

TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: INSPECTIONAL SERVICES		NUMBER: 311
EFFECTIVE DATE: August 27, 2012		REVIEW DATE:
<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds		General Order 311, dated October 18, 2005
AUTHORITY: Chief Drew Tracy	ACCREDITATION STANDARDS: 53.1.1, 53.2.1	TOTAL PAGES: 4

01 Purpose: To establish policy and procedures relative to continuous inspections of police personnel, resources and operational effectiveness; and ensure that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished.

02 Policy: The inspection process is an essential mechanism for evaluating the quality of the department's operations; ensuring that the department's goals are being pursued; identifying the need for additional resources; and ensuring that control is maintained throughout the department. The inspectional process, at both the line and staff levels, compares formal expectations with actual performance, and such comparisons provide the Chief of Police with information necessary to plan for changes. The process should not be viewed as disciplinary, although shortcomings and deficiencies will be appropriately addressed. It should be viewed as a means of communication within the department, not only "downward" but also "upward." The inspector or inspection party in all cases will show a constructive, impartial and honest interest, and will place as much emphasis on discovering exemplary performance or conditions as would be the case on discovering inadequacies.

03 Objectives: The purpose of inspections is to evaluate performance by comparing it with previously established goals, policies, procedures, rules and regulations. Through inspections, the Chief of Police can determine:

- * What needs exist in the Department;
- * Whether resources are being used to the best possible advantage;
- * Whether desired results are being accomplished; and
- * Whether tasks are being performed properly and Rules and General Orders are being followed.

Inspections may include, but are not limited to, evaluation of:

- * Facilities
- * Vehicles
- * Equipment
- * Records
- * Personnel
- * Investigative procedures
- * Crime reporting practices
- * Incident reports

04 Line Inspections: These inspections should be an ongoing activity to ensure that employees are acting in accordance with Department requirements in areas such as personal appearance, use and maintenance of equipment, and adherence to Department Rules and General Orders. Line inspections are also concerned with the status and conditions of physical facilities within the Department.

A. Shift Supervisors and the Division Commanders of police Operations, Criminal Investigations, and Administrative Services, or next in command during their absence, will participate in inspections.

B. At least monthly, Shift Supervisors will conduct inspections, which determine:

- * How employees perform their duties
- * Cleanliness and adequacy of facilities
- * Use and care of property
- * Employee appearance
- * Whether employee efforts are producing results

C. Shift Supervisors will document inspections. All inspection records will be available for examination at any time by Command Staff members.

1. Where significant deficiencies exist, officers will be counseled.

2. By the following inspection, any earlier problems should be corrected. Neglect of or disobedience to the Supervisor's orders will be reported promptly in a memorandum to the Chief of Police.

3. Superior performance or conditions will also be noted and the officer will be verbally commended immediately. Highly unusual and outstanding performance or conditions will also be reported in a memorandum to the Chief of Police.

4. Shift Supervisors and Commanders are fully responsible for ensuring that immediate commendation or correction and notations take place.

D. The Police Operations, Criminal Investigations, and Administrative Services Commanders will perform quarterly inspections of at least:

- * uniforms
- * equipment
- * cleanliness of facilities
- * activities and appearance of all assigned officers
- * employee adherence to Policies and General Orders and achieving results

All inspections will be documented, noting significant deficiencies and/or commending superior performance or conditions as noted previously in this procedure. Particular attention will be paid to inspections occurring during preparation/briefings for special events.

E. If an officer is transferred, his/her inspection records will be forwarded to the new supervisor.

F. The Police Operations and Criminal Investigations Commanders will ensure that Shift Supervisors are conducting and documenting required inspections, and will be aware of their findings.

G. Should inspections reveal the need; Commanders will consider changes to Department policies or General Orders, or additional training. Suggestions for the same will be made via memorandum to the Chief of Police.

H. Annually, the Police Operations, Criminal Investigations, and Administrative Services Commanders will inspect all organizational components, facilities, property, equipment, activities and personnel within their components, and submit a written summary of their findings and recommendations to the Chief of Police. This should not be a demanding task if the quarterly inspections have been well documented.

05 Staff Inspections: The role of staff inspections is to ensure objective review of Department facilities, property, equipment, personnel, and administrative and operational activities outside the normal supervisory and line inspection processes and the chain of command. Staff inspections are the responsibility of the Chief of Police or his/her designee.

A. The Chief of Police has the authority to perform staff inspections, and may delegate the authority as necessary.

B. Staff inspections will consist of an in-depth examination of particular functions or components of the Department. Organizational components are:

- * Police Operations
- * Criminal Investigations
- * Administrative Services

C. Staff inspectors on request will provide guidance to Shift Supervisors and/or Commanders.

D. Announced or unannounced staff inspections may occur at any time. However, at least one staff inspection will be conducted of all Department organizational components every three years.

E. The Chief or his/her designee will communicate their findings, commending or correcting, to the appropriate Commander in writing, and will ensure that follow-up is carried out.

F. The Police Planning Manager shall maintain the master copy of the department's General and Special Orders in the City's server and ensure that timely updates/revisions are made to the Orders. The police Planning Manager is the only person who will be able to enter or adjust information in the master copy. All other personnel will have "read only" access to it.

06 Armory: The Commander designated by the Chief of Police to oversee the Armory, shall ensure that at least quarterly an inspection and inventory is made of the Armory. A written report will be submitted to the Chief of Police each quarter.

A. The first report of each year will include a list of all serially numbered firearms, ammunition, body armor, etc., available for immediate use or issuance. Each subsequent report of that same year will verify the availability and/or issuance of those same items.

B. Following the expenditure of Department ammunition, the designated Commander shall immediately notify the Chief of Police of ammunition replacement requirements.