



GENERAL ORDER

**DURHAM POLICE DEPARTMENT
DURHAM, NC**

NUMBER:

4029 R-1

LINE INSPECTIONS

Effective Date: 12/15/1995

Revision Dates: **R-1 12/05/2003**

INTRODUCTION

Each unit of the Durham Police Department will conduct regular line inspections (one that is carried out by personnel in charge of the employees, facilities, or procedures being inspected) using procedures appropriate to the structure and mission of the unit. Managers and supervisors at all levels shall participate in the responsibility for such inspections and for the correction of conditions discovered by the inspections.

Units that are entirely staffed with office-based civilian employees (such as records) shall be exempt from having to perform line inspections, though they may perform these inspections if they choose to do so.

INSPECTIONS GENERALLY

Within the Standard Operating Procedures Manual of each unit, there shall be a listing of the procedures to be used in conducting the line inspections of that unit, as well as a set of guidelines for producing written reports on the inspections and for carrying out follow-up procedures to correct deficiencies discovered during the inspections.

ROLL-CALL INSPECTIONS

In those units that have regular roll call, commanders will provide periodic inspections of officers for compliance with uniform and equipment regulations. Commanders will monitor such inspections and will be accountable for enforcing regulations within their command. They will maintain, in their Division Handbook, a set of specific procedures for conducting all aspects of such inspections and for reporting and correcting deficiencies identified during such inspections.

VEHICLE INSPECTIONS

All vehicles regularly assigned to organizational components shall be inspected on a regular basis by the supervisors and managers of those units. Vehicle condition and presence of prescribed equipment shall be the basis for such inspections.

INSPECTIONS OF STORED PROPERTY

Commanders of specialized units that possess equipment and property routinely stored for use in emergencies and specialized situations are responsible for keeping that equipment and property in a state of operational

readiness. Commanders shall hold regular inspections of such equipment and property and shall devise published procedures within their units for reporting and correcting deficiencies identified during such inspections.

FREQUENCY OF INSPECTIONS

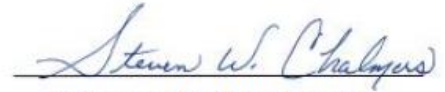
While the inspections described above should be carried out on a regular basis, frequently enough to be useful and effective, nothing precludes a commander from holding an unannounced inspection at any time as long as the inspection and the consequences of the inspection conform to the published procedures of his unit.

REPORTING AND DOCUMENTATION

After an inspection is completed, the supervisor shall submit a complete Line Inspection Report to the division commander. The commander will maintain these on file for three (3) years.

THE ROLE OF THE STAFF INSPECTIONS UNIT

The Staff Inspector will provide guidance, upon request, to line supervisors and also should be available to coordinate inspections within the agency.


Steven W. Chalmers
Chief of Police