

<p style="text-align: center;"><b>East Haven Police Department</b></p> 	<b>Type of Directive:</b> <b>Policies &amp; Procedures</b>		<b>No. 309.2</b>
	<b>Subject/Title:</b> <b>Employee and Equipment Inspections</b>	<b>Issue date:</b> <b>August 28, 2018</b>	
		<b>Effective Date:</b> <b>September 15, 2018</b>	
	<b>Issuing Authority:</b> <b>Honorable Board of Police Commissioners</b>	<b>Review Date:</b> <b>Annually</b>	
<b>References/Attachments:</b> <b>Policies and Procedures #: 105, 302</b>		<b>Rescinds:</b> <b>309.1</b>	<b>Amends:</b> <b>N/A</b>

## I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department (EHPD) regarding the inspection of property owned by the East Haven Police Department and Town of East Haven.

## II. POLICY

- A. It is the policy of the East Haven Police Department that inspections of property owned by the Department and Town be conducted on a regular basis to help ensure that the Department is operating at peak efficiency and in compliance with established Policies and Procedures.
- B. When conducted properly, inspections enable supervisors to assess the Department's ability to perform its mission, and provide them with the information necessary to plan for the improvement of the Department's operations.
- C. Inspections are a vital component of departmental self-assessment and as such will be carried out with care, attention to detail, and with the full cooperation of all personnel concerned.

## III. DEFINITIONS

- A. Line Inspection: Line inspections are inspections conducted by supervisors who are directly responsible for the person, equipment, or facility being inspected. Line

inspections are designed to examine, evaluate, and improve the performance of the Department's personnel and equipment. There are two types of line inspections, informal and formal.

- B. **Informal Line Inspection:** Immediate supervisors conduct informal line inspections during the course of their regular operations to ensure compliance with the Department's Policies and Procedures. Immediate action is normally taken by the supervisors to remedy any deficiencies. A written report is not required for informal line inspection unless it reveals a critical problem that should be brought to the attention of a higher command level.
- C. **Formal Line Inspection:** Formal line inspections are conducted for the purpose of preparing a written report to senior command personnel. These reports set forth in detail the findings of the inspection, and document specific actions taken to remedy the deficiencies found. Where appropriate, such reports may also include recommendations for long-term resolution of problems discovered during the inspection.

#### **IV. GENERAL GUIDELINES AND CONSIDERATIONS**

- A. For the mutual convenience of the employee and the Department, personnel may be assigned Department provided equipment, including, but not limited to vehicles, lockers, desks, cabinets, telephones, file cabinets, office space, computers, voice and paper mailboxes, cellular telephones, etc. Personnel are hereby advised that the retention of any personal items in such equipment, including but not limited to gym bags, notebooks, clothing, papers, effects, computer media and the like is at your own risk and the agency and its employees will not be responsible for any losses.
- B. Any Department provided equipment is subject to entry, search, and inspection by other members of the Department or town administrators without further notice. Any privately owned property contained in such equipment, including the contents of any closed or sealed items or containers may be opened and examined without further notice or without permission. Computer media or data, voice or electronic mail, and any other electronic storage systems may be opened, read or inspected in the same manner as the contents of desks, lockers and such other equipment. This provision includes any Department provided equipment or properties, even such property that may be secured by a personally owned lock that you place on such property. As a result, employees have no reasonable expectation of privacy when using the Department's equipment as set forth herein.

#### **V. PROCEDURES**

- A. **Line Inspections**
  - 1. **Personnel Conducting Inspections**
    - a. Line inspections shall be conducted by the immediate supervisor of the employee being inspected.
  - 2. **Time of Inspections**

- a. Line inspections shall be accomplished at roll call or at such other times as are appropriate for the type of inspection being conducted. Formal line inspections shall be conducted at least once per month or at such intervals and times as otherwise directed by the supervisor of the unit concerned. Special line inspections may be ordered at any time by the Chief of Police or his/her designee.
3. Subjects of Inspection
    - a. Line inspections shall, at a minimum, include an examination of each of the following items that are applicable to that particular unit and that particular type of inspection:
      - 1) Personal appearance and personal hygiene.
      - 2) Proper wearing of uniforms and uniform equipment.
      - 3) Availability, maintenance, and operational readiness of equipment, including both issued equipment and employee equipment.
        - a) Firearms shall be inspected twice a month, including inspecting ammunition.
        - b) Conducted Electrical Weapons (CEW) shall be inspected monthly, including the download of the firing log.
      - 4) Appearance and maintenance of Department-owned vehicles assigned to or used by that unit.
      - 5) Unit compliance with the Department's policies, regulations, and orders.
      - 6) Such other items as are applicable to the functions of that unit.
  4. Health and Fitness for Duty
    - a. The Department encourages its personnel to undergo annual physical examinations and to participate in programs aimed at improving their overall health and physical fitness due to the very nature of law enforcement and the physical expectations associated with law enforcement.
    - b. All sworn personnel should maintain a sufficient level of health and physical fitness to be able to safely and effectively perform all aspects of the job of a police officer as stated in the job description.
  5. Inspection Responsibilities
    - a. Supervisors shall conduct line inspections for the person, unit, or equipment that they are directly responsible for.
    - b. Supervisors designated to conduct line inspections shall be familiar with any deficiencies noted in previous inspections and shall review these items to determine whether the deficiencies have been corrected.

- c. Supervisors designated to conduct line inspections shall review prior line inspection reports to determine compliance of the reporting unit with all applicable requirements.
  - d. Reviewing personnel shall be responsible where required for reporting line inspection results to the Chief of Police or his/her designee, initiating such management action as is indicated by inspection results, and monitoring the implementation of any necessary corrective measures by the units inspected.
6. Inspection Procedure
- a. Informal Line Inspections
    - 1) Supervisors shall conduct informal physical inspections of personnel, equipment, and other items, as directed. No written report of informal line inspections will be required unless a deficiency or other problem be encountered that needs to be brought to the attention of higher levels.
  - b. Formal Line Inspections
    - 1) Each formal line inspection shall be conducted in accordance with a checklist to ensure uniformity and fairness in the inspection program. This checklist should be prepared specifically for the inspection of the division, unit, facility, or function currently being inspected. Checklists should cover all appropriate aspects of the inspection as set forth in this policy. Reports of formal line inspections shall be submitted pursuant to the requirements set forth in the reports section below.
  - c. Safety
    - 1) All line inspections shall be conducted in accordance with all appropriate safety precautions. Firearms and other equipment with the potential for causing injury shall be examined only by persons thoroughly familiar with the item being inspected. Inspection of firearms and other weapons shall be conducted only in a manner consistent with standard safety requirements for the presentation and handling of such weapons.
  - d. Manner of Inspection
    - 1) All line inspections shall be conducted with due regard for individual dignity and departmental morale.
7. Correction and Re-inspection
- a. Wherever possible, deficiencies discovered during line inspections shall be corrected immediately by the inspecting supervisor.
  - b. Where immediate correction is not possible, a re-inspection of the deficient item shall be conducted at the earliest possible date to ensure that the corrective action has been taken.

- c. Repeated failure to correct deficiencies shall be reported to the appropriate commanding officer, and action will be taken to compel compliance by the person or unit responsible for the deficiency. Failure to correct deficiencies may be the subject of disciplinary action.

## 8. Reports

### a. Informal Line Inspections

- 1) While written reports of informal line inspections are not routinely required, should deficiencies or other problems be encountered that need to be brought to the attention of higher levels, a DR report shall be prepared and delivered to the appropriate commanding officer or Division Head.

### b. Formal Line Inspections

- 1) Formal line inspections require the completion of a Formal Line Inspection Report. The supervisor conducting the formal line inspection shall ensure that the Formal Line Inspection Report is submitted to the appropriate commanding officer or Division Head.
- 2) In addition to a Formal Line Inspection Report, a DR report shall be completed for any major deficiencies or other problems encountered that need to be brought to the attention of higher levels. Upon completion it shall be submitted to the appropriate commanding officer or Division Head.

## B. Lockers and Desks

1. The Department provides lockers and locks for limited storage of health and comfort items to include personal hygiene, work items and clothing, and inclement weather gear.
2. Work areas, Department vehicles, Town and personal property, including lockers, desks, equipment bags, purses, briefcases, file cabinets, lunch boxes, computers, including laptops, etc., may be subject to search, as may be reasonably necessary for work related reasons.
3. Periodically, but not less than every six (6) months, supervisors will conduct an inspection of lockers assigned to personnel under their command.
4. Immediately after the inspection, supervisors will document the inspection in a Department form containing the findings of the inspection.
5. All personnel using the lockers and locker rooms will adhere to the following rules:
  - a. Personnel will secure their lockers with only the locks supplied by the Department. If the lock on your assigned locker is not functioning or breaks you must immediately notify your direct supervisor so they may arrange for it to be replaced.
  - b. Personnel will maintain the lockers and locker rooms in an orderly and clean manner.

- c. Personnel will not store evidence in the lockers under any circumstances.
  - 6. Although it is the policy of the Department to perform semi-annual inspections, lockers are always subject to inspection by supervisors, Department staff, or the Professional Standards Division personnel.
- C. Work Area Inspections.
- 1. Employees should not keep or maintain items on or in Town property that they wish to keep private.
  - 2. Searches will be conducted as confidentially as possible, with a witnesses present during the search.
  - 3. If contraband is found during a search, the IAO will be notified and the employee may be immediately placed on administrative leave by a Division Commander until a decision is made as to the disciplinary action to be taken.