

CHAPTER 5
ANNUAL INSPECTION OF DEPARTMENTAL PISTOLS AND
PERSONALLY PURCHASED PRIMARY FIREARMS

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CHAPTER 5

ANNUAL INSPECTION OF DEPARTMENTAL PISTOLS AND PERSONALLY PURCHASED PRIMARY FIREARMS

1. POLICY.

a. Required Equipment. All departmental pistols or personally purchased primary firearms, holsters, black-bottom magazines, ammunition, and magazine pouches shall be inspected and maintained in accordance with this chapter and Highway Patrol Manual (HPM) 11.2, Materials Management Manual, Chapter 10, Police Protective and Safety Equipment–Uniformed Employees.

(1) Departmental pistols and personally purchased primary firearms shall be completely disassembled once yearly by an Academy-certified range officer and inspected for damage, defects, or modifications; cleaned; reassembled; test fired; documented on an inspection checklist and entered in the Employee Training Records System (ETRS)-generated CHP 311, Annual Safety/Protective Equipment Inspection (refer to Annex A). This complete inspection should coincide with the employee's annual CHP 118, Performance Appraisal - Officer.

(2) Approximately six months later, a second inspection shall be conducted requiring the firearm to be "field-stripped" and checked for obvious defects and cleanliness. No test fire is required. The six-month inspection shall be documented on the six-month inspection checklist and entered into ETRS. If the firearm is not being properly cleaned, the employee will be given instruction on proper maintenance procedures. Obvious signs of improper care or maintenance shall be brought to the attention of the Area training sergeant.

b. Optional Equipment.

(1) All secondary firearms, as well as holsters, shall be initially inspected by the range officer for defects and/or modifications prior to being carried on duty and, thereafter, on an annual basis.

(2) Employees who elect to designate and carry a secondary firearm must ensure it meets all current factory and departmental specifications. Each firearm shall be identified and recorded on the CHP 4, Secondary Firearms Report, (refer to Chapter 1, Firearms Classification and Registration, Annex A, of this manual), entered into ETRS, and documented on a CHP 311.

2. RESPONSIBILITIES.

a. Commanders' Responsibilities. Commanders shall be responsible for the issuance, inspection, and replacement of all departmental pistols and related safety equipment assigned to employees within their command. Inspection and accounting of the employee's authorized firearms and related safety equipment should be conducted in conjunction with their annual performance appraisal, entered into ETRS, and a CHP 311 generated.

b. Employees' Responsibilities. Employees shall be responsible for their assigned firearm(s), and related departmentally issued safety equipment, and maintaining it in a condition which meets departmental standards and reflects favorably upon the Department. Items lost or damaged due to the negligence of the employee shall be replaced by the Department at the employee's expense.

3. GENERAL.

a. Departmental Pistols. Two inspections are required (refer to paragraphs 1.a.[1] and 1.a.[2] of this chapter). **Commanders may conduct more frequent inspections of this equipment as deemed necessary.** Inspections shall be entered into ETRS, and a CHP 311 shall be generated and placed in the employee's training file.

b. Secondary Firearms. The Department will no longer conduct **complete disassembly inspections** of secondary firearms. However, one inspection is required yearly in conjunction with the employee's annual performance appraisal in addition to the inspection done at the time of registration. Any secondary firearm may be removed from service and substituted for another at any time.

(1) Revolvers. Revolvers registered as secondary firearms will be inspected by the range officer once per year in conjunction with the employee's annual performance appraisal cycle and at the time the weapon is registered with the Department. This inspection will be limited to ensuring the first round is double action when applicable, and visually inspecting the weapon for cleanliness and obvious defects. If defects are noted during this inspection, it will be the employee's responsibility to correct them. **No test fire will be required.**

(2) Semiautomatic Pistols. Employees carrying semiautomatic pistols will be responsible for disassembling the weapon in the presence of the range officer. This will occur once per year in conjunction with the employee's annual performance appraisal cycle and at the time the weapon is registered with the Department. The range officer will inspect the weapon for obvious defects and

cleanliness. The employee will be responsible for reassembling the weapon and ensuring that it operates properly. **No test fire will be required.**

c. Correction of Deficiencies. If any firearm, holster, ammunition, magazine, or magazine pouch requires cleaning, repair, or is otherwise unserviceable, the commander shall ensure the employee issued or carrying the item makes the necessary corrections, repairs, or replacements. All corrections, repairs, and replacements shall be made as soon as possible, or in no event later than 30 days after notification of the discrepancy and must be verified by the range officer. In no event shall any employee engage in enforcement duties with unserviceable safety equipment.

(1) In the event any correction of defects in equipment is necessary, **a copy of the CHP 311 shall be made** and returned to the employee. All defects shall be indicated and the "deadline for corrections" box shall be completed.

(2) When a correction of defects in equipment is necessary, the CHP 311 shall be held in suspense until the correction is completed.

(3) The range officer shall record the correction of defects by including the date the correction was made in the "remarks" portion of the CHP 311.

(4) Departmental pistols requiring repair shall be removed from service immediately and a loaner firearm shall be provided. Defective pistols shall be sent to the Academy gunsmith for repair as quickly as possible. Each command has been assigned a minimum of two loaner pistols and each Division has been assigned a minimum of five loaner pistols. These pistols shall **not** be permanently issued and shall not be exchanged between commands without prior approval of the appropriate Assistant Commissioner and notification to the Academy, Weapons Control Unit (WCU).

(5) Departmental pistols and magazines requiring replacement may be requisitioned from the Academy, WCU. When replacement magazines are requested due to defects or damage, the old magazines shall be returned to the Academy, WCU, with a CHP 266, Credit Memo - Equipment.

d. Inspection Results. Results of the inspection shall be entered into ETRS to be recorded on each employee's CHP 311 for all assigned equipment.

e. Test Firing. All departmental pistols are subject to a complete annual inspection and shall be test fired prior to being returned to service. No test fire is required following field strip inspections of departmental pistols and secondary firearms.

4. CHP 311, ANNUAL SAFETY/PROTECTIVE EQUIPMENT INSPECTION.

a. Preparation. All equipment shall be entered into ETRS and updated annually. A CHP 311 shall be generated and placed in the employee's training file.

b. Inspection of Departmental Pistol. The firearm shall be inspected as required in paragraph 3. of this chapter.

c. Inspection of Holster. Inspect the holster using the specification outlined in Chapter 4, Firearms Equipment, paragraph 2., of this manual.

d. Inspection of Magazine Pouches.

(1) Check to ascertain if:

(a) Pouch is free of foreign matter.

(b) Magazines come out of cases freely with flaps open.

(2) If the magazines do not come out of pouches freely, the employee shall take steps to correct the failure. Order replacement pouches from Business Services Section, Supply Services Unit.

(a) Magazine pouches shall not be cleaned with anything which will soften the leather (products containing oils).

(b) Pouches should be firm, allowing the magazines to be removed freely.

e. Inspection of Aerosol Subject Restraint Projector/Holster. Check as directed in HPM 70.6, Officer Safety Manual, to ascertain if:

(1) Propellant is still active.

(2) A usable amount of liquid is contained.

(3) Holster is free of foreign matter.

(4) Aerosol projector fits properly.

f. Inspection of Handcuffs/Case. Check as directed in HPM 70.6 to ascertain if:

(1) The locking ratchet is in good condition.

(a) Does it hold securely when the handcuffs are single locked?

(b) Can the handcuffs be double locked, and if so, do they hold on double lock?

(2) The interlocking area is free of foreign matter.

(3) The handcuffs are of an approved type (HPM 73.5, Uniform/Grooming and Equipment Standards).

(4) The employee has the correct key for handcuffs.

(5) The case is free of foreign matter.

(6) The case holds handcuffs securely.

5. MAINTENANCE.

a. Departmental Pistols.

(1) Pistol maintenance shall be the responsibility of the employee. Should any condition be found requiring repair or professional attention, the employee shall immediately make the necessary arrangements with the Area range officer to have the firearm sent to the Academy, WCU, for repair.

(2) Employees shall thoroughly clean their departmental pistol after being fired during any training session and shall inspect it at least once each week to ensure it is in proper working order.

(a) The inspection shall be done at a safe location and only after the firearm has been unloaded, cleared, and made safe.

(b) The inspection shall consist of checks for proper lubrication, visible damage, correct ammunition, and proper condition of the magazine.

(c) The discovery of any defect, damage, or improper condition shall immediately be brought to the attention of the range officer.

(3) Field Stripping and Cleaning.

(a) Materials Needed.

1 Departmentally approved cleaner/lubricant (08-060-55).

2 Cleaning rod (08-060-76).

3 Nylon Cleaning Brush (08-060-75).

4 Brass jag (08-060-30).

5 Cotton patch (08-060-28).

6 Bore brush (08-060-41).

7 Bore mop (08-060-36).

(b) Field Stripping Procedures.

1 Select a safe location.

2 Remove the magazine.

3 Remove the round from the chamber by locking the slide to the rear with the slide stop. Check chamber, magazine well, breech face; look away; and check again. (Place any ammunition in a safe location away from the cleaning area.)

4 Push the sear deactivation lever down 45 degrees in the magazine well until it stops. Do not over rotate.

5 Rotate the takedown lever on the frame clockwise 90 degrees.

6 Hold takedown lever in downward position. Pull slide slightly rearward to release the tension, then slowly push the slide forward off the frame.

7 Push recoil spring assembly slightly forward, lift up and out.

8 While holding the slide upside down, push the barrel (at the breech end) through the ejection port with one finger to unlock from the slide. With the other hand, grasp the feed ramp area and pull up and to the rear until the barrel is separated from the slide.

(c) Field Cleaning Procedures.

1 Barrel.

a Using a nylon brush and departmentally approved cleaner/lubricant, clean the entire outside of the barrel, including the feed ramp, locking surfaces, and the muzzle. A brass brush

may be used if the barrel is extremely dirty. **Only use a brass brush if the nylon brush does not clean adequately.**

b Clean the bore of the barrel using the Boresnake or brass bore brush/jag. Place three drops of departmentally approved cleaner/lubricant on the Boresnake in front of the bristles or on a cleaning patch if using a jag. **Always clean the barrel from the breech to the muzzle.**

c Wipe dry and check the barrel for cleanliness, cracks, bulges, deformities, burrs, etc.

d Put a **light** coat of departmentally approved cleaner/lubricant on the entire outside of the barrel. Special attention should be given to the locking lug and muzzle areas.

2 Recoil Spring Assembly. Wipe off any loose debris from the assembly. **Do not** apply cleaner/lubricant to recoil spring assembly.

3 Slide.

a Moisten all dirty areas with departmentally approved cleaner/lubricant. Use a nylon brush to clean the entire slide inside and out. Pay special attention to the breech face, slide rail cuts, locking lug cuts, and rear of the firing pin. The brass brush may have to be used on the breech face to remove excessive carbon buildup.

NOTE: The stainless-steel and brass brush will damage the exterior finish of the slide.

b Wipe the entire slide down with a rag.

c Check the slide for cracks, excessive wear, and burrs.

d Check the extractor to ensure it is spring loaded, the hook is not broken, and the pin is below flush on the bottom.

e Check the front and rear sight for tightness.

f Use a couple drops of departmentally approved cleaner/lubricant on a rag and wipe the entire outside of the slide. Lightly oil the following areas: slide rail cuts and barrel channel.

g If equipped with a red dot optic sight, check the optic mounting screws for tightness to the manufacturer's torque specifications, cleanliness of optic glass, cracks, or other damage.

4 Frame.

a Moisten the dirty area with departmentally approved cleaner/lubricant. Use a nylon brush to scrub the rails and all other surfaces that are dirty. Care must be taken while brushing so the bristles are not torn off and jammed between parts or small springs are not bent out of place.

b Clean the trigger and trigger guard area with a nylon brush and rag.

c Use a rag to carefully clean the magazine well.

d Check for cracks, excessive wear, burrs, etc. Check for any visible broken or missing parts. The ejector (on the left side of the hammer), the sear release lever, and the firing pin safety lever (on the right side of the hammer) should move up and down freely and have some spring tension on them. (Ensure the hammer is in the down position before testing the levers.)

5 Lubrication.

a Only use cleaner/lubricant which has been authorized by the Department (08-060-55). The action of a semiautomatic pistol requires lubrication. It must be lubricated as specified in the cleaning and maintenance section of this chapter.

b Lubricate the pistol as indicated below:

1/ Frame rails, slide rails, barrel, barrel channel, sear disconnect, and contacting surfaces.

REMEMBER: Too much lubricant is better than no lubricant at all. (Wipe off excess lubricant.)

b. Magazine(s).

(1) Remove the floor plate by depressing a punch through the hole. Once the floor plate starts to move, remove the punch. Push the floor plate off with one

hand and use the thumb of the other hand to hold the magazine spring in place. Allow the spring to relax slowly. Remove the spring and the follower. Do not remove the tab from the spring. Clean the inside of the magazine with a dry rag (no oil). Wipe off the follower and the spring. Check the follower for chips or cracks.

(2) Reinstall the follower (will only go in easily one way).

(3) Reinstall the spring and tab (the magazine and tab have square and rounded sides that match). Depress the spring and slide the floor plate back into place. When the floor plate is in a correct position, the tab will lock into place. Sometimes you may have to tap the magazine on a bench to get the button to snap into the hole in the floor plate.

c. Secondary Firearms. Secondary firearms are to be maintained in a clean condition. They should be inspected on a weekly basis and thoroughly cleaned after being fired using the cleaning procedures appropriate for that specific firearm. Maintenance, repair, or replacement, if damaged, of any secondary firearm will be at the employee's expense.

d. Annual Maintenance. The annual maintenance is to be performed by Academy-certified range officers. Range officers shall perform the annual maintenance on all departmental pistols, following inspection and cleaning procedures outlined in this chapter.

e. Repair and Replacement of Firearms. Any departmental pistol needing repair or replacement shall be shipped or hand-carried to the departmental gunsmith. For shipping instructions, refer to Chapter 9, Firearms and Weapons Inventory and Control, paragraph 6., of this manual.

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ANNEX A

CHP 311, ANNUAL SAFETY/PROTECTIVE EQUIPMENT INSPECTION (USED WHEN UPDATING THE EMPLOYEE TRAINING RECORDS SYSTEM)

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL ANNUAL SAFETY/PROTECTIVE EQUIPMENT INSPECTION CHP 311 (Rev 01-04) OPI 091				NAME BASS, NICHOLAS				I.D. NUMBER 030058			
				HANDCUFF MAKE				SERIAL NUMBER			
PRIMARY WEAPON MAKE SMITH & WESSON		MODEL 4006TSW		CALIBER .40 S&W		SERIAL NUMBER NHP					
SUPPLEMENTAL WEAPON MAKE		MODEL		CALIBER		SERIAL NUMBER					
SECONDARY WEAPON 1 MAKE		MODEL		CALIBER		SERIAL NUMBER					
SECONDARY WEAPON 2 MAKE		MODEL		CALIBER		SERIAL NUMBER					

WEAPON (Indicate date and Pass (P) or Fail (F) for each required inspection)												
Inspection Year		2018		2017		2016		2015		2014		
Primary weapon	DATE	7/19/2018										
	P OR F	P										
Supplemental weapon	DATE											
	P OR F											
Secondary weapon 1	DATE											
	P OR F											
Secondary weapon 2	DATE											
	P OR F											

AMMUNITION		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D	
		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
Primary weapon	CALIBER .40 S&W	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Supplemental weapon	CALIBER	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Secondary weapon 1	CALIBER	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Secondary weapon 2	CALIBER	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

HOLSTER		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D	
		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
Primary weapon		☒	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Supplemental weapon		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Secondary weapon 1		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Secondary weapon 2		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

MAGAZINES/CASES/POUCHES		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D	
		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
Magazines clean/good condition		☒	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Cases in good condition		☒	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

HANDCUFFS		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D	
		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
General condition good		☒	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Capable of being double locked		☒	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
locks securely when single locked		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

HANDCUFF CASE		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D	
		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
General condition good		☒	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

AEROSOL PROJECTOR		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D		MEETS STDS.		ACTION REQ'D	
		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
Canister and holder in good condition		☒	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Is canister current		☒	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

**CHP 311, ANNUAL SAFETY/PROTECTIVE EQUIPMENT INSPECTION
(USED WHEN UPDATING THE EMPLOYEE TRAINING RECORDS SYSTEM)
(continued)**

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ANNEX A

CHP 311, ANNUAL SAFETY/PROTECTIVE EQUIPMENT INSPECTION (USED WHEN UPDATING THE EMPLOYEE TRAINING RECORDS SYSTEM) (continued)

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL ANNUAL SAFETY/PROTECTIVE EQUIPMENT INSPECTION CHP 311 (Rev 01-04) OPI 091		NAME BASS, NICHOLAS	I.D. NUMBER 030058
Primary Weapon			
DATE	INSPECTED BY	☐ Meets departmental requirements ☐ Need for re-inspection ☐ CHP 4 Current	DEADLINE FOR CORRECTIONS
SIGNATURE OF OFFICER ACKNOWLEDGING DISCREPANCIES		ID NUMBER	DATE
Supplemental Weapon			
DATE	INSPECTED BY	☐ Meets departmental requirements ☐ Need for re-inspection ☐ CHP 4 Current	DEADLINE FOR CORRECTIONS
SIGNATURE OF OFFICER ACKNOWLEDGING DISCREPANCIES		ID NUMBER	DATE
Primary Weapon			
DATE	INSPECTED BY	☐ Meets departmental requirements ☐ Need for re-inspection ☐ CHP 4 Current	DEADLINE FOR CORRECTIONS
SIGNATURE OF OFFICER ACKNOWLEDGING DISCREPANCIES		ID NUMBER	DATE
Supplemental Weapon			
DATE	INSPECTED BY	☐ Meets departmental requirements ☐ Need for re-inspection ☐ CHP 4 Current	DEADLINE FOR CORRECTIONS
SIGNATURE OF OFFICER ACKNOWLEDGING DISCREPANCIES		ID NUMBER	DATE
Primary Weapon			
DATE	INSPECTED BY	☐ Meets departmental requirements ☐ Need for re-inspection ☐ CHP 4 Current	DEADLINE FOR CORRECTIONS
SIGNATURE OF OFFICER ACKNOWLEDGING DISCREPANCIES		ID NUMBER	DATE
Supplemental Weapon			
DATE	INSPECTED BY	☐ Meets departmental requirements ☐ Need for re-inspection ☐ CHP 4 Current	DEADLINE FOR CORRECTIONS
SIGNATURE OF OFFICER ACKNOWLEDGING DISCREPANCIES		ID NUMBER	DATE
Primary Weapon			
DATE	INSPECTED BY	☐ Meets departmental requirements ☐ Need for re-inspection ☐ CHP 4 Current	DEADLINE FOR CORRECTIONS
SIGNATURE OF OFFICER ACKNOWLEDGING DISCREPANCIES		ID NUMBER	DATE
Supplemental Weapon			
DATE	INSPECTED BY	☐ Meets departmental requirements ☐ Need for re-inspection ☐ CHP 4 Current	DEADLINE FOR CORRECTIONS
SIGNATURE OF OFFICER ACKNOWLEDGING DISCREPANCIES		ID NUMBER	DATE

ANNEX A

CHP 311, ANNUAL SAFETY/PROTECTIVE EQUIPMENT INSPECTION (USED WHEN UPDATING THE EMPLOYEE TRAINING RECORDS SYSTEM) (continued)

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL ANNUAL SAFETY/PROTECTIVE EQUIPMENT INSPECTION CHP 311 (Rev. 01-04) OPI 091		NAME: BASS, NICHOLAS	I.D. NUMBER 030058
COMMENTS:			
Primary Full Inspections			
Supplemental Inspections			
Primary Field Inspections			
Secondary 1 Full Inspections			
Secondary 2 Full Inspections			
Additional			