



SACRAMENTO POLICE DEPARTMENT

OFFICE OF OPERATIONS



340.02

OFFICERS' EQUIPMENT INSPECTION

12-16-93

PURPOSE

To establish responsibility for uniform and equipment maintenance and an annual inspection of all police officers and Community Service Officers (CSOs).

POLICY

That each police officer and CSO be individually responsible for the proper appearance, maintenance, and function of all uniforms, equipment, and supplies worn, issued to, or drawn by them for use on duty.

PROCEDURE

A. RESPONSIBILITIES

All police officers and CSOs shall be held responsible for:

1. the condition of their uniforms and equipment, ensuring they fit and/or function properly.
2. submitting damaged items for replacement and/or repair. During the time an item is being repaired, a temporary replacement shall be drawn.

B. INSPECTION

1. An equipment inspection and inventory shall be conducted each year. The inventory and inspection shall be conducted by the sergeants and supervised by the watch commanders.
2. The annual officers' equipment inspection shall start on the first Saturday in August and be completed by the first Friday in September. The report from the sector captains to the Office Chief, Office of Operations, is due the second Friday of September.
3. During the inspection and inventory, supervisors shall ensure all items fit the person properly, leather and metal are shined, seams and stitches are in good condition, gas mask eye pieces and helmet face shields are clean and in good condition, etc. If a supervisor has any doubts or questions, the Department Armorer in the Property Management Section can be contacted for an answer.
 - a. Each item on the Sworn Officers Equipment Inspection Sheet (SPD 175) shall be personally inspected by the supervisor conducting the inspection and inventory.
 - b. Any deficiencies and/or defects shall be noted on the inspection sheet.
 - (1) The supervisor shall give the officer or CSO a corrective course of action to take and a due date as to when the defect/deficiency will have to be corrected and this date recorded on the SPD 175.
 - (2) When the correction has been made, the supervisor shall enter the correction and correction date on the SPD 175.
4. Because of illnesses, IODs, vacations, etc., officers or CSOs missed during the inspection periods shall have the inventory and inspection conducted at the earliest possible time and the reports submitted as soon as possible. After the deficiencies or missing items have been corrected or replaced, the SPD 175 is placed in the employee's Watch File.