

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

General Order: 2.03	Effective: 04/01/2020	Supersedes: 12/27/2017	Number of Pages: 2
----------------------------	------------------------------	-------------------------------	---------------------------

DEPARTMENTAL RULES AND REGULATIONS: LINE INSPECTIONS

The purpose of this order is to ensure compliance and uniformity in the operations of the Police Department through the use of inspections at all levels.

It is the goal of the Police Department to provide the highest level of service to the public by managing our resources efficiently and effectively. In order to achieve that goal, supervisors must continuously inspect, review and analyze the performance of the Department's units in relation to established policies and procedures. The purpose of these inspections is to determine compliance with policies and procedures, to determine the need for training to correct deficiencies, to revise policy and procedure to improve overall efficiency and effectiveness and to assist in developing budget requests.

A. A line inspection is a process that seeks to exercise internal control through observation and review by those directly responsible for a particular function and activity. Line inspections will be made by those who have the authority to require immediate corrective actions.

B. Line Inspection

1. A routine process, practiced at each level of command, in which all supervisors shall ascertain by constant observation whether members of their command are acting in accordance with applicable policies and procedures of the Department.
2. Each supervisor shall constantly examine, inquire about and/or evaluate the performance of their subordinates to determine whether the objectives of the Department and the individual unit are being accomplished.
3. Each supervisor will also conduct appropriate inspections of the facilities, equipment and property assigned to their unit.
4. Each supervisor shall document at the unit level the results of their line inspections. Division and/or District Commanders may require that the results be reported in writing to the appropriate supervisory level.
5. Each bureau supervisor will include items of interest and/or concern in their unit's monthly activity report (which is forwarded through the chain of command to the Chief of Police). Such items of interest and/or concern may include reference to the unit's facilities, property, equipment, personnel and/or activities. This will include a statement, where applicable, concerning completion of inspections of equipment maintained in support of the Department's Emergency Operations/Critical Incident Response Plans.

C. Corrective Action

1. The inspecting supervisor will take the appropriate action to correct any deficiencies noted during his/her inspections.
2. The inspecting supervisor will report any corrective action taken to the Chief of Police via his/her chain of command.
3. The inspecting supervisor's Division Commander will follow up to ensure that the appropriate corrective action has been taken and report his/her findings to the Chief of Police within thirty (30) days.