

## **53.0 INSPECTIONAL SERVICES**

**PURPOSE:** To establish a Departmental Inspection function responsible for conducting Line Inspections.

Inspection Areas: The following areas may be subject to inspection:

- A. Facilities, property, and equipment assigned to personnel or unit
- B. Departmental vehicles
- C. Assigned weapons
- D. Listed off-duty weapons
- E. Personnel appearance
- F. Other equipment as may be specified for inspection.

### **53.1 Line Inspections**

#### **53.1.1 Written Directive**

- A. A Line Inspection may be conducted by personnel directly in control of the persons, facilities, procedures, or other elements being inspected.

A Line Inspection is a visual inspection of the person, vehicle, or unit. The personnel inspection will be conducted on a Personnel Inspection Log Report any deficiencies will be noted on the inspection report.

The vehicle inspection will be conducted on a Vehicle Inspection Log Report any deficiencies will be noted on the inspection report.

Any supervisor within the chain of command may do a Line Inspection. Line inspections will include evaluations of facilities, vehicles, other issued equipment, records, personnel, or investigative procedures.

- B. Personnel and Vehicle Inspections shall take place at least quarterly.
- C. Supervisors will ensure that subordinates and vehicles under their control will be inspected at least quarterly.

The Division Commanders may hold, an inspection in which their specific division will assemble in formation for personnel, equipment, and vehicle inspection.

### Correcting Inspection Deficiencies:

Supervisors are responsible for completing inspections as specified in this order. Supervisors are also responsible for ensuring that deficiencies, applicable to personnel directly under their control, are corrected.

After deficiencies have been corrected, the supervisor will submit a written report, documenting actions taken to correct the deficiencies and the report will be attached to the original inspection report.

- D. All Quarterly Line Inspections will require a written report.
- E. If during any inspection there is a deficiency found, it is the responsibility of the supervisor finding the deficiency to assure the problem is corrected, and to write a report showing the correction as been completed.