

Hamden Police Department General Orders

Policy Number: 004-004

Effective Date: August 01, 2005

Section: General Management

Rescinds:

Title: Administrative Suspension of
Police Authority

Approved By:

Approval Date:

PURPOSE

To define and establish procedures for establishing line and staff internal inspections for the Department.

POLICY

The Chief of Police has the ultimate and irrevocable responsibility for the performance of all the tasks and for the control of all affairs in the Department within established policies, guidelines and procedures. This responsibility provides the basic reason for developing inspection and control as formalized processes of management.

Procedures

A. Line Inspections

1. Line inspections are Division, Unit, Shift or Squad level inspections performed by Supervisors who have the authority to require immediate corrective action.
2. These inspections follow regular lines of authority and will be conducted on a daily basis.
3. Line inspections may include, but not be limited to, all organizational components, property, activities examples of which are:
 - a. Evaluation of facilities
 - b. Evaluation of equipment
 - c. Evaluation of vehicles
 - d. Records
 - e. Personnel
 - f. Investigative procedures
 - g. Crime reporting practices

Hamden Police Department General Orders

- h. Incident reports
 - i. Personal appearance
 - j. Adherence to General Orders
4. Inspections may take place at any time. Suggestions for conducting line inspections include:
- a. Walk through of physical plant
 - b. Clearing reports
 - c. Spot checking of reports
 - d. Questioning subordinates
 - e. Observation of subordinates actions
 - f. Checking of vehicles
 - g. Roll call training
 - h. Equipment inspection
 - i. Any process available to insure adherence to basic agency policy, procedures, and General Orders.
5. When Supervisors determine that corrective action is necessary, they may:
- a. Take appropriate corrective action
 - b. If the circumstances indicate a flagrant violation, report the incident, in writing, through the chain of command.
6. When violations occur, Supervisors will re-inspect the officer's situation or incident in question, to insure compliance. If a written report has been made, a written report of compliance will be submitted as a follow up.