


<p style="text-align: center;">FAIRFAX COUNTY POLICE DEPARTMENT</p>  <p style="text-align: center;">GENERAL ORDER</p>	<p>SUBJECT: INSPECTIONS</p>		<p>NUMBER: 320</p>
	<p>EFFECTIVE DATE: June 17, 2025</p>	<p>REVIEW: June 2028</p>	
<p>RESPONSIBLE ENTITY: INTERNAL AFFAIRS BUREAU</p>			<p><input type="checkbox"/> New Directive <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised: 06-17-25</p>
<p>ACCREDITATION STANDARDS</p>	<p>CALEA: N/A</p> <p>VLEPSC: ADM. 16.03, 19.01, 19.02, 19.03</p>		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for Department line, staff, evidence, and equipment inspections.

II. POLICY

It is the policy of the Fairfax County Police Department (FCPD) that the inspections process serves as an internal accountability mechanism that fosters efficiency, effectiveness, and chain of custody adherence to all applicable laws and professional standards. In order to foster a perpetual culture of safety, personnel shall be held accountable for the proper working order of all equipment, facilities, and work habits utilizing issued work equipment. Inspections are designed to instruct all Department employees and volunteers in the standards associated with equipment use and evidentiary procedures. Evidence of non-compliance found during the inspections process shall be formally documented, and progressive discipline implemented as necessary by all appropriate supervisory or command staff personnel.

III. DEFINITIONS

- A. **Essential Equipment:** Equipment issued to specific divisions or stations for standard law enforcement operations.
- B. **Evidence:** Any item that may tend to prove or disprove the commission of a crime or identity of a suspect in an official criminal investigation.
- C. **Facility:** Any building, structure, or room that is owned, leased, or used by Fairfax County and/or the Fairfax County Police Department for the purposes of conducting business or functions.

- D. **Line Inspection:** An inspection of personnel, equipment, and/or facilities, conducted by those with supervisory authority.
- E. **Staff Inspection:** An inspection conducted by designated, authorized personnel, who do not have control of the personnel, facilities, and/or procedures being inspected.
- F. **Stored Agency Equipment:** Equipment maintained by the Department and essential for specific events or situations, but not utilized on a regular or frequent basis, either in an operational capacity or as a part of training.
- G. **Temporary Property Collection Point:** A secure, Department authorized location, designated by each station and certain divisions to house property from the time it is collected by an officer or detective until it is picked up by Property and Evidence technicians or delivered directly to the Property and Evidence Section.

IV. AUTHORITY

- A. **Line Inspections:** Line inspections may be conducted at the discretion of any supervisor within the chain of command in accordance with [FCPD Regulation 201.9](#) (Inspections).
- B. **Patrol Readiness Checks:** Uniform, equipment, weapon(s), and/or cruiser inspections shall be conducted by patrol squad supervisors or a designated squad Master Police Officer (MPO) at least once per pay period.
- C. **Staff Evaluation:** A staff evaluation process, overseen by the Chief of Police or their designee, shall ensure that responsibilities and achievements at every organizational level are aligned with the Department's goals and objectives. This comprehensive review and appraisal process encompasses various departmental operations, including divisions, operational units, administrative functions, and support services.
- D. **Staff Inspections:** Responsibility and authority for conducting staff inspections of Department entities shall be vested within the Internal Affairs Bureau (IAB) Compliance Division. Personnel assigned to the Compliance Division shall be authorized to conduct inspections involving any employee or entity of the Department, regardless of rank or assignment, at the direction of the Chief of Police or the IAB Commander. Use of temporary inspection personnel to assist may be coordinated with the affected bureau commander as approved by the Chief of Police or their designee. Failure of any employee to either submit to, or cooperate with an inspection conducted by the IAB Compliance Division may

subject the employee to potential discipline. The findings of all staff inspections shall be reported directly to the Chief of Police or their designee.

V. PROCEDURES

- A. **Line Inspections:** Line inspections shall be conducted twice per year at a minimum at the direction of the IAB Compliance Division or their designee. Nothing shall preclude any Commander or Supervisor from conducting line inspections on a more frequent basis as needed. Inspections shall be documented electronically via the Department's BlueNet inspections reporting form and note any deficiencies and/or corrective actions taken by a Supervisor as a result of the line inspection. Line inspections may include:
1. Conducting open inspections of personnel, material, procedures, and results of police operations and correcting unsatisfactory conditions that the supervisor or manager may be able to remedy.
 2. Inspecting and correcting conditions reported as unsatisfactory and reporting problems beyond the scope of supervisor or manager remedial capabilities.
- B. **Staff Evaluations:** Staff evaluations shall include a thorough review and evaluation of department bureaus or divisions to ensure that agency objectives, policies, rules, and regulations are being achieved. All department bureaus shall be inspected at least once every four years. Evaluations shall be conducted by the IAB Compliance Division. Any deficiencies found during agency staff evaluations shall be followed up with the appropriate Commander and a corrective action plan established. Follow-up evaluations may be conducted after any evaluation where the findings indicate a Department entity is deemed to not be in compliance.
- C. **Staff Inspections:** Staff inspections shall encompass the observation and analysis of agency practices to ensure compliance with all relevant laws, regulations, and Department and County policies. Staff inspections shall be performed as follows:
1. **Scheduled and Unscheduled Inspections:** Inspections may be conducted on a scheduled or unscheduled (no-notice) basis. Scheduled staff inspections should address divisions and district stations, or in some instances, sections or squads. Generally, scheduled inspections should be announced thirty (30) days in advance. Unscheduled inspections may be conducted where urgency and sensitivity of a particular issue or concern warrants immediate assessment. All unscheduled inspections shall be approved by the IAB Commander.

2. **Personnel, Records, Facilities, and Equipment:** Scheduled and unscheduled inspections of personnel, records, facilities, and equipment, to include required interviews with employees and management of the component being inspected, may be conducted to determine adherence to all established directives.
3. **Notification:** Prior to any scheduled inspection, the commander of the Department entity to be inspected shall be notified of the scope of the inspection. During the pre-inspection phase, the inspecting team shall also request any records or data subject to review from the entity commander.
4. **Scheduling:** Inspections shall only be conducted in a manner that ensures minimal disruption of the entity's operations. The IAB Compliance Division staff may work flexible schedules as necessary to observe any operational components of the unit being inspected.
5. **Reporting of Findings:** Upon concluding an inspection, the inspecting team shall brief the entity commander of its findings.
6. **Documentation:** Within sixty (60) days following an inspection, a written report shall be generated and forwarded to the IAB Commander in the approved format detailing the process, findings, and recommendations generated. A copy of the report shall also be provided to the appropriate Deputy Chief and Commander of the inspected unit. Reports that may incur potential liability upon the Department shall be promptly directed to the attention of the Chief of Police and County Attorney's Office for legal review. Inspection reports shall be classified using an assigned inspection number.
7. **Remediation Measures:** Within thirty (30) days of the findings being presented to the IAB Commander, affected commander(s) of the inspected bureau/division shall acknowledge the inspection report and remediate any identified issues found to not be in compliance. Commanders shall document, in writing, the issues of non-compliance, and clearly state how these issues shall be remedied, in addition to a timeframe to attain proper compliance.
8. **Follow-Up Inspections:** Follow-up inspections may be conducted after any inspection where the findings indicate a Department entity is deemed to not be in compliance. The Compliance Division shall notify the IAB Commander or their designee in writing when all issues have been rectified or where the unit has failed to implement proper corrective action.

9. **Storage of Inspection Reports:** Inspection reports shall be stored and maintained by the IAB. Access to these reports shall only be authorized by the Chief of Police or IAB Commander.

D. **Property and Evidence Inspections:** The Compliance Division at the direction of the Chief of Police shall ensure regular and routine audits and inspections of Property and Evidence occur on an established frequency based upon departmental and accreditation guidelines.

E. **Training Narcotics Inspections:** At least one unannounced inspection of the procedures and inventory for narcotics used for training purposes shall be conducted by the Compliance Division annually.

F. **Essential Equipment:** Division and station commanders shall ensure that all essential equipment required for the rendering of police services and operations is inspected on a monthly basis.

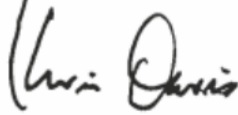
G. **Stored Agency Equipment:** The Department maintains equipment that is essential to specific events and operations, but not routinely or frequently used for standard police operations or training purposes. To ensure this equipment is deployment-ready and safe for operation, it shall be inspected biannually by the bureau, division, or station maintaining the item(s). Inspections may include, but not be limited to, safety checks of lights/sirens, communication devices, tires, functionality checks of technology or other electronic devices, expiration dates, and replacement/restocking of supplies.

VI. ESSENTIAL AND STORED AGENCY EQUIPMENT INVENTORY LISTS

A. All bureau commanders shall develop an authorized list of essential and stored equipment items and store the list on the Department's BlueNet. These lists may only be edited by a commander, and shall document all equipment inspections, note deficiencies, and record any corrective actions.

General Order 320 becomes effective on the above date and rescinds all previous rules and regulations pertaining to the subjects.

ISSUED BY:



Chief of Police

APPROVED BY:



County Executive