

HONOLULU POLICE DEPARTMENT

POLICY SUPPORT OPERATIONS

August 17, 2015

Policy Number 5.05

INSPECTIONS AND ANNUAL CHIEF'S REVIEW

POLICY

The Honolulu Police Department regularly conducts line and staff inspections of all of its components (including personnel, facilities, equipment, vehicles, and operations) with attention to conditions, operations, and actions that contribute to the success or failure of police operations.

PROCEDURE

I. DEFINITIONS

Element: An organizational component of the department at any level.

Line inspection: The objective and purposeful observation and evaluation of personnel, facilities, procedures, activities, or events within the direct chain of command of the inspecting supervisor. The inspecting supervisor is responsible for ensuring that substandard conditions are corrected, unless the degree of the condition requires action by the element commander.

Staff inspection: An annual inspection by the Professional Standards Office (PSO) that examines an element's facilities, property and equipment, personnel, and operations. The purpose is to provide information to management to enable changes to be made to improve performance. The Chief of Police may direct a staff inspection to be performed on any area of the department at any time.

II. LINE INSPECTIONS

- A. All element commanders or designees are responsible for ensuring that their elements are always in compliance with departmental standards for facilities, equipment, police vehicles, personnel, and operations. They shall, at their discretion, conduct inspections to ensure that:
 - 1. Acceptable levels of appearance and personal hygiene are maintained by their personnel;
 - 2. Their personnel are adhering to departmental policies and procedures;
 - 3. Assigned tasks are being performed properly;
 - 4. Personal and issued equipment is operational and in compliance with departmental requirements; and
 - 5. The security and functional aspects of the facilities are adequate.
- B. Element commanders and supervisors are accountable for all personnel, police equipment, and operations under their authority. Therefore, each commander and supervisor is directly responsible for taking the required action to ensure these areas under their authority meet departmental standards.
 - 1. Deficiencies that are noted which do not pose a danger to the employees or the public should be brought to the attention of the employee and the employee's immediate supervisor, who shall ensure that the employee corrects the deficiency as soon as possible.
 - 2. Deficiencies which may pose a reasonable danger to the employee or the public must be corrected immediately. The employee shall not be assigned to duty until the deficiency is corrected.

3. If, due to dangerous deficiencies, an employee is unable to be assigned to duty for a period beyond one shift, a To/From report shall be written by the supervisor to the element commander. The element commander shall determine what action will be taken pursuant to the Standards of Conduct.
- C. Follow-up inspections will be scheduled based on the extent of the adjustments to be made.

III. STAFF INSPECTIONS

- A. The inspection team consists of detectives from the PSO, who conduct formal inspections under the authority of the Chief of Police to ensure that:
1. Departmental policies and procedures are adequate and effective in achieving departmental objectives;
 2. Personnel are performing their duties in accordance with policies and procedures;
 3. Departmental facilities, equipment, and vehicles are being adequately maintained and used properly; and
 4. Information being disseminated by the Chief of Police is being effectively communicated to all members of the department.
- B. The inspection team shall:
1. Coordinate with the element's command staff to discuss the focus of the inspection and answer any questions about the inspection;
 2. Examine the Property and Equipment Inventory, mandated reports, the personnel roster and schedule, and training records. Additionally, examine documentation, interview personnel, and observe operations; and

3. Prepare the final report and schedule an exit meeting with the head of the element to discuss the results or findings of the inspection, including the areas inspected and results, as well as areas of concern. The head of the element may clarify any discrepancies and provide information not available to the inspection team which contradicts a finding.
- C. The annual schedule for formal staff inspections is approved by the Chief of Police, who may order more frequent inspections or unannounced inspections of personnel and their equipment, evidence and property storage areas, and confidential funds.
- D. The head of any element may request a special, formal staff inspection.
- E. Inspection Team Report
1. The inspection team shall prepare a written report for each formal staff inspection, which will address both positive and negative findings and may include recommendations for corrective action.
 2. The final staff inspection report is routed to the Office of the Chief via both deputy chiefs, the appropriate assistant chief, and the commander of the element audited. Copies of all staff inspections are maintained by the PSO and are available to element commanders upon request.
 3. The element commander shall conduct a follow-up inspection to ensure that the corrections have been made, and
 - a. Correct deficiencies that can be immediately corrected;
 - b. Request the necessary funding through the budget process in cases where corrective action requires new resources;
 - c. Prepare a written report within 14 days of receipt of the final inspection report detailing the actions taken; and

- d. Send the report through the chain of command to the Chief of Police.

IV. ANNUAL CHIEF'S REVIEW AND ADDRESS

- A. Each element commander shall schedule an annual chief's review of the element by making an appointment with the Office of the Chief thirty days prior to the desired date. In addition, the following documents shall be forwarded to the Office of the Chief one week before the review:
 - 1. Personnel roster of those who will be in attendance, to include the first and last names and any nicknames of each person; and
 - 2. Element highlights.
- B. The element may invite a distinguished guest to observe the review to promote public awareness and support. The invitation shall be coordinated with the element's bureau chief and the Office of the Chief.
- C. The element may ask that the Chief give special recognition to outstanding personnel and/or programs by submitting a written request with the relevant information (e.g., commendation/award to be read) to the Office of the Chief when scheduling the review.


LOUIS M. KEALOHA
Chief of Police

Post on bulletin
board for one week

Policy first issued
November 13, 1997