



Colorado Springs Police Department

Standard Operating Procedure

DL-440-11 Uniform and Equipment Inspection

Section 400 – Professional Conduct

Effective Date: 3/14/2022

Supersedes Date: 7/19/2021

.01 Purpose

The purpose of this directive is to establish an inspection process to maintain professional standards for officers' personal appearance, wearing of the police uniform, and required equipment.

.02 Cross-Reference

[GO 1663 Uniforms and Appearance](#)

.03 Definitions

This space is intentionally left blank.

.04 Procedure

As a matter of routine prior to each shift, supervisory personnel should review the personal appearance of every member and address any uniform or equipment deficiencies prior to allowing the member to begin their shift.

Inspections

Inspections will be held at each divisional command at least twice per year on a date scheduled by the shift lieutenant or at the direction of the division commander. These inspections will be for uniform and non-uniformed personnel. If a non-exempt officer/sergeant chooses to wear leather shoes, and/or duty belt, and attachments, they will be given a reasonable amount of on-duty time to clean and maintain these uniform items to prepare for the inspection.

Conduct of Uniform, Equipment, and Weapon Inspection

On the day of the inspection, officers will be instructed to clear all department-issued weapons (to include patrol rifles and designated marksman rifles) prior to inspection. Officers will clear all their weapons in a safe manner, specifically following the procedures in the "Weapons Inspection Section." Officers will line up for inspection with a holstered, empty, and safe weapon. After all

weapons are cleared, the sergeant will give the command to the officers, "Line up for inspection." All officers will line up in a straight line.

The sergeant will then give the command, "Present arms." Officers will un-holster their weapon, pull the slide back locking the slide open, and stand with the gun at port arms. In their opposite hand, officers will have the fully loaded magazine removed from the weapon, and the loose 18th round for inspection. The shift lieutenant will then inspect the personnel. The sergeants will fall into line behind the lieutenants by seniority.

Notations will be made of any substandard uniform appearance, outstanding appearance, missing or outdated equipment or needed weapon maintenance. Any officer found to have a substandard uniform, weapon in need of maintenance, or missing equipment will be directed to correct the deficiency as soon as practical, and this information will be noted on the inspection form (see below).

Any substandard inspection will result in a follow-up inspection as determined by the shift lieutenant or designee, as required by CALEA.

Equipment Inspections

At the conclusion of the uniform and weapon inspection, the officers will then individually present specifically requested, issued and/or required equipment for inspection. This inspection will determine the officer is still in possession of the items, and if the items are serviceable and/or within their usable life spans.

Ultimately, at the discretion of the division commander, the following equipment will be inspected at least once per year:

- CSPD-issued identification card and EPSO commission, if applicable.
- Colorado driver's license – verifying expiration
- Shield 616-issued equipment
- Medical Trauma Kit – to include verifying expiration of clotting agent and chest seal
- Crowd Control Equipment – to include verifying expiration of gas mask filter(s)
- Oleoresin Capsicum – verifying expiration date
- Naloxone HCL – verifying expiration
- Department-issued iPhone
- Department-issued fingerprint kit

Expired Equipment

The supervisor noting any equipment determined to be past its expiration date will notify the quartermaster supervisor to facilitate obtaining a replacement item.

Weapons Inspection

Unloading

- Secure area (loading drum)
- Unload Weapon
 - Magazine must be removed
 - Lock slide back to allow round to fall freely
 - Inspect chamber and magazine well

Inspection

- Weapon
 - Slide lock back, magazine out
 - Inspect:
 - Barrel feed ramp
 - Bold face on slide
 - Important: Check to make sure firing pin is not protruding
 - Both should be free of any dirt
 - Check barrel for dirt inside
- Magazine
 - Should be loaded with 17 rounds
 - Check the 18th round for proper rotation
 - Casing should not have cut marks on rim

Reload

- Secure area (loading drum)
- Reload the weapon following the guidelines established by the range officer
 - Once loaded, pull back the slide or observe the view port to confirm that a round was chambered

Inspection Form

An inspection form will be filled out after every inspection. All completed inspection forms will be forwarded to the division commander or designee for review and filing. A comment section is included on the inspection form for the supervisor conducting the inspection to note deficiencies, outstanding appearance, and to include specific equipment inspected.

For the purpose of the inspection form, the subtitle headings are intended to include the following pieces of equipment are accounted for and are in good condition:

Uniform

- Uniform shirt
- Uniform pants
- Duty belt/leather gear
- Footwear
- Bulletproof vest
- Load bearing vest (if applicable)

Appearance

- General uniform appearance
- Haircut/hairstyle

Weapon Systems

- Duty weapon
- Taser
- OC
- Assigned long rifle (if applicable)
- DMR (if applicable)

616 Gear

- Ballistic vest
- Ballistic plates
- Ballistic helmet
- Tactical medical kit

WMD Gear

- Suit
- Boots
- Gloves
- Gas mask & canisters

Driver's License

- Driver's license

Assigned Equipment

- BWC & BWC remote
- Radio
- Computer
- iPhone
- Dragon speak microphone
- Fingerprint kit (at Commander discretion)

Attachments

[Uniform Inspection Form](#)