INDIANA STATE POLICE	***STANDARD OPERATING PROCEDURE*** State Form 39870(R/S-06)	Reference Number FSS-004
	Subject Annual Inspections and Equipment Audit	
	Special Instructions Replaces LOG-012 dated February 9, 2012	Effective Date **March 1, 2015**

I. PURPOSE

Establish guidelines for conducting an annual inspection and audit of Department personnel, equipment, property and installations to ensure accountability and serviceability.

II. POLICY

The Department shall annually inspect and audit all assigned commissions and issued equipment of all police employees, motor carrier inspectors, telecommunications operators and all civilian personnel assigned commissions. The Commander of the Field Support Services (FSS) Section shall be responsible for ensuring detailed and accurate audits are completed as directed by the Assistant Chief of Staff (AC/S) Logistics.

Unsatisfactory ratings during an inspection will require a re-inspection. The results of the applicable inspection/re-inspection shall be duly noted on the respective employee's Performance Appraisal Report (PAR).

Supervisors shall regularly monitor their subordinates for compliance with regulations regarding personal appearance, grooming, uniforms, vehicles, and equipment and ensure that deficiencies are corrected, when appropriate. Nothing in this procedure shall prevent routine, unannounced inspections by commanding officers of personnel and installations to ensure compliance with Department regulations, rules, policies and procedures.

III. PROCEDURE

A. All commanders shall be held accountable for the requisitioning, care, use and inventory of Department equipment and property used under their respective commands.

B. All employees of the Department shall be held responsible for the proper care and use of issued property and equipment and shall return such property and equipment when no longer serviceable or needed.

IV. INSPECTION and AUDIT of PERSONNEL

A. The Superintendent shall determine the type of inspection to be conducted: Showdown (formal or semi-formal), a working inspection or audit only. Note: a showdown inspection will always include a complete audit of all issued equipment. Local commanders shall ensure their personnel are aware of the inspection expectations in advance.

B. AC/S Logistics shall send out notices to all commanders regarding the dates and type of inspection/audit being conducted.

1. All inspections/audits of issued equipment shall be conducted and completed as directed in the AC/S Logistics notice.

2. All audits of specialty team equipment and specialty vehicles or aircraft shall be scheduled and conducted by the specialty team commander. Specialty team inspections/audits may be conducted and submitted at anytime during the inspection schedule but shall be completed and submitted prior to the 15th of November each year.

C. Audits.

1. Audits may be conducted up to 30 days prior to the submission deadline; however; completion and submission of the Electronic Audit Form shall only occur during the applicable period of time specified by the AC/S of Logistics, section IV. B. 1.

2. Commanders shall determine how and where the audits will occur. Audits may occur on an individual basis at the employee's home or a designated location (e.g. office, district, etc.) or in a group setting (squad or post meeting or special day set aside for inspection/audit).

3. It is not required that the audit and the inspection both take place at the same time. It is only required that both take place during the time frames outlined in this SOP.

4. Commanders shall ensure those personnel under their command who are on extended leave or will be leaving on extended leave within 60 days (e.g. military, disability, administrative leave, leave of absence, pending retirement/resignation) shall have their Electronic Audit Form (EAF) updated or information shall be forwarded, through channels, to the FSS Commander.

D. All division, section, zone, area and district commanders are responsible to ensure all employees under their command are inspected and audited and that all inspections and audits are completed within the appropriate time frames as indicated by FSS.

E. If any issues or discrepancies are found within the EAF the FSS Commander should be contacted as soon as possible.

F. Affected personnel and commanders shall be informed of inspection results at the conclusion of the inspection. If deficiencies are found in personal appearance, grooming, uniforms, vehicles or equipment immediate re-inspection or scheduling of re-inspection shall occur.

V. RECORD KEEPING

A. FSS shall maintain a computerized master file of all Department owned equipment and property assigned/issued to Department personnel. Serial numbers on all applicable items shall be checked by the FSS against the employee's Property Card.

B. When a patrol commission, firearm and/or other vital equipment is found to be unsafe, that item shall be taken out of service immediately until the deficiencies are corrected and re-inspected.

VI. INSTALLATION INSPECTIONS

A. AC/S Logistics shall forward a proposed installation inspection schedule to the Chief of Staff no later than March 1.

B. Annual inspection/audit of district installations (including contents and property) shall be conducted between April 1 and May 31 of each calendar year. Inspection shall be completed by the applicable area captain. The district installation inspection/audit shall include, but is not limited to; cleanliness, orderliness and serviceability.

C. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.