



3-30 _____ LINE INSPECTION PROCESS

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. 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~~
- 2-1 Uniforms
- 2-2 Department Property
- 2-3 Firearms and Ammunition Authorization
- 2-5 Use of Police Vehicles
- 2-8 Use of On-Body Recording Devices
- 3-21 Complaints Involving Department Policy or -Personnel

- ~~2-8 _____ On-Body Recording Devices~~
- ~~3-41 _____ Complaints Involving Department Policy or Personnel~~

B. Form(s)

None

C. Other Resource(s)

- Ammunition Guide
- APDWeb/Protopage
- PeopleSoft Monthly Line Inspection Form ~~Employee Self Service~~
- ~~Ammunition Guide~~

D. Rescinded Special Order(s)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~~
- ~~SO 21-XX Lieutenant Firearm Serial Number Verifications Process~~

- ~~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~~ requirements to assist Albuquerque Police Department (Department) personnel with completing personnel line inspections.

3-30-2 Policy

It is the policy of the ~~Albuquerque Police Department (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 (SOP).

N/A

3-30-3 Definitions

A. Line Inspection

~~A.~~

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. On a monthly basis, ~~s~~Supervisors for all divisions within the Department shall conduct ~~L~~line inspections ~~shall be conducted~~ of all of their direct reports ~~every~~ ~~monthly~~ ~~for all personnel by all divisions within the Department.~~

2. Supervisors shall complete ~~A~~all inspections ~~shall be completed~~ on or before the last day of each month.

~~Property card information for weapons will populate the form for the officer being inspected.~~

3. Supervisors shall fill out ~~t~~The Department ~~APD~~ Monthly Line Inspection form ~~shall~~ ~~be filled out~~ for each officer and shall include inspections of the following areas:

~~a.~~ ~~Visually inspecting~~ all serial numbers on the weapons in the officer's possession to ensure they match the serial numbers listed for the officer on the ~~APD~~ Department Monthly Line Inspection form pulled from the officer's property card;

a.

i. Property card information for weapons is automatically populate on the form for the officer being inspected.

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 the officer's assigned vehicle, including the condition and maintenance;
- d. Visually inspect and ensure the officer's on-body recording device (OBRD) is properly functioning by verifying the OBRD is powered on and in buffer mode. The operation LED (light) will blink green; and
- e. Visually inspect the officer's appearance, grooming, uniform(s), and equipment.

1. Department personnel shall review the related SOPs that pertain to line inspections, including:

- a. 2-1 =Uniforms;
- b. 2-2 =Department Property;
- c. 2-3 =Firearms and Ammunition Authorization;
- d. 2-5 =Use of Police Vehicles; and
- e. 2-8 =Use of On-Body Recording Devices.

2. Supervisors shall initiate an Internal Affairs Request (IAR) for a potential policy violation using BlueTeam, consistent with ~~refer All policy violations found during a line inspection shall be referred to the Internal Affairs Professional Standards (IAPS) Division with a referral in BlueTeam, consistent with~~ SOP Complaints Involving Department Policy or Personnel.

3-30-5 ~~Line Inspection Process~~ Lieutenant Weapons Verification Process

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A. A lieutenant shall:

- 1. Complete a firearm inspection and the Lieutenant Weapon Inspection form for each officer who is inspected by the last day of the month. The link to the Lieutenant Firearm Inspection form is also located on APDWeb/Protopage under the Supervision tab.
- 2. Each month, choose two (2) sworn personnel who work under their supervision to conduct a firearms inspection;
 - a. To avoid duplication, the lieutenants shall select different officers each month until all officers within their chain of command have been selected.
- 3. Ensure the officer is present and visually verify all serial numbers of all firearms in the officer's possession match the serial numbers on the officer's property card; and
 - a. The officer shall log into their My Company Property account and show the lieutenant their firearm serial numbers 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 shall not use a printed copy of the officer's property card. The information in the office's My Company Property account is the most up-to-date information on file.

4. Inspect ammunition to ensure they are carrying only Department-issued ammunition.

B. If there is a discrepancy identified in the officer's firearm serial numbers during the lieutenant serial number verification process, the lieutenant shall initiate an Internal Affairs Request (IAR) via BlueTeam for a potential policy violation, consistent with SOP Complaints Involving Department Policy or Personnel.

6 ~~an investigation shall be initiated for the discrepancies with the sergeant's line inspection results. 3-30-4~~ **Rules**

~~A. Line Inspection Process~~

~~1. Supervisors shall conduct line inspections, which shall 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 Ammunition Guide are located on the APD Department APDWeb/Protopage under the Supervision tab. (<http://www.protopage.com/apdweb.cabc.gov/#Supervision>) (note: to use the hyperlinks listed in this policy, hold the cursor over the link and follow the instructions).~~

~~3. The Monthly 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 line inspection form 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 on-body recording device (OBRD) worn by the officer is properly functioning by verifying the OBRD is powered on and in buffer mode, the operation light-emitting diode (LED) (light) will blink green consistent with SOP On-Body Recording Devices; and~~

~~e. Visually inspect appearance, grooming, uniforms, and equipment.~~



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ADMINISTRATIVE ORDERS

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~~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 consistent with SOP Complaints Involving Department Policy or Personnel.~~

REVIEW