

TITLE: LINE INSPECTIONS

CODIFIED: 85.1
EFFECTIVE: 07/23/04
RESCINDS/AMENDS: G 17
PAGES: 2

PURPOSE

The purpose of this directive is to provide general guidelines and responsibilities for conducting regular inspections of personnel, facilities and equipment.

DISCUSSION

Line inspections ensure that employees are acting in concert with the Department's requirements in such areas as personal appearance, use and maintenance of equipment and adherence to directives and orders. Additionally, line inspections encompass the status and conditions of physical facilities.

POLICY

It is the policy of the Santa Fe Police Department to conduct frequent inspections of facilities, equipment, personnel and operational guidelines to ensure the proper, effective and efficient operation of the Police Department.

These inspections are normally performed by the first line supervisor with a frequency that ranges from daily to annually. However, supervisors at all levels are responsible for conducting inspections.

PROCEDURE

INSPECTION OF FACILITIES

85.1.01 Facilities will be inspected daily for security, damage and cleanliness. During normal

business hours, each respective Bureau, Division, Section, Team, or Unit Commander and/or supervisor will be responsible for these inspections. After hour inspections will be made by the on duty commanders/supervisors.

- A. Any commander or supervisor who discovers an unsecured or unsafe condition will submit a written memorandum.
- B. Facilities or equipment that is discovered to be in a state of disrepair shall be reported verbally, or in writing to the Police Department Personnel/Budget Administrator, who will prepare a work order to effect repairs.
 - 1. This includes minor problems such as burned out bulbs, inoperative locks, and other items that have not been damaged through negligence.

INSPECTION OF EQUIPMENT AND AGENCY PROPERTY

85.1.02 The property management function for equipment specifically assigned to area component lies with the component commander.

85.1.03 The Commander or his/her designee, shall inspect all of his/her unit's stored property at least once per month to ensure that the stored property is maintained in a state of operational readiness which includes care, cleaning and preventive maintenance.

- A. A written report (memorandum) shall be submitted to the office of the Chief of Police whenever damage to agency property is discovered.

LINE INSPECTIONS

85.1.04 Supervisors shall be aware of the condition of their subordinate's uniforms and/or appearance and equipment. Informal inspections will be made daily, during regular briefings to assure that all personnel maintain uniforms and equipment

in accordance with Department policy and procedure.

85.1.05 Formal line inspections of all personnel, assigned vehicles, and assigned equipment shall be conducted on a monthly basis. Line inspections include, but are not limited to:

- A. Physical inspection of assigned vehicle and all equipment;
 - 1. This inspection shall include verification of mileage and scheduled preventative maintenance.
- B. Uniform inspection; and
- C. Weapons Inspection.

85.1.06 The inspecting commander/supervisor shall personally complete a Personnel/Vehicle Inspection form for each person under his/her command or supervision.

- A. The completed forms shall be kept on file in the area office for a period of one (1) year for use in personnel evaluations.

85.1.07 All administrative personnel shall be responsible for maintaining their uniforms, equipment, and vehicles in accordance with Department Directives.

- A. Written inspection reports are not required, however, any deficiencies will be addressed immediately, and corrected within three days of noted deficiencies.
- B. Repeated infractions or failure to correct deficiencies within the three-day period shall be documented, and non-compliance may be cause for progressive disciplinary action, as outlined in this Directive.

85.1.09 Officers will be required to correct deficiencies in any category marked unacceptable within three days of the inspection.

85.1.10 The Commander/Supervisor will re-inspect officers after the three (3) day period to assure compliance.

85.1.11 Personnel who repeatedly fail to maintain their uniform, assigned vehicle, or equipment in the required manner are subject to progressive disciplinary action as outlined in the Department Directive entitled, "Disciplinary Procedures".

85.1.12 If Commanders/supervisors encounter situations in which equipment or vehicles are found to be in an unsafe condition, the equipment or vehicle will be deadlined and a replacement found. There will be no deviation from this portion of the Directive.

Drafted (awm) 03/03

APPROVED: 
BEVERLY K. LENNEN
Chief of Police

DATE: 07-23-04

SUBSTANDARD INSPECTIONS

85.1.08 Personnel are required to maintain an acceptable rating level in regards to inspections.