

LINE AND STAFF INSPECTIONS	Document Number	GO 203
	Effective Date	06-27-11
	Revisions	Underlined
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1. PURPOSE

The purpose of this policy is to ensure that all department personnel and facilities conform to department standards through the implementation of the inspection process.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department that all personnel and facilities be monitored for compliance with department standards through the implementation of regular and unannounced inspections by commanders and supervisors.

4. DEFINITIONS

4.1. Line Inspections – Inspections conducted by a supervisory officer to ensure employees are complying with department requirements in areas such as personal appearance, use of equipment, and compliance with department policies.

4.2. Staff Inspections – An in-depth review of all components of the department. Used to assure the Police Chief that administrative procedures are being adhered to. Provides an objective review of administrative and operational activities, facilities, property, equipment, and personnel.

5. LINE INSPECTIONS

Line inspections are necessary to ascertain if policies and procedures are adequate and are being adhered to. The purpose of line inspections is to improve the performance of the department and its members, its operational efficiency, and to maintain professional standards. All inspections will be directed toward these objectives.

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5.1. Line Inspection Procedures

- a. Informal line inspections are conducted on a daily basis by supervisory personnel to ensure the members readiness for duty. An informal line inspection usually does not require documentation unless a major violation is observed. It shall be the responsibility of the supervisor to conduct these inspections as required.
- b. Formal line inspections require documentation by the completion of an inspection form. Formal line inspections shall be conducted monthly or as directed by the Police Chief. Written documentation shall address the following criteria:
 - Personnel inspection, uniform/dress/equipment
 - Vehicle equipment/condition
 - Facilities (condition, equipment)
 - Review and evaluation of work activities and performance.
- c. Following each formal inspection, employees with noted deficiencies shall be informally re-inspected to ensure that the deficiencies are corrected within a reasonable period of time or before the next scheduled formal inspection. If the deficiencies are not corrected, disciplinary action shall be initiated. It is the responsibility of the supervisor to initiate corrective action regarding all deficiencies and to ensure compliance.

6. STAFF INSPECTION

- 6.1. Staff type inspections in contrast to line inspections are conducted outside the normal lines of authority and responsibility; consists of a detailed observation and analysis of one operating unit (bureau, district, or division) and is intended to inform the highest level of administration of the general performance of that bureau, district or division.
- 6.2. Pre-inspection Notification and Briefing – A staff inspection may or may not be announced. Since the inspection should be more constructive than punitive, the Commander of the district, bureau, or division being inspected should be present. Staff inspections will be conducted by the Assistant Chief (or designee) in charge of that particular district, bureau, or division.

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6.3. Frequency and Duration of Inspection – At least one complete inspection shall take place semi-annually. Spot checks shall take place at least twice monthly. The length of time spent on inspections will depend on the size of the unit being inspected.

6.4. Post Inspection Activity – Following the complete inspection, a report in narrative form shall be drafted concerning all phases of the inspection and operation of each unit. The report shall contain deficiencies with recommendations for their improvement and/or corrections, and identify positive aspects of the area being inspected. The original shall be forwarded to the office of the Police Chief with copies to other inspectors and the District or Division Commander concerned. Within five working days after receipt of this report, the Commander concerned shall submit a report to the Chief. This report shall contain outline action taken to correct any deficiencies and the progress of implementation of recommended improvements. In the event that a deficiency cannot be immediately corrected, the Commander concerned shall submit a report updating the Police Chief of all progress achieved toward compliance. These updates shall be weekly, or as directed by the Police Chief.

6.5. Areas to be covered by inspection officer

6.5.1. Physical Inspection

a. Quarters and Grounds

- Appearance as to cleanliness and janitorial duties.
- Condition (repairs, other maintenance, etc.).
- Headquarters signs.
- Informative and directional signs for public.
- Other miscellaneous items.

b. Motor Equipment

- Condition and appearance.
- Problems concerning equipment (safety belts, tires, radios, etc.).
- Other miscellaneous information.

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c. Headquarters Equipment

- Furniture layout.
- Condition of furniture.
- Condition of other equipment.
- Firearms equipment.
- Equipment shortage or excess.
- Other miscellaneous information.

d. Supplies on Hand

- Over or under stock of supplies.
- Proper care.
- Old or obsolete supplies.
- Other miscellaneous information.

6.5.2. Communications – Files & Records

a. Communications

- Station radio equipment and condition.
- Radio log.
- Emergency power unit.
- Installation of mobile units by procedure.
- Unusual comments on radio receptions and transmissions.
- Other miscellaneous information.

b. Files and Records

- Physical set-up of files.
- Proper use of files.
- Proper filing of reports.
- Quality of reports.
- Investigative reports – follow-ups, information shortage, etc.
- Recovered evidence and property – how disposed of.
- Other miscellaneous information.

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6.5.3. Enforcement

- a. Comments on arrests and pending arrests.
- b. Selective enforcement.
- c. Spot maps.
- d. Ratio of moving citations to accidents.
- e. Monthly activity reports.
- f. Hazard reports.
- g. Other miscellaneous information.

6.5.4. Miscellaneous Operation

- a. Time sheets.
- b. Mileage records – current, initialed, stamp, etc.
- c. Comments on duty assignment schedules.
- d. Overtime.
- e. Other miscellaneous information.

6.5.5. Special Services

- a. Public Relations.
- b. Police Reserves.
- c. Civil Defense.

6.5.6. Personnel

- a. General appearance of personnel.
- b. Morale and friction problems.
- c. In-service training.
- d. Other miscellaneous information.