



# LINE INSPECTIONS

FC No.: 411  
Date: 05-09-2022

If a provision of a regulation, departmental directive, or rule 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(j) of the Montgomery County Code mandates that the Chief of Police "shall develop and implement policies and procedures within the department of police which will ensure an inspection program at every level of management responsibility. The inspection program will encompass personnel, facilities and property, resource management and operations." 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.

## III. Goals

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 taking appropriate corrective actions when deficiencies are identified.*
- 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. Supervisors are responsible for ensuring that noted deficiencies are corrected in a timely manner.

#### **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 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."
- B. **MCP 30, "Supervisor's Documentation Form"**  
*Deficiencies will be documented on the MCP 30, refer to FC 372, Supervisor's Documentation Form (MCP30).*
- C. **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."
- D. **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."
- E. **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, "Firearms and Accessories".
- F. **MCP 612, "Shotgun/Rifle Monthly Inspection Form"**  
Each shift/unit supervisor will conduct monthly weapon inspections and record the results on the MCP 612.

#### **VI. *Division Director/District Commander Responsibilities***

- A. ***Division Director/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. *Division Director*/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. *Division Director*/District Commanders will ensure that any deficiencies are corrected in a timely manner.

**VII. CALEA Standards:** 1.3.9, 11.3.1, 11.3.2, 46.1.8, 53.1.1, 82.3.5

**VIII. Proponent Unit:** *Professional Accountability Division*

**IX. Cancellation:** This directive cancels Function Code 411, dated **12-17-18**.



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Marcus G. Jones  
Chief of Police