



# SOUTH MIAMI POLICE DEPARTMENT

<b>GENERAL ORDER NUMBER:</b> 26.1	<b>DATE OF ISSUE:</b> July 31, 2011	<b>EFFECTIVE DATE:</b> May 14, 2014	<b>NUMBER OF PAGES:</b> 04
<b>CFA STANDARD:</b> 17 <b>SUBJECT:</b> <i>Inspectional Services – LINE INSPECTIONS</i>	<b>NEW (X) RESCINDS ( )</b> <b>AMENDS ( ) OTHER ( )</b>	<b>By Order Of:</b>   <b>Rene Landa, CHIEF OF POLICE</b>	

**CFA STANDARDS:** 17.08M

**SECTIONS:**

**26.1.1 Line Inspections**

**RESCINDS:** All existing orders in conflict.

**PURPOSE:** To establish departmental policy and provide guidelines for conducting line inspections, to ensure departmental facilities are in proper operating condition and personnel are complying with departmental directives.

**SCOPE:** All departmental personnel.

**POLICY:** Supervisors will periodically conduct scheduled and unscheduled line inspections to ensure that their area of responsibility remains in compliance with all departmental directives.

**DEFINITIONS:**

**Line Inspection:** Inspections conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected. Line inspection may be carried out by any supervisor within the chain of command and is often conducted by supervisory personnel who may also be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.

**PROCEDURES:**

**26.1.1 Line Inspections**

- A. Line Inspections are the responsibility of supervisors and managers at every level and provides a mechanism for achieving accountability. Line inspections are also concerned with the status and conditions of physical facilities within a given

organizational component and will be an ongoing activity to ensure that employees are acting in concert with agency requirements in areas such as:

1. Personal appearance;
  2. Use and maintenance of equipment; and
  3. Adherence to agency directives and general orders.
- B. Line inspections will be conducted by supervisors of the employees under their command on a **monthly** basis. These inspections will be done on an informal basis by shift sergeants. The inspecting supervisor is responsible for the correction and follow-up of any deficiency found during a line inspection. If the deficiency cannot be resolved by the immediate supervisor, a memo will be forwarded through the chain of command to the appropriate level needed to correct the deficiency.
1. To assist in the monthly line inspections and the reporting of any daily problems, officers will utilize the departmental "Worksheet" form and record the reported or observed problems on the back page.
  2. Sergeants will be responsible for reviewing the Daily Activity Reports and reporting any observed or recorded deficiencies to the Patrol Lieutenant or his designee, via memorandum.
- C. In addition to periodic safety and inventory inspections required by policy, supervisors in all organizational components are responsible for inspections and corrective actions relative to space, facilities, property, equipment, activities, and personnel within the police department. Any problem or discrepancy which cannot be corrected will be reported through the chain of command on a memorandum and, if appropriate, a request for replacement of lost or damaged equipment made. Supervisors will:
1. Be attentive to the conditions of vehicles and equipment of their employees;
  2. Document formal inspections of employees, vehicles and equipment; and
  3. Require immediate repairs when necessary.
- D. Shift supervisors will also conduct formal inspections of employees under their command, vehicles and equipment. The results of said inspections will be documented on memoranda to the appropriate Patrol Lieutenant or his designee, during pre-set frequency periods, as described below. This does not prevent supervisors from conducting unannounced inspections of their employee's assigned vehicles and equipment.

1. Monthly Vehicle Inspection Report: All departmental vehicles will be inspected on a monthly basis by the shift sergeants (in the case of CID, by the Lieutenant or designee). The Vehicle Inspection memo will be completed and forwarded to the Fleet Manager.

Vehicles **shall** be inspected to ensure that each marked patrol vehicle contains the following:

1. Computer mount, emergency lights and siren (working)
2. Flashlight (in vehicle or on officer's belt)
3. Spare tire
4. Flares
5. Equipment box containing:
  - a. Fire extinguisher
  - b. First aid kit
  - c. PPE
  - d. Crime scene tape
  - e. Blanket
  - f. Rope
  - g. Jumper cables

2. Monthly Uniform Inspection Report: Formal inspections of personal appearance and issued department equipment will be conducted once a month by the Shift Sergeants. Uniform Inspection Reports will be completed on each sworn officer and employee under their command, and will be forwarded to the appropriate Patrol Lieutenant.

To be included in these inspections are documented inspection of less-lethal weapons to ensure expiration dates are not exceeded, and inspection of firearms to ensure that chambers are loaded and firearms are in good condition.

- E. Supervisors are expected to continuously monitor and observe the activities of their assigned employees, and to take the appropriate corrective and follow-up action promptly.

1. Minor discrepancies found during inspections (unless repeated) will be handled verbally by the immediate supervisor (informally).
2. Supervisors will ensure that noted deficiencies are remedied in a timely manner. Supervisors will re-inspect noted deficiencies to ensure that suitable corrective action has been taken.
3. Any inspection that reveals serious deficiencies in personnel, equipment, or facilities will be documented in a written memo to the next higher level

of command. This report will include a plan of action and target date for completion of corrective action, if within the capabilities of the supervisor. A request for replacement of lost or damaged equipment will be attached, if necessary.

4. A Patrol Lieutenant, or his designee, upon receiving such a written report, will take the necessary steps to ensure that suitable corrective action is taken. If suitable corrective action cannot be taken at this level, the report will continue through the chain of command until an appropriate level is reached. Each level in the chain of command will document his actions and attach the same to the report.
5. Vehicles with noted deficiencies or safety issues will be repaired by the motor pool as soon as practicable. The officer driving said vehicle will fill out a motor pool repair form to be placed on the clipboard in roll call, and if the deficiency is a safety hazard, the vehicle deadlined. Any vehicle found to have an interior which is messy, or containing refuse or litter, will be cleaned immediately, by the officer operating that vehicle.