



## ***INSPECTION***

The ***Executive Officer***, designated by the Sergeant, will be responsible for inspection of the troops. When instructed you will:

1. Clear your weapons in the clearing pit in the roll call room.
2. Come to attention in front of the desk in the roll call room.
3. Cease All Conversation during the inspection period.

Bring to the roll call room the equipment that the Executive Officer determines prior to the inspection.

***The Executive Officer will then conduct the inspection. The EX-O will be looking for:***

- A. Grooming Standards*
- B. Creases in your Uniform Pants and Shirt*
- C. Proper placement of insignias*
- D. Clean Weapon*
- E. Proper Equipment*
- F. Up-to-date Policy and Procedure Book*
- G. Any other standards deemed necessary by the Sergeant*

If the Executive Officer finds infractions, they will be brought to the attention of the Sergeant. If an officer fails 3 inspections in a calendar year, progressive discipline will be

enforced swiftly according to the Standards of Conduct.

## **QUALITY OF SERVICE**

**Thorough Preliminary Investigation includes:**

1. Proceeding to the scene swiftly when you receive the message.
2. Clear, concise, legible offense reports.
3. Reports should contain, at the very minimum, the elements of the crime.
4. Thorough interviews with victims and suspects.
5. Giving a clear picture of events in some order
6. Being cognizant of your crime scene, which includes securing the scene when necessary.
7. A working knowledge of all appropriate laws and policy and procedures.



“We can never find time to do things right, but we can always find time to do it over, lets do it right together the first time.

## PATROL FUNCTION

Criminal Apprehension, Field Interviews and Traffic Enforcement are a vital portion of our assignment. Each officer, as a part of your performance, is expected to tally, at least, double figures monthly in:

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|---|
| <ol style="list-style-type: none"><li>1. <i>Traffic Summons</i></li><li>2. <i>Field Interview Cards</i></li><li>3. <i>Criminal Arrest</i></li></ol> |
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- A. Each officer should take as a personal challenge, the prevention of burglaries in their beat. However, should a burglary happen, our goal is to not only find the burglary, but catch the burglar. Should any officer on this group catch a burglar in the commission of the crime, a non-monetary bonus will be given to you of the Sergeants choosing.
- B. Each officer is expected to operate their police vehicle with due regard for safety.
- C. Each officer should know their beat including streets, trouble spots etc.

## RADIO PROCEDURES

Officers are expected to:

1. Give your location when called by the dispatcher.
2. Make radio transmission short and to the point.
3. Be professional on all police channels.
4. Refrain from switching to another channel without permission, unless it is an emergency.
5. Avoid responding to the scene when told that no additional units are necessary.
6. Speak loud and clearly during radio transmissions.

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7. Back other units, without waiting for permission from the dispatcher, if you are in the clear.
  8. Refrain from any arguments with the dispatcher. All discrepancies should be brought to the Sergeant or in his absence the Executive Officer.
  9. Do not make any comments over the radio that promotes an us vs. them attitude (Have North side disregard etc.)

## **COURTROOM TESTIMONY**

When you testify in court, remember you are representing the Portsmouth Police Department. Officers should remember to:

1. Maintain a professional attitude always.
2. Be prepared with the necessary files and paperwork.
3. Refrain from responding negatively in the courtroom when a ruling does not go your way.

I consider it a challenge daily to be more proficient in policing. I hope that you too share my vision. We can collectively make the **3<sup>rd</sup> Platoon "A" Group** one of the best assignments in Portsmouth Police Department.

**YOU ARE THE KEY COMPONENT TO MAKING THIS WORK!**

### **Note:**

The objectives listed are not intended to conflict with any Portsmouth Police policy and procedure. If there is a conflict, or one arises, you should follow your P&P manual.



**GOALS AND OBJECTIVES**  
**Sign in Sheet**  
(Please initial and date)