



<b>Section 3/600 ♦ Uniform and Equipment Regulations</b>		
<b>3 / 601</b>	<b>Line Inspections</b>	<b>1/16/95 Rev. 3/20/08</b>
<b>Accreditation Standards</b>	<b>17.5.3/53.1.1</b>	

**3 / 601.05 GENERAL**

First line supervisors shall conduct inspections of personnel and equipment to ensure conformance with written directives. The following inspections shall be performed at the minimum frequencies indicated:

- Weekly inspections of personnel
- Weekly Inspection of firearms and ammunition
- Monthly inspection of vehicles

**3 / 601.10 PERSONNEL INSPECTION PROCEDURES**

Supervisors of personnel who regularly work in uniform shall perform weekly inspections of the personnel assigned to them. These inspections are necessary to ensure compliance with uniform and grooming standards. These inspections will be documented on the personnel inspection form and the form forwarded to the Bureau Commander by the 5th of each month.

**3 / 601.15 FIREARMS INSPECTION PROCEDURES**

Supervisors shall conduct weekly inspections of their subordinates issued or authorized firearms. These inspections shall also be documented on the personnel inspection form. Inspections shall include at a minimum:

- A visual inspection of the firearm of major component parts of the firearm
- An inspection for cleanliness.
- A visual inspection of ammunition.

**3 / 601.20 VEHICLE INSPECTION PROCEDURES**

Supervisors shall inspect vehicles assigned to subordinates on a monthly basis and complete a vehicle inspection form for each vehicle and forward the completed form to the respective Bureau Commander no later than the 5th of each month.

**3 / 601.25 DEFICIENCIES IDENTIFIED THROUGH INSPECTIONS**

Supervisors shall notify subordinates of deficiencies noted through inspections and direct corrections to be made. They may informally note deficiencies or formally document them on a counseling form. Supervisors shall ensure that deficiencies are promptly corrected through reinspection. Where corrective action could have been but is not taken the supervisor may recommend disciplinary action through the Bureau Commander.

**3 / 601.30 REPORT OF PERSONNEL INSPECTION**

All completed inspection reports will be submitted to the Bureau Commander by the 5th day of each month. That commander will maintain the reports for a period of one year.

**END OF ORDER**