

## 12.172 NIGHT INSPECTOR

### ***Information:***

This procedure is to inform field supervisors of their responsibilities to the Night Inspector, when to notify the Night Inspector of incidents, and provide direction to lieutenants who are temporarily assigned Night Inspector duties.

Lieutenants periodically assigned these duties are encouraged to review the Night Inspector Job Description found on the H drive of Department computers, located in the Job Descriptions folder.

### ***Policy:***

The Night Inspector shall exercise authority commensurate with the responsibilities of the ranking officer on duty and be accountable directly to the Office of Operations Commander.

The SWAT Commander or designee is the tactical OIC of a SWAT operation and will command all personnel involved, in cooperation with the Night Inspector and district supervisors.

### ***Procedure:***

- A. Supervisors should notify the Night Inspector of all critical incidents as soon as they become aware. Incidents requiring notification of the Night Inspector are, but not limited to:
  1. Working fires.
  2. All uses of force.
  3. Injuries to prisoners or officers.
  4. Any auto accident involving officers or where serious injuries occurred.
  5. Major road closures.
  6. Any arrest, including large quantity of drugs or weapons, which deserve the Senior Command Staff's immediate attention, or newsworthy events.
  7. Original violent felony arrests, original felony sex offenses, and original felony offenses involving a minor as a victim.

8. Prior to the execution of a search warrant.
  9. All mutual aid requests such as K-9 deployment.
  10. Requests for recall of personnel.
  11. Protests, labor disputes or civil disorder.
  12. Personnel issues involving disciplinary measures above written counseling.
  13. Requests for a media release.
  14. The Night Inspector may be conferred for advice, direction, or when incidents are considered outside normal circumstances and may have an impact on daily operations or affect the reputation or perception of the Department.
- B. Duties of the Night Inspector.
1. In addition to all duties described in the job classification, these duties are provided as a guide to assist in the daily responsibilities.
    - a. The Night Inspector generally is assigned to 2000 to 0400 hours, but hours may vary based upon the needs of the Department.
    - b. Notify the Emergency Communications Center (ECC) when on duty and provide your working hours and a cell phone number for contact. Inquire if there are any significant incidents.
    - c. Set the portable radio to scan.
    - d. Night Inspectors will tour the city and indicate in the district/section/unit blotter they have visited and inspected the facility.
    - e. Relief lieutenants assigned Night Inspector duties are not required to tour the city, but must monitor citywide operations and be available to respond upon request.
    - f. Once notified to respond to an incident, monitor the incident on the radio while enroute, make sure an OIC has been designated prior to your arrival and provide any needed assistance or direction.
    - g. Notify ECC when securing.

## C. Administrative Duties.

### 1. Preparing Daily Rounds.

- a. Rounds should be documented on a Form 202A, Commanding Officer's Daily Time Report, found in the CPDFORMS folder on the H drive of Department computers.
- b. Submit daily rounds at the end of the tour. Forward email copies to all captains, assistant chiefs and the Chief's administrative assistant.
- c. Begin the rounds with your starting time and who you notified at ECC.
- d. The rounds should contain a list of your activities, observations and any incidents you were notified of or responded to. List each incident separately, including the time you were notified, by whom, along with basic information about persons, places, and facts involved.
- e. Incidents confidential or of sensitive nature should not be reported in the rounds, but should be documented on a Form 17 and submitted through channels.
  - 1) Original citizen complaints that are not part of other documented police action reported in the rounds, such as use of force or injury to prisoner, should be emailed to the Office of Operations Commander.

### 2. Form 202NI, Night Inspector Duties Report

- a. On the Friday prior to each work week, Inspections Section will assign a listing of nightly inspections to be conducted by the Night Inspector for the coming week. This listing will vary each week, at the discretion of the Inspections Section Commander. Department personnel will adhere to requests by the Night Inspector to perform this inspection function. Relief lieutenants assigned Night Inspector duties are not required to complete the Form 202NI.
- b. Complete a Form 202NI daily for each shift worked.
  - 1) The Form 202NI is available in the CPDFORMS folder on the H drive of Department computers. The form shall be completed electronically.

- c. Night Inspectors shall electronically submit the completed Form 202NI to the Inspections folder on the H drive.
- d. Inspections Section will compose a monthly summary report from the Form 202NIs received, and send the summary through the chain of command.