



## Personnel Inspections

### .01 Policy

It is the policy of the Department to ensure that its employees conform to the uniform, grooming, and equipment standards established by the Chief of Police. It is the responsibility of police supervisors to ensure that each of their subordinates is properly equipped and fit for duty because it is critical to the safety of their subordinates and essential to effective police service. To measure conformance, supervisors shall conduct regular personnel inspections.

### .02 Terms

### .03 Governing Legislation and Reference

Governing Legislation: N/A

Forms:

Report of Personnel Inspection (Form 642).

Report of Vehicle Inspection (Form 643).

Report of Oleoresin Capsicum Inspection (Form 647).

Body Armor Inspection Report (Form 650).

MDC Inspection / Malfunction Report (Form 651).

### .04 Procedure

#### A. Supervisory Inspections

To ensure compliance with directives, supervisors shall:

- Conduct personnel inspections as necessary; and,
- Conduct formal personnel inspections as required.

Supervisors shall conduct the following inspections at the following intervals:

#### Weekly

- Handguns
- ASP
- OC

#### Monthly

- Uniforms and grooming
- Assigned vehicles
- Mobile Data Computer (MDC)

### Semi-annually

- Body Armor
- General Order Manuals

Supervisors may conduct inspections as frequently as needed, but are required to conduct them at the minimal intervals listed.

#### B. Submission & Retention of Inspection Forms

All inspections shall be documented on the appropriate form or memorandum, as required. Supervisors shall submit completed inspection forms and memorandum to their Commander/Director by the fifth day of the succeeding month.

Inspection documents shall be retained for one year, after which they may be destroyed.

#### C. Weapons Inspections

##### Handguns

Supervisors shall inspect subordinates' issued and/or authorized handguns weekly and document the results on the Report of Personnel Inspection.

Supervisors shall inspect firearms in accordance with the techniques taught at the firearms range. They shall visually inspect the firearm for:

- Cleanliness;
- Accessible moving components; and,
- Proper lubrication.

Supervisors shall also inspect the magazines and ammunition to ensure that they are in good condition.

##### Expandable Tactical Batons (ASP)

Supervisors shall inspect their subordinates' issued and/or authorized ASP baton weekly.

The results of the inspection shall be placed on the Report of Personnel Inspection.

Inspections of the ASP baton shall include visual inspection for:

- Proper functioning of the baton and the presence of integral components;
- Stress fractures along the baton's two telescoping shafts; and,

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- Unauthorized modifications or markings.

Supervisors shall ensure that subordinates are not lubricating their ASP batons.

When a supervisor determines that an ASP baton is defective or otherwise does not operate properly, the officer shall not carry that device. Instead, the supervisor shall take custody of the device and arrange for the officer to obtain a replacement.

### **Oleoresin Capsicum Aerosol Devices (OC)**

Supervisors shall inspect subordinates' issued OC devices weekly and document the results on the Report of Personnel Inspection.

An officer possessing a damaged or malfunctioning OC device shall notify their supervisor as soon as practical.

When an inspecting supervisor believes there is insufficient liquid in the OC container or the device is defective, the supervisor shall take custody of the device and arrange for the officer to obtain a replacement.

### **ASP or OC Device Taken Out of Service**

For each ASP or OC device taken out of service (for any reason), supervisors shall submit a memorandum, to:

- Chief of Police; and,
- Firearms Instructor

This memorandum will indicate the date and reason the device was taken out of service and the name, and ID number of the officer to whom the device was issued.

### **D. Uniform Inspections**

At least monthly, supervisors of uniformed officers shall formally inspect their personnel and document those inspections on the Report of Personnel Inspection Form.

### **E. Vehicle Inspections**

At least monthly, supervisors shall inspect each subordinate's assigned vehicle for the following:

- Cleanliness;

- Engine fluid levels;
- Required equipment;
- Compliance with directives dealing with Departmental vehicles;
- Prohibited equipment or items; and,
- Preventive Maintenance (PM) has been completed and the vehicle is current with its maintenance schedule.

When a supervisor finds a violation, he or she shall order the employee to immediately correct the violation or remove the item.

Supervisors shall complete a Vehicle Inspection Form for each vehicle inspected.

### **Mobile Data Computers**

At least monthly, supervisors shall inspect the mobile data computer (MDC) in each subordinate's assigned vehicle to ensure that they are functioning properly. Inspection of the MDC inspections shall be documented on the MDC Inspection/Malfunction Report.

### **F. Body Armor**

Supervisors shall routinely inspect subordinates to ensure that they are wearing body armor as required. When a violation is observed and disciplinary action is indicated, officers shall be charged with "Failure to wear required body armor."

Supervisors shall conduct a thorough inspection of all subordinates' issued body armor each January and July. Supervisors shall complete a Body Armor Inspection Report for each subordinate.

Supervisors shall refer officers with improperly fitting or damaged issued armor to the Quartermaster for replacement.

Officers with poor-fitting or damaged privately purchased armor shall be ordered to wear issued armor instead.

### **G. General Order Manual**

Each January and July, supervisors shall inspect subordinates' General Order Manuals. Supervisors shall complete a memorandum documenting the condition of each subordinate's manual.

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HISTORY: Adopted July 1, 2012

This General Order supersedes all other orders and memoranda in conflict therewith.

Authority:

A handwritten signature in black ink, appearing to read "Charles L. Owens". The signature is stylized with large, flowing loops and is positioned above the printed name.

Charles L. Owens  
Chief of Police