



**TEXAS SOUTHERN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY**



STANDARD OPERATING PROCEDURE

SUBJECT Inspectional Services		NO. OF PAGES: 2
REFERENCE: N/A	EFFECTIVE DATE: Jan. 1, 2009	REVIEW DATE: N/A
General Order 005	SPECIAL INSTRUCTIONS/SUPERSEDES: N/A	ISSUING AUTH.: CHIEF OF POLICE

PURPOSE: To establish policy regarding staff and line inspections.

A. Definitions:

1. **Inspection:** A term used to describe the reviews, practices and processes which provide levels of management with the information regarding compliance, economy, efficiency, and effectiveness of the component department's operation.
2. **Line Inspection:** An inspection conducted by supervisory personnel within the chain of command of component institution police departments who are responsible for the persons, equipment, facilities, programs, or other elements being inspected.
3. **Finding:** A statement identifying a problem, deficiency, or area of concern. Ideally, the statement should describe the condition (problem), cause (basis for the problem), and effect (impact on the operation).

B. Line Inspections:

1. The office of the Chief of Police requires that Texas Southern University Department of Public Safety develop and maintain a formal line inspection program.
2. Line inspections should address the particular needs of the department and will include, but not be limited to:
 - a. Organization
 - b. Attainment of goals and objectives
 - c. Employee performance
 - d. Officer's physical appearance
 - e. Compliance with state and federal statutes, policy and procedures
 - f. Administrative procedures
 - g. Fiscal procedures
 - h. Reporting procedures, physical plan including security and safety
 - i. Training
 - j. Technical procedures and standards
 - k. Evidence
 - l. Lost and found property
 - m. Equipment

3. Responsibilities:

- a. Shift commanders (Field Operations) and division commander (Support Services) shall coordinate line inspections.
- b. Line inspections should be ongoing to ensure that employees are acting in concert with agency requirements such as personal appearance, use and maintenance of equipment and adherence to written directives and orders.
- c. Line inspections should address the status and condition of physical facilities and

department equipment.

- d. Line inspections are a primary responsibility of all supervisors and should provide a mechanism for achieving accountability within the agency.

4. Frequency and documentation:

- a. Inspection will be conducted at the beginning of each tour of duty.
- b. Line inspections will be documented in a format chosen by the commander.
- c. Copies of previous line inspection reports will be maintained for review.
- d. Follow up inspections will be conducted to evaluate items which were identified during a previous inspection, which required corrective action.

APPROVED:

Roger Byars
Chief of Police

Date

Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008

