

NEW CANAAN POLICE DEPARTMENT

SUBJECT: INSPECTIONAL SERVICES

GENERAL ORDER NUMBER: 89-19-72

FILE: ADM 6-4

Operations Support

I PURPOSE/POLICY

The New Canaan Police Department recognizes that the inspectional process is an essential mechanism for evaluating the quality of Department operations. It aids in ensuring that Department goals and objectives are being pursued, identifies the need for additional resources and ensures that control is maintained throughout the police department. The purpose of this general order is to provide guidelines for the inspectional process in order to ensure that the that function is effectively and efficiently performed.

II RESPONSIBILITY

It is the responsibility of all departmental personnel to adhere to this general order. It is the additional responsibility of command and supervisory staff to ensure compliance.

III PROCEDURES (LINE INSPECTION)

A Line inspections are Division, Section, Shift or Unit level inspections performed by supervisors who have the authority to take immediate control or corrective actions.

1. Line inspections shall follow the regular lines of authority and responsibility, with each supervisor inspecting the performance of his immediate subordinates, as well as other functions, conditions and activities for which he is responsible.
2. Such inspections shall, at a minimum, be conducted on a daily basis.
3. Line inspections may include, but not be limited to all organizational components, property, activities. Specific areas may include:
 - a. Personal appearance
 - b. Physical facilities
 - c. Department vehicles
 - d. Incident/Arrest Reports
 - e. Crime reporting procedures
 - f. Investigation procedures
 - g. Records procedures
 - h. Adherence to departmental policies and procedures

- i. Equipment
4. Inspections may occur at anytime. Recommended methods of conducting a line inspection include:
 - a. Observation of subordinates
 - b. Walk through of physical facilities
 - c. Thorough check of police vehicles
 - d. Review Incident/Arrest reports
 - 1) The review of Incident/Arrest Reports by Shift Supervisors is a mandatory requirement (Reference General Order 88-4-48, Records)
 - e. Examination/evaluation of equipment
 - f. Any process available to insure compliance to departmental policies, procedures, rules and regulations.
 5. Minor deficiencies or corrections that are observed which, can be corrected by the officer/employee within a reasonable period of time (i.e. neatness, dress code, readiness for duty etc.), would not typically require documentation by a supervisor. However, information regarding the incident would be forwarded to the supervisor responsible for evaluating the officer/employee. When the deficiency is of a serious nature or is of a repetitive nature, supervisory personnel are required to document the deficiency.
 6. When a supervisor deems it necessary to impose corrective or disciplinary action as a result of a line inspection, such action shall be in accordance with General Order 91-8-96, Disciplinary Procedures and 87-4-39, Internal Affairs.
 - a. When a violation/misconduct occurs, supervisors will re-inspect the employee, facility or incident, as applicable in order to insure compliance. If a written report/internal affairs investigation was conducted, a written supplemental report indicating compliance will be submitted as follow-up.

IV DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

V EFFECTIVE DATE

This general order approved by the Police Commission on September 18, 1991 and is effective October 7, 1991.
Reviewed, May 2000
Revised, August 2003

Per Order

Edward J. Nadriczny
Chief of Police