POLICY TITLE: Line Inspections

STANDARD/REF #: 53.1.1

APPROVED BY: Wayne Jerman, Chief

REVIEWED DATE: 10/29/2018

CID Captain, Patrol

REQUIRED REVIEWERS: Captain, Community Services Captain

REVISED DATE: 10/29/2018

POLICY/PURPOSE:
It is the policy of the Cedar Rapids Police Department (CRPD) to utilize line inspections as a means of ensuring compliance with its goals, policies, standards, and regulations. The purpose of this policy is to establish guidelines for conducting line inspections.

SCOPE OF LINE INSPECTIONS:
All organizational components, facilities, equipment, property, activities, and personnel are subject to a line inspection.

- Personnel - All personnel are subject to visible inspection to ensure that their physical appearance complies with uniform and grooming standards.
- Property - Buildings, facilities, equipment, vehicles, supplies, etc. shall be examined to ensure that they are in good conditions and adequately maintained in a state of functional readiness.
  - It should be noted that there is no expectation of privacy in department lockers, vehicles, or electronic files.
- Activities - Direct and indirect observation of employee activity shall be utilized to ensure compliance with department directives, policies, and procedures.

DEFINITIONS:

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

Uniform Line Inspection – The uniform line inspection is an inspection to ensure that the grooming and uniforms of personnel are up to the standards of the department. The uniform line inspection will be completed monthly. [53.1.1b]

Vehicle Line Inspection - The vehicle line inspection is an inspection of all department vehicles to ensure vehicles are in proper working order, properly stocked, and kept clean. Officers shall be responsible for the inspection of police vehicles before use. Refer to the Police Vehicle – Equipment and Inspection directive for additional information. The vehicle line inspection will be completed monthly. [53.1.1b]

PROCEDURE: [53.1.1a]
Line inspections are a command responsibility and every level of authority within the CRPD shall be responsible for the administration of this function.

- On an informal, daily basis, supervisors and commanders are responsible for the inspection of their subordinate's appearance, demeanor, familiarity with department policy, and use and
maintenance of equipment. This informal daily inspection is carried out through shift briefing or direct observation.

- Formal uniform line inspections will be conducted using the Supervisor Monthly Line Inspection Checklist Form (CRPD #742) and formal vehicle line inspections will be conducted using the Supervisor Monthly Vehicle Inspection Form (CRPD #413).

Supervisory Responsibility: [53.1.1c]

- Each supervisor or commander is responsible for the inspection of personnel, activities, and equipment under their supervision.
- When conducting line inspections, supervisors who encounter an infraction will initiate immediate corrective or disciplinary action. Serious infractions should be documented on departmental correspondence and forwarded up the chain of command. Included in this correspondence shall be the date, a description of the infraction, and a statement of the corrective action taken or needed. [53.1.1e]
- Supervisors who take or recommend corrective measures shall be responsible for making follow up checks to ensure that the infraction has been satisfactorily resolved. [53.1.1e]
  - Documentation of how and when the infraction was remedied should be noted on the same inspection form as the noted infraction. [53.1.1d]

Reporting: [53.1.1d]

- All shift commanders are required to submit a signed Supervisor Monthly Line Inspection Checklist Form (CRPD #742) and a signed Supervisor Monthly Vehicle Inspection Form (CRPD #413) to their Division Commander on a monthly basis. [53.1.1b, d]
- All Division Commanders are required to submit quarterly Operational Readiness Forms (CRPD# 760 – CID, 761 – Patrol, 762 Admin Ops) to the Professional Standards Lieutenant. [53.1.1b]
- The Professional Standards Lieutenant is required to submit an annual Operational Readiness report to the Chief of Police. [53.1.1b]