

	Houston Independent School District Police Department Directives	DIRECTIVE: 430-009
		EFFECTIVE DATE: November 1, 2013
	SUBJECT: Line Inspection	REVISED DATE: January 27, 2022

POLICY

Supervisors of the Houston Independent School District Police Department shall conduct regular line inspections using procedures appropriate to the structure and mission of their respective office, command, division, or unit. Supervisors at all levels shall be responsible for such inspections and the correction of conditions discovered by the inspections. This directive applies to all employees.

INSPECTIONS DOCUMENTATION

Supervisors shall ensure the standard operating procedures manual for their unit includes conducting, documenting, and correcting deficiencies discovered during inspections.

PERSONNEL INSPECTIONS

All classified personnel assigned to patrol shall be inspected at least once a month by their supervisor. The inspection shall ensure each officer's official uniform, special assignment uniform, or plainclothes attire complies with directive 430-002.

All supervisors shall conduct an annual inspection of classified plainclothes assigned to a plainclothes assignment in either July or August to ensure they have a functional official uniform. Supervisors shall monitor classified personnel inspections and be accountable for enforcing regulations within their unit.

VEHICLE INSPECTIONS

Each supervisor or designee shall inspect all vehicles assigned under their control regularly. Captains from each command will develop and document procedures in their respective standard operating procedures manuals that specify the personnel responsible for conducting such inspections, the procedures and criteria for the inspections, and the procedures for reporting and correcting deficiencies identified during such inspections.

INSPECTIONS OF STORED PROPERTY

Supervisors of specialized units that possess equipment and property routinely stored for use in emergencies and specialized situations are responsible for keeping that equipment and property in a state of operational readiness. Supervisors shall regularly inspect such equipment and property and devise published procedures within their units for reporting and correcting deficiencies identified during such inspections.

FREQUENCY OF INSPECTIONS

The inspections covered in this directive shall be carried out as described herein. The inspections shall be conducted frequently enough for inspection intervals not explicitly defined to be useful and practical. Supervisors may hold an unannounced inspection at any time.

Approved By



Pedro Lopez Jr., Chief of Police