



GENERAL ORDER ADM-48 LINE INSPECTIONS AND EQUIPMENT PROTOCOLS

AUGUST 14, 2009

This General Order contains the following numbered sections:

- I. POLICY
- II. PROCEDURES FOR ALL PERSONNEL
- III. DUTIES AND RESPONSIBILITIES
- IV. COMPONENT INSPECTIONS
- V. EQUIPMENT OPERATIONAL READINESS
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I. POLICY

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

II. PROCEDURES FOR ALL PERSONNEL¹

- A. All members of this organization are subject to inspections by their immediate supervisor or his designee. Supervisors are ultimately accountable for proper inspections of personnel.² All Personnel are subject to daily visual inspection to ensure their physical appearance is compliant with the standards governed by General Order ADM-13, Uniform and Professional Appearance.³
- B. Supervisors shall also conduct annual inspections of all sworn member's Field Procedure Guides consistent with General Order ADM-01, Written Directives.⁴
- C. A Supervisor, or his designee, who detects irregularities or deficiencies during an inspection will, at a minimum, notify the affected personnel immediately upon observing the problem.⁵
 1. Progressive disciplinary methods will be implemented for repeated deficiencies or more serious violations.⁶
- D. When a supervisor, or his designee, detects unsatisfactory equipment or grooming standards he will ensure that the situation is corrected immediately, if possible. All corrective measures will be documented on the inspection form. If a follow up inspection is required it will be noted and the supervisor is responsible for ensuring the deficiency is corrected. Closer inspection of the affected personnel in the subsequent weeks will ensure that the unsatisfactory equipment or grooming standards have been corrected.⁷

¹ CALEA 53.1.1a

² CALEA 53.1.1c

³ CALEA 53.1.1b

⁴ CALEA 53.1.1b & 53.1.1c

⁵ CALEA 53.1.1c

⁶ CALEA 53.1.1c

⁷ CALEA 53.1.1c, d, e

- E. Any member of this organization issued operational supplies shall ensure that they are maintained in a state of operational readiness.⁸ Personnel shall be required to immediately replenish operational supplies from the Quartermaster, (i.e. first aid supplies, flares, fire extinguisher, etc.). During non-operational hours, personnel should coordinate replenishment with their Supervisor who may utilize District supply sources, as appropriate.⁹
- F. Supervisors shall periodically inspect stored agency property to ensure that it is maintained in a state of operational readiness. This should include the care and cleaning, preventative maintenance, repair, workability, and responsiveness of stored equipment and supplies. Inspections should be documented.¹⁰
- G. The Deputy Chief of each Command will continuously monitor their line inspection system and enhance such mechanisms, as required to upgrade the efficiency of their operations, to include:
 - 1. Procedures to be used in conducting line inspections;¹¹
 - 2. Frequency of inspections;¹²
 - 3. Responsibility of the supervisor at each level for both the content of the inspections and correction of conditions discovered by the inspection;¹³
 - 4. Criteria to identify those inspections that require written documentation; and¹⁴
 - 5. Follow-up procedures to ensure that corrective action has been taken.¹⁵

III. DUTIES AND RESPONSIBILITIES

- A. The Support Services Division (SSD) is responsible for the issuance and replacement of all Departmental equipment through the Quartermaster. All equipment provided by the Department is subject to inspection at regular intervals by the SSD, the Quality Assurance Unit (QAU), and/or the supervisor of the member the equipment is assigned for the purpose of audit, inventory control, and ensuring operational readiness.¹⁶
- B. The Quartermaster shall be responsible for entering, tracking, and updating all HCPD departmentally-owned weapons through the Master Gun File. A copy of the Master Gun File shall be made available in the Management Services Bureau office.¹⁷
- C. Supervisors shall conduct line inspections of issued equipment to ensure that all equipment is properly maintained and in operational readiness.¹⁸ These inspections shall be documented and kept in the Bureau files.¹⁹ The supervisors shall ensure that lost, damaged, defective, or excessively worn items are repaired or replaced. Supervisors, who are notified of lost or damaged property, shall submit the appropriate reports to the Quartermaster, through their Chain of Command by the next business day. Supervisor responsibilities include:
 - 1. An incident report if a criminal act is involved.

⁸ CALEA 17.5.3

⁹ CALEA 41.3.2

¹⁰ CALEA 17.5.3

¹¹ CALEA 53.1.1a

¹² CALEA 53.1.1b

¹³ CALEA 53.1.1c

¹⁴ CALEA 53.1.1d

¹⁵ CALEA 53.1.1e

¹⁶ CALEA 17.5.3

¹⁷ CALEA 1.3.9e

¹⁸ CALEA 53.1.1c

¹⁹ CALEA 53.1.1d

2. Howard County Property Loss/Damage Report (County Form RM-2).
3. A memo describing the circumstances surrounding the lost, damaged or deficient item.
4. If the stolen/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.
5. If the damage was the result of a collision, members will follow the procedures outlined in General Order OPS-18, Collision Reporting and Investigation.

D. Proper Care and Maintenance

1. Members shall be responsible for proper care and maintenance of all assigned Departmental equipment. Equipment shall be in operational readiness, clean, and shall not display excessive wear.²⁰ Excessively worn or defective items shall be returned to the Quartermaster for replacement. 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 must be reported immediately to the member's supervisor when it occurs on duty. If property is lost, damaged, or stolen while the member is off-duty, they must report the incident to the area supervisor immediately.
3. Members are responsible for loss or damage of any issued equipment, beyond reasonable usage.
4. Members seeking reimbursement for personal property (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).

Note: Decisions on reimbursement shall be made based on the 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.

- E. Members are required to surrender all property issued by the Department to the Quartermaster when requested or upon completion of service (e.g. termination, retirement). Each item shall be inventoried and listed on the Returned Equipment Form (HCPD Form #7002).

IV. **COMPONENT INSPECTIONS**²¹

A. INSPECTIONS FOR PATROL OFFICERS, TRAFFIC ENFORCEMENT SECTION (TES) AND K9 PERSONNEL

1. Each Supervisor, or his 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.

²⁰ CALEA 17.5.3

²¹ CALEA 53.1.1 & 53.1.1.c

2. Each Supervisor, or his designee, shall conduct inspections of written reports, citations and follow-up logs.
3. Weekly inspections will include the following:
 - a. Equipment used regularly; and
 - b. Formal inspection of personal appearance.
4. Monthly inspections will be conducted of each Patrol Officer's, TES Officer's, and K9 Officer's assigned vehicle, issued handgun and equipment including those used in special circumstances to ensure that they are in a state of operational readiness.²² The inspection shall be documented on a Monthly Vehicle and Equipment Inspection Form.
5. The Monthly Activity/Inspection Report will be forwarded to the appropriate District or Bureau Commander through channels for his review and filing. This report must be forwarded to the District or Bureau Commander by the 10th of each month for the preceding month's activities.
6. The Supervisor will document any deficiency on their Monthly Activity/Inspection Report to include a follow up inspection date. The follow up inspection will be documented on the Monthly Activity/Inspection Report.

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.

B. INSPECTIONS OF SWORN, NON-PATROL PERSONNEL

1. Supervisors shall conduct documented monthly inspections to include; equipment used regularly, assigned vehicle, and the HCPD issued handgun.
2. Quality Assurance may conduct inspections of sworn members upon the request of a supervisor.

C. INSPECTIONS OF SCHOOL RESOURCE OFFICERS (SRO)

A Supervisor of the School Resource Officer Section, or his designee, shall conduct all inspections of SRO's at least once a month. These inspections include (but are not limited to):

1. Equipment used regularly;
2. Assigned vehicle;
3. Officer's work area at their assigned school; and
4. Inspections of written reports and follow-up logs.

D. REQUIRED INSPECTIONS FOR CENTRALIZED TACTICAL OFFICERS

1. The Supervisor of the Tactical Section, or his designee, shall document inspections of tactical officers at least once a month. These inspections include (but are not limited to):
 - a. Assigned vehicle on a Monthly Vehicle and Equipment Inspection Form;
 - b. Issued weapons on a weekly basis; and
 - c. Uniforms (BDUs and Nomex Assault Suit) on a weekly basis.
2. The Supervisor of the Tactical Section, or his designee, shall document inspections of all equipment used by centralized and decentralized tactical officers at least once annually. These inspections shall be documented on a Personnel Equipment Inventory Form.

²² CALEA 17.5.3

E. REQUIRED INSPECTIONS FOR CRIMINAL INVESTIGATIONS BUREAU (CIB) PERSONNEL:

1. The Section Supervisor, or his designee, shall document inspections of CIB personnel at least once a month. These inspections include (but are not limited to):
 - a. Daily inspections of CIB personnel will include the following:
 - i. Inspection of written reports and citations; and
 - ii. Follow-up logs.
 - b. Monthly inspections of CIB personnel will include the following:
 - i. Equipment used regularly;
 - ii. Issued handgun; and
 - iii. Formal inspection of personal appearance.
2. Monthly inspections will also be conducted of each CIB personnel's assigned vehicle and equipment to include those used in special circumstances. The inspection shall be documented on a Monthly Vehicle and Equipment Inspection Form.

F. INSPECTIONS FOR AUXILIARY MEMBERS

1. The Commander of the Special Operations Bureau, or his designee, shall periodically inspect Auxiliary members' uniforms and equipment.
2. The Commander of the Special Operations Bureau, or his designee, is responsible for the maintenance, inspection, and condition of the Auxiliary vehicles. He shall also be responsible for the vehicle assignments inspection log.

G. INSPECTIONS FOR THE AVIATION UNIT

The Commander of the Special Operations Bureau, or his designee, shall inspect members of the unit on a monthly basis. These inspections include (but are not limited to):

1. Equipment and uniform used regularly; and
2. Issued handgun.

H. INSPECTIONS FOR BIKE PATROL MEMBERS

Bike Patrol members shall be inspected by their respective patrol supervisor, or his designee, on a monthly basis. These inspections include (but are not limited to):

1. Inspection of personal appearance pursuant to General Order ADM-13, Uniform and Professional Appearance.
2. Inspection of the member's bicycle as part of the officer's assigned vehicle inspection pursuant to General Order OPS-17, Police Bicycle Patrols.

I. INSPECTIONS FOR COMMUNICATIONS PERSONNEL

1. Non-Sworn personnel assigned to the Communications Division are subject to visual inspection to ensure that their physical appearance complies with the uniform and grooming standards as governed by General Order ADM-13, Uniform and Professional Appearance.

2. Monthly inspections include equipment used regularly.
3. Supervisors who detect irregularities or deficiencies during an inspection will, at a minimum, notify the affected personnel immediately upon observing the problem. The Supervisor will conduct a follow up inspection. Any deficiencies noted should be documented on the Supervisor's monthly report submitted to the Division Commander.
4. Supervisors will maintain written documentation pertaining to all inspections for reference purposes.

J. INSPECTIONS FOR ANIMAL CONTROL PERSONNEL

1. The Field Supervisor of the Animal Control Division shall inspect members of the Division monthly. These inspections include (but are not limited to):
 - a. Vehicles and equipment used regularly;
 - b. Workstations, 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 SOP A/C-02, Animal Control Vehicle Operating Procedures.

K. INSPECTIONS FOR THE CROSSING GUARD UNIT

1. The Supervisor of the Crossing Guard Unit shall inspect members of the unit at least twice a month. These inspections include (but are not limited to):
 - a. Equipment and uniform used regularly;
 - b. Crossing Guard's punctuality; and
 - c. Crossing Guard's performance.
2. These inspections shall be documented on a Crossing Guard Inspection Sheet.

L. INSPECTIONS FOR THE SUPPORT SERVICES DIVISION

1. Each Section Supervisor (Property, QM, Forensics) of the SSD shall conduct regular line inspections of their operations to ensure that Departmental procedures are being followed. These inspections include, but are not limited to:
 - a. Equipment used regularly;
 - b. Work station organization and cleanliness;
 - c. Issued handgun (sworn members only); and
 - d. HCPD vehicle issued to member.
2. These inspections shall be documented in the SSD Monthly Inspection Report.

V. **EQUIPMENT OPERATIONAL READINESS**²³

To ensure the operational readiness of equipment to be used in support of emergency operations or unusual occurrences, it shall be the policy of the HCPD to designate specific emergency equipment that requires at minimum, monthly inspections.

- A. **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. This shall include care and cleaning, preventive maintenance, repair, workability, and responsiveness.

²³ CALEA 17.5.3

B. Designated emergency equipment identified in this policy shall be maintained and inspected at least monthly by the appropriate organizational component to ensure it is in a state of operational readiness.

1. Patrol

The following equipment shall be maintained and inspected for operational readiness by the Watch Commander of the appropriate patrol district or his designee:

- a. Ballistic shields (refer to SOP PAT-28, Ballistic Shields)
- b. Portable radios with additional battery
- c. Personal Protective Equipment (PPE)
- d. Gas masks with bag
- e. Dosimeter, if assigned

2. Tactical Section

The following equipment shall be maintained and inspected for operational readiness by the Commander of the Special Operations Bureau, or his designee:

- a. Search Response Reconnaissance Vehicle (SRRV)
- b. Armored Personnel Carrier (APC)
- c. Tactical Truck
- d. Chemical Agents
- e. Ammunition Stock
- f. Weapons of Mass Destruction (WMD) Response Trailer

3. Critical Incident Negotiations Team (CINT)

The following equipment shall be maintained and inspected for operational readiness by the Commander of the Special Operations Bureau, or his designee:

- a. Throw phone
- b. Rescue phone

4. Traffic Enforcement Section (TES)

The following equipment shall be maintained and inspected for operational readiness by the TES supervisor or his designee:

- a. Generators
- b. Lighting equipment

5. Fire Investigation Unit

The following equipment shall be maintained and inspected for operational readiness by the Property Crimes Section supervisor or his designee:

- a. Dosimeters
- b. Other radiation detection devices

C. These inspections shall be documented and retained within the component for a minimum of one year. The documented inspection may be part of a vehicle inspection process.

D. Documentation shall include location of equipment, quantity, maintenance performed and the actual inspection form. The need for corrective action shall be noted, as well as the date those actions were taken.

- E. The Commander of the Operational Preparedness Division (OPD) shall review this policy on a semi-annual basis to determine whether equipment should be added or removed.
- F. In the event that new equipment is identified for emergency operations, the appropriate commander shall be responsible for notifying the OPD Commander and the Research & Planning Section. The commander shall also ensure that documented inspections are conducted on any new equipment, consistent with this policy.

VI. EQUIPMENT ISSUE²⁴

The Support Services Division (SSD) is responsible for the issuance of all Departmental equipment through the Quartermaster.

- A. All members shall complete a Requisition Form (HCPD form #1120) upon receipt of new equipment.
- B. Sworn Officers
 - 1. All sworn officers shall keep and 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 member.
 - 3. Sworn members of the Criminal Investigations Division 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 ADM-13, Uniform and Professional Appearance.
- C. Civilian Members
 - 1. All civilians shall have the option of purchasing the HCPD sanctioned polo and oxford shirts with logo through the Quartermaster.
 - 2. Non-sworn members in certain components (e.g. Cadets, Animal Control, Duty Officers) shall be issued component badges via the Quartermaster.
 - 3. Civilian attire and appearance shall follow the guidelines set forth in ADM-13, Uniform and Professional Appearance.

²⁴ CALEA 17.5.2
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VII. EQUIPMENT RE-ISSUE AND RETURN²⁵

The SSD provides the overall grounds for which equipment is returned or re-issued within the HCPD. All items shall be documented on a Requisition Form when returned to the Quartermaster. The following protocols shall be utilized for specialty items:

A. Weapons

1. All weapons (both lethal and less-lethal) authorized to qualified members **MUST** be returned to the Quartermaster in the event the member is terminated, retires, or transfers assignments. The member shall complete a Requisition Form (HCPD Form #1120). The Quartermaster shall document the weapon in the Master Gun File.
2. In the event a weapon is given to a supervisor, the weapon shall be returned to the Quartermaster by the next business day.
3. No weapon shall be transferred to another member without being returned to the Quartermaster.
4. Any firearm (lethal or less-lethal) returned to the Quartermaster shall be documented, inspected, and then certified by a qualified armorer.
5. If a weapon is to be re-issued, it must first be certified by E&T in good working order prior to being returned to inventory or re-issued.
6. Unsafe or malfunctioning firearms shall not be returned to inventory until certified functional by the armorer.²⁶ A Requisition Form (HCPD Form #1120) **MUST** be completed prior to the firearm being released for inspection or repair. The following information shall be included on the Requisition Form:
 - a. Member assigned.
 - b. Serial number of the firearm.
7. Weapons owned by the HCPD that are sold or transferred to another agency or member **MUST** be reported to the Quartermaster and entered into the Master Gun File prior to the sale or transfer.

B. Duty Gear & Holders

1. Any duty gear (OC spray, ASP baton, handcuffs, etc.) or holders (sidearm holster, magazine case, handcuff case, etc.) returned to the Quartermaster shall be inspected and certified by the Education and Training Division.
2. 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.

C. Uniforms

1. Uniforms returned to the Quartermaster shall be inspected with regard to re-issuance.

D. Radio Shop Support Equipment

1. Any radio shop support equipment returned to the Quartermaster shall be inspected and certified by the Radio Shop prior to re-issuance.

²⁵ CALEA 17.5.2

²⁶ CALEA 1.3.9d

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- E. Mobile Data Computers (MDC)
 - 1. Any mobile data computer (MDC) returned to the Quartermaster shall be inspected and certified by the Computer Operations Section prior to re-issuance.

- F. Vehicles
 - 1. Any vehicle returned to the Quartermaster shall be subject to a general inspection prior to re-issuance.
 - 2. 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.

- G. Tactical Gear
 - 1. Any returned tactical gear (i.e. gas masks, ballistic vests, etc.) by the Tactical team including decentralized members shall be inspected and certified by the Tactical Section prior to re-issuance.

VIII. CANCELLATIONS

This General Order cancels and replaces:

General Order ADM-48, Line Inspections and Equipment Protocols, dated November 30, 2008.

Authority:


William J. McMahon
Chief of Police