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I. Purpose

The purpose of this Directive is to ensure that all inspections and controlled asset audits are performed when necessary and by the appropriate authority. The audit and inspectional process provides managers and supervisors with a means of regularly assessing the Division's efficiency and effectiveness. The Audit/Inspections provide accountability for the commission's assets. Inspections will be conducted to insure uniformity of departmental operations and to monitor compliance with departmental orders and procedures.

II. Procedures and Responsibilities

A. Inspections and Annual Asset Audits

Inspections will be conducted by personnel in direct control of the persons, facilities, procedures or other elements being inspected, unless otherwise specified.

1. All commanders and supervisors are responsible for the formal inspection of the organizational components, equipment, facilities, activities and personnel assigned to them. Newly assigned commanders will inspect sections assigned equipment upon reassignment and semi-annually.
2. Officers assigned as equipment coordinators (i.e. traffic manager, Range Master) are responsible for maintaining equipment records to include; documentation of use and maintenance. These records must be retained for a minimum of three years. Any equipment misuse will be reported in writing to the appropriate supervisor.
3. All formal inspections will be conducted in the manner and frequency prescribed in this Directive. This does not prohibit commanders/supervisors from making additional informal inspections of facilities, inventory, property, vehicles, equipment, activities and officer appearance at any time.
4. All formal inspections and all deficiencies will be documented on the appropriate Division form or electronic form, although a memorandum may be used in special circumstances.
5. Correction of inspectional failures are the responsibility of the appropriate Branch Chief. Corrections will be made within 30 days of the date of inspection. Re-inspection will be documented on the applicable inspection forms and will indicate the date and nature of the previous deficiency. All re-inspection documentation will be forwarded to the original inspector and appropriate supervisors.

6. Completed inspection and re-inspection forms will be uploaded to the inspection file on the Division's shared drive and/or into the appropriate inspection database.

B. Internal Affairs

1. The office of Internal Affairs (IA) will confirm officer and firearm inspections are being conducted and will audit Inspections quarterly.
2. IA personnel will ensure all inspections and/or asset audits are objective reviews of facilities, property, personnel, and administrative and operational activities.
3. All staff inspections will be documented on the applicable inspection forms.
4. IA will ensure that appropriate re-inspections are made in a timely manner to verify corrections. Re-inspection will be documented on the applicable inspection forms with copies to the original inspector and appropriate supervisors.

C. Evidence Inspections

1. Annual Evidence Inspection: Internal Affairs will conduct an annual inventory and audit of procedures of evidence held by this Division. Internal Affairs will audit new evidence and seized financials monthly.
 - a. The purpose is to insure the integrity of the evidence system, and to account for every item of evidence.
 - b. The inspections will include verification of unissued badges, firearms and Tasers.
 - c. A written report will be sent to the Chief, Park Police Division.
2. Assignment of a New Property Specialist: Whenever a new Property Specialist is designated, an inventory will be done to ensure that all records are correct and properly annotated.
 - a. The purpose of the inventory is to ensure continuity of custody and to require the accounting of every single item of evidence.
 - b. The newly designated Property Specialist, the outgoing Property Specialist and a designee of the IA will conduct the inventory jointly.
 - c. When possible, all discrepancies should be recorded prior to the newly appointed Property Specialist assuming accountability for the evidence.
 - d. A written report will be sent to the Chief, Park Police Division.

- D. Annual Controlled asset audits/Annual sworn inspections will be conducted by Internal Affairs. All staff and inventory will be inspected, audited, and reconciled annually in accordance to the frequency set forth in Section IV Frequency of Inspections in this document. The appropriate inspection form will be used for documentation of the inspection and audit. Internal Affairs will ensure that inspections and audits are completed and the appropriate investigative action taken for any discrepancies.

III. Disposal

- 1. Equipment deemed non-serviceable by the Park Police may be offered to other Commission Divisions/Facilities, sent to auction or disposed of at appropriate disposal facilities (i.e. recycling, landfill). **At no time should a Commission employee obtain commission equipment for personal use.**
- 2. Personnel will follow guidelines outlined in Commission Practices for the proper listing of surplus equipment/property. The Property Specialist will be responsible for listing surplus items on the following sites; www.propertyroom.com , or www.govdeals.com .
- 3. Prior to disposal of equipment, a disposal of assets or non-fixed asset form must be approved by the appropriate Branch Chief. Copies of approved disposal forms will be uploaded to the Inspection file on the Division’s shared drive.

IV. Frequency of Inspections

- A. All inspections/audits will be made according to the below listed schedule, however this does not preclude more frequent inspections. Supervisors should be constantly aware of the condition of personnel and equipment. If a deficiency is observed, action to correct it should be taken immediately.

ITEM:	FREQUENCY:	INSPECTORS:
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PERSONNEL

Uniform appearance	Monthly	Supervisors
Equipment/Operational Readiness	Monthly	Supervisors
Pistol, Long Gun, Taser	Monthly	Supervisors/Designated Personnel

VEHICLES:

Equipment	Monthly	Supervisors
Serviced	Monthly	Supervisors
Cleanliness	Monthly	Supervisors
General Condition	Monthly	Supervisors
Emergency Equipment	Monthly	Supervisors

GENERAL EQUIPMENT

Laser Units:

Sign out sheets	Monthly	Traffic Manager
Calibration certification	Bi-Annually	Traffic Manager

PBT Units:

Log sheet	Monthly	Supervisors
Portable radios	Monthly	Supervisors
Mobile AFIS, PBT, Night Vision, Digital Camera, Portable ETIX printer	Quarterly	Supervisors
Voice Stress Analyzer Log	Quarterly, or upon use, whichever is sooner	Authorized Operators

HEADQUARTERS

First Aid Kits	Monthly	Facility Manger
AED	Monthly	Facility Manger
Fire Extinguishers	Monthly	Facility Manger

INTERNAL AFFAIRS

Office of the Chief and Investigative Branch	Annually/March	Internal Affairs
Support Branch	Annually/June	Internal Affairs
Operations Branch	Annually/September	Internal Affairs
Patrol Branch	Annually/December	Internal Affairs
Weapons Inspections Forms	Quarterly	Internal Affairs
Weapons Qualifications Score Sheet and Monthly Reports	Monthly	Internal Affairs

EVIDENCE

Evidence (including seized monies)	Monthly	Internal Affairs
Uniforms and Equipment Records	Monthly	Internal Affairs

- B. Yearly asset audits will be performed in conjunction with annual inspections. When performing the annual inspection, Internal Affairs will verify all serialized equipment and badges against the serial numbers in the electronic database. Discrepancies will be reconciled using the appropriate measures. **No sworn personnel will be issued two identical equipment items with different serial numbers.**

**By Authority of
Chief Darryl W. McSwain
Maryland-National Capital Park Police
Montgomery County Division**

**Approved Park Police Document
Signed Original on File**

End of Directive