

WOLFEBORO POLICE DEPARTMENT

SOP 1.9

Date Issued: 12/27/2019

Review: 02/24/2021

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

By Order of:
Dean J. Rondeau, Chief of Police

INSPECTIONS

Policy It is the policy of the Wolfeboro Police Department for employees to comply with Town of Wolfeboro ordinances, departmental directives, legal mandates, and State or Federal laws. The department will operate in an efficient and effective manner, consistent with laws, directives, policies, and professional standards. Periodic inspections of all organizational components, employees, equipment, and facilities will be conducted to ensure compliance.

Purpose This directive establishes the policies and procedures for line and staff inspections.

Responsibilities The Chief of Police or the Captain/Executive Officer, will determine the subject and scope of staff inspections.

Staff Sergeant is responsible for authorizing and conducting line inspections for Sergeants, Corporals, Senior Patrol Officers, Patrol Officers, Part-Time Officers, Dispatcher Supervisor, Senior Dispatchers and Dispatchers, being fully knowledgeable of their subordinate's performance and resources, for correcting deficiencies, and for recognizing excellence.

Supervisors are responsible for conducting line inspections, being fully knowledgeable of their subordinate's performance and resources, correcting deficiencies, and recognizing excellence.

Action

Line inspections will be conducted to ensure that all employees adhere to departmental standards and expectations in such areas as appearance, equipment, facilities, procedures, property, and any other element being inspected.

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Line inspections on sworn employees must be conducted by a sworn supervisor to ensure that any conditions that do not conform to departmental standards or expectations are corrected.

Line inspections may be formal, informal, or performed continuously during everyday management and supervision.

Uniformed Inspections:

Uniformed officers will be formally inspected by the employee's immediate supervisor on at least a quarterly basis. All supervisors will conduct informal inspections daily. The employee's appearance, hygiene, uniform, assigned equipment, other equipment, and property will be subject to inspection.

Uniformed civilian employees will be formally inspected by the employee's immediate supervisor on at least a quarterly basis. All supervisors will conduct informal inspections daily. The employee's appearance, hygiene, uniform, assigned equipment, and other equipment and property will be subject to inspection.

Non-uniformed inspections:

Officers who are not required to wear a uniform will have their attire and equipment formally inspected by their immediate supervisor on a minimum of a quarterly basis.

All supervisors will conduct informal inspections daily. The employee's appearance, hygiene, uniform, assigned equipment, and other equipment and property will be subject to inspection.

Civilian employees who are not required to wear a uniform will be formally inspected on a quarterly basis, to include at a minimum: driver's license, work identification and all assigned equipment. Civilian employees will also be informally inspected on a daily basis by their supervisors. The employee's appearance, hygiene, assigned equipment and property will be subject to inspection.

Vehicle inspections:

Employees will inspect assigned vehicles on a daily basis; both at the beginning and end of their shift. Vehicles must be inspected for damage, equipment, maintenance, and contraband and notify their immediate supervisors of problems or deficiencies.

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Cruiser maintenance officer will conduct formal inspections of all marked and unmarked vehicles, including mountain bicycle, on at least a quarterly basis. Vehicles must be inspected for damage, equipment, maintenance, and contraband.

All supervisors will conduct random and periodic informal inspections of all marked, unmarked vehicles, and motorcycles (if available)

Facility inspections:

Staff Sergeant will complete a formal inspection of the facilities, equipment, and property, including dispatch with the assistance of the Communication Supervisor on a yearly basis, all supervisors will conduct informal inspections daily.

Correcting Deficiencies

Supervisors and employees will take immediate action to correct problems that occur or become apparent during inspections.

If repair or replacement of equipment is necessary or required, the appropriate person will be contacted and notified in writing. Supervisors will also notify Captain/Executive Officer through the chain of command.

A written report will be forwarded through the chain of command to the Captain/Executive Officer for problems that occur or become apparent during inspections that cannot be immediately corrected or that are in violation of the Town of Wolfeboro ordinances, legal mandates, directives, or in accordance with maintenance.

Definition

Line Inspection: An inspection conducted by supervisors in control of the persons, facilities, procedures, or other elements being inspected. Line inspections may be carried out by any supervisor within the chain of command and are often conducted by supervisory personnel who may also be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.