

# PROCEDURE MANUAL

## 18-02



MICHIGAN STATE POLICE

## Line Inspections

**Purpose:** This manual explains how to perform and document Line Inspections.

Line inspections ensure enforcement members adhere to department directives related to the maintenance and care of department issued and worksite issued equipment. Line inspections are conducted by an enforcement member's immediate supervisor and are conducted semi-annually or annually depending on the enforcement member's assignment.

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### Definitions:

**Department Issued Property and Equipment:** Equipment issued directly to a member by the quartermaster, distribution center, or Information Technology Division to be used solely by that member. This equipment is retained by the member regardless of the worksite to which they are currently assigned.

**Worksite Equipment:** Equipment provided by a worksite and assigned to an individual member. The member is responsible for the equipment; however, the equipment remains with the worksite if the member transfers.

**Pool Equipment:** Any equipment provided by a worksite for the general use by enforcement members assigned to that worksite. Worksite commanders maintain responsibility for this equipment.

**Line Inspection:** An inspection of an enforcement member's equipment and activity by their immediate supervisor. These inspections are conducted semi-annually or annually depending on the enforcement member's assignment.

**Serviceable:** Fit for use, free of damage, properly equipped, and within its designated life cycle.

**Pass:** Equipment is accounted for, in serviceable condition, properly maintained, and stored in accordance with department policy.

**Fail:** Equipment is missing, damaged, expired, not maintained, or stored improperly.

## Section 1: Inspection Overview

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### 1.1 Inspection Structure

- a. Line inspections are performed semi-annually for enforcement members assigned to a post. All other enforcement members are inspected at least once annually. Line inspections are conducted by the enforcement member's immediate supervisor.

- i. Non-enforcement members who supervise enforcement members may, with approval from their district or division commander, delegate the inspection of their direct reports to an enforcement member at a higher rank than the inspected member.
  - ii. Enforcement members transferring to a post from a position where they were inspected annually shall have a line inspection performed within 10 days of reporting to their new worksite.
- b. Supervisors are responsible for ensuring all members are inspected as required by this Procedure Manual.
- c. The compliance standard for frontline inspections is 100% for all enforcement members. If a member is not available due to long term leave or if an inspection is missed for any other reason, a memorandum shall be completed by the worksite commander explaining why the inspection did not occur. These memorandums shall be addressed to the next level supervisor and stored by the worksite commander in the worksite's inspection folder in PowerDMS.

## 1.2 Documentation

- a. All line inspections are completed on the Line Inspection Record, UD-100, following the instructions outlined on the form.
- b. The UD-100 shall be completed by the enforcement member's immediate supervisor and stored by the supervisor in the worksite's inspection folder in PowerDMS. Electronic signatures are accepted.
- c. All categories on the UD-100 must be completed. Those which are not applicable shall be marked N/A.
- d. The UD-100 shall be retained in accordance with the department's retention and disposal schedules.

## 1.3 Reporting and review

- a. Following the completion of a line inspection, the supervisor shall save the completed UD-100 in the worksite's inspection folder in PowerDMS.
  - i. UD-100s for members at the rank of sergeant and below shall be submitted to the section or post commander for storage in PowerDMS.

## 1.4 Corrective Action

- a. For items receiving a fail rating, the corrective action shall be documented in the text box on the corresponding line of the UD-100. Efforts shall be made to correct any fail rating within 30-days of the line inspection. The member conducting the line inspection is responsible for ensuring a failing category is brought to standard.

# Section 2: Inspection Categories

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## 2.1 Uniforms

All enforcement members are issued uniforms, duty belts, footwear, and badges by the department. These items are inspected during a line inspection to ensure all uniform items are serviceable and accounted for.

### Passing Requirements

- a. The enforcement member is wearing the complete and correct uniform of the day as described in Procedure Manual 04-01.
- b. The enforcement member's uniform includes all accoutrements, name bars, and rank designations.
- c. The enforcement member's uniform is clean, fits appropriately, and is free of excessive wear or tears.
- d. The enforcement member's footwear (boots or oxfords) is clean and polished.
- e. The enforcement member has both hat and chest badges.
- f. The enforcement member's duty belt is serviceable, clean, and free of excessive wear. All equipment and ammunition pouches are closed.

## 2.2 Equipment

All enforcement members are issued protective equipment and mobile devices. Enforcement members assigned to the Field Operations Bureau are assigned portable radios by their worksite. All worksite and department assigned equipment shall be inspected during a line inspection to ensure it is accounted for and serviceable.

### Passing Requirements

- a. The enforcement member has soft body armor.
  - i. Soft body armor is worn while on patrol.
  - ii. Soft body armor is free of any holes or tears.
  - iii. Soft body armor has not surpassed the five-year Department of Justice (DOJ) Lifecycle.
- b. The enforcement member is issued a portable radio.
  - i. The portable radio is programmed with the appropriate talk groups.
  - ii. The portable radio is charged and carried by the enforcement member when on patrol or assignment.
- c. The enforcement member is properly wearing a Body Worn Camera (BWC).
  - i. The BWC is operational and has been recently uploaded.
- d. The enforcement member has a ballistic plate carrier.
  - i. The carrier is properly equipped and free of damage.
  - ii. The ballistic plates are free of damage and have not surpassed the five-year DOJ Lifecycle.
- e. The enforcement member has been issued a mobile device (cellular phone).
  - i. The mobile device works, is free from damage, is carried on duty, and includes an appropriate voicemail greeting.

## 2.3 Weapons

All enforcement members are issued primary and secondary firearms, collapsible batons, and personal OC/CS Spray. Some enforcement members are also issued patrol rifles with optics, and an electro-muscular disruption (EMD) device. Enforcement members may also choose to be issued a shotgun. All assigned weapons shall be inspected during a line inspection to ensure that all are accounted for and serviceable.

### Passing Requirements

- a. Enforcement members on patrol are carrying their primary and secondary firearms. Members assigned to plainclothes, or staff assignments, are carrying their primary or secondary firearm.
- b. All department firearms are loaded to capacity with duty ammunition.
- c. All department firearms and optics are serviceable, clean, and properly stored.
- d. Enforcement members who are issued a Patrol Rifle are carrying these weapons while on patrol.
- e. Enforcement members who are issued an EMD device are carrying these weapons while on patrol.
- f. EMD device assignment is accurately reflected in Evidence.com.
- g. EMD devices are equipped with at least one duty cartridge.
- h. All EMD devices have sufficient battery life.
- i. All EMD devices have been downloaded in Evidence.com after any deployment and every six months.
- j. Enforcement members are carrying their OC/CS Spray while on patrol.
- k. OC/CS works and is not expired.
- l. Enforcement members are carrying, or have available to them, their collapsible baton while on patrol.

## 2.4 Vehicles

Enforcement members may be assigned a patrol vehicle, unmarked vehicle, or special service vehicle by their worksite through the Assigned Vehicle Program. All assigned vehicles shall be inspected during a line inspection to ensure they are serviceable and accounted for.

### Passing Requirements

- a. Vehicle is clean, free from damage and contraband, and maintained.
- b. All factory lighting is operational.
- c. All emergency lighting is operational.
- d. Emergency siren is operational.
- e. Public Address system is operational.
- f. The patrol vehicle is equipped with a fire extinguisher, shovel, rescue disk, first aid bag, jumper cables, four-way lug wrench, and flares.

- g. Commercial Vehicle Enforcement Division (CVED) patrol vehicles are equipped with a fire extinguisher, shovel, rescue disk, first aid bag, jumper cables, four-way lug wrench, flares, a set of portable scales, blocks, creeper, wheel chocks.
- h. Unmarked cars are equipped with jumper cables, a first aid bag, and a fire extinguisher.
- i. The patrol vehicle's in-car Video Recording System (VRS) is operational, free from obstruction, and the enforcement member is logged in.
- j. The patrol vehicle's mobile radio is operational and programmed with appropriate talk groups.
- k. The patrol vehicle's in-car computer and printer are free from damage and operational.

## 2.5 Mobilization Equipment

Enforcement members, except for Motor Carrier Officers, are issued mobilization equipment. This equipment shall be inspected during a line inspection to ensure it is serviceable and available in the event of civil disorder.

### Passing Requirements

- a. Enforcement member has been issued an Air Purifying Respirator (APR)
  - ii. APR is free from damage and is serviceable.
  - iii. APR is stored appropriately in a gas mask pouch.
- b. Enforcement member has sealed Chemical Biological Radiological Nuclear (CBRN) and Riot Agent filters which are not expired.
- c. Enforcement member has a riot baton; riot baton includes thong.
- d. Ballistic helmet is free from damage and stored appropriately.

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**Review Responsibility:** Professional Development Bureau, Field Services Bureau, Transparency and Accountability Division

**Accreditation Standards:** CALEA 53.1, 4.3, 17.5.2