

# THURMONT POLICE DEPARTMENT

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| <b>GENERAL ORDER</b>   | <i>Date Issued:</i> June 6, 2007 | <i>Effective Date:</i> June 6, 2007     | <i>Order No:</i> <b>Chapter 33.0</b> |
| <i>Authority: Chief of Police</i><br><p style="text-align: center;"><i>Gregory L. Eyer</i></p> |                                  | <i>Manual Page No:</i>                  |                                      |
| <i>Subject: Inspectional Services</i>  |                                  | <i>Replaces Page No:</i>                |                                      |
| <i>CALEA Standard: 53</i>  | <i>Distribution: ALL</i>         | <i>Amends: Order dated June 6, 2007</i> | <i>Number of Pages: 4</i>            |
| <i>Related Documents:</i>  |                                  | <i>Rescinds:</i>                        |                                      |

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

**I. PURPOSE:**

To establish guidelines for conducting Line Inspections of Personnel and Equipment.

**II. POLICY:**

It shall be the policy of the Thurmont Police Department to use Inspectional services to assure that compliance with policy, procedure, and rules and regulations are adhered to by all Department members.

**III. DEFINITIONS:**

None.

**IV. PROCEDURE:**

**LINE INSPECTIONS**

**A. Line Inspections:**

1. Line inspections are designed to ensure that employees are acting in accordance with Department directives in areas of appearance, grooming, use and maintenance of equipment, and other Department operating procedures. These inspections may be daily, monthly, or annually.

**B. Line Inspections:**

1. All first-line supervisors will conduct monthly inspections of personnel and their assigned equipment which will include but are not limited to:
  - a. Uniforms for fit, cleanliness, and general condition and appearance in accordance with established general orders.
  - b. Vehicles and equipment for cleanliness, proper maintenance, or damage.
  - c. Firearms, Taser, OC Spray, Baton, Handcuffs, Body Armor
  - d. Police facility for cleanliness and functional operation.
  - e. Holding facility for cleanliness, security and damage as required by the general order entitled Holding Facility.

**C. Firearms Inspections:**

All firearm inspections will be conducted by a Supervisor by utilizing the Weapons Clearing/Charge Box in the Sally Port. All firearms will be unloaded and charged by pointing the weapon in this box. **No** weapon will be cleared or charged in the Thurmont Police building without using the safety of this sand filled box.

**D. Reports Required:**

1. Vehicle inspections will require inspection form (TPF Form 33.0A) to be completed. The forms will be forwarded to the Deputy Chief of Police for review and filing. These forms will be utilized to ensure corrective action has been taken.
2. Taser inspections will require inspection form (TPF Form 33.0B) to be completed. The forms will be forwarded to the Deputy Chief of Police for review and filing. These forms will be utilized to ensure corrective action has been taken.
3. Firearms, uniform, and duty equipment inspections will require inspection form (TPF Form 33.0C) to be completed here. The forms will be

forwarded to the Deputy Chief of Police for review and filing. These forms will be utilized to ensure corrective action has been taken.

**E. Corrective Actions:**

1. The Supervisor discovering a condition in need of correction shall attempt to correct the condition within the scope of his authority.
2. The Supervisor shall document the condition, what actions were taken to correct the condition, and if those actions corrected the problem. The report shall then be forwarded through the chain of command to the Deputy Chief of Police for review.
3. In the event the condition was not corrected, the Supervisor shall notify the Deputy Chief of Police for further action.
4. The Deputy Chief of Police shall notify the Chief of Police and formulate a course of action to correct the problem and set a follow-up date.
5. In the event that the deficiency is not immediately remedied the Deputy Chief of Police shall maintain a file and at regular interval determined on a case by case basis determined by the critical nature of the deficiency shall make regular inspections and inquiries as to assure the deficiency is corrected.
6. The Deputy Chief of Police shall inform the Chief of Police as to the status of the problem, as is necessary until the problem has been corrected.

**ATTACHMENTS:**

- TPD Form 33.0A – Vehicle Inspection Form
- TPD Form 33.0B – Taser Inventory/Inspection Form
- TPD Form 33.0C – Firearm, Uniform, and Duty Equipment Inspection Form

**DOCUMENT DATES:**

*Amended Date: August 17, 2011*  
*Amended by: Lt. P. Allen Droneburg*

*Review Date:*

*Review Date:*

*Rescinds:*

*Order Written by: Lt. Shawn R. Tyler*  
*Order Edited and Approved by: Chief Gregory L. Eyer*