



VIA TRANSIT POLICE DEPARTMENT

Standard Operating Procedures



Section 403 Line and Equipment Inspections

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	March 22, 2019 March 5, 2019
Office(s) with Secondary Responsibilities:	Supervisor's	Number of Pages:	2
Forms Referenced in Procedure:	None	Related Procedures:	ALL

.01 INTRODUCTION

This procedure establishes guidelines for conducting inspections of officers' personal appearance, uniform/personal attire, and equipment.

.02 DISCUSSION

- A. Inspections are an on-going process to ensure officers are in compliance with Department rules, regulations, procedures, and orders in the areas of personal appearance, the proper wearing of the police uniform, and the use and maintenance of assigned equipment. Inspections can be formal or informal inspections.
- B. Formal Line Inspections establish a process for documenting individual officer deficiencies. The process assigns specific timetables and responsibilities for conducting the inspection.
- C. Informal Line Inspections are an ongoing process conducted daily by Supervisors. Minor deficiencies in individual officer personal appearance and the maintenance of assigned equipment are brought to the officer's attention when they are identified by a supervisor.

.03 FORMAL LINE INSPECTIONS PROCEDURE

- A. Supervisory Officers
 1. Conduct formal line inspections of all subordinates at least once each month.
 2. Document all inspections and deficiencies, if any, in the form of a written report.
 3. Submit a written report to the Chief of Transit Police documenting formal line inspections and individual officer deficiencies.
- B. Documentation Guidelines
 1. The deficiency is noted and briefly explained in the narrative of the report.
 2. An appropriate date is set, dependent upon the nature and severity of the deficiency, for the officer to come into compliance.
 3. The Officer is advised of the deficiency.
 4. Both the Officer and the Supervisor must sign the report.
 5. The report is forwarded to the Chief of Transit Police by the supervisor with a recommendation of disciplinary action when / if the deficiency is not corrected by the officer prior to the date set in the report.
 6. A copy of the report is placed in the Officer's personnel file.



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.04 SPECIAL-USE EQUIPMENT READINESS INSPECTIONS

- A. Equipment readiness inspections will be conducted on all department special-use equipment on a quarterly basis.
- B. Each departmental unit will create a checklist of equipment possessed by the unit for special or periodic use. This is typically equipment that is not assigned to individual members of the department. Special-use equipment includes special-use vehicles, equipment, or supplies for special events or disasters, or specialized investigative equipment.
- C. Checklists should indicate the unit, date inspected, condition of each item, and the person who inspected the equipment. Any maintenance needs will be identified. Copies of each unit checklist shall be forwarded to the Chief of Police for review

.05 ISSUED EQUIPMENT INVENTORY AND INSPECTIONS

- A. All department issued equipment will be issued in accordance with *Sec. 204 On-Board Training / Orientation*.
- B. The Inventory / Inspection Coordinator will inspect all department issued equipment (Listed on Form VTPD-1011) on a quarterly basis.
- C. The Inventory / Inspection Coordinator may conduct random inspections throughout the year as warranted.
- D. The inspection will insure that that the equipment is accounted for and is in operational condition.
- E. The Inventory / Inspection Coordinator will make a report to the Chief of Transit Police noting any deficiencies discovered during the inspections.

.06 MAINTAINING COMPLIANCE WITH TEXAS LAW ENFORCEMENT BEST PRACTICES

- A. The department's Best Practices Program Manager is responsible for ensuring continued compliance with the Texas Law Enforcement Best Practices.
- B. The Best Practices Program Manager will design and implement a system to ensure all continuing compliance requirements are met and provide immediate feedback to the Chief of Transit Police if a continuing compliance issue is not met.
- C. The Best Practices Program Manager shall provide the Chief of Transit Police with a memorandum at least monthly advising the status of Best Practices compliance.