

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 03/31/2013	Supersedes Policy Dated: 03/31/2010	Rescinds:	SOG Number: 103.14
Accreditation Index: 26.1.1			
Part Title: Administration		Chapter Title: Standards of Conduct	
Chief of Police:			

Line Inspections

I Policy

Line inspections are those inspections conducted by the employee's chain of command to determine if they are maintaining a professional appearance, are properly equipped, and are adhering to agency standards. Line inspections are critical activities essential to the proper discipline of officers and other police employees. Line inspections are a key responsibility of supervisors.

II Definitions

Formal inspection – a focused, announced or unannounced examination of the employee's appearance, equipment, grooming, and workspace which occurs at a predetermined place and time and is always officially documented.

Informal inspection – a routine, casual examination of the employee's appearance, equipment, grooming and workspace which may occur at any time, including daily, and which may or may not be officially documented.

III Procedures

1 SUPERVISORY RESPONSIBILITY

1.1 First line supervisors have oversight responsibility for the appearance, grooming, equipment and workspace organization of staff assigned to their command.

SOG 103.14

Line Inspections

Effective Date: 03/31/2013

- 1.2 Standards for the conduct of inspections will be based upon regulations as set forth in [SOG 103.1 Code of Conduct](#) and in [SOG 304.6 Police Uniforms and Appearance Regulations](#).¹
- 1.3 Each formal inspection will be properly recorded on approved department records. Results of those records will be used as part of the subject employee's annual evaluation process.
- 1.4 All discrepancies identified by a supervisor during a formal or informal inspection shall be documented on the employee's Inspection Record and/or Performance Documentation File.
- 1.5 In the event an employee presents an unacceptable appearance during either a formal or informal inspection, the inspecting supervisor shall take immediate summary action and require correction of the deficiency.

2 INSPECTION RATINGS

- 2.1 The following definitions and rating standards shall be used in conducting line inspections of employees:
 - 2.1.1 Unacceptable: The object or area of inspection fails to meet minimal acceptable standards and is outside of policy. The condition does not present a satisfactory, professional, or functional image consistent with the expectations of the citizens we serve. Unacceptable deficiencies require correction prior to beginning duty. Examples include:
 - 2.1.1(a) Obviously soiled or damaged uniform;
 - 2.1.1(b) Part of the uniform missing or improperly worn;
 - 2.1.1(c) Obviously worn or damaged leather gear;
 - 2.1.1(d) No body armor immediately available;
 - 2.1.1(e) Haircut color or style not in compliance with [SOG 103.1 Code of Conduct](#);
 - 2.1.1(f) Dirty fingernails or hair;
 - 2.1.1(g) Non-functional or unauthorized piece of equipment, weapon is dirty or too oily;
 - 2.1.2 Needs Improvement: The object or area of inspection fails to meet minimal acceptable standards but does not require immediate correction. Examples may include:
 - 2.1.2(a) Minor tarnishing of brass;
 - 2.1.2(b) Shoes needing higher polish;
 - 2.1.2(c) Hair in need of trim;

¹ Section 1.2 corrected title of SOG 304.6, Police Uniforms and Appearance Regulations, per Policy Change Order 13-017, Effective Date 03/31/2013.

SOG 103.14

Line Inspections

Effective Date: 03/31/2013

- 2.1.2(d) Worn spots beginning to show in shirt or trousers;
- 2.1.2(e) Polish on leather gear is worn.
- 2.1.3 Acceptable: The object or area of inspection meets department standards and the employee presents a positive image of the department.
 - 2.1.3(a) Uniform or clothing is clean and pressed with all buttons present, buttoned. A few loose threads may be visible;
 - 2.1.3(b) Hairstyle and personal grooming are within limits;
 - 2.1.3(c) Brass and leather are shined and clean;
 - 2.1.3(d) All required equipment is present, clean, properly secured and functional.
- 2.1.4 Outstanding: The object or area of inspection exceeds department standards and the employee exhibits obvious and genuine pride in their professional appearance.
 - 2.1.4(a) Brass is spotless and highly shined;
 - 2.1.4(b) Leather is clean and highly polished;
 - 2.1.4(c) No loose threads;
 - 2.1.4(d) Hair is properly and conventionally trimmed;
 - 2.1.4(e) Employee appears clean;
 - 2.1.4(f) Employee presents an exceptional overall appearance.
- 2.1.5 X: The equipment inspected is present and functional. A numerical rating is required only when the item is deficient or unavailable for inspection.

3 INSPECTION OF UNIFORMED POLICE OFFICERS

- 3.1 Uniformed police officers will receive formal inspections regularly conducted by the immediate supervisor and/or commander;
 - 3.1.1 The supervisor shall conduct continuous informal inspections sufficient to ensure proper appearance, equipping, and organization of personnel.
 - 3.1.2 At a minimum, supervisors shall conduct at least one formal inspection per month. This will include a complete inspection of all assigned weapons, equipment, and duty related gear.²
- 3.2 Additional formal or informal inspections may be conducted at any time.
- 3.3 Uniforms shall be worn as specified in [SOG 304.6 Police Uniforms and](#)

² Section 3.1.2 revised per Policy Change Order 13-017, Effective Date 03/31/2013.

SOG 103.14

Line Inspections

Effective Date: 03/31/2013

- [Appearance Regulations](#).³
- 3.4 Formal inspections shall be recorded on the Uniformed Officer Inspection Form, [SPD Form # 94-IN-0053](#).
- 4 INSPECTION OF UNIFORMED NON-SWORN EMPLOYEES
- 4.1 Uniformed non-sworn personnel will receive at least one formal inspection each month conducted by their immediate supervisor and/or commander;
- 4.1.1 The supervisor shall conduct continuous informal inspections sufficient to ensure proper appearance, equipping, and organization of personnel.
- 4.2 Uniformed non-sworn employees shall include Police Services Representatives (PSR's) assigned to Records and Traffic Services Officers.⁴
- 4.3 Additional formal or informal inspections may be conducted at any time.
- 4.4 Uniforms shall be worn as specified in [ISSB SSD SO 304.1, Support Services Division Uniform and Appearance Regulations](#), and [UOB SO 304.3, Traffic Services Officer Uniform and Appearance Regulations](#).⁵
- 4.5 Formal inspections shall be recorded on the Non-Sworn Inspection Form, [SPD Form # 97-AD-0282](#).
- 5 INSPECTION OF NON-UNIFORMED POLICE OFFICERS
- 5.1 Non-uniformed officers will receive at least one formal inspection each month conducted by their immediate supervisor and/or commander;
- 5.1.1 The supervisor shall conduct continuous informal inspections sufficient to ensure proper appearance, equipping, and organization of personnel.
- 5.2 Additional formal or informal inspections may be conducted at any time.
- 5.3 Formal inspections shall be recorded on the Non-Uniformed Officer Inspection Form, [SPD Form # 01-IN-0347](#) or the Special Investigations Section Inspection Form, [SPD Form # 01-IN-0348](#).
- 6 INSPECTION OF NON-UNIFORMED, NON-SWORN EMPLOYEES
- 6.1 Non-sworn employees who do not wear any type of department-approved uniform are subject to formal inspection one time per month.

3 Section 3.3 corrected title of SOG 304.6, Police Uniforms and Appearance Regulations, per Policy Change Order 13-017, Effective Date 03/31/2013

4 Section 4.2 revised, per Policy Change Order 13-017, Effective Date 03/31/2013.

5 Section 4.4 revised, per Policy Change Order 13-017, Effective Date 03/31/2013.

SOG 103.14

Line Inspections

Effective Date: 03/31/2013

- 6.1.1 The supervisor shall conduct continuous informal inspections sufficient to ensure proper appearance, equipping, and organization of personnel.
 - 6.2 Command officers in the non-uniformed, non-sworn employee's chain of command may conduct formal or informal inspections, in addition to those conducted by the supervisor, at any time.
 - 6.3 Formal inspections shall be recorded on the Non-Sworn Inspection Form, [SPD Form # 97-AD-0282](#).
- 7 DISCREPANCIES AND SUPERVISORY FOLLOW-UP
- 7.1 Discrepancies in appearance, equipment, or organization should be corrected as soon as possible and formally re-inspected by the supervisor.
 - 7.2 If an unsatisfactory discrepancy cannot be corrected prior to the next official workday for the employee, the supervisor shall:
 - 7.2.1 Reassign the employee to a function not requiring public contact;
 - 7.2.2 Take immediate summary action pending administrative investigation of the incident and correction of the deficiency.
 - 7.3 Supervisors may order the employee to purchase uniforms or equipment necessary to eliminate the deficiency.
 - 7.3.1 Failure or refusal to do so may be considered insubordination.

IV Attachments