

MAUI COUNTY POLICE DEPARTMENT

GENERAL ORDERS
CHAPTER 102
ORGANIZATION AND MANAGEMENT

Effective date: 2/15/19

Revision date: 1/22/19

Rescinds: GO 102.3 (041703)
New materials underscored

Accreditation Standards: 17.5.2, 46.1.8, 53.1.1, 53.2.1

INSPECTIONS
G.O. 102.3

I. PURPOSE

The purpose of this policy is to describe the responsibilities of department personnel for maintaining operational readiness at all levels including personnel, equipment, and facilities. This will provide the Chief of Police and Bureau Commanders with a means of regularly assessing the department's readiness, efficiency, and effectiveness.

II. POLICY

It is the policy of the Maui Police Department to conduct, on a regular basis, Line and Staff Inspections of all of its organizational components to include facilities, equipment, vehicles, personnel, and operations with attention to conditions, situations and actions that contribute to the success or failure of police operations. These inspections shall also ensure that periodic reports, reviews, and other activities mandated by applicable departmental policies are accomplished.

III. DEFINITIONS

COMPONENT: A bureau, division, district, section, program, or other area that has been designated by the Chief of Police as the subject of an inspection.

FINDINGS: Conclusions made in staff inspections which identify conditions having an impact, favorable or unfavorable, on the quality of services, or which are contrary to Department policies and procedures and/or The Commission of Accreditation for Law Enforcement Agencies Standards.

INSPECTION: A formal evaluation of performance to predetermined standards set forth by Department policies and procedures, presented in a manner directed toward improved performance.

INSPECTION TEAM: The inspection team will consist of staff members designated by the Chief of Police.

LINE INSPECTIONS: 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 responsibility for insuring substandard conditions revealed in the inspection are corrected shall be with the inspecting supervisor unless the degree of the condition requires action by the Commander.

STAFF INSPECTIONS: An inspection performed by the Department's Inspection Team that examines a component's facilities, property/equipment, personnel, and operations. Its purpose is to provide information to management to enable them to make changes to improve performance. The Chief may direct a staff inspection be performed on any area of the Department at any time.

IV. MANDATED REPORTS, REVIEWS, AND ACTIVITIES

- A. Periodic reports, reviews, and other activities described in G.O. 102.8 will be accomplished in the time schedule mandated by departmental policies.
- B. A listing of mandated activities will be maintained, reviewed and updated as necessary by the Quality Assurance Section.
- C. Commanders and civilian supervisors are responsible for ensuring that periodic reports, reviews and other activities applicable to their command are accomplished.

V. LINE INSPECTIONS

- A. It shall be the responsibility of supervisory personnel to conduct inspections of the entities within their chain-of-command or scope of responsibility. They shall be responsible for formal inspections of personnel, vehicles, equipment, facilities, and operations to ensure that;
 - 1. Acceptable levels of appearance and personal hygiene are maintained by personnel assigned to their area of control.
 - 2. Their assigned personnel are adhering to the departmental policies and procedures.
 - 3. Their assigned personnel are performing their task in a proper manner.
 - 4. Personal and issued equipment are operational and in conformance with departmental requirements.
 - 5. The security and functional aspects of the facilities are adequate.
- B. Scope, frequency and documentation of line inspections.
 - 1. Line inspections of uniformed patrol personnel shall be conducted on a weekly basis. Inspections shall be conducted no less than three times a week for District I, District IV and District VI, normally during the roll-call period at the beginning of a shift. These inspections shall be conducted by line supervisors, usually a