



GENERAL OPERATIONS			1107.01	
<div><div></div><div>LINE INSPECTIONS</div><div></div></div>				
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## PURPOSE

The purpose of this standard operating procedure is to establish guidelines for maintaining organizational control within the Police Department through line inspections.

## SCOPE

This procedure shall apply to all Punta Gorda Police Department personnel.

## DISCUSSION

A basic rule of supervision is to ensure that all instructions and directives are communicated, understood, and properly executed. Each supervisory level within the Police Department shall be required to exercise supervisory control through frequent and routine inspections.

## DEFINITIONS

1. **Line Inspection:** The objective and purposeful observation and evaluation of an activity, event, equipment, or personnel within the direct chain of command of the inspecting supervisor.

## PROCEDURE

### I. RESPONSIBILITY FOR LINE INSPECTIONS

#### A. Division Commanders

1. Division Commanders shall make personal inspections of personnel in areas under their command at frequent and irregular intervals.
2. Division Commanders shall be responsible for ensuring orders and necessary information are communicated.
3. Division Commanders or designee shall be responsible for formal inspections of personnel, vehicles, and equipment, and for encouraging supervisory attention to punctuality and appearance of subordinate personnel.

#### B. Lieutenants and Supervisory Personnel

1. Lieutenants and supervisory personnel shall make careful inspections of their subordinates to ensure they are properly uniformed, equipped, and fit for duty.
2. Lieutenants and supervisory personnel shall monitor the activities of subordinates to determine if duties, services to the public, orders, and instructions are being properly, efficiently and effectively performed.
3. Law enforcement supervisors shall, at frequent and irregular times, interview complainants to ensure that citizens are receiving proper attention. Lieutenants shall at frequent and irregular times, observe the manner in which their subordinates perform their duties and react to varied situations with citizens.

### II. MINIMUM INSPECTION SCOPE AND FREQUENCY

- A. Inspections of all sworn personnel shall include, but not be limited to, field inspection and vehicle inspection. These inspections will be randomly scheduled and unannounced by the inspecting supervisor and shall be conducted at a minimum frequency once every three (3) months (quarterly). The following areas shall be inspected.
  1. Personal Inspection: Appearance, attire and fitness for duty;
  2. Vehicles assigned within the division;
  3. Issued or regularly used equipment;

- a. TASER battery packs shall be docked at least once every thirty days for data upload. Quarterly, the Employee Development Coordinator will review TASER uploads to ensure that spark tests are being performed by officers and verifying date and time information is accurate. The Employee Development Coordinator shall write a memo to the Chief of Police documenting the results.
4. Firearms: An APC-100 Armor Piercing Containment System should be utilized for the safe cleaning and loading of firearms. Armor Piercing Containment Systems are located in the Watch Commander's office, Evidence and Armory. Laminated instructions shall be posted in close proximity to them.
- B. Inspections of Crime Scene and Evidence Personnel shall include, but not be limited to, field inspection and vehicle inspection. These inspections shall be randomly scheduled and unannounced by the inspecting supervisor and shall be conducted at a minimum frequency once every three (3) months (quarterly). The following areas shall be inspected:
  1. Assigned vehicle; and
  2. Issued or regularly used equipment.
- C. This formal inspection does not preclude supervisors from conducting their own informal inspections.
- D. Supervisors are responsible for ensuring all equipment is accounted for and functioning and validate no unauthorized equipment is present.

### III. CORRECTIVE NOTICE

- A. Police supervisors charged with inspection responsibilities shall identify and report any deficiencies.
- B. A disciplinary notice shall be completed and forwarded to the Division Commander when formal disciplinary action appears to be warranted.
- C. If the deficiency can be corrected by a change in procedure at the squad level, appropriate action should be taken.
- D. If the deficiency cannot be corrected by a change in procedure at the squad level, then the appropriate component shall be notified.

### IV. INSPECTION REPORTS

- A. Following each inspection, the individual conducting the inspection shall complete a *Line Inspection Report* and shall forward the completed report to the respective division commander (unless inspection is conducted by the division commander). The division commander will then forward all reports to the Police Chief and then to Staff Inspections where a central repository of these reports will be maintained.
- B. Deficiencies noted during the inspection shall be noted on the inspection report. Officers with noted deficiencies shall be re-inspected within two (2) working days. If the deficiencies are not corrected, disciplinary action may be initiated by the inspector.
  - 1. If a deficiency is unable to be corrected (i.e. Quartermaster ordering equipment) the reason must be noted on the line inspection report by the individual conducting the inspection.
- C. Inspection reports may also be used for on-street field inspections and other inspections of personnel and/or equipment as deemed necessary by the division commander or Watch Commander. When an inspection report is prepared, follow up shall be conducted by the originating supervisor to ensure corrections have been made.

**APPROVED**



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**PAMELA R. SMITH, CHIEF OF POLICE**

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