assess personnel and material resources, efficiency, integrity, morale, and compliance of personnel with policies and procedures.

B. Procedure (53.2.1b)

1. The Chief of Police or designee shall coordinate the Staff Inspection and:
 - a. Schedule, announce, and implement staff inspections of all Divisions at least once during a 4-year accreditation cycle: and (53.2.1e)
 - b. Assign Department personnel, outside a direct chain of command of the inspected components, or invite personnel from outside agencies, to perform the inspections. (53.2.1a)
2. Staff Inspectors shall:
 - a. Perform objective review of administrative and operational activities, facilities, property, equipment, and personnel to assure the Chief of Police that administrative procedures are being followed; and
 - b. Report directly to the Chief of Police in the course of Staff Inspection activities.
3. The Accreditation Manager shall prepare the inspection forms, under the direction of the Chief of Police or designee, that will include but will not be limited to:
 - a. Compliance with and adherence to Department policies and procedures;
 - b. Compliance with accreditation standards;
 - c. Personnel; and
 - d. Facilities, equipment and supplies.

C. Report of Findings (53.2.1 c)

1. Staff inspectors shall prepare and submit a written report of findings to the Chief of Police, through the inspected Division's chain of command, within 10 days of the inspection.
2. The report of findings shall be prepared in the following format:
 - a. Introduction
 - 1) Division, section, or component inspected;
 - 2) Date(s) of inspection;
 - 3) Total time spent conducting the inspection; and
 - 4) Name of Inspector. (53.2.1a)
 - b. Findings
 - 1) Summary of inspection activities;
 - 2) Summary of the division's, section's or component's compliance with accreditation standards; and
 - 3) Condition of property, equipment, and supplies.
 - c. Conclusions



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- 1) Strengths
 - a) Identify strengths and credit exemplary activities and procedures; and
 - 2) Weaknesses
 - a) Identify weaknesses that affect attainment of goals and objectives.
 - d. Recommendations
 - 1) Recommend changes or improvements to identified weaknesses.
3. Staff Inspection Follow-Up (53.2.1d)
 - a. Supervisors shall:
 - 1) Prepare a Staff Inspection Follow-Up action plan to implement recommended changes or improvements;
 - 2) Establish and follow timelines and deadlines to implement necessary activities and changes; and
 - 3) Submit the action plan to the Chief of Police through the chain of command.
 - b. The Chief of Police may designate a staff inspector to conduct follow-up inspections of areas where deficiencies or weaknesses were identified, until all deficiencies are corrected.
4. Final Report (53.2.1 d)
 - a. A Chief of Police designee shall prepare and submit a final report to the Chief of Police through the chain of command when identified discrepancies or weaknesses have been corrected.



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Chapter	14	Inspections
Section	04	Evidence & Property Inspections
CALEA	84.1.6	

GO 24-031, 12/03/2024
Supersedes GO 21-012

A. Policy

1. Regular audits, inspections, and inventories of evidence and Department-controlled property, including oversized property, and all CDS shall be conducted during the year to maintain a high degree of evidentiary integrity.

B. Definitions

1. **Audit** - A documented accounting of high-risk items (e.g., cash, precious metals, jewelry, firearms, and drugs) and other evidence and non-Department property to establish that all property is accounted for, and records can reasonably be assumed correct.
2. **Inspection** - A careful and critical examination; a formal review of all components of a particular requirement and an examination of their application.
3. **Inventory** - A detailed itemized list of Department-owned or controlled property in possession of the Department, which includes a definition (or value) of what is to be itemized, and a written certification by the person conducting the listing.

C. Procedures and Responsibilities

1. The Accreditation Manager shall:
 - a. Prepare and produce an annual schedule of the inspections, inventories, and audits;
 - b. Submit the schedule to the Chief of Policy; and
 - c. Notify the chief when each is due.
2. The Chief of Police or designee shall:
 - a. Assign posting locations;
 - b. Distribute copies of the schedule; and
 - c. Assign inspectors to conduct the inspections, inventories, and audits.
3. Inspectors shall be responsible to:
 - a. Notify the Evidence Custodian and the Canine Officer (CDS) about the inspection;
 - b. Meet the Evidence Custodian and the Canine Officer (CDS) at assigned location(s);
 - c. Conduct the inspections;
 - d. Record detailed findings on the designated inspection form; and
 - e. Submit the form to the Chief of Police through the chain of command for Administrative Review and approval.

D. Evidence Inspections, Inventories, and Audits (CALEA-Required)

1. **Semi-Annual Inspection (84.1.6a)**
 - a. (#1) Conducted during first part of the calendar year and (#2) Conducted during last part of the calendar year.
 - 1) Determines adherence to procedures; and
 - 2) Verifies the location of each item.



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- b. Conducted by two persons:
 - 1) The Evidence Custodian or CID Supervisor (person responsible for the evidence and control of the function); *and*
 - 2) A person appointed by the Chief of Police.
 - c. Documentation:
 - 1) Form 130 – Semi-Annual Inspection Report – Evidence & Property; and
 - 2) Form 131 – Semi-Annual Inspection Report – CDS Evidence.
2. **Changeover of Custodian Inventory** (84.1.6b)
- a. Conducted within 5 days after Changeover.
 - 1) Examines the integrity of the system;
 - 2) Inventories 100% of evidence and property; and
 - 3) Ensures that records are correct and properly annotated; and
 - 4) Verifies the location of each item.
 - b. Conducted jointly by:
 - 1) The retiring Evidence Custodian;
 - 2) The newly designated Evidence Custodian; and
 - 3) A designee of the Chief.
 - c. Documentation:
 - 1) Form 132 – Changeover Joint Inventory Report – Evidence & Property;
 - 2) Form 133 – Changeover Joint Inventory Report – CDS Evidence;
 - 3) Form 217 – 100% Inventory Report – Evidence & Property; and
 - 4) Form 218 – 100% Inventory Report – CDS Evidence
3. **Annual Audit** (84.1.6c)
- a. Scheduled by the Chief of Police.
 - 1) Examines a significant representative sampling of property and evidence for continuity of custody and integrity of the system.
 - b. Conducted by two persons who are not routinely or directly connected with property and evidence, appointed by the Chief of Police.
 - c. Documentation:
 - 1) Form 134 – Annual Audit Report – Evidence & Property; and
 - 2) Form 135 – Annual Audit Report – CDS Evidence.
4. **Unannounced Annual Inspection** (84.1.6d)
- a. Scheduled by the Chief of Police.
 - 1) Ensures orderliness, cleanliness, and accuracy of records; and



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2) Verifies the location of items.

b. Conducted by two persons appointed by the Chief of Police.

c. Documentation:

1) Form 136 – Unannounced Inspection Report – Evidence & Property; and

2) Form 137 – Unannounced Inspection Report – CDS Evidence.

E. 100% Inventory

1. The Chief of Police may schedule a 100% inventory of all Evidence & Property and CDS Evidence items.

a. Ensures that records are correct and properly annotated; and

b. Verifies the location of each item.

2. Conducted by two persons appointed by the Chief of Police.

3. Documentation:

a. Form 217 – 100% Inventory Report – Evidence & Property; and

b. Form 218 – 100% Inventory Report – CDS Evidence.

F. Record-Keeping

1. The Inspectors shall:

a. Conduct the assigned duties;

b. Complete, sign, and date the reports and inventories; and

c. Submit the reports through the chain of command to the Chief of Police.

2. Chain of Command personnel shall:

a. Receive, review, sign, and date the reports and inventories; and

b. Submit them to the Chief of Police.

3. The Chief of Police shall:

a. Review, sign, and date the reports; and

b. Forward them to the Sr. Administrative Specialist.

4. The Sr. Administrative Specialist shall:

a. Receive and record the reports;

b. Scan and email the documents to the Accreditation Manager; and

c. Maintain the originals in the Chief's files.

5. The Accreditation Manager shall:

a. Enter the documents into the PowerDMS Assessment; and

b. Forward the documents to the Evidence Custodian and Division Commander.



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G. Follow-Up Reports

1. The Evidence Custodian shall:
 - a. Review the results of the inspections;
 - b. Correct any deficiencies in recordkeeping, physical packaging, or any other discrepancies by a date determined by the Chief of Police;
 - c. Note on the form any corrections and recommendations;
 - d. Document and date the corrections on the original report or other document (Form 37); and
 - e. Submit the documented corrections to the CID Supervisor for signed/initialed approval.
2. The CID Supervisor shall forward a scanned copy of the documented corrections to the Deputy Chief.
3. The Deputy Chief shall review and acknowledge the follow-up report and submit the report to the Chief of Police.
4. The Chief of Police shall:
 - a. Review the inspection results;
 - b. Determine a due date for corrections, if any or indicated; and
 - c. Review and approve the follow-up report; and
 - d. Forward the approved report to the Evidence Custodian.
5. The Evidence Custodian shall send a scanned copy of any follow-up report to the Accreditation Manager.