



**SOP 3-30**

Effective: 03/16/20 Expires: 03/16/21 Replaces: 01/17/16

**3-30 LINE INSPECTION PROCESS**

**Related SOP(s):**

- [1-3 Grooming Standards](#)
- [2-1 Uniforms](#)
- [2-2 Department Property](#)
- [2-3 Firearms and Ammunition Authorization](#)
- [2-5 Use of Police Vehicles](#)
- [2-8 On-Body Recording Device](#)
- [3-41 Complaints Involving Department Policy or Personnel](#)

**3-30-1 Purpose**

The purpose of this policy is to establish guidelines to assist personnel with completing personnel line inspections.

**3-30-2 Policy**

It is the policy of the Department to provide an inspection process for Department personnel and their subordinates. The inspection process ensures that Department personnel are following rules, responsibilities, procedures, and regulations set forth in the related standard operating procedures.

**3-30-3 Definitions**

A. Line Inspection

A process conducted by supervisors at all levels to ensure that personnel are adhering to Department policy, procedures, rules, and regulations.

**3-30-4 Rules**

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A. Line Inspection Process

1. Supervisors shall conduct line inspections, which will be conducted every month for all sworn personnel by all divisions of the Department.
2. All inspections shall be completed on or before the last day of each month by completing the line inspection form and referring to the ammunition guide.
  - a. The line inspection form and ammunition guide are located on the APD Web Protopage under the supervision tab.  
<http://www.protopage.com/apdweb.cabq.gov#Supervision> (note: to use the



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hyperlinks listed in this policy, hold the cursor over the link and follow the instructions).

3. The line inspection form shall be filled out for each officer and shall include inspections conducted in the following manner:
  - a. Visually inspect all serial numbers on the officer's weapons to ensure they match the serial numbers listed on the officer's My Company Property Sheet.
  - b. Visually inspect to ensure all ammunition carried by the officer is the correct Department-issued ammunition for use while on duty (See Ammunition Guide).
  - c. Visually inspect assigned vehicle, including the condition and maintenance.
  - d. Visually inspect and ensure the OBRD worn by the officer is properly functioning by verifying the OBRD is powered on and in buffer mode, the operation LED (light) will blink green.
  - e. Visually inspect appearance, grooming, uniforms, and equipment.
4. To ensure the serial numbers for property items match the property being inspected, cross reference the property entered in the personnel's "My Company Property".
  - a. To locate "My Company Property" the personnel being inspected will have to go to the city website <http://eweb.cabq.gov>. Click on the Employee self-service link, log into the site with their credentials and then click on the "my company property" link.
5. Department personnel should review the related policies for line inspections, which are located at the top of this policy.
6. All policy violations found during line inspections shall be referred to Internal Affairs with a referral in BlueTeam per SOP Complaints Involving Department Policy or Personnel.