

30. PERSONNEL INSPECTIONS

(November 2006)

I. 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.

II. CHECKLIST (N/A) III. DEFINITIONS (N/A) IV. FORMS

- Report of Personnel Inspection (PGC Form #4148) Firearms Inspection Report (PGC Form #5180) Vehicle Inspection (PGC Form #396) MVS/MDC Inspection/Malfunction Report (PGC Form #4621) Body Armor Inspection Report (PGC Form #4373) Performance Assessment Form (PGC Form #2247)

V. PROCEDURES

1. Supervisory Inspections

To ensure compliance with directives, supervisors shall:

- Conduct personnel inspections as necessary
- Conduct formal personnel inspections as

required

Supervisors shall conduct the following inspections at the following intervals:

Weekly

Handguns

ASP

- OC

Monthly Uniforms and grooming

- Patrol rifles
- Personal shotguns
- Personal carbines
- Assigned vehicles Mobile Video System (MVS), to include a random review of video footage
- Mobile Data Computer (MDC)

Semi-annually Body

Armor General Order

Manuals Drivers'

licenses

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

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. Commanders/Directors shall maintain inspection documents for one year, after which they may be destroyed.

2. 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
- Proper lubrication

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

Patrol Rifles, Personal Shotguns, & Personal Carbines

Supervisors shall inspect subordinates' patrol rifles, personal shotguns, and personal carbines monthly, in accordance with the techniques taught at the firearms range. Inspections of these weapons shall be documented on the Firearms Inspection Report.

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 are conducted following guidelines established

by the Community Policing Institute (CPI) and include visual inspection for:

- Proper functioning of the baton and the presence of integral components
- Stress fractures along the baton's two telescoping shafts
- 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 contact the Community Policing Institute (CPI) to 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.

Inspections of OC devices are conducted following guidelines established by the CPI.

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 contact the CPI to 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, via the chain of command, to:

- Commander, CPI
- Director, Fiscal Affairs Division (FAD)

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

3. 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.

The manner and method of inspection shall be consistent with the techniques taught by the CPI.

4. 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
- 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 Video System & Mobile Data Computers

At least monthly, supervisors shall inspect the mobile video system (MVS) and mobile data computer (MDC) in each subordinate's assigned vehicle to ensure that they are functioning properly. Inspection of the MVS shall also include a random review of the officer's video footage.

MVS and MDC inspections shall be documented on the MVS/MDC Inspection/Malfunction Report.

If any deficiencies are noted during the inspection, the Technical Services Division (TSD) shall be notified immediately during business hours. This notification shall be made prior to the officer going into service. If the deficiency is noted during nonbusiness hours, the officer shall fax the inspection report to TSD and contact them during the officer's next tour of duty.

5. 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," a Category I uniform violation.

Supervisors shall conduct a thorough inspection of all subordinates' issued body

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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 Clothing and Supply Unit for replacement.

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

6. General Order Manual

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

7. Driver's License

Each January and July, supervisors shall conduct a computer check for driver's license validity for all employees who operate Departmental vehicles. The supervisor shall document the results of each license check on a memorandum.

8. Deficiencies Identified Through Inspection

Supervisors shall notify subordinates of deficiencies found during inspections and direct them to make appropriate corrections. Deficiencies may be noted informally or documented on a Performance Assessment Form.

Supervisors shall ensure compliance via a follow-up inspection. When prompt correction is not made, supervisors may take or recommend disciplinary action.

VI. GOVERNING

**LEGISLATION &
REFERENCE**

This General Order addresses:

- Commission on Accreditation for Law
Enforcement Agencies, Standards
11.3.1, 53.1.1, 26.1.5