

Burleson Police Department

Administrative Policy and Procedures

Number: 04-009

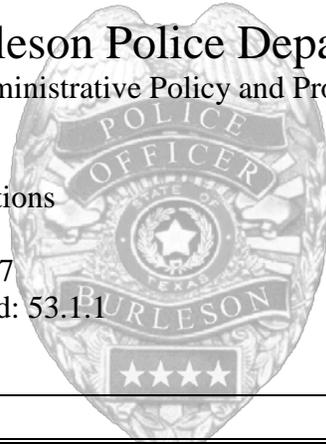
Document Title: Line Inspections

Effective Date: 8/15/2008

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CALEA Standards Referenced: 53.1.1

ISSUING AUTHORITY: _____



- I. The Chief of Police shall ensure that each level of command within the framework of the police department conducts line inspections on a timely basis.
 - A. Supervisors from Patrol Supervisors to the Chief of Police shall be responsible for inspections of personnel and equipment within their line of responsibility. [53.1.1a]
 1. The Watch Commander or Shift Supervisor shall conduct daily inspections of personnel under their command, to ensure that personal appearance and equipment meet departmental standards. [53.1.1b]
 2. The Watch Commander shall also inspect the police facility and equipment assigned to the Patrol Section for any problems.
 3. The Operations Bureau Captain shall see that the Watch Commanders or Shift Supervisors conduct the daily inspections and all problem areas found are corrected in a timely manner. [53.1.1b/c]
 4. The Operations Bureau Captain shall also be responsible for periodic inspections of the Holding Facility. [53.1.1b]
 5. The Support Bureau Captain shall on a weekly basis, inspect the records and communications room for any problem areas. They shall also observe the personal appearance of those employees under their command to see that they meet departmental standards. [53.1.1b]
 6. The Support Bureau Captain shall see that the Criminal Investigative Section personnel under their command meet departmental standards for appearance. The inspection shall also include all work areas within the division for any problems [53.1.1b]
 7. The Deputy Chief shall inspect assigned equipment/facilities and personnel in the Support Bureau and Operations Bureau to insure that departmental expectations are met.
 8. The Chief of Police shall ensure through the Bureau Captains that all divisions and all sections within the divisions are inspected by their office on a monthly basis to insure that they meet departmental standards. [53.1.1b/c]

9. Once a problem area has been discovered by any supervisor they shall be responsible for seeing that the problem is corrected. [\[53.1.1e\]](#) If for some reason the supervisor is unable to rectify the problem they shall inform their Bureau Captain of that fact in writing. [\[53.1.1d\]](#)
10. All Command Staff personnel are responsible for ensuring that Departmental Directives, Policies, and Procedures are followed by all personnel in the division.