
	SPRINGFIELD POLICE DEPARTMENT POLICY MANUAL	POLICY #53.1.1
EFFECTIVE DATE 10/9/23	 Andrew Shearer, Chief of Police	ACCREDITATION REFERENCE 3.1.3

Inspections

53.1.1.1 PURPOSE AND SCOPE

This policy establishes the responsibilities and procedures for the inspection of equipment and facilities.

53.1.1.2 POLICY

- a) Inspections are conducted at the bureau division, watch and unit levels. Although additional items may be included in the inspection, the following shall be subject to inspection:
 - 1. Facilities, property and equipment assigned to the component
 - 2. Division Bureau vehicles
 - 3. Weapons
 - 4. Uniforms
 - 5. Personal appearance
 - 6. Other equipment
- b) Supervisors shall conduct routine, informal daily inspections of their personnel.
- c) Patrol supervisors shall inspect patrol vehicles monthly. The Investigations supervisor shall inspect Investigations vehicles monthly. The Administrative Sergeant, or designee, Services Supervisor shall inspect all other vehicles monthly at least annually. The safety committee shall conduct quarterly inspections of vehicles and facilities as required by OAR 437-40-047 (7) (b). The Chief of Police will appoint a division commander to Services Bureau commander shall conduct annual inspections of facilities. Each member shall daily inspect all assigned equipment and their vehicle, and report any deficiencies to their his supervisor
- d) The SWAT Commander shall ensure that equipment most commonly used by SWAT in unusual occurrences is inspected at least monthly.
- e) Bureau Division commanders shall ensure discrepancies are promptly corrected.

Inspections

53.1.1.3 EMERGENCY POWER

- a) An electrical generator, located in the north parking lot of the police department, provides emergency power for the communications center and vital communication and lighting circuits in the event of failure to the primary power source. This unit shall be tested weekly and maintained by the Public Works Department. Any failures shall be immediately forwarded to the Services Bureau Commander for repair.
- b) Inspections shall be conducted in a manner determined by the supervisors charged with the inspections.
- c) Inspections which determine a safety hazard require written documentation of the hazard. The Chief of Police may also require any inspection to be documented in writing.
- d) Supervisors shall follow-up to check that necessary corrective action has been taken at the next scheduled inspection date.