



SACRAMENTO POLICE DEPARTMENT

OFFICE OF OPERATIONS



340.01 INSPECTIONS 11-30-93

PURPOSE

To establish procedures for uniform and equipment inspections for officers and CSOs assigned to watches.

POLICY

That all officers and Community Service Officers (CSOs) start their shift in a uniform that is clean, neat, pressed, and in good condition, with leather goods and shoes shined and in good repair, and required equipment in serviceable condition.

PROCEDURE

A. GENERAL

1. Inspections shall be conducted to ensure officers and CSOs maintain their uniform, equipment, leather, and issued supplies in a proper state of appearance, repair, and serviceability, and that their personal appearance is in accordance with the appropriate department GOs, and Office of Operations (OOO) Orders.
 - a. Sergeants or watch commanders shall conduct daily informal inspections.
 - b. Watch commanders shall conduct monthly inspections.
 - c. Formal inspections of all watches by the sector captains shall be held quarterly.
2. Each officer and supervisor shall view these inspections as purposeful and shall use them to assure a neat appearing and uniform police force with well maintained equipment.

B. PURPOSE OF INSPECTIONS

The purposes of inspections are to:

1. provide an opportunity for sergeants/watch commanders to daily observe and detect deficiencies in an officer's or CSO's uniform and personal appearance and take corrective action.
2. provide officers with the opportunity to correct any deficiencies before going on the street.
3. allow watch commanders or designated representatives, the opportunity to view uniformed personnel in ranks.
4. provide an opportunity for watch commanders to review the results of the daily inspections.
5. provide the opportunity for formal inspections at the sector level.
6. instill and promote pride in officers' personal appearance, uniform, department, and career.

C. PRESCRIBED MANNER OF INSPECTIONS

1. Informal Inspections
Sergeants or watch commanders shall conduct a daily informal inspection of uniforms, leather, and shoes.
2. Formal Inspections
The monthly inspection by watch commanders shall be considered a formal inspection. Officers to be inspected shall form into ranks. Only one rank shall be inspected at a time. The procedure shall be as follows:
 - a. Ranks shall be called to attention.
 - b. With the inspection team well to one side of the front rank, the order to remove the weapon shall be given. All semi-automatic weapons shall have rounds removed from the chambers before entering the room for inspection. The order is: "Inspection, Arms."
 - (1) At the order, the rank to be inspected shall draw the weapon, taking care that the finger is out of the trigger guard.
 - (a) Revolvers:

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Eject the ammunition into the gun hand, and hold the revolver with the cylinder open by inserting the fingers through the frame with the barrel pointed up and away from the inspecting officer.

(b) Semi Automatic Pistols:

Draw the weapon and remove the magazine. Place the magazine in the belt front and open the slide and engage the slide catch lever. The weapon shall then be held in the gun hand pointing up. The magazine shall be held in the palm of the off gun hand.

c. After the front rank has prepared their weapons as stated, the inspection team shall move down the rank, inspecting officers, and their equipment as needed.

d. After an officer's personal appearance has been checked, the inspecting supervisor shall take the weapon from the officer and check for:

- (1) Dirt, lint, excess lead in the barrel
- (2) Obvious defects
- (3) Tightness of the grips
- (4) Tightness of the screw on the rear sight
- (5) Free movements of the cylinder, both opened and closed
- (6) Excess oil
- (7) Rail cracks
- (8) General cleanliness.

NOTE: Officers whose weapon shows signs of unusual or excessive wear or deformity shall immediately turn in the weapon for replacement. The supervisor making inspections does so as a "knowledgeable user" and not as a technician or armorer.

e. Cartridges shall be inspected for corrosion, deformity, high primers, department issue.

f. After the inspection team has finished the front rank, they shall return to their starting point. At the command of "Order, Arms":

- (1) Officers with revolvers shall load and holster.
- (2) Officers with semi-automatic weapons shall release the slide and holster the weapon. The magazine shall then be inserted into the weapon while it is in the holster.

g. The watch commander shall then move the rank out. Those with semi-automatic pistols shall pass the loading tube and recharge their weapons. The extra round removed for the inspection can then be replaced in the magazine as officers leave the inspection room.

h. Officers with revolvers shall simply leave the area.

No weapons shall be loaded or unloaded when any person is in front of the rank.

i. The inspection team shall repeat the process for each rank of officers so assembled.

D. DOCUMENTATION

1. Reports of monthly inspections, listing all deficiencies, shall be submitted to the sector captain.
2. Quarterly inspections by the sector captain shall follow the same procedures. Reports of quarterly inspections, listing deficiencies, shall be submitted to the Office Chief, OOO.