Salisbury University Police Department
CHAPTER 53 – INSPECTIONAL SERVICES
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 for the employee’s evaluation and the employee will be immediately notified by the supervisor
 of the corrective action to be taken to address the problem. Exemplary performance in
 inspections may also be documented on the inspection forms.

A. Procedures for Line Inspections

1. Division Commanders will make periodic physical inspections of the uniforms, equipment,
vehicles and office areas within their divisions.

2. Squad Supervisors shall conduct weekly line inspections of assigned personnel to ensure that the
prescribed uniforms and equipment, to include weapons

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53.2 Staff Inspections

53.2.1 Functions/Procedures for Staff Inspections

A staff inspection is an in-depth review of the department’s administrative and operational functions,
facilities, property, equipment and personnel. Staff inspections will be conducted by observations, interviews,
document examination and/or any combination thereof.

A. The Chief of Police or a CEO of another university department will be responsible for conducting staff
inspections.

B. Procedures to be used will vary depending upon the circumstances and reasons for critique. The focus of
inspections may include a review of agency’s goals and objectives as monitored by the division
commanders or a review of each division in terms of specific function such as accuracy of records,
maintenance of equipment/facilities, performance of personnel, etc.

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