

Georgia Department of Public Safety Policy Manual

SUBJECT INSPECTIONS	POLICY NUMBER 9.01
DISTRIBUTION ALL EMPLOYEES	DATE REVISED 9/30/2013

9.01.1 Purpose

To provide for inspections of Georgia Department of Public Safety facilities and operations to determine their efficiency and effectiveness.

9.01.2 Policy

It shall be the policy of the Georgia Department of Public Safety to conduct ongoing inspections to insure that facilities and personnel are operating in an effective and efficient manner.

9.01.3 Procedures

A. Supervisors' Responsibilities

1. It is the duty of the Troop/Region Commanders, Assistant Troop/Region Commanders, and Non-Commissioned Officers to conduct inspections on a continuous basis.
2. Each facility will be inspected monthly.
 - a. Troop/Region Commanders shall be responsible for inspecting one of the facilities within their troop/region each month on a rotating basis.
 - b. Troop/Region Commanders shall provide for rotation of inspections of assigned facilities throughout the troop/region by their designees.
 - c. The following items shall be inspected during an inspection:
 - 1) Effectiveness of Supervision and Resource Management;
 - 2) Facility buildings, grounds, and equipment;
 - 3) Records and reports maintained by the unit;
 - 4) Mission Statement and Core Beliefs are properly displayed, maintained and complied with;
 - 5) Departmental vehicles issued to personnel who are assigned to the unit shall be inspected at least once every two months;

- 6) The individually assigned equipment of personnel present during the inspection, and
 - 7) Uniforms and appearance of personnel present during the inspection.
 3. All exceptional or deficient aspects of operations shall be documented on the Post/Unit Inspection Report.
 - a. Deficiencies shall be marked for corrective action prior to the next inspection.
 - b. The facility supervisor shall take such corrective action and submit a report, in writing to the Troop/Region Commander, documenting what action was taken.
 - c. If they are unable to correct the deficiency, the facility supervisor shall explain why the deficiency cannot be corrected. This report shall be submitted to the appropriate adjutant, through the chain of command.
- B. Facility Supervisor's Preparatory Duties for Inspections
 1. Notify members under their supervision of scheduled inspections in advance to allow them time to prepare for inspection.
 2. Have a pad, pencil and required inspection forms ready to note any comments made by the inspector during the inspection.
 3. Insure that attending members' personal appearance (uniform, haircuts, leather, etc.) is in compliance with departmental policy.
 4. Have members raise the hoods, trunks, open left front doors of their cars and have required equipment neatly displayed in the appropriate location within the vehicle.
- C. All equipment maintained for use at a natural disaster or civil disorder shall be inspected at least once each month to insure operational readiness. This includes:
 1. All individually assigned riot gear.
 - a. Post/Unit Commanders shall conduct routine inspections of this equipment.
 - b. Troop/Region Officers should inspect riot gear as part of their regular monthly Post/Unit Inspections.
 2. Tear gas and other munitions.
 3. Communications equipment not assigned to individuals. This includes Mobile Command Posts, portable radios maintained for issuance at a detail, etc.
- D. Annually
 1. Annually by November 1st, all sworn employees shall pull their POST training record and review for any deficiencies. All supervisors shall review the training records for all their assigned sworn employees.

2. Annually by November 15th, the Training Division shall pull the agency's deficiency report. All deficiencies will be reported to the respective Commanding Officer.
3. It shall be the responsibility of the sworn employee to rectify any and all deficiencies within five business days upon notification of such deficiencies.