

**TYLER POLICE DEPARTMENT  
GENERAL ORDER**

**LINE INSPECTIONS**

**09.500**

**REVISED 02/05/02**

**EFFECTIVE 04/04/94**

**09.501 LINE INSPECTION PURPOSE**

It shall be the policy of the Tyler Police Department to conduct line inspections to ensure that employees are acting in concert with departmental requirements in areas such as personal appearance, use and maintenance of equipment, and adherence to departmental General Orders. Line inspections shall be conducted in all operational elements of the department.

**09.502 RESPONSIBILITY FOR LINE INSPECTIONS**

- A. Division Commanders shall be responsible for personally conducting line inspections at least twice per year in their respective divisions.
- B. Inspections by other Supervisory Personnel within a division may be conducted more frequently as determined by Division Commanders.

**09.503 LINE INSPECTION PROCEDURES**


- A. Line inspections should be conducted at divisional level or at the unit level and shall include inspection of facilities, property, equipment, activities, and personnel.
- B. Although additional items may be included in the inspection, the following shall be subject to inspection:
  - 1. Facilities, property, and equipment assigned to the division.
  - 2. Division vehicles and assigned equipment.
  - 3. Division personnel.
    - a. Appearance.
    - b. Uniforms and equipment.
  - 4. Policy compliance.

**09.504 LINE INSPECTION REPORT**

- A. First line Supervisors shall file written inspection reports in the appropriate division after the inspection. Any corrective action taken will be listed on the inspection report.
- B. Division Commanders shall prepare and submit to the Chief of Police a written report of each semi-annual inspection. The report shall:
  - 1. Summarize the extent of the inspection;
  - 2. Identify discrepancies between department policy and existing conditions as discovered by the inspection process, if any, and;
  - 3. Identify follow-up procedures or corrective action that will be taken to alleviate discrepancies, if necessary.
  - 4. If corrective actions cannot immediately be applied, Division Commanders are responsible for ensuring prompt follow-up and shall forward a written report to the

Chief of Police upon completion.

Approved: 02/04/02



Gary M. Swindle  
Chief of Police