

	BRIDGEPORT POLICE DEPARTMENT	Distribution ALL PERSONNEL	General Order Number 2.07
	POLICY AND PROCEDURE GENERAL ORDER	Original Issue Date 12/19/17	Reissue/Effective Date 5/11/19
Order Title: LINE AND STAFF INSPECTIONS		Accreditation Standard: POSTC: 3.3.31, 3.3.32	Section 2
		Section Title ORGANIZATION AND MANAGEMENT	
Rescinds: 1.9.1, 1.9.11, 1.9.12, 1.9.13, 1.9.14, 1.9.2, 1.9.2.1, 1.9.3		Armando J. Perez, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE

The purpose of this General Order is to establish a written directive that describes the Bridgeport Police Department's procedures related to line and staff inspections.

II. POLICY

It is the policy of the Bridgeport Police Department that line and staff inspections will be an ongoing activity within the Department to ensure that employees are acting in concert with Department requirements in such areas as personal appearance, use and maintenance of equipment, and adherence to Department directives and orders. Line and staff inspections are the primary responsibility of Supervisors, and provide a mechanism for achieving accountability within the Department. All officers will give full cooperation to personnel conducting inspections to include making available personnel files, records, property, and equipment available for inspection or review upon reasonable request. The Chief of Police or his designee shall conduct a staff inspection of each organizational component at least every three (3) years.

III. DEFINITIONS

Line Inspection: Inspections conducted by personnel in control of persons, facilities, procedures, or other elements being inspected. Line inspections may be carried out by any supervisor within the chain of command and are often conducted by supervisory personnel who may also be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.

Staff Inspections: Inspections conducted by personnel who do not have control of the persons, facilities, or procedures being inspected that examine all Department operations for effectiveness, efficiency, policy compliance, files/records, and adequacy of supervisory leadership.

Informal Staff Inspections (Spot): Unannounced examinations with a narrow scope and focus conducted for accountability purposes and occurring on a semi-annual basis in sensitive component areas such as the Evidence/Property Room.

Follow-up Inspection: A review to determine progress in resolving any deficiencies identified during the line, staff, or informal staff inspections.

IV. PROCEDURES

A. Line Inspections

1. General Provisions

- a. Line inspections shall be conducted on an on-going basis within the Department, according to provisions contained in this General Order.
- b. The inspection process compares the Department's formal expectations with actual performance. Inspections, conducted with clear objectives and a positive approach, provide a means of communication within the Department not only downward, but also upward.
- c. All members will give full cooperation to personnel conducting inspections to include making available personnel files, records, property, and equipment available for inspection or review upon reasonable request.
- d. Deficiencies identified relating to units, sections, and/or divisions shall be brought to the attention of the supervisor responsible for the function so the deficiencies can be corrected.

2. Line Inspections Procedures

All members and physical resources of the Department shall be subject to line inspections. This includes the inspection of all organizational components, facilities, property, equipment, activities, and personnel. The inspection process is an essential mechanism for:

- a. Evaluating the quality of the Department's operations
- b. Ensuring that the Department's goals are being pursued
- c. Identifying the need for additional resources
- d. Assuring that control is maintained throughout the Department

3. Personal Appearance, Weapons, and Equipment

- a. Supervisors have the duty to perform line inspections of personal appearance on a daily basis to ensure proper appearance of assigned personnel, both sworn and non-sworn. If substandard appearance is

observed, the supervisor shall take whatever corrective action is necessary (ordering change of uniform, shave, removing unauthorized jewelry, obtaining additional or replacement equipment, etc.). A report of deficiencies noted during the inspection is required.

b. All personnel shall report to their assigned duty station in a complete uniform as outlined in General Order 2.9. All uniform and clothing items must conform to Department specifications. The scope of personal inspections is as follows:

- 1) Personal hygiene
- 2) Haircuts, facial hair, jewelry, and accessories
- 3) The uniform of the day
- 4) Firearms and ammunition
- 5) Leather goods
- 6) Handcuffs, OC Pepper Spray, Baton, etc.
- 7) Issued manuals
- 8) Issued equipment (lockers, carrying cases, clipboards, file drawers, etc.)
- 9) Any other items effecting the personal appearance and preparedness of the officer/employee

4. Assignment, Inspection, and Searches of Lockers and other Workplace Areas

Sworn officers are provided Department-owned lockers, desks, and cabinets to store and secure Department-owned property that is assigned to them. Employees may also use these lockers to store and secure personal items.

a. Assignments: The Commander of Professional Standards shall be responsible for the assignment of all Department lockers, which will be governed by the following:

- 1) Sworn officers will be assigned a Department locker by the – Commander of Professional Standards, who may also designate that specific lockers in the men's and women's locker rooms be reserved for special purposes only.
- 2) All lockers will be secured by a Department-owned combination or keyed lock.
- 3) Employees must maintain their originally assigned lockers, and not switch their locker for another one, without authorization from the Chief or designee.

- 4) Officers may be responsible for any assigned property or equipment lost or stolen in the station in those instances when it should have been stored in their locker.
- b. Inspections: Supervisors will periodically inspect lockers and other storage areas to ensure that the storage and condition of all required equipment is satisfactory, and to ensure that the locker and/or areas are maintained in a sanitary and safe condition. While the scope of locker inspections is not intended to apply to personal items, Supervisors will address and correct any item/situation that is in conflict with other General Orders, including General Order Section 1.05, *Harassment and Discrimination Policy*.
- (1) Generally, a documented line inspection for lockers should be conducted on a semi-annual basis or when deemed feasible with seven (7) calendar days advanced notice in writing. However, the Chief of Police, or designee, may inspect any Department locker, desk, or cabinet at any time. All locker inspections will be governed by the following:
 - (a) Such inspections shall be conducted in the presence of the employee who is assigned the locker.
 - (b) All employees' assigned lockers shall maintain the hygiene and cleanliness of the locker space and its contents. For safety reasons, items other than bags or footwear shall not be stored on top of a locker.
 - (c) All property and equipment issued to officers will be kept neatly in their locker or in their possession at work or at home. Employees are allowed to take duty weapon, portable radio, and other accessories home with them, however, any assigned special purpose gear, such as riot gear shall be stored in the Emergency Response Team Trailer located within Police Headquarters or Emergency Operations Center.
 - (d) Any Department-owned property found on top of lockers or left on tables or shelves will be secured for safekeeping by a supervisor.
 - (e) Violation of any provision of the locker policy may result in the forfeiture of locker privileges and Department discipline.

- c. Searches: In 1987, the U.S. Supreme Court (*Ortega*) confirmed that a public employer's search of an employee's workplace triggers Fourth Amendment protections relating to *unreasonable* searches and seizures. At the same time, however, the Court recognized that the “operational realities” of the workplace make it impractical to require a government employer to seek and obtain a warrant before searching an office, desk, or locker. The Court concluded that a workplace search is not an “unreasonable” search, when the employee's *reasonable* expectation of privacy, the public employer's *justification* for the search, and the *nature and scope* of the search, are balanced making the search reasonable.
- 1) The Supreme Court's treatment of workplace searches by public employers is fairly generous toward employers. For one, they clearly recognize that the realities of the workplace make workplace searches different from home or automobile searches. More importantly, they make no distinction between searches to retrieve work-related materials (e.g., specific files) and searches to investigate work-related misconduct (such as missing equipment).

Given the sensitive nature and complexity of this issue, no administrative searches shall be conducted unless authorized by the Chief of Police.

- 2) The following are guidelines on the searches of Department offices, desks, lockers, or vehicles outside of the semi-annual inspections outlined above:
 - (a) Expectation of Privacy: All employees are informed that there should be no attached absolute expectation of privacy in Department vehicles, desks, lockers, computers and files, or any other workplace location, even if assigned exclusively to an individual.
 - All employees are required to provide access tools to the Department, including keys to all Department vehicles, offices, desks, cabinets, etc., as well as computer passwords or encryption keys.
 - Signs shall be posted in locker rooms reiterating that these items are part of the workplace, not an individual's personal domain. Employees shall be reminded of this policy during annual retraining.
 - Searches shall only be conducted for the purpose of

monitoring compliance with work health and safety rules, the recovery of Department-owned property, or the recovery of property in the Department's custody. A search may include employee work areas, lockers, Department vehicles, and other Department items.

- In the workplace, video cameras and telephone lines may be monitored only under conditions permitted by law.

(b) Justification for the Search: The following factors shall be considered when considering a workplace search.

- How important is the item being sought?
- What facts led the person requesting the search to believe that this search will provide the item?
- In cases of misconduct or wrongdoing, reliable and specific knowledge and factors must be present for such a search to take place.

(c) Nature and Scope of the Search: Workplace searches shall be limited to the item(s) being sought. Additionally, if criminal allegations may be attached, a warrant may have to be obtained, depending on the factors present, the item(s) to be seized, and the area to be searched. Personal property (i.e. purses, gym bags, etc.) shall not be subjected to search or seizure without probable cause and/or warrant, as required by law, unless permitted under the provisions for a warrantless search, regardless of where they are located.

5. Firearms Inspection

Firearms Instructors and Department Armorer(s) shall conduct periodic inspections of issued firearms. This inspection is conducted in addition to any conducted by the officer's immediate supervisor. Such inspections are to include, but are not necessarily limited to, cleanliness, mechanical functioning, and manner of carrying. Any noted deficiencies are to be immediately corrected by the involved officer or the Firearms Instructor, when possible. If not possible, the Firearms Instructor must immediately furnish the officer with a replacement firearm and make arrangements to have the faulty weapon repaired as soon as possible

6. Vehicles

- a. All Supervisors are responsible for the ongoing inspection of the general condition of the Department vehicles assigned to their command. Employees shall conduct daily inspection of vehicles and equipment assigned to them. Any deficiencies in the vehicle and/or equipment shall be brought to the attention of the employee's immediate supervisor so corrective action can be taken.
- b. Officers/employees shall conduct daily inspections of their assigned vehicles and equipment at the beginning of each shift. These inspections will include vehicle exterior, interior, trunk, emergency equipment, mechanical condition, and necessary forms. Vehicle deficiencies shall be reported on a vehicle inspection form, and forwarded to the Fleet Manager (Garage). The officer's immediate supervisor shall be notified of all deficiencies noted during this inspection. There shall be a monthly documented inspection of unmarked or undercover vehicles. Supervisors shall periodically conduct unannounced, impromptu inspections of the general conditions of Department vehicles driven by personnel under their command. These inspections include a check that the vehicle:
 - 1) Contains all necessary paperwork;
 - 2) Contains all authorized equipment and supplies;
 - 3) Has no dangerous or unauthorized equipment; and
 - 4) Has operational emergency and auxiliary equipment.
- c. The inspecting supervisor shall have the officer/employee assigned to the vehicle correct any deficiencies or make arrangements for the correction of deficiencies. The inspecting officer shall follow up no later than the next working day to assure that the deficiencies have been corrected.

7. Facilities

- a. All Supervisors are responsible for the ongoing inspection of the general condition and cleanliness of the Police Department's facilities and furnishings within their area of command. If any supervisor finds a deficiency, he/she is to have the deficiency corrected. Problems that cannot be corrected by the supervisor should be reported to the Headquarters Shift Supervisor, through an Inter-Office Memo, describing the problem and recommending a solution, when possible. These inspections should include a check of:

- 1) Hallway areas, restrooms, and front lobby;
 - 2) Locker rooms;
 - 3) Squad room;
 - 4) Booking Area, Prisoner Processing Areas, and Cell Block;
 - 5) Interview Rooms;
 - 6) Evidence Processing Areas;
 - 7) Storage areas; and
 - 8) Other areas of the building.
- b. Supervisors will be responsible for ongoing daily inspections of their own work areas, as well as the work areas of their immediate subordinates. The scope of facilities inspection is as follows:
- 1) Neatness, cleanliness, and sanitation;
 - 2) Security;
 - 3) Adequacy of supplies and equipment;
 - 4) Damaged or worn furnishings or equipment;
 - 5) Placement and maintenance of first aid kits and fire extinguishers; and
 - 6) Other criteria as determined by the Chief of Police.
- c. On a quarterly basis, the Administrative Services Captain, or designee will be responsible for a complete inspection of the general areas of the police facility for cleanliness and condition of the furniture and equipment. Supervisors or employees responsible for the affected area shall be notified of any unsatisfactory conditions or problems. A report shall be completed and forwarded to the Professional Standards Unit.

8. Frequency of Inspection

In addition to the informal daily line inspections that are conducted, the Chief of Police may designate that certain units perform a more formal line inspection as needed.

9. Responsibilities of Supervisors

Supervisors are responsible for conducting line inspections and taking the necessary actions to correct any unacceptable conditions discovered by the inspection.

10. Documented Line Inspection Reports

- a. Personnel conducting formal line inspections shall complete a memo to the appropriate Deputy Chief of Police/or designee, noting any significant deficiencies and actions taken to correct the deficiencies.

Such personnel shall request any needed replacement equipment through the appropriate commander for review and approval and/or initiate necessary repairs.

- b. Supervisors will retain copies of all line inspection reports for follow-up and control purposes, and will forward originals to the Chief of Police within fifteen (15) days following inspection.

11. Follow-up Procedures

The appropriate Deputy Chief of Police /or designee is responsible for ensuring that corrective action has been taken by Supervisors. The Deputy Chief of Police /or designee is authorized to conduct audits of the line inspection process including the accuracy of information contained in the *Line Inspection Reports*.

B. Staff Inspections

1. Goals of the Staff Inspection Process:

- a. The primary concern of a staff inspection is to examine and evaluate the functions and activities of Department components to determine if established policies and procedures are being followed, organizational objectives are being accomplished, and to ensure compliance with applicable accreditation standards.
- b. Ultimately, the goal of staff inspections is to increase Departmental effectiveness through a cooperative effort with personnel of the affected units. Staff inspectors will conduct a thorough review and analysis of each Department component to assist in identifying and correcting organizational weaknesses, eliminating duplication of effort, reporting new and innovative systems and procedures, and providing alternative methods for change and improvement.
- c. The goals of a staff inspection include the following:
 - 1) To ensure compliance with Departmental written directives, state and federal law, and City Ordinances.
 - 2) To evaluate the overall quality of the unit's operations.
 - 3) To ensure that the Department's goals and objectives are being pursued.
 - 4) To ensure that operational controls are being maintained.
 - 5) To evaluate how agency resources, including both personnel and equipment, are being used to meet the needs of the community.
 - 6) To identify the need for additional resources, including personnel and equipment. To ensure uniformity of operations

throughout the agency.

- 7) To provide the Chief of Police and other managers and supervisors with specific information regarding the efficiency and effectiveness of individual organizational components.
- 8) To highlight the positive and successful aspects of agency activities, procedures, and programs.
- 9) To identify deficiencies and areas in need of improvement so that corrective action may be taken.
- 10) To provide information for Departmental planning and budget development.
- 11) To ensure that crime reporting and follow-up investigative procedures are effective and productive.
- 12) To provide current and timely information on the status and condition of personnel, materials, equipment, and facilities.
- 13) To ensure that training is appropriate, timely, and effective.
- 14) To ensure that reports and records are updated and accurate.
- 15) To determine areas where the agency or its employees may be vulnerable and/or at risk.

2. Identity and Authority of Staff Inspectors

a. Assignment of Staff Inspectors

The staff inspection function is assigned to the Professional Standards Division. The Chief of Police may assign Department personnel as staff inspectors on a temporary, as-needed basis. Typically, Department personnel assigned as staff inspectors will not have direct control of the persons, facilities, or other elements being inspected.

b. Authority of Staff Inspectors

Staff inspectors operate under the authority of the Chief of Police and shall conduct the inspection in accordance with accreditation standards. As such, staff inspectors will have complete access to the physical facilities and contents of the inspected organizational component. Questions regarding the propriety of inspecting a particular record or file will be referred to the Chief of Police.

All members and physical resources of the Department shall be subject to staff inspections. This includes the inspection of all organizational components, facilities, property, equipment, activities, and personnel.

c. Staff Inspection Procedures

1) Pre-Inspection Procedures

The Chief of Police or designee shall provide written notice of formal inspection to the organizational component to be inspected no less than ten (10) days before the inspection. The memorandum shall indicate the nature of the inspection and may include specific requests for questions to be answered, documents to be produced or any other action necessary to complete the inspection. The inspection team will then meet with the appropriate Supervisor no less than five (5) days prior to the inspection to explain the purpose of the staff inspection and to identify specific performance indicators.

2) General Guidelines

While the specific focus will vary dependent upon the nature and function of the inspected unit, staff inspectors will address, but not be limited to, the following areas:

- (a) *Facilities*: To determine the condition and cleanliness of all rooms and furnishings.
- (b) *Supplies and Equipment*: To review the condition, care, adequacy, and effective use of supplies and equipment.
- (c) *Vehicles*: To determine the condition and care of all assigned vehicles.
- (d) *Directives*: To determine if duties are being performed in accordance with prescribed rules, regulations, policies, manuals, and procedures.
- (e) *Files and Records*: To determine if files and records are being properly handled, labeled, stored, and secured, as provided by policy.
- (f) *Computer Equipment*: To determine if unauthorized files or software have been installed in violation of Department policy.
- (g) *Personnel, Supervision, and Leadership*: To evaluate the execution of assigned tasks, adherence to General Orders, communication with personnel, and discretionary decision-making.

3) Staff inspection methods shall include, but not be limited to:

- (a) Personnel and field interviews and surveys, including

interviews and surveys of citizens having prior contact with Department personnel whether as complainants, victims, or witnesses.

(b) Inspection and audit of documents.

(c) Observations.

d. Reporting Requirements

- 1) At the conclusion of the staff inspection, the staff inspector will prepare a written report that contains a summary of the inspection activities, and a discussion of the strengths and weaknesses identified. It is equally important to record good performance, identify positive aspects of each organizational component, and credit or recognize personnel assigned to that function, as it is to identify any deficiencies and make recommendations for improvement and/or corrective action when submitting inspection reports.
- 2) The written report will be submitted to the Chief of Police no later than thirty (30) days following the date of inspection. A copy will be forwarded to the Supervisor of the affected component. The distribution of additional copies of the report to, e.g., Command Staff, Mayor or City Council, Public Information Officer, shall be at the discretion of the Chief of Police. The results of the staff inspection will be reviewed at the next scheduled staff meeting.

e. Follow-up Requirements

- 1) The report shall note deficiencies that cannot be immediately corrected. A follow-up inspection of such deficiencies shall be conducted within an appropriate time frame. It is the responsibility of each Supervisor to correct all noted deficiencies in a timely manner; particularly those that jeopardize the Department's reputation or that interferes with the accomplishment of the police mission.
- 2) Upon receiving a copy of the Staff Inspection Report, the Supervisor of the organizational component shall prepare a written response regarding the implementation of the proposed recommendations, which shall be forwarded to the Chief of Police, via the chain of command, within thirty (30) working days after receipt of the recommendations.

f. Frequency of Staff Inspections

A comprehensive staff inspection will be conducted within all organizational components at least every two (2) years. The Chief of Police may direct staff inspections of individual organizational components more frequently as needed. Any member of the Department may request an inspection, upon submission of a memorandum, via chain of command, to the Chief of Police, indicating the reason(s) for the request.

3. The Commanding Officer of Professional Standards is responsible for coordinating compliance documentation for accreditation standards. This is continual review process and considered to be an ongoing staff inspection. Deficiencies in maintaining compliance with accreditation standards will be brought to the attention of the Chief of Police and the affected commanding officer in the form of a written report.