



GENERAL ORDER ADM-48 LINE INSPECTIONS AND EQUIPMENT PROTOCOLS

EFFECTIVE SEPTEMBER 28, 2022

This General Order contains the following numbered sections:

- I. POLICY
- II. PROCEDURES FOR ALL MEMBERS
- III. DUTIES AND RESPONSIBILITIES
- IV. COMPONENT INSPECTIONS: SWORN MEMBERS
- V. COMPONENT INSPECTIONS: CIVILIAN MEMBERS
- VI. EQUIPMENT OPERATIONAL READINESS
- VII. EQUIPMENT ISSUE
- VIII. EQUIPMENT RE-ISSUE AND RETURN
- IX. REPORT DISTRIBUTION AND RETENTION
- X. CANCELLATIONS

I. POLICY

The Howard County Department of Police (HCPD) shall provide all members with equipment to facilitate the performance of their duties and ensure their operational readiness. Procedures shall be provided for the care, maintenance, inspection, issuance, and re-issuance of agency property to ensure that it is appropriate and operational for each authorized user.

II. PROCEDURES FOR ALL MEMBERS¹

- A. All members are subject to daily visual inspection by their immediate supervisor or their designee to ensure their appearance is compliant with the standards detailed in General Order ADM-13, Uniform and Professional Appearance. Supervisors are ultimately accountable for the proper inspections of personnel.
- B. A supervisor or their designee who detects irregularities or deficiencies during an inspection will, at a minimum, immediately notify the affected member upon observing the problem.²
 1. A supervisor or their designee who detects unsatisfactory equipment or grooming standards will ensure that the situation is immediately corrected, if possible. All corrective measures will be documented on the inspection form.³
 2. If a follow-up inspection is required it will be noted, and the supervisor shall be responsible for ensuring the deficiency is corrected prior to the start of the next shift.⁴
 3. Closer inspection of the affected member shall be conducted in subsequent weeks to ensure that the unsatisfactory equipment or grooming standards have been corrected.
 4. Progressive disciplinary methods will be implemented for repeated deficiencies or more serious violations.
- C. All members shall ensure issued equipment and supplies are maintained in a state of operational readiness at all times.
 1. Any member discovering a piece of equipment that is not operational or available shall immediately report the situation to their supervisor.
 2. Members are required to immediately replenish operational supplies from the appropriate component, i.e. the Quartermaster for first aid supplies, flares, etc.

¹ CALEA 53.1.1a

² CALEA 53.1.1c

³ CALEA 53.1.1e

⁴ CALEA 53.1.1e

3. After normal business hours or when the Quartermaster, etc. is closed, members should coordinate replenishment with their Supervisor who may utilize District supply sources.
- D. Supervisors shall inspect stored agency property monthly to ensure that it is maintained in a state of operational readiness. This inspection shall include the care, cleaning, preventative maintenance, repair, workability, and responsiveness of stored equipment and supplies. Inspections should be documented on the appropriate inspection form.⁵
- E. The Deputy Chief of each Command will continuously monitor their line inspection system and enhance processes as required to upgrade the efficiency of operations, to include:
 1. Procedures to be used in conducting line inspections;
 2. Frequency of inspections;
 3. Responsibility of the supervisor at all levels for both the content of the inspections and correction of conditions discovered by the inspections;
 4. Criteria to identify those inspections that require written documentation;
 5. Follow-up procedures to ensure that corrective action has been taken; and
 6. Deputy Chiefs may request an inspection by the Staff Inspections Unit at any time, following the procedures detailed in General Order ADM-06, Staff Inspections and Quality Assurance.

III. **DUTIES AND RESPONSIBILITIES**

- A. Equipment Issue
 1. The Firearms Section is responsible for issuing, entering, tracking, and updating all HCPD department-owned weapons through the Master Gun File.
 2. The Management Services Division is responsible for issuing all Personal Protective Equipment (PPE) with the exception of mass distribution of pandemic-related supplies which will be handled by the Operational Preparedness and Support Division.
 3. Mobile Data Computers (MDCs) are issued by the Computer Operations Section.
 4. HCPD vehicles are issued by the Fleet/Facilities Section.
 5. The Management Services Division is responsible for the issuance and replacement of all other Departmental equipment through the Quartermaster.⁶
- B. All equipment provided by the Department is subject to inspection at regular intervals by the Management Services Division, the Staff Inspections Section, and/or the supervisor of the member the equipment is assigned for inventory control, audit, and ensuring operational readiness.⁷
 1. Supervisors shall conduct monthly line inspections of issued equipment to ensure that all equipment is present, properly carried, maintained in good condition, and operationally ready. These inspections shall be documented on the appropriate inspection form and kept in the Bureau files.

⁵ CALEA 53.1.1e; 17.5.2

⁶ CALEA 17.5.1b

⁷ CALEA 53.1.1c; 17.5.1a

2. The supervisors shall ensure that lost, damaged, defective, or excessively worn items are repaired or replaced.
 - a. Supervisors who are notified of lost or damaged property shall submit the required forms to the Quartermaster, Firearms Section, or Fleet/Facilities Section, as appropriate, through their Chain of Command, by the next business day.
 - b. Supervisor responsibilities include:
 - i. An incident report if a criminal act is involved.
 - ii. Howard County Property Loss/Damage Report, County Form RM-2.
 - iii. A memo describing the circumstances surrounding the lost, damaged, or deficient item.
 - iv. If the stolen or lost item(s) has a serial number, it shall be entered into MILES/NCIC by the Validations Unit if the incident occurred in Howard County.
 - v. If the damage was the result of a collision, members will follow the procedures outlined in General Order OPS-18, Collision Investigation and Reporting.

C. Proper Care and Maintenance

1. Members shall be responsible for the proper care and maintenance of all assigned Departmental equipment. Equipment shall be maintained in a state of operational readiness, clean, and not display excessive wear.
 - a. Members shall immediately notify their supervisor about any excessively worn or defective items, which shall be returned to the issuing section for replacement.
 - b. All requests for equipment issue or replacement shall be accompanied by a properly authorized Requisition Form, HCPD Form 1120.
2. Lost, Damaged, or Stolen Departmental Property
 - a. While the member is on duty
 - i. Any Departmental property that is lost, damaged, or stolen must be immediately reported to the member's supervisor when it occurs on duty.
 - ii. A memorandum detailing the lost, damaged, or stolen equipment and RM Form 2 shall be completed and submitted to the member's supervisor, no later than the end of the shift.
 - iii. The member's supervisor will forward a copy of the memorandum and RM Form 2 to Risk Management.
 - iv. The member's supervisor will then forward the memorandum and RM Form 2 through the chain of command with endorsements to the Bureau or District Commander.
 - b. While the member is off duty

GENERAL ORDER ADM-48
EFFECTIVE SEPTEMBER 28, 2022

- i. If property is lost, damaged, or stolen while the member is off duty, the member must immediately report the incident to the area supervisor.
 - ii. A memorandum detailing the lost, damaged, or stolen equipment and RM Form 2 shall be completed and submitted to the member's supervisor during the next shift worked.
 - iii. The member's supervisor will forward a copy of the memorandum and RM Form 2 to Risk Management.
 - iv. The member's supervisor will then forward the memorandum and RM Form 2 through the chain of command with endorsements to the Bureau or District Commander.
 - c. If the lost, damaged, or stolen property involves a Department issued firearm, the member's supervisor shall be notified immediately.
 - i. The loss shall be documented on an incident report and the firearm must immediately be entered into MILES/NCIC as lost or stolen.
 - ii. If the incident occurred in another jurisdiction, it shall be immediately reported to that jurisdiction and a copy of the incident report shall be submitted to the member's supervisor with the written notification during the next shift worked.
3. Members are responsible for the loss or damage beyond reasonable usage of any issued equipment.
4. Members seeking reimbursement for personal property, i.e., watches, eyeglasses, rings, etc. lost or damaged during job-related actions must submit the following forms within 72 hours of the loss or damage:
 - a. A memorandum from the member, through their Chain of Command, to their Bureau or District Commander; and
 - b. Howard County Property Loss/Damage Report, County Form RM-2.
 - c. Decisions on reimbursement shall be made based on Howard County Risk Management Procedures.
5. Members shall not loan any issued equipment to any person or entity outside of the Department without the approval of a Division Commander unless emergency circumstances exist.
6. Members are required to surrender all property issued by the Department to the appropriate component when requested or upon completion of service, such as termination or retirement. Each item shall be inventoried and listed on HCPD Form 7002, Returned Equipment.
 - a. Weapons shall be returned to the Firearms Section.
 - b. Vehicles shall be returned to the Fleet/Facilities Section.
 - c. MDCs shall be returned to the Computer Operations section.
 - d. Body Worn Cameras shall be returned to the Body Worn Camera Division.
 - e. All other equipment and uniforms shall be returned to the Quartermaster.

IV. COMPONENT INSPECTIONS: SWORN MEMBERS⁸

- A. Each Supervisor or their designee will conduct regular line inspections of their operations to ensure that HCPD procedures are being followed. The results of these inspections will be documented in a Monthly Activity/Inspection Report.⁹
- B. Weekly inspections will include, at a minimum:¹⁰
 - 1. Equipment used regularly;
 - 2. Written reports, citations, and follow-up logs; and
 - 3. A formal inspection of personal appearance.
- C. Monthly inspections shall be conducted of assigned vehicles; weapons, including all lethal and less-lethal weapons issued to the officer; equipment, including that used in special circumstances; and the assigned work area, if applicable.¹¹
 - 1. Inspections shall verify all equipment is present, maintained, and operationally ready.
 - 2. Work areas shall be neat and orderly, with computers and files appropriately secured.
 - 3. Bike patrol members shall submit to an inspection of the member's bicycle as part of the officer's assigned vehicle inspection, pursuant to General Order OPS-17, Police Bicycle Patrols.
 - 4. The inspection shall be documented on the appropriate Monthly Vehicle and Equipment Inspection Form.
 - a. The Supervisor will document any deficiency on their Monthly Activity/Inspection Report and shall include a follow-up inspection date no later than ten (10) days from the initial inspection, if necessary.
 - b. The follow-up inspection will be documented on the Monthly Activity/Inspection Report.¹²
- D. Full-Time Tactical Officers are subject to the above inspections, plus:
 - 1. Issued weapons on a weekly basis; and
 - 2. BDU and Nomex Assault Suit uniforms on a weekly basis.
 - 3. The Supervisor of the Tactical Section or their designee shall, at least once annually, document on a Personnel Equipment Inventory Form the inspection of all equipment used by centralized and decentralized tactical officers.¹³
- E. Criminal Investigations Command Members
 - 1. The Section Supervisor or their designee shall document inspections of Criminal Investigations Command members.
 - a. Daily inspections will include:

⁸ CALEA 53.1.1b

⁹ CALEA 53.1.1e; 53.1.1d

¹⁰ CALEA 53.1.1b

¹¹ CALEA 53.1.1b

¹² CALEA 53.1.1e; 53.1.1d

¹³ CALEA 46.2.3

- i. Inspection of written reports and citations; and
 - ii. Follow-up logs.
 - b. Monthly inspections will include but not be limited to:
 - i. Equipment used regularly;
 - ii. Issued handgun; and
 - iii. Formal inspection of personal appearance.
- 2. Monthly inspections will be conducted of each Criminal Investigations Command member's assigned vehicle and equipment, to include that used in special circumstances. The inspection shall be documented on the appropriate Monthly Vehicle and Equipment Inspection Form.

V. COMPONENT INSPECTIONS: CIVILIAN MEMBERS

- A. Civilian members of the HCPD are subject to periodic inspection by their supervisor.
 - 1. All members are required to adhere to the grooming and appearance standards detailed in General Order ADM-13, Uniform and Professional Appearance.
 - 2. Assigned workstations shall be inspected for neatness and to ensure proper security of files and computers are maintained.
 - 3. Adherence to Departmental policies and procedures shall be verified.
 - 4. Any civilian issued a Departmental vehicle shall have the vehicle inspected monthly to ensure proper care and maintenance, as well as to verify accurate and timely completion of the Monthly Vehicle Log.
 - 5. All issued equipment shall be inspected to ensure it is properly maintained and operationally ready.
 - 6. All inspections shall be documented in the appropriate Division's Monthly report.
- B. Auxiliary Members
 - 1. The Commander of the Special Operations Bureau (SOB) or their designee shall periodically inspect Auxiliary members' uniforms and equipment.
 - 2. The Commander of the SOB or their designee is responsible for the maintenance, inspection, and condition of the Auxiliary vehicles and the vehicle assignments inspection log.
- C. Animal Control Members
 - 1. The Field Supervisor of the Animal Control Division shall inspect members of the Division monthly, to include but not be limited to:
 - a. Vehicles and equipment used regularly;
 - b. Workstations and files; and
 - c. Communication and audio/visual equipment.

2. These inspections shall be documented on a Field Supervisor's Monthly Inspection List. Vehicle inspections shall be documented on the Animal Control Monthly Vehicle Checklist as governed by General Order ADM-23, Departmental Vehicle Policy.
- D. Crossing Guard Unit
1. The Supervisor of the Crossing Guard Section shall inspect members of the section at least twice a month to include but not be limited to:
 - a. Equipment and uniform used regularly; and
 - b. Punctuality and performance.
 2. These inspections shall be documented on a Crossing Guard Inspection Sheet.
- E. The Supervisors of the Property and Evidence Section and Forensics Sciences Division shall conduct regular line inspections of their operations to ensure that Departmental procedures are being followed. These inspections include but are not limited to:
1. Equipment used regularly;
 2. Workstation organization and cleanliness; and
 3. HCPD vehicles issued to members and/or assigned to the Sections.
 4. Sworn members shall have all issued lethal and less-lethal weapons inspected by the Commander of the Management Services Division.

VI. EQUIPMENT OPERATIONAL READINESS

- A. To ensure the operational readiness of equipment to be used in support of emergency operations or unusual occurrences, the HCPD shall designate specific equipment that requires, at minimum, monthly inspections by the appropriate organizational component.¹⁴
1. All equipment that is issued and/or stored by any person or unit within the HCPD must be maintained in a state of operational readiness at all times.¹⁵
 2. This shall include care and cleaning, preventive maintenance, repair, workability, and responsiveness.
 3. Inspections shall include, at a minimum, the equipment detailed in this General Order. Supervisors may also include additional items during the monthly inspection.
- B. Designated Equipment and Inspection Responsibility¹⁶
1. The Watch Commander of the appropriate patrol district or their designee shall inspect Patrol members and districts.
 - a. Ballistic shields, as per Standard Operating Procedure SOP PAT-28, Ballistic Shields;
 - b. Portable radios with additional battery;
 - c. Personal Protective Equipment (PPE); and

¹⁴ CALEA 46.1.8

¹⁵ CALEA 17.5.2

¹⁶ CALEA 46.1.8

- d. Gas masks with bag.
- 2. The Commander of the Emergency Response Division or their designee shall inspect the Tactical Section.
 - a. Special Response Rescue Vehicle;
 - b. Tactical Truck;
 - c. Chemical Agents;
 - d. Ammunition Stock.
- 3. The Commander of the Special Operations Bureau or their designee shall inspect the Critical Incident Negotiations Team (CINT).
 - a. Throw phone; and
 - b. Rescue phone.
- 4. The Commander of the Traffic Management Division or their designee shall inspect the Traffic Enforcement Section (TES).
 - a. Generators; and
 - b. Lighting equipment.
- 5. The Commercial Crimes supervisor or their designee shall inspect the Fire Investigation Unit.
 - a. Dosimeters; and
 - b. Other radiation detection devices.
- C. These inspections shall be documented and retained within the component for a minimum of one (1) year.
 - 1. Documentation shall include the location of equipment, quantity, any maintenance performed, and the appropriate inspection form. Any need for corrective action shall be noted, as well as the date the actions were taken.
 - 2. The documented inspection may be part of a vehicle inspection process.
- D. The Commander of each division shall review this policy annually to determine whether equipment should be added or removed.
 - 1. If new equipment is identified, the appropriate Commander shall be responsible for notifying the Professional Standards Bureau.
 - 2. The commander shall ensure that documented inspections are conducted on any new equipment, consistent with this policy.

VII. EQUIPMENT ISSUE¹⁷

- A. The Management Services Division is responsible for the issuance of all Departmental equipment through the Quartermaster and/or Firearms Section.

¹⁷ CALEA 17.5.1b
HOWARD COUNTY DEPARTMENT OF POLICE

- B. All members shall complete HCPD Form 1120, Requisition for Supplies, upon receipt of new equipment.
- C. Sworn Officers
 - 1. All sworn officers shall maintain all equipment issued to them from the Academy.
 - 2. All lethal and less-lethal weapons issued shall require a Requisition Form to be completed upon receipt. The Requisition Form shall include the weapon type, serial number, and signature of the member.
 - 3. Sworn members of the Criminal Investigations Command shall be issued detective badges.
 - 4. Upon promotion, officers may receive badges, lapel ornaments, and rank insignia through the Quartermaster.
 - 5. Officers in specialties may receive specialty insignia as approved by the Chief of Police. These pins shall be made available through the Quartermaster.
 - 6. The wearing of all uniform items shall be in accordance with General Order ADM-13, Uniform and Professional Appearance.
- D. Non-sworn members in certain components, e.g. Cadets, Animal Control, Duty Officers, etc. shall be issued component badges via the Quartermaster.

VIII. EQUIPMENT RE-ISSUE AND RETURN

- A. The Management Services Division is generally responsible for equipment that is returned or re-issued within the HCPD. All items shall be documented on HCPD Form 1120, Requisition for Supplies when returned to the Quartermaster.¹⁸
- B. The following protocols shall be utilized for specialty items.
 - 1. Weapons
 - a. All lethal weapons not assigned to the Tactical Section and all CEWs shall be returned to the Firearms Section of the Education and Training Division.
 - i. Sworn members retiring in good standing who are eligible to purchase their issued handgun and wish to do so shall follow the procedures detailed in General Order ADM-18, Retiree Handgun Purchase.
 - ii. Any weapon owned by the HCPD that is sold or transferred to another member or agency must be reported to the Firearms Section Supervisor to be entered into the Master Gun File prior to the sale or transfer.
 - b. All lethal and less-lethal weapons authorized to qualified members must be returned to the Firearms Section when a member is terminated, retires, or transfers assignments and is no longer authorized to carry the weapon.
 - i. The member shall complete HCPD Form 1120, Requisition for Supplies.
 - ii. The Firearms Section shall document the weapon in the Master Gun File.
 - c. In the event a weapon is given to a supervisor, the weapon shall be returned to

¹⁸ CALEA 17.5.1a
HOWARD COUNTY DEPARTMENT OF POLICE

the Firearms Section by the next business day.

- d. Any lethal or less-lethal firearm returned to the Firearms Section shall be documented, inspected, and certified by a qualified armorer.
 - f. If a weapon is to be re-issued, it must first be certified by the Firearms Section to be in good working order prior to being returned to inventory or re-issued.
 - g. Unsafe or malfunctioning firearms shall not be returned to inventory until certified functional by the armorer.
 - i. A Requisition Form (HCPD Form 1120) must be completed prior to the firearm being released for inspection or repair.
 - ii. The Requisition Form shall detail the Member assigned and the serial number of the firearm.
2. Duty Gear and Holders
- a. Any duty gear, i.e. OC spray, ASP baton, handcuffs, etc., or holders, i.e. sidearm holster, magazine case, handcuff case, etc. returned to the Quartermaster shall be inspected and certified by the Education and Training Division.
 - b. If any of these items is to be re-issued, it must first be certified in good working order prior to being returned to inventory.
3. Uniforms returned to the Quartermaster shall be inspected with regard to re-issuance.
4. Any radio shop support equipment returned to the Quartermaster shall be inspected and certified by the Radio Shop prior to re-issuance.
5. All Mobile Data Computers (MDCs) shall be returned to the Computer Operations Section for inspection and certification prior to re-issuance.
6. Vehicles
- a. Any vehicle returned to the Fleet/Facilities Section shall be subject to a general inspection prior to re-issuance.
 - b. If it is visibly apparent that the vehicle is either unsafe or malfunctioning, it shall not be returned to the fleet for re-issuance until certified functional.
7. Any tactical gear, i.e. gas masks, ballistic vests, etc. returned by the Tactical team, including decentralized members, shall be inspected and certified by the Tactical Section prior to re-issuance.

IX. REPORT DISTRIBUTION AND RETENTION

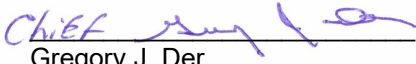
- A. The Monthly Activity/Inspection Report will be forwarded to the appropriate District or Bureau Commander through channels for their review and filing by the 10th of each month for the preceding month's activities.¹⁹
- B. The District or Bureau will maintain a copy of all inspection forms for reference purposes at least until the completion of the officer's Annual Performance Evaluation.

¹⁹ CALEA 53.1.1e
HOWARD COUNTY DEPARTMENT OF POLICE

X. CANCELLATIONS

This General Order cancels and replaces General Order ADM-48, Line Inspections and Equipment Protocols, dated August 14, 2009.

Authority:



Gregory J. Der
Chief of Police