



Approved:
Chief Marcia Harnden

Subject:

126. Line Inspections

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CALEA Standards: 53.1.1

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126.1: PURPOSE AND SCOPE

All employees and physical resources of the Albany Police Department shall be subject to line inspections. A line inspection is the process by which any supervisor can review and observe subordinates' activity to ensure the proper compliance with departmental procedures, rules, and regulations. These inspections are not limited to persons, but also include all physical resources and facilities used by the Albany Police Department. In such inspections, the supervisor will, upon observing substandard conditions, take immediate corrective action.

126.2: PERSONAL APPEARANCE

- a. The line inspection of personal appearance is the duty of all supervisors, on a daily basis, to ensure proper appearance of assigned personnel. If substandard appearance is observed, the supervisor will take corrective action as necessary.
- b. In conjunction with the performance evaluation process, supervisors will complete a uniform inspection of each uniformed member of their team utilizing [Uniform Inspection: APD Form A50](#), and submit the completed inspection with the performance evaluation to their supervisor for signature and filed in the employees' working file.
- c. Uniform inspections will include a review of the uniform and personal equipment. Service weapons are inspected by the range master or a firearms instructor once a year.
- d. If uniform items are found to be unacceptable, the supervisor will assist the employee with obtaining replacement items.

126.3: VEHICLE INSPECTIONS

- a. The line inspection of the department vehicles is the duty of all personnel that use the vehicles, on a daily basis, to ensure proper care of the vehicle. Any change found in the condition of the vehicles shall be noted on the vehicle inspection sheet for that assignment and given to the Fleet Police Clerk for repair.

- b. The supervisors are responsible to verify each vehicle is inspected regularly for the general condition of the exterior, interior, and supplies. Any equipment found that is no longer in good condition will be repaired or replaced. Review [Vehicle Use and Maintenance: Policy 0720](#).

126.4: POLICE FACILITY INSPECTION

- a. All supervisors are responsible for the ongoing condition and cleanliness of the department's facility and for reporting any problems to the Support Services Captain.
- b. On a monthly basis, the Administrative Lieutenant or designee is responsible for conducting an inspection of the facility, utilizing APD [Monthly Facility Inspection: APD Form A58](#). The checklist should note what problems were solved and any needing further attention. The Administrative Lieutenant will be responsible for ensuring any deficiencies are resolved.

126.5: SPECIAL PURPOSE LINE INSPECTION

- a. The Chief of Police may direct special purpose line inspections on an as needed basis.
- b. Examples of special purpose inspections include policy and procedure manuals, controlled substance evidence, training manuals, and property/evidence room audits.