



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-30 (Formerly 3-42)

Effective: 06/13/2022 Review: 06/13/2023 Replaces: 03/16/2020

3-30 LINE INSPECTION PROCESS

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- [2-1 Uniforms \(Formerly 2-06\)](#)
- [2-2 Department Property \(Formerly 3-75\)](#)
- [2-3 Firearms and Ammunition Authorization \(Formerly 2-22\)](#)
- [2-5 Department Vehicles \(Formerly 1-19\)](#)
- [2-8 Use of On-Body Recording Devices \(OBRD\)](#)
- [3-41 Complaints Involving Department Personnel](#)

B. Form(s)

None

C. Other Resource(s)

- Ammunition Guide
- PeopleSoft Monthly Line Inspection Form

D. Rescinded Special Order(s)

- SO 19-132 Line Inspection Process
- SO 21-16 Monthly Line Inspection Form and Amendment to SOP 3-30 Line Inspection Process

3-30-1 Purpose

The purpose of this policy is to establish requirements to assist Albuquerque Police Department (Department) personnel with completing required inspections.

3-30-2 Policy

It is the policy of the Department to provide a routine line inspection process for Department personnel and their subordinates. The line inspection process ensures that Department personnel are following rules, responsibilities, procedures, and regulations set forth in related Standard Operating Procedures (SOP).

N/A

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.



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6 3-30-4 Rules

A. Line Inspection Process

1. On a monthly basis, supervisors for all divisions within the Department shall conduct line inspections for each of their subordinate officers.
2. Supervisors shall complete all required line inspections on or before the last day of each month.
3. Supervisors shall complete the Department Monthly Line Inspection form for each officer and shall include inspections of the following areas:
 - a. Visual inspection of serial numbers on the officer's firearms and electronic control weapon (ECW) in their possession to ensure they match the serial numbers listed for the officer on the Department Monthly Line Inspection form pulled from the officer's property card;
 - i. Property card information for firearms and ECWs is automatically populated on the form for the officer being inspected.
 - b. Visual inspection of all ammunition carried by the officer to ensure it is the correct Department-issued ammunition for use while on-duty (see Ammunition Guide);
 - c. Visual inspection of the officer's assigned vehicle, including its condition and maintenance status;
 - d. Visual inspection of the officer's duty belt to ensure that all utility tools, such as knives and multipurpose tools, on the duty belt are properly secured within a holster with a retention system and ensure that the blade does not protrude from the holster at any time;
 - i. Knife blades shall not exceed six inches (6").
 - e. Visual inspection of the officer's on-body recording devices (OBRD) to ensure they are properly functioning by verifying the OBRD is powered on and in buffer mode. The operation LED (light) will blink green; and
 - f. Visual inspection of the officer's appearance, grooming, uniform(s), and other equipment.
4. To ensure the serial numbers for property items match the property being inspected, cross-reference the property entered in "Company Property" in [PeopleSoft](#).
 - a. Once logged into [PeopleSoft](#), the employee will log in to the site and click on the "Company Property" link.
4. Department personnel shall review the related SOPs that pertain to line inspections, including:
 - a. 2-1 Uniforms;



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- b. 2-2 Department Property;
- c. 2-3 Firearms and Ammunition Authorization;
- d. 2-5 Department Vehicles; and
- e. 2-8 Use of On-Body Recording Devices (OBRD).

N/A

- 5. Supervisors shall initiate an Internal Affairs Request (IAR) for any potential policy violation using the IA database web application, consistent with SOP Complaints Involving Department Personnel (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties) for any deficiencies or violations regarding the required items during the line inspection process.

6 3-30-5 Lieutenant Firearm Inspection and Verification Process

A. A lieutenant shall:

- 1. By the last day of the month, complete a firearm and OBRD inspection and the [Lieutenant's Inspection](#) form for each officer who is inspected;
- 2. Each month, choose two (2) officers who work under their supervision to conduct a firearms inspection and two (2) OBRD reviews that have previously been reviewed by a sergeant;
 - a. The lieutenant may conduct an inspection on the same officer each month depending on staffing levels or if there is two (2) or less officers assigned to the lieutenant.
 - i. The commander shall be responsible for the lieutenant firearm inspection and two (2) OBRD reviews for the month in the event of a lieutenant vacancy, or if a lieutenant is already tasked with sergeant administrative duties in the event of a sergeant vacancy.

N/A

- b. If a lieutenant does not have any sergeants assigned or does not have sergeants who had videos to review, the lieutenant shall not be obligated to complete this review (refer to SOP On-Body Recording Devices (OBRD) for sanction classifications and additional duties).
- 3. Ensure the officer is present and visually verify that serial numbers of all firearms in the officer's possession match the serial numbers on the officer's property card; and
 - a. The lieutenant shall observe the officer log in to [PeopleSoft](#) and while in the Company Property section, display their firearm serial numbers in order for the lieutenant to compare the serial number in the officer's property card to the serial numbers on the officer's firearms.
 - b. The lieutenant and sergeant shall not use a printed copy of the officer's property card. The information that is in the Company Property section in the officer's [PeopleSoft](#) account is the most current information on file.



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4. Inspect all ammunition in the firearm's magazine and in the magazines on the officer's duty belt to ensure the officer is carrying only Department-issued ammunition.

N/A

B. If the lieutenant identifies a discrepancy in the officer's firearm serial numbers during their serial number verification process, they or the commander shall initiate an Internal Affairs Request (IAR) through the Internal Affairs (IA) database web application for a potential policy violation (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties).