



Policy 402

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COMMAND INSPECTIONS/AUDITS	
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By Order of the Police Commissioner

POLICY

It is the policy of the Baltimore Police Department (BPD) to maintain an on-going inspectional overview of its equipment and personnel. To accomplish a constant state of readiness, Police Commanders must know the condition and location of equipment and the assignment and duty status of personnel within their Command.

REQUIRED ACTION

Member

On a daily basis, report any missing, damaged or malfunctioning equipment to your Commanding Officer, via Official Channels.

Supervisor

1. On a daily basis, report to your Shift Commander:
 - 1.1. The duty status and assignment of all personnel within your squad/unit, and
 - 1.2. Any missing, damaged or malfunctioning equipment within your squad/unit.

Shift Commander

1. Daily, request/receive from your shift supervisors:
 - 1.1. The duty status and assignment of all personnel on your shift.
 - 1.2. Any missing, damaged or malfunctioning equipment on your shift.
2. In keeping with existing procedures:
 - 2.1. Ensure a duty status and assignment is recorded for each employee, working on your shift.
 - 2.2. Provide for the investigation and reporting of missing and damaged equipment.
 - 2.3. Provide for the repair of damaged and malfunctioning equipment.
 - 2.3.1. Forward requisitions and repair orders to your Commanding Officer for processing.

Commanding Officer

1. During the month of December of each year, conduct a formal audit and inspection of personnel and equipment, to include:
 - 1.1. Personnel: Sworn, civilian, transferred out, transferred in, duty status, etc.
 - 1.2. Office equipment: Computers, printers, laptops, air cards, etc.
 - 1.3. Operations equipment: Vehicles (marked and unmarked) shotguns, rams, bunkers, CEWs, mobile devices, etc.

NOTE: The same inspection/audit shall take place each time a change in Command occurs. The exiting Commander shall provide the incoming Commander the most recent inspection/audit. The new Commander shall conduct another inspection/audit upon taking command.

2. Post formal inspection/audit findings in the “inspections/audits” Global folder under the S-drive by January 15th.

Audit and Inspections Unit

1. Before December 1st, inform District Commanders of the January 15th requirement for posting the results of their inspection/audit.
2. Inspect the “inspections/audits” Global folder for completeness.
3. Delinquencies shall be reported to the Police Commissioner, via Official Channels.

Information Technology Section

Provide and maintain “inspections/audits” Global folder under the S-drive for access by Senior Staff.

ASSOCIATED POLICY

Policy 403, *Internal Audits, Inspections and Risk Management Assessment Procedures*

RESCISSION

Remove from files and destroy/recycle Policy 402, *Command Inspections*, dated 22 April 2013.

COMMUNICATION OF POLICY

This Policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.