

# **Waltham Police Department**

## **INSPECTIONS**

### **CHAPTER 53**

*General Order Number: GO-01 2009*

*Effective Date: 01/2009, 05/2017*

*Accreditation Standard #'s: 1.1.9, 33.5.2, 53.1.1*

#### **POLICY:**

The inspection process is an essential mechanism for evaluating the quality of the department's operations, ensuring that its goals are being pursued, and for assuring that control of department operations is maintained. Inspections include but are not limited to evaluation of facilities, vehicles, equipment, records, personnel, procedures, practices and reports. Inspection results in the comparison of the department's formal expectations with actual performance. Inspections are to be conducted with clear objectives and a positive approach in order to provide a means of both upward and downward communication within the department.

The inspection process must occur at both the line and staff levels of the department. This will provide supervisors at all levels with a means of regularly assessing the department's efficiency and effectiveness as well as providing information necessary to plan for change.

Overall responsibility for the inspectional services function of the department lies with the Deputy Chief. They shall coordinate and control the frequency of inspections, the procedures to be used, the criteria for reporting, the method of corrective action or discipline, and the maintenance of all records.

#### **DEFINITION:**

**LINE INSPECTION:** Are authoritative in nature. They are conducted by those who have the authority to require immediate corrective action. These inspections seek to exercise control through the process of observation and review by those directly responsible for a particular function or activity.

#### **PROCEDURES: [53.1.1a]**

- 1. LINE INSPECTION:** The primary responsibility for determining the adherence to department rules, regulations, policies and procedures rests with the first line supervisor, Commanding Officer-Platoon on Duty, and Unit Commanders. Each superior officer has a basic responsibility to ensure that activities carried out in his unit conform to departmental standards. The line inspection's function is the means by which these activities are audited, ensuring that performance is satisfactory. Since the superior officers of the department have this responsibility, they must adopt an active supervisory mode, making on-site inspections of all activities being

undertaken by the officers under their command.

- a. At the start of every shift, the first line supervisor will inspect officers at roll call to ensure that each is fit for duty, appropriately dressed, equipped and able to perform the duties incumbent upon a police officer. [53.1.1b, c]
- b. At least once during a tour of duty, the Commanding Officer-Platoon on Duty shall review or cause to be reviewed the condition of the work place, ensuring that it is neat and orderly and that department procedures are being followed. (See form 53-1 Line Inspection Form) Any defects will be corrected or reported to the Division Commander for appropriate action. Emergency repair situations are to be handled by the Commanding Officer-Platoon on Duty. [53.1.1b,c]
- c. Unit Commanders who have personnel working at times other than those of their own work schedule will inspect the operation of their unit and the Officers assigned. These inspections shall not be announced and shall include inspection of the following:
  - 1. Attentiveness to duty of working personnel.
  - 2. Condition of work place.
  - 3. Documentation of each officer's work location.
  - 4. Adequacy of record keeping.
- d. After each inspection detailed above, supervisors will note deficiencies found on either their activity log or by memorandum to the Chief of Police through the chain of command. [53.1.1d] This documentation should include action taken to correct deficiency and be followed up by the Supervisor to ensure corrective action has been taken. [53.1.1c,e]

2. **ROLL CALLS:** The following procedures have been established to provide uniformity between roll calls and to see that the limited time available is used effectively. Roll calls will be held daily at 0645, 0745, 1445, 1545, 2245 and 2345 hrs. New Sergeants receive in house training on how to read the blotter and conduct a roll call in order to distribute assignments and pertinent information. [33.5.2]

- a. **ROLL CALL ATTENDANCE:** Because of the importance of roll calls to prepare for duty and the dependence on officers to relieve the previous shift on time, the department has established standards for attendance at roll calls.

**1. PROCEDURES FOR ROLL CALL:**

- a.** Shift assignments.
- b.** Any item of police business.
- c.** Firearms/clothing/equipment inspection.
- d.** Any necessary and brief trainings (monthly roll call training).

**2.** All officers assigned to street patrol will report for duty and will be in attendance for that roll call, as ordered, at their respective roll call times. At the start of the official roll call, officers shall be fit for duty, appropriately dressed, equipped and able to perform the duties incumbent upon a police officer.

**3.** Officers who fail to appear at the start of roll call or are not fully uniformed and equipped to begin their assignment are to be considered late.

**4.** All incidents of tardiness will be noted by the officer conducting roll call. The matter will be brought to the attention of the tardy officer's direct supervisor for inquiry, documentation and corrective action as appropriate as well as the Shift OIC

**5.** The Patrol Supervisor(s) will inspect the officers at roll call for appearance and attentiveness.

**6.** All officers must be prepared for roll call with an appropriate notebook and pen.

**7.** Upon completion of the inspection, the superior officer conducting the roll call shall call the roll of officers and read the tour of duty assignments, department orders and any other items of police importance.

**8.** The Officer holding roll call will dismiss the Officers from the roll call at which time they shall proceed at once to their assignments.

**9.** No officer will vacate his assigned tour of duty until officially relieved.

**b. REGULAR TRAINING PROGRAM:** Is to ensure personnel are kept up to date on new laws, changes in laws, technological improvements, recent

court decisions that have an impact on law enforcement, officer safety and equipment issues, and revisions in agency policy, regulation and/or procedure. This information will aid the individual in performing his job with better understanding and knowledge. This program will include varying methods of training such as videotapes, training bulletins, oral presentations, and displays. The Training Program package is distributed to all sworn members of the department, via the QED Bulletin System, which also provides a documented listing of all members who have signed off on the training. [33.5.2] the Training Program will generally consist of 3 sections:

1. “Roll Call” section – which will be a short training item.
2. “Bulletin Training” section – which might be more in-depth than the Roll Call segment.
3. “Safety/Reminder” section – which might include brief safety equipment, or training information, or scheduling reminders.

Sergeants and below and any other member as applicable are required to read and “sign” the Bulletin electronically. This acknowledgment is then turned into the individual’s rating supervisor. The completion of the Monthly Training Program is incorporated into the personnel Performance Evaluations.

The Training Unit will also place a notice in the blotter to be announced at shift briefings by the Supervisors, who will direct members to their bulletin. [33.5.2] Any member of the department through their immediate supervisor may submit suggestions for subjects to be covered. Content should reflect current or urgent needs of the department and be flexible enough to fit into a roll call training situation. If needed the Training Unit will reference, post, or supply additional information to supplement or further explain any given material.

The Training Unit will maintain a master file containing copies of all Monthly Training Program packages.

Once a year, a listing of the entire year’s Monthly Training Program topics, broken down by month, will be distributed to all sworn members of the department. [33.5.2]

**3. FIREARMS INSPECTIONS:** All Firearms [1.1.9-i18] will be reviewed, inspected and approved prior to carrying and will be inspected, broken down, and cleaned regularly to ensure they are in good working condition and documented.[1.1.9-i19,21] Documentation and records are maintained and kept in the Rangemaster's files [1.1.9-i22]. A review, inspection and approval of all weapons will be conducted

by a qualified weapons instructor or Armorer. **[1.1.9-i20]** Each officer shall have his/her weapon inspected once a month by a Firearms Instructor or the Range Master. Each officer shall empty, breakdown, and clean the weapon prior to the inspection, re-assemble and perform a function check after inspection, as prescribed in training. **[1.1.9]**

- a. The Firearms Instructor, or Range Master will inspect the weapon for rust, wear, damage, cleanliness, and functional operation.
- b. Records of the monthly weapons inspections will be kept in the range, which will be reviewed, by the Range Master and Training Supervisor. Non-compliance to this directive shall be reported the Administration Division Commander. **[1.1.9-i20]**
- c. Needed repairs must be reported to the ARMORER who shall secure the defective weapon and issue a replacement by the following procedure: **[1.1.9-10]**
  - 1. Spare weapons are stored in the locker in the Range classroom. Contact ANY FIREARMS INSTRUCTOR, or the RANGE MASTER for the issuance of the spare weapon.
  - 2. The defective weapon shall be tagged as Out of Service and secured in the Range locker. A report shall be given to the Range Master indicating the serial number of the Spare Weapon Issued, and the nature of the defect. Only ARMORER CERTIFIED personnel are authorized to service, and repair departmental weapons.
- d. The Range Master will maintain a record of the maintenance and repair of all departmental weapons. **[1.1.9-10]**