

FLORENCE POLICE DEPARTMENT

GENERAL ORDER

Subject: <p style="text-align: center;">LINE INSPECTIONS</p>	Procedure: <p style="text-align: center;">General Order 26.1.1 CALEA 53.1.1</p>	Total Pages: <p style="text-align: center;">4</p>
Authorizing Signature: Original with Authorizing Signature on File	Effective: 8/16/17 <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	

I. POLICY

It is the policy of this Department to maintain a safe, clean, and comfortable working environment for its employees; minimize maintenance deficiencies; and, preserve the appearance and utility of the physical facilities while extending to the employees and the community a sense of pride in ownership.

II. PURPOSE

This written order establishes guidelines to ensure compliance and uniformity in the conduct of the operations of the Police Department through the use of inspections at all levels.

III. SCOPE

This written order is applicable to all personnel.

IV. RESPONSIBILITY

All personnel will comply with this directive.

V. DEFINITION

A. **LINE INSPECTION:** Inspections established to determine the general condition of personnel, equipment and facilities. Line inspections are generally done by supervisors with authority over the person, equipment or facility being inspected, but may be required of line level personnel, either by directive or by instruction of a supervisor.

VI. PROCEDURES

A. Inspection Objectives

1. The objectives of the inspection process include:
 - a. Learning whether a task is being performed as outlined and procedures are being followed;
 - b. Learning whether the anticipated results are being accomplished;
 - c. Discovering whether Department resources are being utilized to the best advantage;

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- d. Revealing the existence of needs; and
- e. Detecting problems or malfunctions with equipment and uniforms.

B. Line Inspections

- 1. Line inspection should be an on-going process conducted by those in direct command, i.e., those who have the authority to act or require immediate action of subordinates. On-going inspection is a duty of every Division and Shift Supervisor, and of the various unit commanders.
- 2. Line inspection responsibilities shall include personal inspection of employees, the equipment they use, how it is used and cared for, and how employees perform their duties.
- 3. Supervisors, or persons authorized to conduct inspections, may do so as they deem necessary to ensure compliance with applicable provisions.
- 4. Supervisors, or persons authorized to conduct inspections, shall take immediate necessary corrective action for any inadequacy of the inspection.

VII. FREQUENCY

- A. **ONGOING:** All supervisors are responsible for daily monitoring of the appearance of personnel and condition of facilities and equipment. Actions will be taken on an ongoing basis to correct deficiencies.
- B. **PERIODIC:** At a minimum, semi-annually, all personnel identified in a written directive as responsible for performing an inspection activity will complete all requirements of that written directive. Any defects or improper condition of personnel, equipment, or facilities will be noted and corrective action will be taken.

VIII. TYPES OF INSPECTIONS

- A. **UNIFORM INSPECTIONS:** During uniform inspections, personnel will be held accountable for all applicable items and provisions included within the uniform section of these orders.
- B. **WEAPONS INSPECTIONS:** During weapons inspections, personnel will be held accountable for having their weapon in good, clean, functional, and appropriate condition.
- C. **VEHICLE INSPECTIONS:** Personnel will be held accountable for all provisions regarding vehicle maintenance, cleanliness, and care.
- D. **MOBILE VIDEO RECORDER INSPECTIONS:** Supervisors will review videos from officers on a monthly basis. During MVR's, officers will be

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held accountable for provisions regarding audio/video equipment. Officers will also be held accountable for the content of the audio/video recordings.

- E. EQUIPMENT INSPECTIONS: All personnel will be held accountable for the proper use and care of equipment assigned to them on a permanent basis, or equipment checked out for their use.
- F. WORK PERFORMANCE & PRODUCTIVITY: Supervisors will hold officers accountable for their work performance and productivity by using various forms of measurement.
- G. SAFETY INSPECTIONS: All personnel are responsible for identifying and reporting observed safety hazards. Hazards can exist due to equipment issues, employee conduct, or other potentially dangerous conditions.

IX. INSPECTION REPORTS

- A. INSPECTIONS REQUIRING A REPORT: Due to the sensitive and potentially hazardous nature of law enforcement, it is imperative that employees' skills and certain equipment be maintained at an operational level at all times. Therefore, inspections of equipment and personnel used during the course of duty, and listed within this directive will require a documented report.
- B. COMPLETED BY OFFICERS:
 - 1. Vehicle Inspection Reports should be completed and turned into the officer's supervisor.
 - 2. Equipment in need of repair should be documented and reported using the Equipment Repair books located at the desk.
 - 3. Vehicles in need of maintenance or repair should be documented and reported using the Vehicle Maintenance book assigned to each vehicle.
- C. COMPLETED BY SUPERVISORS:
 - 1. Supervisors will complete Mobile Video Reviews on a monthly basis. These reports are then submitted to Professional Standards/Internal Affairs.
 - 2. At least semi-annually, supervisors will complete a documented inspection of the following:
 - a. weapons;
 - b. uniforms;
 - c. Vehicles;
 - d. other equipment assigned to officers.

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3. When any other directive requires a report, supervisors should ensure the required report is completed and properly distributed and/or maintained.
4. At least semi-annually, a Support Services supervisor will complete a documented inspection of the facilities and grounds for cleanliness, operational readiness, and general maintenance.

D. UNIT COMMANDERS:

1. Any officer serving as a commander of any specialty unit (i.e., SWAT, WRRT, Mounted, Bike, etc.) will at a minimum, ensure a biennial, documented inspection of equipment assigned to the unit is completed.

X. **FOLLOW UP INSPECTIONS**

When defects have been noted in any inspection, supervisors shall take the necessary corrective action to ensure the defect is corrected. If an inspection requires a written report, documentation of corrective action should be provided in writing, either on the original report or a supplementary report.