



**DEPARTMENT OF PUBLIC SAFETY  
POLICIES & PROCEDURES**



<b>POLICY NUMBER</b>	
OPR:06	
<b>EFFECTIVE DATE:</b> 04/09/2018	<b>ORIGINAL ISSUED ON:</b> 12/22/1994
<b>REVISION NO:</b> 5	

**SUBJECT: LINE AND STAFF INSPECTIONS**

**1.0 PURPOSE**

The purpose of this policy is to establish the requirements for periodic inspections of officers and their equipment and to provide the State Police Chief and staff with a tool to evaluate the operations of work components within the organization.

**2.0 POLICY**

It is the policy of the Department of Public Safety to conduct line (personnel and equipment) and staff inspections for evaluating the quality of the agency’s operations; ensuring that the agency’s goals are being pursued; identifying the need for additional resources; and ensuring that control is maintained throughout the agency.

**3.0 APPLICABILITY**

This policy applies to all commissioned New Mexico State Police personnel of the New Mexico Department of Public Safety.

**4.0 REFERENCES**

**A. CALEA Chapter 53 - Inspection Services**

**5.0 DEFINITIONS**

- A. Inspection Form** – The “DPS Officer/Equipment Inspection” form currently in use.
- B. Uniform / Equipment** – Badges, commission, uniform garments, leather gear, regulation cap, brass, patches, insignia, authorized outer garment, body armor, authorized footwear.

**NOTE: For agencies and commissioned personnel assigned to plainclothes duty, “Uniform” shall mean the approved civilian clothing, at the discretion of the unit commander.**

**6.0 PROCEDURE**

**A. Line Inspections**

- 1. Frequency
  - a. Inspections will be conducted by supervisory personnel on a semi-annual basis. The 1<sup>st</sup> line inspection must be conducted during the months of January-February; the 2<sup>nd</sup> line inspection will be conducted during the months of July-August.
  - b. Line inspections may be conducted on an individual basis at any time deemed necessary by supervisors, or as directed by the State Police Chief or his staff.
  - c. Line inspections will be conducted prior to an officer/inspector departing his/her home duty station, upon transfer/re-assignment to another duty station. This does not apply to temporary assignments.

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- d. All line inspection will be documented using the Officer/Equipment Inspection Form.
2. District/Bureau Commanders and Majors will conduct random inspections of department firearms. Inspections will be completed to ensure firearm maintenance and confirm the accuracy of issued weapons and serial numbers within the Firearms Database. All department supervisors will have “view” privileges in the Firearms Database to ensure accuracy of all firearms assigned to personnel under his/her command.
3. Inspection Procedure – It is the responsibility of the supervisor in each organizational component to conduct line inspections of those under their command.

The following items shall be inspected for safety and/or correctness during the 1<sup>st</sup> and 2<sup>nd</sup> semi-annual inspections:

- a. Personnel appearance, which includes the condition and appearance of uniform and uniform equipment.
  - b. Condition of issued equipment, which includes firearms, cameras, pagers, etc., as listed on the standardized inspection form. Firearms serial numbers must be confirmed by the supervisor with the Firearms Database for accuracy. If a discrepancy exists, the supervisor will immediately notify the armorer of the issue and determine the reason for the discrepancy. Supervisors will document that all weapon serial numbers were verified on *Attachment A: New Mexico State Police — Officer/Vehicle Inspection Form*.
  - c. Condition of the vehicle, including the exterior, under the hood, the trunk and the interior. The detailed inspection will focus on the safety and utility of the vehicle, and its overall appearance.
  - d. Condition of the vehicle equipment, i.e. mobile radio, siren, PA system, fire extinguisher, etc., as specified on the inspection form.
4. Follow-up or corrective action - It is the responsibility of every supervisor to take prompt corrective follow-up action any time any type an officer/equipment inspection determines that:
    - a. Procedures are not being followed.
    - b. Procedures are not working, not workable, or are otherwise outdated.
    - c. Equipment is missing, damaged or no longer functional.
    - d. Activity is uncovered that is working to the detriment of the department.
  5. Follow-up or corrective action may take the form of, but is not necessarily limited to:
    - a. Providing employees under direct supervision with remedial training and documenting it.
    - b. Implementing new procedures or revising old procedures that are no longer functional.
    - c. Taking appropriate disciplinary action.
    - d. Making efforts to repair or replace equipment.

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- e. Supervisors shall determine a specified time period for the employee to correct any deficiencies noted during the inspection. The supervisor must re-inspect the employee at the conclusion of the specified time frame to determine if the employee has taken the appropriate corrective action. The supervisor shall note the correction on the original inspection form in the remarks/comments section.

### **B. Staff Inspections**

1. Role of Management
  - a. Support the inspection process as a mechanism to identify inconsistencies in the application of orders and as a means to improve the function of various components within the department.
  - b. Promote exemplary performance in each individual or function.
  - c. Provide guidance, direction, counsel and leadership that consistently compliment the achievement of the Department's mission.
2. Staff Conducting Inspections – The Research and Development Section and Uniform Bureau zone commanders will conduct all staff inspections. These personnel may be augmented, as necessary and appropriate, by personnel having expertise in the area(s) being inspected.
3. The staff inspection will:
  - a. Function under the policies and directions established by the State Police Chief.
  - b. Have access to all records and any other properties relevant to the performance inspection.
  - c. Act on behalf of the State Police Chief as appropriate to the assignment.
  - d. Have the authority to solicit the expertise of additional personnel whenever necessary.
  - e. Identify discrepancies and make recommendations.
4. Staff Inspections Procedure
  - a. The chief, or his/her designee, shall convene the personnel who will be assigned with conducting the staff inspections.
  - b. The chief, or his/her designee, shall designate a position within the personnel assigned to conduct the staff inspections to act as team manager. The team manager shall be responsible for the following, including but not limited to:
    - i. The coordination of the personnel assigned to conduct staff inspections.
    - ii. Completing the inspection report and presenting his/her findings to the chief or his/her designee.
    - iii. Communicating directly with the District/Section/Bureau commander regarding the staff inspections as well as any deficiencies identified through the staff inspection.
    - iv. Identifying and communicating any time lines for correction of any deficiencies noted in the staff inspection.

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- c. The team manager shall prepare a calendar of dates and District/Section/Bureaus to be inspected. Once completed, the team manager shall forward this calendar to the appropriate District/Section/Bureau commander as notice of the impending inspection. The District/Section/Bureau commander may contact the team manager to choose an alternate date if there is a conflict. The team manager shall have final authority over the date of inspection.
- d. The staff inspection personnel shall arrive at the particular District/Section/Bureau and begin the staff inspection.
- e. The staff inspection may include, but not be limited to the following:
  - i. Inspection of the condition of evidence vaults, including ensuring a second level of security is being provided for items of high value.
  - ii. The overall cleanliness and organization of the office.
  - iii. Crash and offense incident reporting. Inspectors shall review dates of incidents against when reports are submitted as well as when the reports are approved. The inspectors shall also review the overall accuracy of the reports and whether or not the appropriate investigations are being conducted.
  - iv. Compliance with specific policy requirements; e.g. temporary holding areas, secure locations for storage of firearms while processing prisoners, telecommunications areas are restricted to authorized personnel only, etc.
  - v. Supervisors review of video recordings logs.
  - vi. Equipment and other assets.
  - vii. Un-issued citations are stored in secure locations.
  - viii. Complaints are being forwarded to the Standards Bureau in a timely manner.
  - ix. Grievances are being handled appropriately and forwarded to the Standards Bureau commander.
  - x. Commanders are providing information to the Standards Bureau, required for the Department Early Intervention Personnel System, in a timely manner.
  - xi. Generator tests are being conducted and documented.
- f. The staff inspection shall also include an administrative review of the temporary holding areas and procedures at least once every three years. The administrative review shall address the following:
  - i. Ensure that agency policies and procedures governing temporary holding areas are being followed.
  - ii. Ensure that the need still exists to maintain a temporary holding area.
  - iii. Ensure that the temporary holding area is still adequate to meet the needs of the Department.
- g. At the conclusion of the staff inspection, the team manager will communicate with the District/Section/Bureau commander any deficiencies noted. In the

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event the deficiencies can be corrected immediately, the team manager will oversee the corrections. If the deficiencies cannot be corrected immediately, the team manager will assess a deadline for correcting the deficiencies. The deadline shall be within a 30 day period from the date of inspection. Extensions may be granted by the chief or his/her designee, as appropriate. The team manager will coordinate a date with the District/Section/Bureau commander for a follow-up inspection to be conducted to ensure the deficiencies have been corrected.

In the event major deficiencies are noted, the appropriate course of action may be to generate an Internal Investigations Complaint form pursuant to Department policy *ADM:04 Internal Investigations*. The decision to complete a Complaint form shall be at the discretion of the team manager.

- h. The team manager shall complete a staff inspection report and present it to the chief, or his/her designee. The report shall contain, but not be limited to the following:
  - i. Any deficiencies identified during the inspection.
  - ii. Corrective actions taken by the District/Section/Bureau commander.
  - iii. Recommendations for improvement.
  - iv. Identifying positive aspects of the area being inspected.

The team manager shall also complete a follow-up written report for noted deficiencies that could not be immediately corrected.

### 5. Follow-up inspections

- a. Within thirty (30) days of the initial inspection, the bureau/district commander of the unit inspected will provide a response regarding the inspection team's report recommendations, if any. No response is required if the results of the inspection are satisfactory.
  - b. The inspection team will conduct a follow-up inspection, if required, within (30) to ninety (90) days of the response from the bureau/district commander. A supplemental report will be sent to the State Police Chief by the inspection team outlining concerns noted during the original inspection, whether the concerns have been resolved and how they were addressed.
6. Each bureau/district shall be inspected at least once every three years. Specific components, units and functions may be subjected to more frequent inspections as outlined by Policies and Procedures and/or CALEA standards.
  7. Documentation resulting from the staff inspections shall be maintained by the Standards Bureau pursuant to state law.

## 7.0 ATTACHMENTS

### A. New Mexico State Police — Officer/Vehicle Inspection Form

## 8.0 APPROVAL

APPROVED BY: S/ Scott Weaver  
DPS Cabinet Secretary

DATE: April 9, 2018