



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: JULY 19, 2021	CHAPTER: 4 - Field Operations	PAGE: 1 of 4	NUMBER: 4.06.06
SUBJECT: INSPECTIONS			
CHIEF: <i>Calvin D. Williams, Chief</i>			

PURPOSE: To establish procedures for inspections of the Cleveland Division of Police personnel, resources, operational effectiveness, and to outline the inspection responsibilities of Division superior officers.

POLICY: *It is the policy of the Cleveland Division of Police* to seek Division-wide uniformity in the appearance of its members and day-to-day operations, using inspection mechanisms to facilitate supervisory reviews, to ensure compliance with Divisional policies, procedures, rules, and regulations.

DEFINITIONS:

Annual Inspection - an inspection conducted once per calendar year; primary and personal firearm inspection shall be conducted yearly at the Ordnance Unit during the member's requalification.

Semiannual Inspection - an inspection conducted twice a year; driver license and identification card inspections shall be completed in June and December. Patrol rifle inspection shall be conducted semiannually at the Ordnance Unit during the member's requalification.

Quarterly Inspection - an inspection conducted four times a year; serial number inspection of Division-issued or approved equipment including the primary firearm, personal firearm and/or patrol rifle (if applicable), Conducted Electrical Weapon (CEW), portable radio, and wearable camera system (WCS) shall be completed by the end of March, June, September, and December. Shotguns, beanbag shotguns, and ammunition boxes shall also be inspected quarterly.

Line Inspection - an inspection conducted as scheduled or occurring randomly; visual inspections of uniform and clothing regulations, grooming standards, and required equipment for a member's tour of duty may be conducted at any time by any superior officer.

PROCEDURES:

- I. General Guidelines
 - A. Members shall be accountable for their uniform and appearance as well as all Division-issued equipment.
 - B. Superior officers shall:
 - 1. Hold subordinates accountable for their uniform and appearance as well as all Division-issued equipment.
 - 2. Address any irregularities, violations, or non-compliance.

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3. If necessary, document corrective action in the Division's tracking software and forward it through the chain of command as appropriate.

II. Line Inspections

A. Members shall:

1. Maintain a complete, inspection-ready, Class B uniform at their district/unit headquarters.
2. Comply with uniform and clothing regulations and grooming standards for their assignment.
3. Ensure the appropriate equipment required for the member's tour of duty is readily available.

B. Superior officers shall:

1. Conduct line inspections at roll calls.
2. Address any subordinate deficiency in uniform and clothing regulations, grooming standards, or necessary equipment.

III. Quarterly Inspections

A. Every quarter each member shall present their primary firearm, personal firearm (if applicable) and patrol rifle (if applicable), CEW, portable radio, and wearable camera system (WCS) to their OIC for inspection.

B. District/Unit OICs shall:

1. Visually confirm the serial numbers for each member's equipment and record the same on the Equipment Inspection Report (Attachment).
2. Ensure the CEW is assigned to the correct member and complete a device download.
3. Inspect all shotguns, beanbag shotguns, and ammunition boxes.
 - a. Check for obvious signs of excessive wear or damage to shotguns and beanbag shotguns.
 - b. Check ammunition in both standard and beanbag shotguns.
 - c. Complete an inspection of the ammunition box seal; OICs shall not open sealed ammunition boxes.
 - d. Record the serial numbers and locations on the Shotgun and Ammunition Box Inspection Report (Attachment).

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4. Forward copies of the completed Equipment Inspection Report, Shotgun, and Ammunition Box Inspection Report through their chain of command to the respective Deputy Chief and the Inspection Unit.

IV. Semiannual Inspections

A. Driver license inspections.

1. All members who operate Division vehicles shall:
 - a. Maintain a valid driver's license.
 - b. Immediately notify their direct supervisor if they receive restrictions or a change in their driver's license status, and submit a Form-1 containing the nature of the change or restriction, the cause, and the time period involved.
2. District/Unit Officers-in-Charge (OICs) shall:
 - a. Physically view and conduct a status check on all sworn members' driver licenses (excluding those on extended illness or suspension) and non-sworn members who operate Division vehicles.
 - b. Verify the member's driver's license status using the Ohio Bureau of Motor Vehicles (BMV) online service or the Ohio Law Enforcement Gateway (OHLEG); use of LEADS for administrative purposes is prohibited.
 - c. Complete the driver's license portion of the Driver License and Identification Card Inspection Report (Attachment).
3. Medical Unit OICs shall:
 - a. Physically view and conduct a status check on all sworn members' drivers' licenses when the member is assigned to extended illness and or suspension.
 - b. Verify the member's driver's license status using the Ohio Bureau of Motor Vehicles (BMV) online service or the Ohio Law Enforcement Gateway (OHLEG); use of LEADS for administrative purposes is prohibited.
 - c. Complete the driver's license portion of the Driver License and Identification Card Inspection Report (Attachment).

B. Identification card inspections.

1. All members shall:

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- a. Maintain a valid Division identification card.
 - b. Complete the appropriate incident report if the identification card is damaged, lost, or stolen.
 - c. Report to the Photography Unit to obtain a replacement identification card.
2. District/Unit OICs shall:
 - a. Physically view all members' identification cards (excluding those on extended illness or suspension).
 - b. Complete the identification card portion of the Driver License and Identification Card Inspection Report.
 3. Medical Unit OICs shall:
 - a. Physically view all members' identification cards when the member is assigned to extended illness and or suspension.
 - b. Complete the identification card portion of the Driver License and Identification Card Inspection Report.
- C. At a minimum, patrol rifle operators shall conduct a full inspection of their patrol rifle at the Ordnance Unit semiannually, including condition and functionality testing, during requalification.

IV. Annual Inspections

- A. At a minimum, members shall conduct a full inspection of their primary firearm, including condition and functionality testing, at the Ordnance Unit during annual requalification.
- B. At a minimum, members shall conduct a full inspection of their approved personal firearm(s), including condition and functionality testing, at the Ordnance Unit during annual requalification.
- C. At a minimum, members of the Ordnance Unit shall conduct a full inspection of ALL Division firearms, including condition and functionality testing, on an annual basis.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.