

Directive	Line Inspections	200-9	1 of 1
Effective Date	January 1, 2010		



Wilkesboro Police Department

Electronic Written Directives Document

I. PURPOSE

To ensure that employees are acting in concert with agency requirements in such areas as personal appearance, use and maintenance of equipment and adherence to agency directives and policy, supervisors and managers at every level in the agency shall conduct line inspections to include, at a minimum the following:

- A. Shift supervisors, bi-monthly at the beginning of each shift shall conduct an informal inspection of each officer's appearance, uniform and equipment, making note of any deficiencies and corrections. The line inspection will be noted on the daily shift briefing form and line inspection form when this inspection is done bi-monthly and forwarded to the Captain of Patrol Operations.
- B. The Deputy Chief and/or Captain may perform inspections on shift supervisors when appropriate. The inspection may be visual.
- C. The Deputy Chief of Police will perform an inspection of all vehicles monthly and record the results of any damage to equipment or deficiencies on the Vehicle Inspection form.
- D. A written report is required in all inspections of patrol vehicles and its assigned equipment. This report is satisfied by utilizing the Vehicle Inspection Form. A written report is also required in all inspections where deficiencies are found that cannot be immediately corrected such as damaged uniforms, damaged vehicle or damaged equipment. All deficiencies must be reported through the chain of command.
- E. It shall be the responsibility of all supervisors to follow up, and ensure that all deficiencies found during line inspections are corrected or corrective action taken.

II. REFERENCES

CALEA 53.1.1