

Pasco Police Department Policy Manual

INSPECTION SERVICES	Chapter No. 53
Effective Date: 04/01/2018 Revised Date: 05/08/2020	Reference: Personal Inspection Form Vehicle Inspection Form

53.1 LINE INSPECTIONS

The Pasco Police Department conducts line inspections to determine the condition of facilities, equipment, uniforms and daily operational procedures. Line inspections ensure employees are acting in accordance with department standards.

Inspections will be conducted using the following forms:

- Personal Inspection Form
- Vehicle Inspection Form

53.1.1 LINE INSPECTIONS

Police Department supervisors are responsible for the completion of line inspections in their respective units or shifts. Formal line inspections, as described in this section, will not relieve a supervisor from conducting daily visual inspections of their personnel and environment in order to identify any unsatisfactory conditions.

A. Procedure

The inspections listed in Section B of this Standard may be unannounced or announced inspections. Supervisors and/or division commanders will be thorough when conducting the inspections. Inspections will ensure that authorized equipment is present as required by standards and that facilities are maintained in a neat and orderly manner and with required limited access being enforced.

B. Frequency

Inspections listed below shall be conducted as directed by the shift or division commander, but not less than once every quarter:

- Authorized uniform and equipment – as worn on date of inspection.
- Vehicles – maintenance and assigned equipment.
- Offices / Storage Rooms – Patrol supervisors will be responsible for briefing room, report area and garage.
- Mini Stations – The Area Resource Sergeant will be responsible for all substation facilities.

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- Training Center- Sergeant assigned to the training division is responsible for this building.
- All authorized uniforms and equipment for individual employees.
- All specialized equipment assigned to the section, unit and/or squad (team).

C. Corrections

The inspecting supervisor shall cause any identified deficiencies to be corrected immediately. If, for some reason, the deficiency is unable to be corrected at the time of the inspection, the supervisor should make any documentation he/she feels is appropriate and be sure to schedule a follow-up inspection. The supervisors will also notify his/her division commander of the deficiency.

D. Written Report

Inspections can be documented on the briefing sheets completed by the supervisor or via another form of written documentation (e.g., electronic mail or memo) via the chain of command. If a supervisor conducts an inspection with either a positive or a negative outcome, it will also be documented in the appropriate database.

E. Follow-up Inspections

If a deficiency is not corrected immediately, the supervisor will schedule a follow-up inspection and make any necessary arrangements to have the deficiency corrected.