



<b>University of Pennsylvania Police Department</b> 4040 Chestnut Street, Philadelphia, Pa 19104		 
<b>Directive:</b> 35	<b>Subject:</b> Inspections	<b>Effective Date:</b> 03/23/1998
<b>Order of:</b> Gary Williams, Chief of Police		<b>Amended Date:</b> 02/1/2023

**I. Purpose**

The purpose of this directive is to establish policy and procedures for continuous inspection of the University of Pennsylvania Police Department's (UPPD) personnel, resources, equipment, facilities, property, and operational effectiveness.

**II. Policy**

It is the policy of the UPPD to maintain a state of operational readiness by conducting inspections of personnel and equipment on a regular basis. Inspection is an essential mechanism to evaluate the quality of the UPPD's operations. The goal of inspection is operational efficiency and effectiveness. Although the ultimate responsibility of inspection and control rests with the Chief of Police, all levels of command and supervision will institute inspections on a continual basis. SCOPE

This directive shall affect all sworn police officers.

**III. Procedures**

**A. Line Inspections**

1. All employees and physical resources of the UPPD shall be subject to line inspections.
2. Line inspection shall be an ongoing process conducted by those in command (i.e., those who have the authority to act or require immediate action of subordinates). Ongoing inspection is a duty of the Chief of Police and every Deputy Chief, Captain, Commander, and supervisor. Line inspections shall include a review and observation of subordinates' activities to ensure the proper compliance with departmental directives, policies, procedures, rules and regulations. These inspections are not limited to persons but also include physical resources such as vehicles and equipment. The employee conducting the inspection shall, upon observing substandard conditions, take immediate corrective action.
3. Personal Appearance

- a. The line inspection of personal appearance will be the duty of all supervisors, made on a daily basis, to ensure that the prescribed articles of uniform and equipment are properly worn and that the uniform and equipment are in clean and serviceable condition. If substandard appearance is observed, the supervisor shall immediately take whatever corrective action is necessary.
- b. On a monthly basis, a written report detailing individual inspections made of the uniforms and equipment of all personnel assigned to uniformed duty will be forwarded to the Chief of Police.
- c. Unsatisfactory conditions shall be explained to the employee and correction required. The employee's supervisor shall follow-up and ensure that corrective action is taken. The follow-up should not normally exceed thirty (30) days. Safety deficiencies will be corrected immediately.
- d. A written report shall be compiled by the supervisor conducting the inspection, listing substandard or exemplary appearances. The report will then be forwarded to the Chief of Police.

#### 4. Vehicle Inspections

- a. The line inspection of vehicles is the duty of each uniformed and plain clothes officer using a vehicle during each tour of duty and shall be made on a daily basis. At the beginning of each tour of duty, the operator will:
  - 1) check the vehicle's exterior (i.e., body damage, tires, exterior mounted equipment, etc.);
  - 2) check the rear passenger compartment if the vehicle is equipped for prisoner transportation (i.e., check for weapons/contraband, locking mechanisms, windows, security screen, etc.);
  - 3) check the vehicle's necessary operating systems (i.e., ignition, brakes, steering, lights, siren, etc.);
  - 4) check of trunk/storage compartment to ensure required supplies are intact (i.e., medical supplies bag secured, spare tire, traffic vests, bullhorns in supervisor vehicles, etc.);
  - 5) check to ensure vehicle is clean and free from debris; and
  - 6) note all findings in writing on the Vehicle Inspection List.
    - a) Every time a vehicle is refueled, the assigned operator WILL check the oil level, and note that the checks have been made in the comments section of the Vehicle Inspection List.

**Note: the assigned operator will have the responsibility for maintaining correct vehicle fluid levels and will be held accountable for failed engines, transmissions, etc., due to their negligence.**

b. Officers who observe a defect previously unreported, body damage, interior debris or missing/damaged equipment, will report the problem to their supervisor PRIOR to going into service with the vehicle.

c. Supervisors' Responsibilities:

1) Supervisors on all shifts and units are responsible for ensuring the checks are completed as listed under section IV, A, 4 "Vehicle Inspections".

2) The supervisor will respond to the officer's location and verify the condition of the vehicle.

3) Vehicles that would be hazardous to the operator or the public, if operated, will be declared "unfit for operation" and be put out of service by a supervisor until repaired. The supervisor will note the condition of the vehicle on the Vehicle Inspection List.

4) Supervisors will request the PennComm Center to notify the contracted tow service, if necessary.

5) Supervisors will also notify the Vehicle Maintenance Officer (VMO), via e-mail, when a vehicle is in need of maintenance/repair.

6) Supervisors shall periodically inspect officer's assigned vehicles in conjunction with the signing of patrol logs.

d. Detectives and Special Services Officers Responsibilities:

1) Detectives and Special Services officers will inspect their assigned vehicles as outlined in Section 4., a., above. Any defects, damage, etc. shall be reported to the operator's immediate supervisor.

Exception: Detectives and Special Services officers are required to check fluid levels when the assigned vehicle is refueled but are not required to complete a Patrol Officers Log (UPPD-3). The supervisor will notify the Vehicle Maintenance Officer (VMO), via e-mail, when a vehicle is in need of maintenance/repair.

**Note: the assigned operator will have the responsibility for vehicle fluid levels and will be held accountable for failed engines, transmissions, etc., due to their negligence.**

e. Vehicle Maintenance Officer (VMO) Responsibilities:

- 1) The VMO is responsible for assuring the operational readiness of marked and unmarked UPPD vehicles. The VMO shall ensure that each UPPD vehicle in need of maintenance/repair is serviced in a timely manner.
  - f. If a vehicle maintenance/longevity plan is instituted, all personnel will be responsible for adherence to the same.
5. Facility Inspection
- a. All supervisors are responsible for the on- going inspection of the general condition and cleanliness of the UPPD's facilities and furniture and for reporting any problems to the office of the Chief of Police.
  - b. As his/her discretion, the Chief of Police shall announce a formal inspection of the general areas (i.e., offices, locker rooms, storage rooms, furniture, etc.) of the police facility. Any substandard conditions will be noted and forwarded to the appropriate Shift Commander for corrective action.
  - c. Unsatisfactory conditions shall be explained to the employee and correction required. The employee's supervisor shall follow-up and ensure that corrective action is taken. The follow-up should not normally exceed thirty (30) days. Safety deficiencies will be corrected immediately.
6. Locker Inspections
- a. The Chief of Police may periodically inspect all lockers assigned to UPPD personnel. This authority may, in specific instances, be delegated to subordinate supervisory personnel.
7. Motor Vehicle Operator License Inspection
- a. All sworn UPPD members are required to maintain a current valid State Operators License. A monthly check will be conducted by each shift Commander to check the validity of all sworn UPPD member's operator's licenses through their respective State Bureau of Motor Vehicles Department.
  - b. Each shift Commander shall submit the results of the Inspection to the Captain of Staff and Administrative Services on a monthly basis.
8. Special Purpose Line Inspection
- a. The Chief of Police may direct special purpose line inspections on an as needed basis.
- B. Staff Inspections

1. A staff inspection is a detailed observation and analysis of departmental elements, procedures and practices. Staff inspection is a process outside the normal lines of authority and responsibility. A staff inspection will result in a written report to the Chief of Police.
2. Both announced and unannounced staff inspections may be authorized by the Chief of Police at various times. The Chief of Police will designate specific individuals to perform staff inspections of the UPPD. Staff inspections shall be conducted by persons outside of the chain of command of the area being inspected.
3. The UPPD, or any part of it, may anticipate an inspection by the Chief of Police or his/her designee at any time. A staff inspection of the UPPD shall be initiated once every three (3) years and the findings will be reported in writing to the Chief of Police. This inspection shall include an inspection of all organizational components, facilities, property, equipment, activities, and personnel. The purpose of this inspection is to inform the Chief of Police of the overall operation of the UPPD.
4. Persons conducting staff inspections of divisions, units, or sections, within the UPPD, shall submit a written report of their findings to the Chief of Police. Upon receipt of these findings, the Chief of Police will notify the appropriate commander in charge of the inspected area of the findings. The assigned commander shall ensure the appropriate corrective measures are taken and shall provide a written report to the Chief of Police within thirty (30) days stating what corrective measures have been taken in response to the inspection findings. Documentation of staff inspections shall be maintained by the Chief of Police.
5. In situations where corrective action cannot be accomplished within thirty (30) days, a plan will be developed by the assigned commander and submitted to the Chief of Police who will ensure regular follow-ups are conducted until the corrective measures have been accomplished.

#### C. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

#### D. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

#### E. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will

only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.