

KANSAS CITY, KANSAS POLICE

GENERAL ORDER

SUBJECT: Line Inspections

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REFERENCE: CALEA Ch.53, 17

CROSS REFERENCE:

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I. PURPOSE

- A. To ensure that personnel, facilities and equipment meet the requirements of the Department.
- B. To outline the general guidelines by which the personnel, equipment and facilities of the Police Department will be regularly inspected in order to identify deficiencies. The inspection will verify that personnel are in compliance in their personal appearance, use and maintenance of equipment, and adherence to Department directives and orders.

II. RESPONSIBILITIES OF UNIT COMMANDERS AND FIELD OPERATIONS CAPTAINS

- A. Each Unit Commander or Field Operations Captain will ensure that all personnel, equipment and facilities assigned to them are regularly inspected, to include determining that assigned personnel are carrying a current issued Departmental Identification Card.
 - 1. Equipment used daily, facilities, and personnel will be inspected during each tour of duty. Corrective action will be initiated to address any deficiency discovered during the inspection.
 - a. If for any reason the Unit or Field Operations Commander is not able to correct the deficiency, a memorandum will be forwarded through the chain of command to request assistance in remedying the deficiency.
 - b. Each level in the chain of command will take such action as is necessary until the problem is resolved.
 - 2. Units will submit a monthly report which will include activity and general line readiness of personnel, equipment, etc., as addressed in General Order 10.06, Staff Meetings and Administrative Reporting.
 - 3. Unit Commanders will ensure that adequate supplies of inspected items are maintained on hand to provide for routine replacement of equipment that may be used up or wear out. Field supervisors who become aware of certain needed supplies will

forward information to their respective commander so that appropriate supplies may be acquired.

III. OPERATIONS BUREAU DAILY INSPECTIONS

- A. At the beginning of each shift, Field Sergeants will conduct a daily inspection of the personnel and vehicles assigned to the shift. The Field Operations Bureau Daily Roster and Inspection Record will be completed and submitted.
 - 1. All vehicles should be inspected for the following minimum equipment:
 - 1 - Department issued shotgun (loaded, functional)
 - 1 - File box with adequate reserve of all applicable reports
 - 1 - Blanket
 - 1 - Fire extinguisher (charged)
 - 12- Flares (minimum)
 - 1 - Latent print kit (brush, tape, cards, dust, envelopes)
 - 1 - Clipboard
 - 2 - Syringe recovery vials
 - 1 - Package, Communicable Disease Equipment
 - 1 - First aid kit
 - 1 - Reflective vest
 - 1 - Plastic (sealed) communicable disease response kit
 - 1 - Container of moist towelettes
 - 1 - Digital camera
 - 2. Additionally, vehicles used primarily for accident investigations will contain:
 - 1 - 100' measuring tape
 - 1 - Drag tire with scale
 - 1 - Traffic template
 - 1 - Digital camera and equipment, or its equivalent
 - 1 - Roll-a-tape
 - 1 - Grade level
 - 3. Vehicles classified as Special Purpose Vehicles under General Order 50.14 will be inspected for equipment listed on the inventory kept in the vehicle.
- B. Any damage or deficiency will be documented on the inspection report or a Miscellaneous Report. A copy of the report will be forwarded to the Field Operations Captain. The Field Operations Captain will follow up to ensure that corrective action has been taken.

IV. SERVICES BUREAU INSPECTIONS

- A. Sergeants in the Traffic Support Unit and S.C.O.R.E. Unit will conduct an inspection of the personnel and vehicles assigned to the shift at the direction of the Unit Commander

1. All vehicles should be inspected for the following minimum equipment:
 - 1 - Blanket
 - 1 - Fire extinguisher (charged)
 - 1 - Package, Communicable Disease Equipment
 - 1 - First aid kit
 - 1 - Plastic (sealed) communicable disease response kit
 - 1 - Container of moist towelettes
 - 12- Flares (minimum)
 2. Unit Commanders will assign additional equipment as appropriate, which is also subject to inspection.
 3. Vehicles classified as Special Purpose Vehicles under General Order 50.14 will be inspected for equipment listed on the inventory kept in the vehicle.
- B. Any damage or deficiency will be documented on the inspection report or a Miscellaneous Report. A copy of the report will be forwarded to the Unit Commander. The Unit Commander will follow up to ensure that corrective action has been taken.