

# BERKELEY POLICE DEPARTMENT

DATE ISSUED: October 3, 1994

GENERAL ORDER D-17

SUBJECT: PERSONNEL AND EQUIPMENT INSPECTIONS

## PURPOSE

- 1 - The purpose of this Order is to establish procedures for the inspection of Departmental personnel and equipment.

## POLICY

- 2 - Inspections are the function and responsibility of supervisors and command personnel to ensure that the uniforms and equipment are properly maintained. Supervisors and Command Officers are expected to complete inspections. Additionally, Annual Inspections are completed via a Departmental Special Order at the direction of the Chief of Police.

## PROCEDURES

- 3 - All sworn personnel shall be inspected periodically to determine if the following conform to Departmental Regulations:
  - (a) Personal appearance
  - (b) Uniforms or plainclothes
  - (c) Firearms
  - (d) Batons
  - (e) Handcuffs
  - (f) Keys
  - (g) Whistles
  - (h) Flashlights
  - (i) Soft body armour (vests)
  - (j) Regulations and Orders binder/contents
  - (k) Oleoresin capsicum (OC).

## UNIFORMED PERSONNEL

- 4 - At least once a week an inspection shall be held on each Patrol Team by Sergeants and Watch Commanders. Other uniformed personnel (sworn and non-sworn) shall be inspected by supervisors on a periodic basis.

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### NON-UNIFORMED PERSONNEL

- 5 - Employees assigned to non-uniformed duty shall be inspected by Bureau supervisors at the discretion of Division Commanders.

### DEFICIENCIES

- 6 - In Patrol Division, any unsatisfactory condition shall be acted upon as deemed advisable and shall be noted in the Supervisor/Watch Commander Daily Reports. In other Divisions, a memorandum describing the deficiency shall be completed by the supervisor and routed via the chain of command to the Division Commander.

### CORRECTIVE ACTION

- 7 - When a deficiency is noted, a plan of action to correct the deficiency shall be submitted by the supervisor, who also has follow-up responsibility to ensure that the problem has been corrected. If the deficiency is in another Division, the follow-up responsibility for corrective action shifts to that Division Commander. The Division Commander should delegate the deficiency to the appropriate supervisor for follow-up and resolution.

### ANNUAL INSPECTION

- 8 - At the Direction of the Chief of Police, the Bureau of Inspection and Control has the responsibility for finalizing details of the Annual Inspection and preparing the Departmental Special Order covering the inspection.
- (a) Deficiencies noted during the Annual Inspection shall be summarized in a written report by the inspection team.
  - (b) Division Commanders will be assigned to follow-up the deficiencies and submit a report to the Chief of Police outlining corrective action taken.
  - (c) The Annual Inspection should include a formal inspection of all organizational components at least every 2 years. The inspection team will examine the facility, fleet, and equipment. Deficiencies noted by the inspection team shall be summarized in a written report by a designated member of the inspection team. Division Commanders will be assigned to follow-up the deficiencies and submit a report to the Chief of Police outlining corrective action taken.

References: CALEA Standards  
General Order P-14  
Police Regulations 300-317.1