

Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 4.18
	Effective Date: 08/25/05 Prv. Rev. Date: 11/11/19 Revised Date: 09/07/23
	Accreditation Standards: KACP: 8.7, 10.3, 19.4, 21.5, 27.3
Chapter: Uniforms and Equipment	
Subject: Inspections and Compliance	

4.18 INSPECTIONS AND COMPLIANCE

4.18.1 PURPOSE

It is the purpose of this policy to establish guidelines for inspections to verify that all personnel, facilities, equipment, and unit operating procedures are in compliance with the Louisville Metro Police Department's (LMPD) Standard Operating Procedures (SOPs).

4.18.2 INSPECTIONS AND COMPLIANCE RESPONSIBILITIES

LMPD Inspections and Compliance reports to the Performance Unit Commander in the Performance Division of the Accountability and Improvement Bureau (AIB). Inspections and Compliance conducts inspections, including personnel, facilities, and equipment.

The responsibilities of Inspections and Compliance include:

- Assuring compliance with the department's SOPs and the Kentucky Association of Chiefs of Police (KACP) accreditation standards. This applies to personnel, facilities, and equipment, including the maintenance of stored equipment in a state of operational readiness, the accessibility of required vehicle equipment, and the responsibility for monitoring compliance with the department's inventory policy (KACP 8.7, 27.3).
- Collaborating with the Research and Development (R&D) Supervisor/Accreditation Manager to verify compliance, by departmental personnel, with the acknowledgement of all new and revised Louisville Metro and LMPD policies and procedures, using monthly PowerDMS reports.
- Conducting regular inspections to verify that all members are in compliance with policy and equipment standards and that the departmental facilities are properly maintained. Inspections and Compliance may conduct inspections as directed by the Chief of Police, or their designee, and these inspections may be announced or unannounced.
- Overseeing all secondary employment (refer to SOP 2.4) (KACP 10.3d).
- Conducting an audit of the Evidence and Property Unit (EPU), jointly with the new EPU Commander, upon a change in command.
- Conducting an announced and unannounced annual audit/inspection of the property and evidence held by the department (KACP 27.3).
- Conducting an in-depth staff inspection of every division/section/unit at least once every three (3) years.
- Conducting an administrative review of temporary detention areas/interview rooms at divisions and other locations at least once every three (3) years and reviewing the procedures for those areas at least once every three (3) years (refer to SOP 8.30).
- Conducting yearly audits of departmentally-owned and personally-owned radar or lidar units and confirming that the Court Liaison Office (CLO) maintains a list of all officers who have completed radar or lidar training. The CLO is responsible for forwarding this list to the Jefferson County Attorney's Office.
- Forwarding a copy of all annual audits and staff inspections to the R&D Supervisor/Accreditation Manager for proof of compliance for accreditation.
- Maintaining the annual budget of Inspections and Compliance.

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4.18.3 STAFF INSPECTIONS

Staff inspections provide an objective review of facilities, property, equipment, personnel administration, and operational activities in addition to the normal line inspections. This process verifies that all administrative procedures are being followed. Staff inspections are conducted throughout the department on a routine basis. Each division/section/unit is inspected by Inspections and Compliance at least once every three (3) years. The Chief of Police may order other inspections or spot-check inspections of any organizational component which does not appear to be functioning properly or as a matter of policy. Written notice of a formal inspection will be provided to the division/section/unit commander to be inspected no less than five (5) days prior to the inspection. However, spot-check inspections may be conducted on an unscheduled basis and require no advance notification. If the spot-check inspection reveals the need for a more comprehensive inspection, a pre-inspection notification will be initiated prior to a formal inspection.

Inspections and Compliance will submit a written report to the Chief of Police at the conclusion of the inspection. The report will identify areas where deficiencies were found, along with recommendation(s) for improvement and/or correction(s). It will also identify areas that were found to be exemplary. The report will be discussed with the division/section/unit commander prior to finalization. Further distribution of the report will be at the discretion of the Chief of Police. When conditions warrant, the Chief of Police may require a written response by the command staff personnel who are held accountable for the conditions cited in the staff inspection report.

A follow-up written report will be completed to report any deficiencies that cannot be immediately corrected at the time of the original inspection. This report will be forwarded to the Chief of Police and a copy sent to the R&D Supervisor/Accreditation Manager.

4.18.4 PERSONNEL INSPECTIONS

Supervisors are responsible for inspecting all personnel, under their direct supervision, at the beginning of each tour of duty. This process may be an informal procedure to verify compliance with policy standards regarding grooming, uniforms, and proper equipment. Members in violation of policy will be asked to correct the violation immediately. A follow-up inspection will be made to verify that the appropriate corrective action has been taken. Members who have uniform articles that are damaged or not serviceable due to normal wear and tear have five (5) working days to repair or replace the item or to have a replacement ordered.

Supervisors will conduct a formal inspection monthly (KACP 27.3) by completing the LMPD Personnel and Vehicle Inspection form (LMPD #17-0001). Personnel inspections are conducted to verify compliance with policy standards regarding grooming, uniform, and equipment and to verify that officers have a valid driver's license and departmental identification (ID) card on their person. Copies of the previous month's LMPD Personnel and Vehicle Inspection forms will be placed in the "Inspections and Compliance" folder, located on the J: Drive, by the close of business on the 7th day of each month.

Members who have been on extended leave for more than 180 days will be inspected by a supervisor upon return to duty. The LMPD Personnel and Vehicle Inspection form will be completed and forwarded to Inspections and Compliance.

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4.18.5 VEHICLE INSPECTIONS (KACP 21.5)

The inspection of vehicles should be an ongoing process; however, formal vehicle inspections will be conducted monthly by division/section/unit commanders, or their designees, to verify that the vehicles are serviceable and in compliance with the standards set forth in the SOP vehicle policy. Supervisors will document the inspection by completing the LMPD Personnel and Vehicle Inspection form (LMPD #17-0001). Copies of the previous month's LMPD Personnel and Vehicle Inspection forms will be placed in the "Inspections and Compliance" folder, located on the J: Drive, by the close of business on the 7th day of each month.

Additionally, when performing vehicle inspections, the following equipment will be inspected:

- Air-purifying respirator (APR)
- Riot gear
- Vest
- Personal protective equipment (PPE) (refer to SOP 12.2)
- Fire extinguisher and flares

4.18.6 FACILITIES AND INVENTORY

A visual inspection of facilities should be an ongoing, daily process. Facilities include buildings, grounds, and furnishings. An inspection and inventory of LMPD facilities will be conducted monthly by division/section/unit commanders, or their designees, and captured on the LMPD Monthly Building Inspection form (LMPD #11-0030). Copies of the previous month's LMPD Monthly Building Inspection forms will be placed in the "Inspections and Compliance" folder, located on the J: Drive, by the close of business on the 7th day of each month.

Departmental equipment that is stored (e.g., handcuffs, batons, radar, cameras, etc.) will be maintained in a state of operational readiness. This includes care and cleaning, preventive maintenance, repair, workability, and responsiveness of the equipment. Stored equipment will be inspected at regular intervals.

On a daily basis, division/section/unit commanders will inspect and account for any equipment that is signed out on a regular basis (e.g., radios, flashlights, shotguns, etc.).

Agency equipment designated for use in unusual occurrence situations will be inspected at least once a month to verify operational readiness (KACP 19.4).

Division/section/unit commanders, or their designees, are responsible for the following:

- Establishing and updating a division/section/unit inventory. A copy of the inventory will be forwarded, through the appropriate Bureau Commander, to Inspections and Compliance annually.
- Verifying that the equipment needed daily, or for special/unusual occurrences, is available, inventoried, properly maintained, and stored.

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4.18.7 SPECIALTY TEAM INSPECTIONS

Part-time specialty team commanders are responsible for conducting annual inspections of team members, equipment, and uniforms specifically related to their specialty team tasks (KACP 27.3). These annual inspections will be documented on the LMPD Personnel and Vehicle Inspection form (LMPD #17-0001). Copies of any of the previous year's completed LMPD Personnel and Vehicle Inspection forms will be placed in the "Inspections and Compliance" folder, located on the J: Drive, by the close of business on the 7th day of January of each year.

Full-time specialty team commanders are responsible for conducting monthly inspections of team members, equipment, and uniforms specifically related to their specialty team tasks (KACP 27.3). These monthly inspections will be documented on the LMPD Personnel and Vehicle Inspection form. Copies of any of the previous month's completed LMPD Personnel and Vehicle Inspection forms will be placed in the "Inspections and Compliance" folder, located on the J: Drive, by the close of business on the 7th day of each month.

Specialty team commanders, or their designees, will conduct annual inspections of vehicles specifically assigned to their unit. The vehicle inspection should coincide with personnel inspections. The LMPD Personnel and Vehicle Inspection form will be completed. Any copies of the previous year's completed LMPD Personnel and Vehicle Inspection forms will be placed in the "Inspections and Compliance" folder, located on the J: Drive, by the close of business on the 7th day of January each year.

Specialty team commanders will establish, and annually update, an inventory of equipment and vehicles assigned to their teams, and forward a copy to Inspections and Compliance. A copy will be kept on file at the specialty team level.

4.18.8 WEAPONS INSPECTIONS

Weapons inspections are the responsibility of the firearms training staff. All weapons will be inspected during regular qualifications, at a minimum of once a year (KACP 27.3), by certified firearms instructors. Weapons are not inspected at the division/section/unit level during formal or informal inspections.

4.18.9 MEMBER RESPONSIBILITIES

Damage to LMPD Equipment or Vehicle

Members are responsible for inspecting all uniform and equipment articles issued to them, or under their immediate control, in order to verify serviceability, as well as checking for damage prior to each tour of duty. Members are required to handle all equipment in accordance with training and manufacturer's guidelines.

Members will make appropriate efforts to prevent the loss, theft, or damage of LMPD equipment. Members will report lost, stolen, defective, or damaged LMPD equipment to their immediate supervisor by completing a Report of Lost/Stolen/Defective/Damaged Uniform Articles and Equipment form (LMPD #03-04-0180) before the end of their tour of duty. If the defective or damaged property is a LMPD vehicle, a Vehicle Damage or Collision Report form (LMPD #03-07-0190) will be completed and sent electronically to "LMPD Vehicle Damage Notification," located within the department's email distribution list (refer to SOP 7.7). Any other paperwork (e.g.,

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4.18.9 MEMBER RESPONSIBILITIES (CONTINUED)

Kentucky Uniform Citation) associated with the damage to their LMPD equipment or LMPD vehicle will be submitted with the appropriate form. A Uniform Incident Report will be completed when departmental property has been lost, stolen, or damaged as a result of criminal activity. If criminal charges are filed, damage to any property will be noted in the arrest/citation narrative. Members will obtain a copy of the property damage appraisal or the Newburg Road garage invoice and present it to the prosecutor in order to request restitution for the damages. The request for restitution should be part of the plea agreement or sentencing. The officer's immediate supervisor is responsible for contacting the EPU or Firearms Training Center to replace the damaged, lost, or stolen LMPD duty gear, if possible. Division commanders will forward a copy of all paperwork, through the appropriate Bureau Commander, for further distribution.

When off-duty or working approved secondary employment, if a member's LMPD equipment or vehicle is damaged, the member will follow the steps outlined above. Any damage will be reported to the member's immediate supervisor by completing the appropriate Report of Lost/Stolen/Defective/Damaged Uniform Articles and Equipment form or Vehicle Damage or Collision Report form prior to the start of their next tour of duty.

Damage to Personal Property

By contract, the LMPD is only responsible for the maximum reimbursement set forth in the contract for personal property which has been lost, stolen, or damaged while on-duty. Weapons and uniforms are not included in this ceiling cap. Reimbursement for personal property will be requested as follows:

- Complete a Report of Lost/Stolen/Defective/Damaged Uniform Articles and Equipment form.
- Attach all associated paperwork (e.g., Kentucky Uniform Citation). If an arrest is made, the subject will be charged with the appropriate criminal mischief.
- Submit all paperwork, through the appropriate chain of command, to the division commander. Division commanders will inspect the equipment or uniform item to determine if the item is still serviceable.
- The division commander will determine if restitution or other forms of reimbursement (e.g., criminal court orders, insurance) can be obtained. If restitution can be made, the paperwork will be returned to the officer. Once all avenues of restitution have been exhausted and reimbursement cannot be made, the officer will complete the reimbursement section of the original Report of Lost/Stolen/Defective/Damaged Uniform Articles and Equipment form, indicating that reimbursement cannot be made. The officer will include an accompanying explanation and re-submit the paperwork through the appropriate chain of command. If the item is a uniform article, the LMPD Uniform Replacement Guide form (LMPD #07-0019) will also be submitted. If restitution cannot be made (e.g., no arrest possible) and the explanation is satisfactory, the division commander will approve the Report of Lost/Stolen/Defective/Damaged Uniform Articles and Equipment form and forward the paperwork to the appropriate Bureau Commander.
- The officer's immediate supervisor is responsible for contacting the EPU or the Firearms Training Center and determining if duty gear can be loaned to the officer until the officer can purchase new gear.
- If reimbursement has been made to the officer through means other than the LMPD, the Report of Lost/Stolen/Defective/Damaged Uniform Articles and Equipment form does not have to be re-submitted.

If the request is approved and the uniform article or equipment is ordered, the officer has 30 days from the date of notification that the item is in to pick up the item from the appropriate vendor. If the officer fails to pick the item up within the required time, the item will be shipped back to the company from which it was ordered.

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4.18.9 MEMBER RESPONSIBILITIES (CONTINUED)

Accreditation Standards

Members will take all responsible and reasonable steps to preserve and enhance the credibility and integrity of the accreditation program through continued compliance with all applicable standards and tasks required by the KACP.

Division/section/unit commanders are ultimately responsible for compliance with accreditation standards, even if the responsibility for compiling accreditation proofs is delegated to R&D or other personnel. The division/section/unit commander will coordinate accreditation work through the designated division/section/unit administrative commanding officer, under the direction of the R&D Supervisor/Accreditation Manager.