

## **DEPARTMENT GENERAL ORDER 98-11**

OFFICE of the CHIEF OF POLICE  
REPLACES: SOP 501.58.00/501.86.00

DATE: August 14, 1998

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### **LINE INSPECTIONS**

#### **I. PURPOSE.**

The line inspection process provides an essential control mechanism for assessing the agency's operational status and effectiveness, as well as providing information necessary to direct future planning efforts.

#### **II. DEFINITION.**

Line Inspections: Inspections conducted by supervisory personnel who have direct authority and responsibility for the unit, function, or area being inspected.

#### **III. FREQUENCY OF LINE INSPECTIONS.**

Formal uniformed personnel inspections shall be conducted once per week in conjunction with roll call.

Formal marked vehicle inspections shall be conducted once every two weeks, on Sundays.

Formal facilities inspections shall be conducted semi-annually during the months of May and November.

Formal line inspections of other department personnel, vehicles, functions, and areas shall be conducted at a minimum of every six months or as directed by the bureau commander or Chief of Police.

#### **IV. RESPONSIBILITY FOR LINE INSPECTIONS.**

First line supervisors and platoon/division commanders shall be responsible to conduct line inspections of department personnel, vehicles, equipment, and other organizational elements, either under their direct supervisory control or assigned to them as a specialty task area(s).

#### V. LINE INSPECTION PROCEDURES.

Line inspections may be formal or informal in nature and may address, but not be limited to the following areas:

- A. Appearance/Grooming/Uniforms
- B. Required Safety Equipment
- C. Weapons
- D. Vehicle Condition/Appearance/Equipment
- E. Facility Condition/Appearance/Equipment
- F. Department Property Condition/Appearance
- G. Report and Record Forms Status and Availability
- H. Specialized Unit Equipment Status/Availability
- I. Armory Condition/Appearance/Equipment
- J. Policy and Administrative Manuals Status/Availability

Informal line inspections shall be conducted by first line supervisors and platoon/division commanders during routine operations to ensure adherence to department policies and procedures. Immediate action shall be taken by the inspecting supervisor to correct noted deficiencies. Where corrective action cannot be immediately initiated, the supervisor shall record the observed deficiency for future remedial action and/or forward the information to the appropriate platoon or bureau commander.

Formal line inspections shall be conducted by first line supervisors and platoon/division commanders in accordance with established procedural guidelines.

#### VI. LINE INSPECTION REPORTS.

Informal line inspections shall not generally require a report except under the following circumstances:

- A. Repeated or serious violations of policies, procedures, or written directives shall be documented for evaluation purposes and/or potential disciplinary action. Similarly, outstanding performance shall be documented for evaluation and recognition purposes.

Formal line inspections shall be documented by a written report to the appropriate bureau commander. In some inspection areas (Refer to Section III), this report will generally consist solely of a printed inspection form, unless the findings of the inspection dictate otherwise. For

those areas where standard inspection forms are unavailable, a written document will be prepared detailing the following information:

- A. The subject of the inspection.
- B. The objective of the inspection.
- C. A general discussion of the scope of the inspection.
- D. The findings of the inspection.
- E. Recommendations for improvement and any corrective action taken.

In the event a formal line inspection report details or recommends corrective action be taken, if the deficiency falls within the reporting supervisor's span of authority to correct, the supervisor will file a supplemental report after thirty (30) working days confirming remedial action has been instituted. Should the deficiency require action by upper command rank personnel, remedial steps will be instituted in accordance with fiscal and management priorities.

Formal line inspection reports shall be forwarded to the appropriate bureau commander at which time they shall be filed and maintained for a period of three (3) calendar years.

BY ORDER OF:

RICHARD T. MORRIS  
Chief of Police

RTM:dld

CALEA Reference: 53.1.1