



Eric Hawkins
Chief of Police

ALBANY, NEW YORK

POLICE DEPARTMENT

165 HENRY JOHNSON BOULEVARD
ALBANY, NY 12210



1789

OFFICE OF PROFESSIONAL STANDARDS: INSPECTIONS GENERAL ORDER NO: 2.4.10

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Issuing Authority: Chief Eric Hawkins	

PURPOSE: The purpose of this policy is to standardize the methods for conducting inspections, thereby ensuring uniformity in operation, compliance with department policies and procedures, and efficient use and proper care of departmental equipment and facilities.

POLICY: It is the policy of the Albany Police Department that inspections shall be conducted on a regular basis to ensure that the department is operating efficiently and in compliance with established professional standards, and to promote the Albany Police Department's mission, maintain standards of ethical behavior, and to ensure that critical services provided by the department meet community expectations.

DEFINITIONS: **Inspection Process** – An inspection process is a mechanism for observing and evaluating the quality of the department's operations, ensuring that the goals and objectives are being pursued in a uniform manner and identifying the need for change.

Line Inspection – A line inspection means a routine periodic inspection conducted by supervisors who are directly responsible for personnel, equipment, facilities, or functions being reviewed.

Staff Facility/Equipment Inspection – A staff inspection means a detailed observation and analysis of department personnel, equipment, facilities, and activities by designated personnel for the purpose of reporting departmental efficiency and effectiveness to the Chief of Police.

I. INSPECTIONS

- A. All stations, units, facilities, and employees of the Albany Police Department shall be subject to both line and staff inspections, at any time; for the purpose of ensuring compliance with departmental policies and procedures.
 1. Inspection processes should be considered routine and used to maintain and improve the effectiveness of the department, as well as to ensure that employees are acting in concert with agency requirements in such areas

as personal appearance, use and maintenance of equipment, and adherence to agency directives and orders.

- B.** Evaluation of departmental performance shall be ~~accomplished by comparison of~~
~~based on~~ the Albany Police Department Vision, Mission, and Core Value Statements, as well as department policies and procedures.
- C.** Neither line nor staff inspections shall be considered adversarial or punitive in nature. The goal of the inspection process is to increase effectiveness and is separate from the disciplinary process.
- D.** Recommendations for changes, stemming from both line and staff inspections, shall be given due consideration by the Chief of Police.

II. LINE INSPECTION PROCEDURES

A. Supervisory Responsibility for Line Inspections:

- 1.** Lieutenants, sergeants, and all other supervisory personnel, within each organizational component, shall be responsible for conducting line inspections of their subordinates, vehicles, facilities, equipment, property and procedures under their area of command.
- 2.** Each supervisor shall be responsible for ensuring all conditions and deficiencies noted during a line inspection are corrected.

B. Frequency of Line Inspections:

- 1.** Informal line inspections of personnel, vehicles, facilities, equipment, property or procedures are to be conducted at frequent and irregular intervals at the supervisor's discretion and may be announced or unannounced.
- 2.** Formal line inspections of sworn personnel shall be completed at a minimum of once per quarter biannually (i.e., minimum of two four (42) times a year).
- 3.** Formal vehicle inspections of department vehicles shall be conducted in accordance with current directives outlined in General Order 3.3.00 - Department Vehicles.

C. Criteria for Documenting Line Inspections:

- 1.** Informal line inspections do not require documentation, unless the inspection reveals conditions that require repair or follow up.
 - a.** Such documentation shall be completed in the form of a Memorandum or IDC.
- 2.** Formal line inspections of sworn personnel require written documentation biannually (i.e., minimum of two (2) times a year) via an Albany Police Department Line Inspection Form, APD Form # 341 shown on pages 5 and 6 of this order.

a. Line Inspection Forms shall be completed by the supervisor and

forwarded via the chain of command to the unit/station commander for review and filing.

- b. A copy of the Line Inspection Form shall also be submitted to the Chief of Police for review.
- 3. Formal vehicle inspections of all department vehicles require written documentation, as per current directives outlined in General Order 3.3.00 - Department Vehicles.

D. Procedures for Uniform and Grooming Inspections:

1. On a daily basis, through informal line inspections, supervisors are responsible for ensuring that all employees under their command are in compliance with directives outlined in General Order 3.2.00 – Uniforms and Grooming Standards. Procedures for such inspections may include merely observing conditions or conducting a more detailed inspection at the discretion of the supervisor.
2. Officers shall periodically inspect, clean, and lubricate their firearms; with the utmost safety. Firearms shall be pointed in a safe downward position, with the slide locked to the rear, during the inspection process.

E. Inspection Follow-Up Procedures:

1. Supervisors who discover a deficiency during a line inspection shall establish a time for correcting the problem and shall then follow up to ensure corrective action was completed.
2. Corrective action taken shall be noted on the appropriate department form, as outlined in this directive.

III. FACILITY & EQUIPMENT STAFF INSPECTIONS PROCEDURES

A. The Office of Professional Standards (OPS) shall be responsible for the coordination and performance of staff inspections. OPS detectives shall operate under the direct authority of the Chief of Police and shall be imparted with department wide authority to conduct said inspections.

1. Announced and Unannounced Staff Inspections:

- a. During an inspection, complete access to the department's physical facilities, equipment, vehicles, records, and their contents shall be given to OPS personnel.
- b. Questions by OPS inspection staff may be directed to any employee of the unit/station being inspected and shall warrant responses as though asked by the Chief of Police.
- c. Preceding an unannounced inspection, notification shall be made to the Chief of Police detailing the unit/station to be inspected and the date and time of the proposed inspection.

2. Staff inspections shall address the function, action, or efficiency of the unit/station. The emphasis shall be on the systems rather than the individual. The inspection team may not apply disciplinary action against an

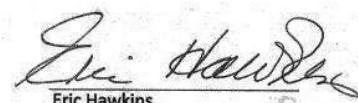
2. employee who, through the inspection process, has been determined to have violated a rule, regulation, or procedure.
3. Staff inspections shall be conducted in an open manner and comments or suggestions regarding the physical working conditions or problem areas shall be solicited from personnel.
4. It shall be OPS responsibility to report their findings to the Commander of OPS, who shall then report the findings to the Chief's Office, and then ultimately the Chief of Police will determine if a follow-up or disciplinary action is warranted if violations of Department policy were noted.
- 3.5. Reports completed by OPS shall be made available to the Albany Community Police Review Board and Albany Community Policing Advisory Committee.

B. Criteria for Documenting Staff Inspections:

1. The inspection team shall be responsible for completing an Albany Police Department Staff Inspection Form, APD Form # 342 shown on pages 7 through 9 of this order, which shall be filed with OPS. A copy of the form shall be submitted to the inspected unit/station's commander and the Chief of Police for review.
 - a. The report shall be an overall evaluation of what was inspected and shall include comments and recommendations, as well as positive aspects of the area(s) inspected.
 - b. Such recommendations shall include a suggested plan for implementation.

C. Inspection Follow Up Procedures:

1. Noted deficiencies that cannot be immediately corrected, shall require the unit/station commander to complete an IDC to the Chief of Police detailing what has been done or is being done to correct the deficiencies.
 - a. Staff inspections shall be conducted within all organizational components at least once every four-year(4) years.



Eric Hawkins
Chief of Police

**ALBANY POLICE DEPARTMENT
LINE INSPECTION FORM INSTRUCTIONS**

PRINT/TYPE

All information is to be printed legibly or typed.

INSTRUCTIONS

Item **Information**

1. Record unit/station the line inspection is being completed for.
2. Record if the line inspection was announced or unannounced.
3. Record the time the line inspection is being completed.
4. Record the name of the employee the line inspection is being conducted on.
5. Record date the line inspection was conducted.
6. Place an "X" in the column under the appropriate letter regarding whether the employee's uniform/clothing meets Department standards, P=Pass, F=Fail.
7. Place an "X" in the column under the appropriate letter regarding whether the employee's grooming meets Department standards, P=Pass, F=Fail.
8. Place an "X" in the column under the appropriate letter regarding whether the employee's equipment meets Department standards, P=Pass, F=Fail.
9. Note the deficiencies that resulted in an F=Fail for 6-8, if any.
10. Place an "X" in the column under the appropriate letter regarding whether the deficiencies were corrected upon re-inspection. Y=Yes, N=No.
11. Record the Personal Identification Number (PIN) of the supervisor who conducted the line inspection.

DISTRIBUTION 1 original and 1 copy

Original Unit/Station Commander

Copy Chief of Police

ALBANY POLICE DEPARTMENT
PERSONNEL LINE INSPECTION REPORT

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UNIT/STATION

Albany Police Department

Date: _____

Staff Inspection Report

PARKING AREAS					
Item No.	Inspection Item	Standard	Policy	Notes	Rating
1a	Handicapped Spaces			Marked and adequate	
1b	Adequate Parking for Citizens				
1c	Adequate Parking for Department Vehicles				
1d	Adequate Parking for Employee Vehicles				
1e	General Appearance and Cleanliness				
1f	Obvious fire hazards				
1g	Proper storage and security of authorized vehicle supplies				
1h	Video Surveillance			Operational, if installed	
1i	Other				
BUILDING EXTERIOR					
2a	Flag Display	Title 4, US Code		Flag on display; illuminated during hrs of darkness	
2b	General Appearance and Cleanliness			Trash, existing hazards	
2c	Security Measures			Doors; lighting	
2d	Handicapped Access			Handicap unobstructed entrance/imp into building	
2e	Lighting			Existing lights adequate	
2f	Other			Foliage around building	
BUILDING INTERIOR					
3a	Security Measures				
3b	Safety Conditions				
3c	Fire Extinguishers			Current; charged	
3d	Restrooms - Clean, accessible and available				
3e	Kitchen/Coffee Area - General Appearance and Cleanliness				
3f	Locker Rooms				
3g	Fitness Center & Equipment			Equipment functional or in disrepair	
3h	Roll Cell Rooms			Clean, orderly	
3i	Bulletin Boards	C 12.1.4	G.O 1.2.05	Up-to-date; Job Announcements posted	
3j	Offices	C 82.1.8.b.c NYS 8.5	G.O 4.2.35	Critical documents being shredded	
3k	Condition of Furniture				
3l	Emergency Evacuation Plan Posted in Booking and Court	C 73.5.10 C 72.3.2	G.O 5.2.05	On-site and available; supervisor review requirement	
3m	Safety Conditions		OSHA		
3n	Building Evacuation Routes and Escape Plans Posted	Per Emergency Evacuation Plan	Per Emergency Evacuation Plan	Emergency evacuation route signs posted near exits	
3o	Other				

+ = Compliant

- = Non-Compliant



UNIT/STATION

Albany Police Department

Date: _____

Staff Inspection Report

STORAGE AREAS					
Item No.	Inspection Item	Standard	Policy	Notes	Rating
4a	Records Storage/Retention	82.1.3	MU-1	Storage per Retention Schedule	
4b	Equipment Storage			Storage adequate, secure and out of elements, if required	
4c	Bicycle Storage			Storage adequate, secure and out of elements, if required	
4d	Supply Storage			Storage adequate, secure and out of elements, if required	
4e	Security of Records/Cabinets	0811, 0812 08111	GO 4.2.00	Juvenile; confidential informants	
4f	Key Storage			Key Control procedures	
4g					
4h	In Car Video and Audio	C41.3.8	GO 3.3.10	Check logbook. Ensure files deleted per policy	
4i	Evidence Temp Storage	0813, NYS 1.1	GO 2.1.05	Procedures being followed	
4j	Other				
ADMINISTRATIVE RECORDS					
5a					
5b	Subpoena Log				
5c	Line Inspections Performed/Documented	C 53.1.1	GO 24.10		
5d	Evaluations - Current and Complete	C 35.12 NYS 13.1	GO 2.3.05		
5e	Accident Reports			Using Blue Team software	
5f	Case Management - ICRs	0813, NYS 1.1	GO 3.5.10		
5g	Petty Cash Fund/Log	C 17.4.2 NYS 5.3	GO 2.6.00	sys of routine audits; deposit receipts	
5h	Petty Cash Receipts	C 17.4.2 NYS 5.3	GO 2.6.00	sys of routine audits; deposit receipts	
5i	Petty Cash Quarterly Reports	C 17.4.2 NYS 5.3	GO 2.6.00	sys of routine audits; deposit receipts	
5k	Emergency Contact List	C 81.2.5	GO 6.1.00	Up-to-date & readily available	
5m	Compliance with CJIS	C 82.1 series	GO 4.2.35	Volume 4 Chapter 2 of General Order	
	In Car Audio and Video Data Schedule	41.3.8	GO 3.3.10		
5o	Calibration Logbook	0811.06, NYS 17.4	GO 3.4.00	Monthly calibration/log entry	
INTERVIEW / POLYGRAPH ROOMS					
6a	Weapons Control	C 42.2.10a	GO 3.5.05		
6b	Interview room security	C 42.2.10a	GO 3.5.05		
6c	Assistance/Security Alarm	C 42.2.10a	GO 3.5.05		
6d	Interview room management	C 42.2.10a	GO 3.5.05		
6e	Other				

+ = Compliant

- = Non-Compliant



UNIT/STATION

Albany Police Department

Date: _____

Staff Inspection Report

SPECIFIC INSPECTIONS AND CALEA STANDARDS					
Item No.	Inspection Item	Standard	Policy	Notes	Rating
7a	Values and Mission Statement Posted	C 12.2.1 NYS 1.1	GO 1.1.00		
7b	Code of Ethics Posted (Code of Conduct)	C 1.1.2 NYS 2.7	GO 1.1.10		
7c	Organizational Chart Posted/Accessible	C 11.1.2 NYS 2.1	GO 1.1.05	Check date and structure for latest edition	
7d	Policies accessible to all members: check that the PDMS is available and books are in the stations	C 12.2.1 NYS 2.3	GO 1.5.00		
7e	Emergency "All Hazard" Plan on hand and accessible	C 48.1.2 NYS 58.2.58.4	GO 3.10.00		
7f					
7g	Complaint/Compliment Brochure is available to the public	C 52.1.4	GO 2.4.05		
7h					
7i	Less Than Lethal Weapons Storage	C 1.3.4 NYS 20.6	GO 1.3.00 GO 3.10.20		
7j	Roll Call Training Completed	C 33.5.2	GO 4.1.05		
7k	Other				
OBSERVATIONS AND NOTES					
Rating	Indicate "P" if an item complies; indicate "NP" if noncompliant				

+ = Compliant

- = Non-Compliant

