


# FLORIDA HIGHWAY PATROL POLICY MANUAL

	<b>SUBJECT</b> LINE INSPECTIONS / FACILITY INSPECTIONS	<b>POLICY NUMBER</b> 9.01
		<b>ISSUE DATE</b> 02/01/96
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## 9.01.01 PURPOSE

To establish procedures for conducting monthly line inspections and annual/quarterly facility inspections.

## 9.01.02 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.

## 9.01.03 DEFINITIONS

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

## 9.01.04 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.

## 9.01.05 RESPONSIBILITIES

- A. DUTIES OF TROOP COMMANDERS AND CHIEFS

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 or Troop Office Operations Consultant (OOC), in the case of Troop Headquarters. Annual facilities inspections should be completed by March 1 of each year. Quarterly facility inspections shall be completed per the instructions on the form.

**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 or Sergeants will conduct monthly inspections on each spare vehicle.
4. Lieutenants and Sergeants will provide a copy of each monthly inspection report specifying a uniform or equipment need to the OOC.
5. Lieutenants will review and initial monthly inspections conducted by Sergeants in their command.
6. The OOC will take immediate action to provide replacement equipment and/or items listed on the monthly inspection report.
7. Captains will review and initial the monthly inspection reports concerning members in their command on a quarterly basis to ensure compliance with policy

**9.01.06 PROCEDURES**

**A. COMPLETION OF THE MONTHLY LINE INSPECTION REPORT**

1. Commercial Vehicle Enforcement and Patrol District supervisors will complete a monthly inspection on each member under their supervision and submit them to the next level in the chain of command.
  - a. CVE supervisors will use the Monthly CVE Line Inspection Report (HSMV 61519), available on the FHP SafetyNet Forms page.

- b. Patrol supervisors will use the Monthly Patrol Line Inspection Report (HSMV 61014).
2. Members will be inspected concerning the appearance of their uniforms and personal grooming.
3. Division equipment, enforcement documents, guides and brochures 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. S – Satisfactory
  - b. U – Unsatisfactory –
  - c. N/A – Not Applicable
  - d. \* - Requires written explanation

(All items marked "U" or "\*" must be specifically explained in the remarks section or in the supervisor's comments section.)

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

5. The next level in the chain of command shall be responsible for:
  - a. Ensuring the form is properly completed.
  - b. That all items marked "U" or "\*" have been addressed.
  - c. All equipment needed has been ordered.
6. 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.
7. When a member is unavailable to be inspected, the supervisor will still inspect the members assigned vehicle each month that they are unavailable.
8. Supervisors will be familiar with deficiencies noted on the previous inspection and will ensure the standard for the item is being met.
9. 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, critical vehicle repairs, 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.
10. Members will not be downgraded for failure to correct deficiencies beyond their control (i.e., items which were ordered and not received from supply/OOC).
  11. Supervisors should observe members and their equipment on an ongoing basis to ensure compliance with policy. Noted deficiencies should be corrected and re-inspected as stated above. Corrective action should not be delayed until the next formal inspection.

**B. COMPLETION OF THE ANNUAL FHP FACILITIES INSPECTION REPORT**

1. Facilities inspections will be conducted annually by the station commander in the case of district or subdistrict offices and by the OOC in the case of Troop Headquarters.
2. Members assigned the task of conducting the facility inspection shall physically inspect and complete the FHP Grounds and Buildings Annual Safety Inspection Report (HSMV 61021) on ALL buildings used by FHP employees including Department of Transportation buildings and other non-FHP owned buildings. The inspector shall:
  - a. Evaluate all custodial and preventive maintenance repairs required in each of the facilities inspected; and
  - b. Through the completion of the FHP Grounds and Buildings Annual Safety Inspection Report, provide documentation of all areas representing a safety concern and/or those for which a significant fiscal impact may be realized for repair.
3. Areas found in substandard condition will be noted in the appropriate section with a brief description of the problem and the action required to bring it into compliance. Any issue found involving health and/or personal safety shall be brought to the Troop Commander's attention as soon as practical.

4. Follow up documentation as it relates to those areas found in need of attention/repair shall be noted in the appropriate section of the annual report.
5. Facilities inspections will be reviewed by the District and Troop Commander, and forwarded to the Chief Administrative Officer at General Headquarters.

C. DHSMV QUARTERLY SAFETY INSPECTION

1. Facilities inspections will be conducted on a quarterly basis by the station commander in the case of district or sub-district offices and by the OOC in the case of Troop Headquarters.
2. Members assigned the task of conducting the facility inspection shall complete the Quarterly Safety Inspection Checklist (DHSMV SR0001), available on the FHP SafetyNet Forms page, after physically observing all applicable areas contained within the report. The inspectors shall:
  - a. Inspect ALL buildings and facilities used by FHP employees including Department of Transportation buildings and other non-FHP owned buildings.
  - b. Evaluate all custodial and preventive maintenance repairs required in each of the facilities inspected; and
  - c. Through the completion of the Quarterly Safety Inspection Checklist, provide documentation of all areas representing a safety concern and/or those for which a significant fiscal impact may be realized for repair.
3. Areas found in substandard condition will be noted in the appropriate section with a brief description of the problem and the action required to bring it into compliance. Any issue found involving health and/or personal safety shall be brought to the Troop Commander's attention as soon as practical.
4. The Quarterly Safety Inspection Checklist shall be completed and forwarded per the instructions on the form.

D. 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 Chief, or designee in which case the keys or combination to the locks will be provided to the supervisor of the concerned entity or employee.