


JOPLIN POLICE DEPARTMENT	8-04 STANDARD OPERATING GUIDELINE
SUBJECT: Line Inspections	REVIEW DATE: Annually - August
EFFECTIVE DATE: August 29, 2008	ACTION DATE:
AMENDS/SUPERSEDES: 8-04 August 1, 2007	AMEND DATE: August 29, 2008
ACCREDITATION INDEX: 53.1.1 a, b, c, d, e	APPROVED:  Chief of Police

I. POLICY

Department members will conduct regular periodic inspections to provide the Chief of Police and command staff with the means for assessing the Departments effectiveness in performing its mission. The goal of the inspections process is to ensure compliance and uniformity in the conduct of operations of the Department while increasing the effectiveness of resource management. Inspections are intended to support the principles of community policing by ensuring that proper management controls are in place and are working to support the empowerment of the personnel who are in direct contact with the community.

II. PURPOSE

To establish guidelines for conducting regular periodic inspections of personnel, equipment and operations.

III. DEFINITIONS

Line Inspections - Inspections conducted by supervisory personnel who have direct authority and responsibility for the operation of the unit being inspected.

IV. PROCEDURES

A. Line Inspection Procedures (53.1.1 A, B, C)

1. Formal and Informal Line Inspections will include but are not limited to:
 - a. Informal line inspections shall be conducted during routine operations to ensure adherence to all Departmental policies, procedures and written directives. Immediate action shall be taken by the inspecting supervisor to correct any deficiencies noted.
 - i. Appearance/Grooming/Uniform - Daily inspection is conducted by the appropriate unit supervisor or commander. Inspections within the Uniformed Operations Bureau are conducted at roll call.
 - ii. Duty Weapons – The Range Master or his/her designee will conduct inspections of all duty weapons at the time of range qualifications. Shotguns and rifles shall be included in the inspection. Supervisors shall conduct periodic inspections of weapons throughout the year.
 - iii. Vehicle Inspection - Each officer will make a daily check of their assigned vehicle at the beginning and end of their tour of duty. The inspection shall include overall condition of the vehicle, status of equipment, necessary supplies, and the passenger compartment of

vehicle for contraband or weapons as outlined in SOG 8-02, Vehicle and Equipment Inspections.

- b. Formal Line Inspections shall be conducted on a scheduled basis and documented in a written report to the appropriate Bureau Commander. When possible, deficiencies will be corrected immediately. Recommendations for additional corrective measures will be included in the written report. Follow up inspections will be completed that corrective actions have been taken. (53.1.1 D, E)
 - i. Vehicles – Uniformed Operations Bureau and Investigations Bureau supervisors will inspect monthly the vehicles under his control and submit the Vehicle Inspection Checklist form as outlined in SOG 8-02, Vehicle and Equipment Inspections.
 - ii. Facilities - The Support Services Commander, with a custodian, will inspect the building and grounds monthly and submit a Facilities inspection Report. The report will include a test of the emergency generator and inspection of fire extinguishers.
 - iii. Communications Equipment - The day shift dispatchers will conduct an inspection and test of all communications equipment on Monday of each week and submit a Communications Checklist to the Support Services Commander.
 - iv. Police reports - The Uniformed Operations Bureau Commander will insure that the records clerk prepares a bi-weekly report of overdue police reports. The Uniformed Operations Bureau Commander will disseminate the report to the appropriate supervisors for action. The following bi-weekly report will reflect corrections made pursuant to the previous report.
- 2. Supervisors will ensure that adequate supplies of inspected items are maintained on hand to provide for routine replacement of equipment that may be used up or wear out. Supervisors who become aware of certain needed supplies will forward information to their respective Bureau Commander so that appropriate supplies may be acquired.

V. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations and General Orders. Employees of the Joplin Police Department, while assigned to or assisting other agencies, shall comply with this policy.

VI. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.