
KANSAS CITY, KANSAS POLICE

GENERAL ORDER

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I. PURPOSE

- A. To ensure uniformity and efficiency in the performance of Department operations by conducting and inspections and evaluations of Department procedures, policies, operations, personnel, equipment, and facilities.
- B. To complement and augment the line inspection function, which consists of the daily inspections of personnel and equipment by supervisors and unit commanders.

II. INSPECTION OBJECTIVES

- A. To determine if established policies, procedures, rules, regulations, and operational guidelines are adhered to in the intent and manner for which they were designed.
- B. To evaluate cost-effectiveness of agency programs, procedures, and manpower and equipment resources allocation.
- C. To ascertain if policies, procedures, goals, and objectives are clearly defined so that they can be implemented accordingly.
- D. To resolve whether Department resources (human and material) are adequate to enable the Department to successfully fulfill its mission.
- E. To identify obvious deficiencies in supervision, training, morale, policy, and methods of operation, and recommend remedies to improve efficiency.
- F. To develop and improve standards for measurement of Department performance.
- G. To determine whether or not existing operational conditions foster coordination of activities and an atmosphere of cooperation within the Department, as well as with other agencies with which we share goals.
- H. To recommend policies or procedures that more effectively utilizes Department assets.

III. INSPECTION RESPONSIBILITIES

- A. Subject to the direction of the Chief of Police, the

Executive Officer oversees all staff inspection activity and ensures that information gathered in the staff inspection process is properly disseminated. The I.A. Unit Commander will coordinate the staff inspection process on a daily basis. Inspections will be conducted by the I.A. Commander, I.A. Detective, and a member of Research and Development. The actual composition of the inspection team will be at the discretion of the I.A. Commander based on the needs of the particular inspection being conducted. The IAU Commander will have the authority to request commanders for assignment to inspection teams. Such requests will be made to the Executive Officer. The inspection team will report their findings, in writing, to Executive Officer, and the Chief of Police or his designee.

- B. Inspections may be directed at various units, stations, functions and components, and may include but are not limited to those criteria listed below.

1. Personnel - Evaluation of any member of the Department, sworn or civilian, for appearance, possession of required and proper equipment, utilization of equipment and materials, conduct, job knowledge and performance, integrity, and morale.
2. Position Evaluation - Inspectors will bear in mind that some positions are more appropriately staffed with civilian personnel than sworn personnel, and will make recommendations accordingly. Recommendations will be included in the report and will also be forwarded to the Executive Officer.
3. Policy and Procedure Evaluations - Review and assessment of the applicability and adequacy of written directives, operational guidelines, reporting systems and the levels of compliance with the stipulations set forth in these instruments.
4. Field Reports - Periodically inspect reports to determine compliance with existing directives or to identify the need to change them. Also, when some problem is indicated or it otherwise appears necessary, evaluate the field reporting process.
5. Facilities - Inspection of Department offices and buildings for cleanliness, defects, maximum utilization of space and materials, and inventory control.
6. Vehicles - Inspection of any vehicle owned or operated by the Department for mechanical condition, cleanliness, serviceability, allotment of proper and functioning equipment, and ability to perform effectively for the function to be served.
7. Personal Equipment - Any Department member, sworn or civilian may be directed to account for and display any equipment entrusted to them or required by the Department.
8. Firearms - Any sworn member of the Department may be directed to display and surrender for inspection any firearm or ammunition in their

possession or any weapon entrusted to their care and control (e.g. shotgun, rifle, duty weapon, etc.).

- a. Inquiries may be initiated to determine a sworn member's compliance with general orders requiring qualification with duty, auxiliary and off-duty firearms and special weapons, where applicable.
- b. Sworn personnel may also be checked for possession of unauthorized firearms or ammunition.

IV. INSPECTION FORMATS

A. Formal Inspections

1. A formal inspection will consist of a comprehensive, inspection of any element of Department operations. Formal Inspections shall be conducted as scheduled or as otherwise directed by the Chief of Police or the Executive Officer. A formal inspection will be completed on every element of the Department at least every three years.
 2. The staff inspection process will typically involve direct observation, use of internal and external reference materials, and personal interviews. This does not, however, preclude the use of other methods, contingent upon the nature of the inspection.
 3. Any and all directives, operational guidelines, written policies etc., governing the element or procedure to be inspected will be reviewed by the IAU Commander or his designee prior to commencement of a formal inspection in order to facilitate gaining a better working knowledge of the functioning of that element or procedure. Inspections may be unannounced.
 4. Staff inspection personnel will begin the actual inspection by meeting with the commander of the organizational element being inspected, or his designee.
 5. At the culmination of the formal inspection process, facts, information, and data gathered during the inspection process will be collated into a final report. The report will be completed in memorandum format, summarizing the inspection, identifying positive aspects of the area being inspected, noting any deficiencies, and making recommendations for their improvement and/or correction. The final results of the inspection will be forwarded to the Executive Officer, the affected Division Commander, and the Chief of Police.
- B. Follow-up Inspections. Should an inspection result in a requirement that correctives measures be made, a follow up inspection will be conducted to determine if the problem has been addressed and corrected. The follow-up inspection will be documented in memorandum format. The report will then be forwarded to the Division Commander, the Executive Officer, and the Chief of Police or his designee.