

.10 LINE INSPECTIONS:

Line inspections are conducted by those in direct command, usually line supervisory personnel who have the authority and responsibility to act or to demand the immediate action of subordinates. There are two types of line inspections:

1. Formal: These written inspections are prepared for command officers. The report includes specific action(s) taken to remedy any deficiencies or may contain recommendations for long-range deficiency resolution found during the inspection. Formal inspections will be conducted in accordance with general orders or when directed by command authority.
2. Informal: Immediate supervisors conduct informal inspections during their tour of routine daily operations to ensure that departmental policy and procedure are being complied with. Immediate action is taken by the supervisor to remedy deficiencies as a part of his normal responsibilities. In this case, a report is not written unless there is a critical item that should be brought to the attention of a command officer.

.15 MISSION-READY EQUIPMENT RESPONSIBILITIES:

1. The responsibility for the operational readiness of mission-ready equipment rests with the person or unit to which the property is assigned. At a minimum, each division in the Department will inspect and inventory the stored Mission-ready equipment assigned to it annually during the month of October. In addition to the annual inspection, all Mission-ready equipment will be inspected and inventoried after each event requiring its use. Commanders may mandate more frequent inspections of equipment if it is believed in the best interests of the Department to do so. The purpose of this inspection is to ensure that Mission-ready equipment is ready and available for immediate use if necessary.
2. The inventory and inspection of Mission-ready equipment will be documented and submitted to the entity's supervisor for approval, with a copy sent to the Accreditation Coordinator and to the Professional Services Division for retention in accordance with the Department's Records Retention Policy. The documentation will consist of a listing of items inventoried, serial numbers, amount of items, etc. as deemed appropriate to clearly identify the items and a notation concerning the condition of the equipment, as well as any comments deemed necessary to be included by the inspector.
 - A. The entity responsible for the Mission-ready Equipment will cause it to be inspected as stated above to insure that the property is maintained in a state of operational readiness, which includes care, cleaning, preventive maintenance, and necessary repair or replacement.
 - B. If equipment is discovered missing, inoperable, destroyed, etc., during the inspection, personnel conducting the inventory/inspection will notify, via the chain of command, their Bureau Commander immediately and follow their instructions to rectify the situation.
3. Equipment designated for use in unusual occurrence situations, such as gas masks, protective clothing, and crowd control equipment will be inspected monthly per procedures in [G.O. 400, "Unusual Occurrences."](#)

.20 INSPECTION RESPONSIBILITY – OTHER EQUIPMENT:

Each supervisor is responsible for inspecting personnel, activities and equipment under his command and initiating suitable corrective action to remedy any deficiencies. The frequency of inspection depends upon the purpose of the inspection.

1. On a daily basis, an employee's appearance, demeanor and use and maintenance of equipment are subject to inspection, but usually informally by way of roll call or observation by the supervisor.
2. On a monthly basis, a documented, formal "in ranks" inspection will be conducted per the procedures in [G.O. 1710, "Roll Call."](#)
3. Bureau or Division Commanders may establish items, facilities, and/or organizational components, other than those covered in Section .15, for which a formal inventory and/or inspection process will be needed, and will assign responsibility as appropriate. Each of these inventories/inspections may require, at the commander's discretion, a written report to be completed, detailing the inventory/inspection and identifying areas (if any) that need to be corrected, establishing a realistic time period for the correction, and ensuring that the correction is made. Supervisors will be responsible for reporting corrective action taken, in writing, to the Bureau Commander. The manner in which the inspection of any equipment, facility, or organizational component is conducted will depend on the item/issue being inspected.
4. Copies of all formal reports of inspections/inventories performed will be sent to PSD.
5. The City will track those items owned by the City that have a value in excess of \$5,000, in accordance with their inventory/accountability practices.

.25 FACILITIES:

1. The Manager, Fiscal Affairs Unit is responsible for the maintenance of all facilities occupied by the Department. The Manager, Fiscal Affairs Unit will be responsible for maintaining a file on reported deficiencies and the steps taken to resolve them. The manager will confer with the Support Services Division Commander on any deficiencies that he has been unable to resolve satisfactorily.
2. All supervisory personnel are responsible for reporting building deficiencies in writing to the Manager, Fiscal Affairs Unit.

.30 EQUIPMENT DEFICIENCIES:

Commanders will immediately report, in writing, to their Bureau Commander **any** equipment that, in their opinion or based on reasonably reliable data, is inadequate, unsafe or insufficient for operational requirements. The Operational Services Bureau Commander will ensure that the matter is objectively studied as soon as possible and a resolution to the concern is determined. This Section will not apply to the routine replacement of issued equipment due to wear and tear or other damage incurred in the normal course of business, which will be reported to the Fiscal Affairs Manager for replacement.