

# WOLFEBORO POLICE DEPARTMENT

## SOP 5.2

**Date Issued: 12/27/2019**

**Review: 03/10/2021**

[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**

### STATION MAINTENANCE

**Policy** To maintain a facility that is professional, safe and provides a good working environment.  
That projects a positive image of the department.

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**Purpose** The purpose of this directive is to cover:

- Responsibilities
  - Standards
  - Inspections
  - Reports
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**Inspections** A weekly inspection shall be maintained on the following areas:

- Communications
  1. Dispatcher Supervisor.
  2. Captain.
- Police facility in general
  1. Staff Sergeant.
  2. Captain.

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**Standard** Inspections will cover:

- Operational Readiness of equipment/ computers.
- Cleanliness.
- Safety.
- Supplies.

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**SOP 5.2  
Station Maintenance**

**Responsibilities**

<b>Member</b>	<b>Shall be responsible for</b>
Dispatch Supervisor	The dispatch area Quarterly inspection
Staff Sergeant.	All other areas of the physical facility Quarterly inspection

**Reports**

Facility Inspection Checklist	Quarterly. 1 <sup>st</sup> quarter March 31 <sup>st</sup> 2 <sup>nd</sup> quarter June 30 <sup>th</sup> 3 <sup>rd</sup> quarter September 30 <sup>th</sup> . 4 <sup>th</sup> quarter December 31 <sup>st</sup> .
Dispatchers Inspection Checklist	Quarterly. 1 <sup>st</sup> quarter March 31 <sup>st</sup> 2 <sup>nd</sup> quarter June 30 <sup>th</sup> 3 <sup>rd</sup> quarter September 30 <sup>th</sup> . 4 <sup>th</sup> quarter December 31 <sup>st</sup>

All inspection given to the Captain/Executive Officer for review.