

WATERTOWN POLICE DEPARTMENT GENERAL ORDER



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CHIEF OF POLICE

Effective Date: January 12, 2009	Rescinds: Amends: A-172 (October 2004)	Number: A-172
Subject: Inspections	Re-evaluation Date: January , 2012	
Distribution: ALL PERSONNEL	Related CALEA Standards:	

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Officers Responsibilities
5. Vehicle and Equipment Inspections
6. Staff Inspections
7. General Inspections

1. PURPOSE

- a. The purpose of this general order is to provide general guidelines and responsibilities for officer conducted vehicle maintenance and for supervisor inspections of Watertown Police Personnel, equipment, and facilities.
- b. Since police service is almost entirely a personal service, every condition in a police organization and its environment is traceable in large measure to the acts of law enforcement officers, their appearance, and the condition of their equipment. The success or failure of their operations is largely dependent upon adequate, clean, and serviceable equipment. The inspection process provides the Chief of Police with an effective means of regularly assessing Police Department's efficiency and effectiveness.

2. POLICY

- a. It will be the policy of the Watertown Police Department that all components, facilities, property, equipment, and personnel are subject to inspections. Furthermore, it will be the policy of the Police Department to objectively evaluate and improve the Police Department's performance, operational efficiency and professional standards by regularly conducting staff inspections.
- b. It is the policy of the Watertown Police Department to provide officers with the necessary equipment to perform their duties. Vehicle maintenance is necessary to provide a safe working environment, as mobile response to incidents is required. It is the responsibility of the officer's to make a visual check of this equipment at the beginning of their shift.

3. DEFINITION

- a. VEHICLE INSPECTION - inspections to determine whether the resources of the Police Department are being utilized to the best advantage, to reveal needs for additional, equipment, training, or direction. Vehicle inspections ensure that personnel are properly using and maintaining departmental vehicles and all equipment contained within the vehicles.
- b. STAFF INSPECTIONS - inspections to determine whether or not departmental staff is wearing the proper uniforms to include rank insignia, collar pins, name tags, years of service bars, and commendation bars. Staff inspections will also serve to insure that Officers uniforms and issued personal equipment is adequate, clean, and serviceable.
- c. GENERAL INSPECTIONS ó inspections made on Departmental facilities to include the building, offices, building fixtures, furniture, and office equipment.
- d. DEFECTIVE ó equipment having a flaw or being inoperable as it was originally designed to operate
- e. DEFICIENT ó lacking required equipment.

4. OFFICERS RESPONSIBILITIES

- a. Vehicle Check
 - i. Each officer is assigned a vehicle to operate.
 - ii. Officers shall do the following inspection on vehicles:
 - 1. Check vehicle for any damage and report any damage to supervisor.
 - 2. Check for any missing hubcaps or low tires and report any problems to supervisor.
 - 3. Check the emergency lights, including alley, takedown, yellow, red and spotlights, siren system.
 - 4. Interior check of vehicle's back and front seat area for contraband which may have been deposited by a transported person.
 - 5. All other necessary areas to inspect on the vehicle are listed on the Watertown Police Department Inspection Form ó Vehicle Inspection Checklist.
 - iii. Officers will clean out the interior of their assigned vehicle at the end of their shift.
- b. Reporting of Maintenance Needs.
 - i. Maintenance person or supervisor will be notified and maintenance form will be filled out.
 - ii. Maintenance person or supervisor will determine if repair can be done by department personnel maintenance person or by separate commercial repair facility.
 - iii. Maintenance person or supervisor will determine if defect presents a safety hazard, if so, vehicle will be taken out of service until repairs are made.
 - iv. Maintenance person or supervisor will schedule routine maintenance for service work. (For example: oil changes, tire rotation or replacement.)
- c. Tire Maintenance and Replacement
 - i. Tires with slow leaks can be taken to any repair facility in town for repair. Notify supervisor and dispatch that you will be out of service for tire repair.
 - ii. Replacement of damaged or worn tires will be authorized by supervisor.

- iii. Two or four tires will be replaced from tires stored at shop on rack
- iv. These tires will be taken to a facility and mounted and balanced before placing on vehicle.
- v. Maintenance personnel can assist with transport of tires to and from facility. Old tires will be kept at shop.
- vi. Pre mounted tires at shop are available for emergency use only, not routine replacement.
- d. Minor Repairs and Supply Replacements
 - i. Contact maintenance personnel and make an appointment for minor repairs and replacement of vehicle's consumable items such as:
 - 1. Oil, Antifreeze, Washer fluid, Brake fluid, Wiper blades, Light bulbs, Fuses, and any other items not listed.
 - ii. The shop will have a supply of cleaning materials for the vehicles. If any needed supplies are not on hand, advise maintenance personnel. These products will include, but not be limited to the following:
 - 1. Windex, Car wash soap, Vacuum, Armor all, and Paper towels.
- e. Equipment Check
 - i. Each vehicle is equipped with items to provide for various functions of the patrol division. These items need to be checked for both being functional and in the vehicle.
 - 1. All necessary equipment to inspect is listed on the Watertown Police Department Inspection Form ó Vehicle Inventory Checklist.
 - 2. Maintenance person or supervisor will be notified and maintenance form will be filled out for any deficient or defective vehicle equipment.
- f. Damage
 - i. Employees causing damage to, or being aware of damage occurring to any equipment or vehicle will immediately report damage to a supervisor. Failing to report any damage could result in disciplinary proceedings.

5. VEHICLE AND EQUIPMENT INSPECTION PROCEDURES

- a. Authority and Responsibility.
 - i. Vehicle and equipment inspections are under the administrative control of the Assistant Chief of Police.
 - ii. Vehicle and equipment inspections of the Patrol Division will be conducted on a monthly basis by a Squad Sergeant. The evaluation of the Departments vehicles and the equipment contained within the vehicles will determine whether or not the equipment is clean, operational, or in need of repair. Vehicle and equipment inspections of the Detective Bureau will be conducted on a monthly basis by the Investigative Services Captain or his designee.
 - iii. During required inspections the department Vehicle Inventory Checklist and the Vehicle Equipment Checklist forms will be used.
 - iv. The Patrol Division Captain and Investigative Services Captain will make a personal inspection of vehicles, and vehicle equipment under his responsibility on at least a semi-annual basis.

- v. Completed Inspection forms for Patrol vehicles and equipment will be maintained by the Sergeant responsible for inspections. Completed inspection forms of the Detective Bureau vehicles and equipment will be kept in the Office of the Investigative Services Captain or his designee.
- vi. Completed inspection forms will be subject to review by the Patrol Captain or Investigative Services Captain at any time.
- vii. All vehicles and equipment found to be defective or deficient will be noted on the WPD Inspection Forms. Defective or deficient vehicles or equipment will be brought up to standards by the Officer or Department maintenance personnel by cleaning, repairing, or replacing said equipment.
- viii. If the defective or deficient equipment cannot be corrected at the Division level, the appropriate organizational component or repair facility will be notified.
- ix. If the defective or deficient vehicle or equipment noted is a matter of safety concern, the supervisor will remove the vehicle or equipment from service until the defect or deficiency is corrected or repaired.
- x. The inspecting supervisor will ensure that a follow up inspection is conducted within five (5) working days to determine that such defects or deficiencies have in fact been corrected.
- xi. Counseling, corrective, or disciplinary action should be utilized when appropriate. Counseling or corrective measures may be taken by the Squad Sergeant and in all cases, Division Captains will be notified. Disciplinary action may only be taken by Division Captains after notifying the Assistant Chief of Police and Chief of Police. The Assistant Chief of Police and/or Chief of Police will approve any disciplinary measures before administered.

6. STAFF INSPECTIONS PROCEDURES

a. Authority and Responsibility

- i. The Staff inspection function is under the administrative control of the Assistant Chief of Police.
- ii. Persons with expertise in specialized areas may be temporarily assigned to a particular inspection process.
- iii. All Watertown Police Department personnel will cooperate with and provide assistance to supervisors conducting the inspections.
- iv. Staff inspections will serve to inspect the clothing and equipment assigned to each Officer or employee of the Watertown Police Department.
- v. Staff inspections will be accomplished at least once every 6 months and will be conducted by the Squad Sergeant or component supervisor. Inspections will be documented on WPD Inspection Form ó Staff Inspection.
- vi. Inspections will include but may not necessarily be limited to:
 - 1. The cleanliness of equipment and/or clothing assigned to each Officer/employee.
 - 2. The presence and condition/serviceability of equipment assigned to each Officer/employee.
 - 3. The operational readiness of the equipment.
 - 4. The personal appearance of the Officer/employee.

5. Compliance with dress code and uniform policies.

b. Findings and Responses

- i. Deficiencies will be brought to the attention of the Officer/employee for corrective action.
- ii. All deficiencies will be documented and the Officer/employee will be given a suitable amount of time to correct the deficiencies.
- iii. Supervisors will conduct follow up inspections within five (5) working days to ensure deficiencies have been corrected.
- iv. Completed Staff Inspection Forms will be maintained by the Sergeant responsible for inspections.
- v. Completed inspection forms will be subject to review by the Patrol Captain at any time.
- vi. Counseling, corrective, or disciplinary action should be utilized when appropriate. Counseling or corrective measures may be taken by the Squad Sergeant and in all cases, Division Captains will be notified. Disciplinary action may only be taken by Division Captains after notifying the Assistant Chief of Police and Chief of Police. The Assistant Chief of Police and/or Chief of Police will approve any disciplinary measures before administered.

c. Firearms Inspection Procedures

- i. All firearms inspections will be conducted by a Watertown Police Department Firearms Instructor or Squad Sergeant who will determine the proper place, time, and method for the inspections.
- ii. Firearms may be inspected holstered or unholstered. If unholstered weapons are to be inspected, it will be conducted in an area approved by a Watertown Police Department Firearms Instructor where the safe loading and unloading of a firearm is possible.
- iii. Special weapons such as the sniper rifles and weapons utilized by the SWAT Team will be inspected by a Watertown Police Department Firearms Instructor and the SWAT Team Supervisor.
- iv. Firearms inspections will be accomplished at least once every 6 months. Other random inspections may be accomplished at any time at the discretion of any Watertown Police Department Firearms Instructor, Squad Sergeant, Chief of Police, or their designee.
- v. The Inspector will record discrepancies and will ensure that the necessary corrections are made through follow up inspections.
- vi. All firearms inspection reports will be maintained by the Administrative Division Commander in a report file.

7. GENERAL INSPECTION PROCEDURES

a. Authority and Responsibility

- i. The General inspection function is under the administrative control of the Assistant Chief of Police.
- ii. General Inspections will be made on all Departmental facilities to include the building(s), offices, and all building fixtures and equipment.

- iii. All Watertown Police Department personnel will cooperate with and provide assistance to supervisors conducting the inspection process.
 - iv. General inspections will serve to inspect the office and all office equipment assigned to each Officer or employee of the Watertown Police Department.
 - v. It will be the responsibility of each Supervisor on at least a semi-annual basis to inspect the offices of all personnel under his/her supervision.
 - vi. Offices will be inspected for cleanliness and to insure all department equipment is working properly. Such inspections shall include but not be limited to;
 - 1. Telephones.
 - 2. Computer equipment.
 - 3. Furniture.
 - 4. Carpeting.
 - 5. Walls ó for cleanliness.
 - 6. Proper decorations ó consistent with a professional and tasteful appearance.
 - 7. Cabinets and shelving.
- b. Findings and Responses
- i. Deficiencies will be brought to the attention of the Officer/employee for corrective action.
 - ii. All deficiencies will be documented and the Officer/employee will be given a suitable amount of time to correct the deficiencies.
 - iii. Supervisors will conduct follow up inspections to ensure deficiencies have been corrected.
 - iv. Counseling, corrective, or disciplinary actions should be utilized when appropriate.
 - v. Staff inspection reports will be reviewed and evaluated by the Division Captain.
 - vi. The General inspection reports will be maintained by the Supervisor responsible for inspections in a report file.

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