



# LINE INSPECTIONS

FC No.: 411

Date: 05-29-04

If a provision of a regulation, departmental directive, rule, or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

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**I. Policy**

Section 35-3(i) of the Montgomery County Code mandates that the Chief of Police establish an internal inspections program to ensure that the department is operating within established policies, procedures, and legislative mandates. This directive establishes an inspection program responsive to the County Code, department directives, and CALEA standards that will assist the Chief of Police in ensuring that the department is operating within established policies, procedures, and legislative mandates.

**II. Line Inspections**

Line inspections are made by those who have the authority to require immediate corrective actions. Inspections will cover but are not limited to personnel, equipment, and/or

procedures of unit members. The focus shall be to ensure compliance with departmental directives. Supervisors will, at a minimum, document all line inspections of their personnel on provided forms. (CALEA 53.1.1.a, c, d)

**III. Goals (CALEA 53.2.1.c)**

The goals of the line-inspections program are:

1. To ensure compliance, conformity, and uniformity in the conduct of the department's operations while increasing the effectiveness and efficiency with which the department manages its resources.
2. To provide information for planning efforts and training needs.
3. To ensure that actual performance reflects the department's stated goals and objectives.

**IV. First Line Supervisors**

- A. First-line supervisors have the responsibility of conducting line inspections to include appearance, uniforms, and grooming standards of subordinates on a weekly basis and documenting results on the MCP 240, "Weekly Personnel Inspection" (Appendix A). The MCP 240 will then be maintained by the supervisor at the shift/unit level.
- B. Supervisors will verify accountability and condition of all issued equipment, documenting the results onto appropriate MCP inspection forms (refer to section V) to be maintained by the supervisor at the shift/unit level.
- C. Supervisor's are responsible for ensuring that noted deficiencies are corrected in a timely manner. (CALEA 53.1.1.a, b, c, d)

**V. Required Supervisor's Forms**

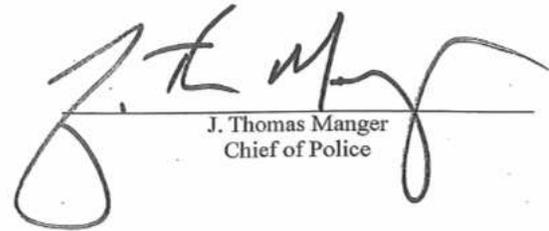
First-line supervisors will record information on the following forms. The forms will be maintained by the supervisor at the shift/unit level.

- A. MCP 95, "Written Directive Receipt"  
Receipt of function codes and headquarters memoranda will be documented by employees on the MCP 95. The shift/unit supervisor will maintain this form for each assigned employee. More information can be found in FC 1405, "Written Directive System."
- B. MCP 14, "Serialized Equipment Inventory"  
All transfer/reassignment of serialized equipment items must be done in person at Supply Section. The reassignment of issued equipment will be accomplished by completing an MCP 14, at the Supply Section. A current copy will be maintained by the supervisor at the shift/unit level. More information can be found in FC 410, "Department Uniform, Issued Equipment, and Grooming Regulations."
- C. MCP 240, "Weekly Personnel Inspection"  
Refer to section IV.A
- D. MCP 559, "Soft Body Armor Inspection Schedule"  
Each shift/unit supervisor will conduct quarterly (every three months, based on a calendar year) inspections of the primary protective body armor. Inspections will be documented on the MCP 559. More information can be found in FC 413, "Protective Body Armor."
- E. MCP 593, "Vehicle Inspection Report"  
Shift/unit level vehicle inspections will be conducted once a month and recorded on the MCP 593. The shift/unit supervisor will inspect PPVs. The unit/district commander, or designee, will inspect fleet vehicles. More information can be found in FC 423, "Vehicle Policy."
- F. MCP 595, "WMD Equipment Inspection Report"  
Shift/unit supervisors will conduct monthly inspections of officers Personal Protective Equipment (PPE) and record the results on an MCP 595. Shift/unit supervisors will insure that officers carry the PPE equipment bag in their assigned PPV or fleet vehicle while on-duty.
- G. MCP 604, "Handgun Monthly Inspection Form"  
Each shift/unit supervisor will conduct monthly weapon inspections and record the results on the MCP 604. More information can be found in FC 305.A, "Weapons, Handguns & Holsters."

## VI Unit/District Commander Responsibilities

- A. Unit/district commanders will conduct line inspections on an annual basis with emphasis on the condition and accountability of all issued equipment. The inspections will be documented in a formal report directed to the respective Assistant Chief.
- B. Unit/district commanders will ensure that monthly inspections of facilities over which they have control are conducted, identifying and resolving any maintenance or security problems. Special attention is to be devoted to the areas of officer safety, evidence control, and holding facilities. A written report will be made and a copy of the report will be forwarded to the respective Assistant Chief.
- C. Unit/district commanders will ensure that any deficiencies are corrected in a timely manner. (CALEA 53.1.1.b, e)

## VII. Proponent Unit: Policy and Planning Division



J. Thomas Manger  
Chief of Police