



# BETHLEHEM POLICE DEPARTMENT

<b>Audits and Inspections</b>	<b>Related Policies:</b>
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
<b>Applicable New Hampshire Statutes:</b>	
<b>CALEA Standard: 53.2.1</b>	
<b>Date Implemented:</b>	<b>Review Date:</b>

- I. **Purpose:** Some police operations and tasks have a high risk, high liability potential. These police operations must be undertaken in a consistent, methodical manner in an attempt to undertake the necessary police operation/task, yet reduce the liability potential. This liability potential can be reduced when the agency can document that the procedures in place were consistently followed. A police agency must conduct formalized, regular audits and inspections of these high risk, high liability operations and tasks.
- II. **Policy:** This agency will conduct audits and inspections of designated police operations and tasks on a both a scheduled and unannounced frequency.
- III. **Procedure:** The following operations and tasks shall be audited and inspected by a person/unit designated by the Chief of Police. This person/unit shall be directly responsible to the Chief of Police. The person(s) conducting the audit/inspection shall use the formal checklist to ensure that all relevant areas on concentration are addressed in the audit/inspection. The ultimate purpose for these inspections is to ensure that operation/task is being conducted consistent with agency policy/procedure and the law. Scheduled inspections shall enlist and involve the personnel of the unit/function being inspected, unless there is an indication that this would inhibit the process of the audit/inspection. Unannounced audits/inspection shall be conducted at the direction of the Chief of Police.
  - A. **Schedule:** The following operations/tasks shall be audited/inspected on the following schedule:
 

1. Access to the criminal information system	Quarterly
2. Citizen complaint investigations	Annual
3. Use of Force/Control of Resistive Persons Reports	Monthly/Annual report
4. Pursuit Reports	Quarterly/Annual Report
5. Property/Evidence (Narcotics, Money, Guns)	Quarterly



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| 6. Tactical equipment and training               | Annual                  |
| 7. Crowd control contingency plans and equipment | Annual                  |
| 8. Less lethal weaponry                          | Monthly                 |
| 9. Video camera supervisory reviews              | Quarterly               |
| 10. Mandated training                            | Quarterly/Annual Report |

**B. Inspection Process:** The process of the inspection/audit shall respect the dignity of all agency personnel and conducted in a professional manner.

**Written Report:** Each audit/inspection shall be reduced in writing.

1. Specific examples of positive and negative issues, if observed, shall be identified.
2. This report shall be forwarded directly to the Chief of Police.

**C. Follow-Up Requirements:**

Each audit/inspection report that identified a deficiency or area of concern shall result in a follow-up audit/inspection within one month of the discovery of the deficiency.

**D. Maintenance of Audit/Inspection Reports:**

All reports of audit/inspections shall be maintained in a secure location for a minimum of five (5) years or longer where required by state law.