



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-17

Effective: 01/17/16 Expires: 01/17/17 Replaces: 07/13/15

## 3-17 INSPECTIONS PROCESS

### 3-17-1 Policy

Department policy is to provide an inspections process as an essential mechanism for evaluating the quality of Department operations, ensuring that the Department's goals are being pursued, identifying the need for additional resources, and ensuring that control is maintained throughout the Department. Line and staff inspections provide the Chief of Police with a means of regularly assessing the Department's efficiency and effectiveness.

### 3-17-2 Definitions

#### A. Line Inspections

Inspections carried out by supervisors at all levels on a daily, weekly, and/or monthly basis, to ensure that personnel are adhering to basic Department policy, procedures, rules, and regulations.

### 3-17-3 Rules

#### [7] A. Informal Line Inspections

1. Informal line inspections shall be conducted at minimum once a month to ensure that personnel are acting in concert with Department requirements. These informal inspections include, but are not limited to the following:
  - a. Personal appearance, grooming, uniforms, etc.
  - b. Use and maintenance of OBRD and MDT
  - c. Adherence to Department policies, procedures, rules, and regulations in day-to-day activities.
  - d. Status and condition of physical facilities, firearms, and vehicles.
2. Supervisors may institute informal line inspections for their commands at their discretion and will maintain copies of these inspections.

#### [7] B. Formal Line Inspections

1. Formal Line Inspections will be conducted semiannually for all personnel, within the first month of a new field services bid and six months later, and when personnel report to a new permanent assignment. Formal inspections will encompass the areas of:
  - a. Appearance, grooming, uniforms
  - b. Required safety equipment, including body armor
  - c. Weapons
  - d. Assigned vehicles - condition and maintenance
  - e. Issued property - Using PD Form 3003



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- f. Facilities
- g. Updated personal information of personnel

2. Line inspections are the primary responsibility of supervisors and managers at every level of the Department and will be documented on PD Form 3003.
3. Supervisors will take appropriate corrective action on substandard conditions discovered during line inspections.
4. When a corrective action has been taken, supervisors shall follow-up with a post-inspection to ensure compliance and document the action on PD Form 3003.
5. The Inspections Unit may be used to provide guidance, upon request, to supervisors and shall be available to coordinate inspections within the Department.

[N/A]