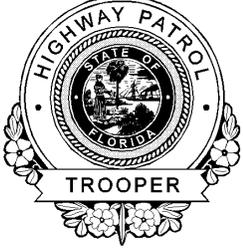


FLORIDA HIGHWAY PATROL POLICY MANUAL

	SUBJECT LINE INSPECTIONS	POLICY NUMBER 9.01
	APPLICABLE CALEA STANDARDS 53.1.1	ISSUE DATE 02/01/96
		REVISION DATE 03/01/10
		TOTAL PAGES 4

9.01.01 PURPOSE

To establish procedures for conducting periodic line inspections.

9.01.02 AUTHORITY

Section 321.02, Florida Statutes and DHSMV Management Manual Policy #10.02.

9.01.03 POLICY

It is the policy of the Florida Highway Patrol to conduct a monthly inspection of each member of the rank of sergeant and below, as well as their assigned equipment and vehicle(s); to conduct a facilities inspection on an annual basis.

9.01.04 DEFINITIONS

- A. **LINE INSPECTION** - An inspection conducted by the supervisory personnel responsible for the person, equipment or facility being inspected.
- B. **FACILITIES INSPECTION** - A method of evaluating custodial and preventive maintenance needs and repairs for state-owned and leased facilities.

9.01.05 OBJECTIVES

- A. Enhance the safety of members.
- B. Ensure the uniform and professional appearance of the member, their assigned equipment and vehicle(s).
- C. Ensure the proper use and maintenance of division equipment, uniforms and vehicles.
- D. Ensure the proper use and maintenance of division facilities.

9.01.06 RESPONSIBILITIES

A. DUTIES OF TROOP COMMANDERS AND DEPUTY DIRECTORS

1. Ensure a monthly line inspection is conducted on each member and their assigned equipment by the appropriate supervisor as required by this policy.
2. Ensure the annual facilities inspection is conducted by the appropriate supervisor.

B. DUTIES OF SERGEANTS, LIEUTENANTS AND CAPTAINS

1. Sergeants will conduct monthly inspections of each member under their supervision and their assigned equipment.
2. Lieutenants will conduct monthly inspections of each sergeant under their supervision and their assigned equipment.
3. Lieutenants and sergeants will provide a copy of each monthly inspection report specifying a uniform or equipment need to the Troop Office Operations Manager (OOM).
4. Lieutenants will review and initial monthly inspections conducted by sergeants in their command.
5. Office Operations Managers will take immediate action to provide replacement equipment and/or items listed on the monthly inspection report.
6. Captains will review and initial the monthly inspection reports concerning members in their command on a quarterly basis to ensure compliance with policy

9.01.07 PROCEDURES

A. COMPLETION OF THE MONTHLY LINE INSPECTION REPORT

1. District supervisors will complete Monthly Inspection Reports (HSMV 61014) on each member under their supervision and submit them to the next level in the chain of command with their monthly report of activity.
2. Members will be inspected concerning the appearance of their uniforms and personal grooming.
3. Division equipment, manuals, enforcement documents, reports and pamphlets required to be carried by each member, while on duty, will be inspected to ensure proper condition and adequacy of supplies on hand.

4. All items to be inspected will be rated as:

- a. E - Exceeds standards
- b. A - Achieves
- c. B - Below Standards
- d. * - Requires written explanation

(All items marked "B" or "*" must be specifically explained in the remarks section or in the supervisors comments section.)

Any item not listed on the form which requires inspection shall be listed and rated in the "other" section.

5. If a monthly inspection cannot be conducted, the identification portion of the form will be completed and the reason the inspection could not be completed written in the remarks column (i.e., Member on extended annual leave, member is assigned to light duty, etc.) The supervisor will sign and date the form.

6. Supervisors will be familiar with deficiencies noted on the previous inspection and will ensure the standard for the item is being met.

7. Whenever an item is found to be in substandard condition or short supply, the supervisor conducting the inspection will instruct the member to correct the condition as soon as possible and shall re-inspect the item within 5 days. Items involving personal safety issues, such as weapons, handcuffs, infectious disease control items, etc., shall be resolved immediately.

- a. Items in substandard condition will be noted in the remarks section with a brief description of the problem and the action required to bring it into compliance.
- b. The date and time of the re-inspection shall be noted in the remarks section.

8. Members will not be downgraded for failure to correct deficiencies beyond their control (i.e., items not received from supply)

9. Supervisors should observe members and their equipment on an ongoing basis to ensure compliance with policy. Noted deficiencies should be corrected and re-inspected immediately. Corrective action should not be delayed until the next formal inspection.

B. COMPLETION OF THE ANNUAL FACILITIES INSPECTION REPORT

1. Facilities inspections will be conducted on an annual basis by the station commander in the case of district or subdistrict offices and

by the Office Operations Manager in the case of troop headquarters.

2. Facilities inspections will be reviewed by the District and Troop Commander and forwarded to the appropriate Deputy Director. After review, the Deputy Director will forward the report to the Division of Administrative Services.

C. SUPERVISOR'S RIGHT OF ENTRY AND INSPECTION

1. Employees may be assigned departmentally-owned workspace and equipment; e.g., vehicles, lockers, desks, computer workstations and files, and cabinets for the mutual convenience of the Department and its personnel. Retention of personal items in such areas is at the risk of the employee and the Department will not be responsible for any losses. Such workspace and equipment are subject to entry and inspection without notice.
2. Employees will not place personal locks on any departmental equipment or facilities unless authorized to do so in writing by the appropriate troop commander or Deputy Director, in which case the keys or combination to the locks will be provided to the supervisor of the concerned entity or employee.