

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	<small>Reference Number</small> LOG-004
	<small>Subject</small> Annual Inspections and Equipment Audit	
	<small>Special Instructions</small> Replaces FSS-004 dated March 1, 2015	<small>Effective Date</small> March 10, 2026

I. PURPOSE

Establish guidelines for conducting an annual inspection and audit of Department personnel, equipment, property and installations to ensure accountability and serviceability.

II. POLICY

The Department shall conduct annually District inspections of personnel and commissions. The Logistics Division shall perform an annual audit of all assigned commissions and issued equipment of all police employees, motor carrier inspectors, telecommunications operators and all civilian personnel assigned commissions. The Logistics Division Commander is responsible for ensuring audits are detailed and accurate.

Unsatisfactory ratings during a District inspection will require re-inspection. The results of the applicable inspection/re-inspection shall be noted on the respective employee’s Performance Appraisal Report (PAR).

Supervisors shall regularly monitor their subordinates for compliance with regulations regarding personal appearance, grooming, uniforms, vehicles and equipment and ensure deficiencies are corrected, when appropriate. Nothing in this procedure shall prevent routine, unannounced inspections by commanding officers of personnel and installations to ensure compliance with Department regulations, rules, policies and procedures.

III. PROCEDURE

A. All commanders shall be held accountable for the requisition, care, use and inventory of Department equipment and property used under their respective commands.

B. All employees of the Department shall be held responsible for the proper care and use of issued property and equipment and shall return such property and equipment when no longer serviceable or needed.

C. Inspection and Audit of Personnel

1. The Superintendent shall determine the type of inspection to be conducted: Showdown* (formal or semi-formal), a working inspection or audit only.

*NOTE: A showdown inspection will always include a complete audit of all issued equipment. Local commanders shall ensure their personnel are aware of the inspection expectations in advance.

D. The Logistics Division Commander shall send out notices to all commanders regarding the dates and type of inspection/audit being conducted.

1. All inspections/audits of issued equipment shall be conducted and completed as directed in the Logistics Division Commander's notice.
2. All audits of specialty team equipment and specialty vehicles or aircraft shall be scheduled and conducted by the specialty team commander. Specialty team inspections/audits may be conducted and submitted at any time during the inspection schedule but shall be completed and submitted prior to the 15th of November each year.

E. Audits

1. Audits may be conducted up to 30 days prior to the submission deadline; however, completion and submission of the Electronic Audit Form shall only occur during the applicable period of time specified by the Logistics Division Commander, section III. D. 1.
2. Commanders shall determine how and where the audits will occur. Audits may occur on an individual basis at the employee's home or a designated location (e.g. office, district, etc.) or in a group setting (squad or post meeting or special day set aside for inspection/audit).
3. It is not required the audit and the inspection both take place at the same time. It is only required that both take place during the timeframes outlined in this SOP.
4. Commanders shall ensure those personnel under their command who are on extended leave or will be leaving on extended leave within 60 days (e.g. military, disability, administrative leave, leave of absence, pending retirement/resignation) shall have their Electronic Audit Form (EAF) updated or information shall be forwarded, through channels, to the Logistics Division Commander.

D. All division, section, zone, area and district commanders are responsible for ensuring all employees under their command are inspected and audited and that all inspections and audits are completed within the appropriate timeframes as indicated by FSS.

E. If any issues or discrepancies are found within the EAF, the Logistics Division Commander should be contacted as soon as possible.

F. Affected personnel and commanders shall be informed of inspection results at the conclusion of the inspection. If deficiencies are found in personal appearance, grooming, uniforms, vehicles or equipment, immediate re-inspection or scheduling of re-inspection shall occur.

G. Record Keeping

1. The Logistics Division shall maintain a computerized master file of all Department owned equipment and property assigned/issued to Department personnel. Serial numbers on all applicable items shall be checked by the Logistics Division against the employee's Property Card.
2. When a patrol commission, firearm and/or other vital equipment is found to be unsafe, that item shall be taken out of service immediately until the deficiencies are corrected and re-inspected.

H. Installation Inspections

1. Annual inspection/audit of district installations (including contents and property) shall be conducted between July 1 and December 31 of each calendar year. Inspection shall be completed by the applicable Area Captain. The district installation inspection/audit shall include, but is not limited to: cleanliness, orderliness and serviceability.

I. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.