	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: M1211 Page: 1 of 3 Distribution: All
Title: Line Inspections		Section: Personnel
Issued: 4/24/2012	Effective: 5/2/2012	Revised:
Rescinds: All Previous	Amends:	
CALEA References: 53.1.1		
Review: Annual	Authority: Chief Michael A. Keller	

I. Purpose

The purpose of this General Order is to establish procedures for conducting inspections of the department's facilities, property, equipment and personnel.

II. Policy

Inspections of the department shall be conducted on a regular basis to help ensure that the department is operating in compliance with established standards. Inspections are a vital component of departmental self-assessment and as such will be carried out with care, attention to detail and with the full cooperation of all personnel concerned.

III. Definitions

A. **Line Inspections:** Inspections conducted by supervisory personnel directly responsible for the person, equipment or facility being inspected. They are designed to examine, evaluate and improve the performance of departmental personnel and equipment. There are two types of line inspections, informal and formal.

B. **Informal Line Inspections:** Immediate supervisors conduct informal line inspections during the course of their regular operations to ensure compliance with departmental policies and procedures. Immediate action is normally taken by the supervisor to remedy any deficiencies. A written report is not required for informal line inspections unless it reveals a critical problem that should be brought to the attention of a higher command level.

C. **Formal Line Inspections:** Formal line inspections are conducted for the purpose of preparing a written report to command staff. These reports set forth in detail the findings of the inspection, and document specific actions taken to remedy the deficiencies found. Where appropriate, such reports may also include recommendations for long term resolution of problems discovered during the inspection.

IV. Regulations

A. All line inspections shall be conducted in accordance with all appropriate safety precautions. Firearms and other equipment with the potential for causing injury shall be examined only by persons thoroughly familiar with the items being inspected. Inspection of firearms and other weapons shall be conducted in a

manner consistent with standard safety requirements for the presentation and handling of such weapons [B].

B. All line inspections shall be conducted with due regard for individual dignity and departmental morale. No abusive language or conduct by inspectors is permitted, and any physical conduct between an inspector and the individuals being inspected shall be in accordance with departmental procedures and conduct [B].

V. Procedures

A. Personnel Line Inspections (53.1.1a, 53.1.1c)

1. Supervisors at all levels within the department shall conduct line inspections and are responsible for correcting deficiencies discovered.
2. Inspections will include all aspects under the supervisor's control, to include facilities, property, equipment, activities and personnel. Supervisors shall conduct inspections to ensure that:
   a. Personnel and issued equipment are operational and in conformance with department requirements.
   b. Acceptable appearance and personal hygiene are maintained by assigned personnel.
3. All supervisors will routinely conduct line inspections of their personnel. These inspections are on-going activities to encourage and maintain desired employee appearance and equipment upkeep. Any deficiencies that cannot be promptly remedied will be reported on the Line Inspection Form (APD Form 51). Supervisors will conduct appropriate follow-up to ensure the employee takes corrective action (53.1.1a, 53.1.1d).
4. Supervisors of sworn personnel will conduct quarterly formal line inspections of their officers. The Line Inspection Form will be completed and submitted to the Office of the Chief of Police for review through the chain of command (53.1.1a, 53.1.1d).
5. Problems encountered during an inspection which may indicate possible neglect or abuse of department equipment may be cause for disciplinary action. Disciplinary proceedings will not preclude replacement of the item in question. Supervisors who discover an operational problem with items will ensure the faulty items are taken out of service. The supervisor will cause a report to be drafted detailing the neglect, abuse or malfunction and forwarded to the appropriate Division Commander using the Line Inspection Form (53.1.1e).
6. Supervisors who encounter a serious problem during an inspection that could result in the compromise of safety to the officer, the public or the department will document the problem and replace such items immediately. If the deficiency is serious and repair or replacement cannot be accomplished

immediately and the piece of equipment is essential for duty the affected member will be placed on restricted duty until the deficiency is remedied (53.1.1e).

7. Regardless of the type of inspection conducted, supervisors who conduct inspections are responsible to follow up on deficiencies as soon as possible and ensure corrective measures are taken (53.1.1e).

B. Equipment and Line Inspections

Line inspections of equipment and facilities are outlined in other General Orders and include, but are not limited to vehicle inspections, booking room inspections, firearms inspections, evidence room inspections, etc.