

CHAPTER 10
UNIFORM AND EQUIPMENT INSPECTION
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CHAPTER 10

UNIFORM AND EQUIPMENT INSPECTION

1. PERSONNEL INSPECTION.

a. General. The nature of the job requires that employees maintain a high standard of appearance. This standard can only be upheld with the use of an ongoing program of review and correction by supervisors.

b. Conduct Formal Inspection. This chapter outlines the formal inspection process. The evaluating officer should assess the positions of attention and parade rest, and the execution of inspection arms as each person is approached. Inspectors should familiarize themselves with these positions and commands before conducting the inspection. If the evaluating officer is an Assistant Chief, the Area commander should assist; this is in addition to the sergeant who is to note commendations and discrepancies.

c. Requirements. A Uniform and Equipment Inspection shall be conducted annually at every Area command to include commercial vehicle enforcement facilities and headquarters commands. The Division Chief shall specify which type of uniform is to be inspected (formal, work, or utility uniform).

d. Documentation. Once a Uniform and Equipment Inspection has been conducted, the Area shall document the occurrence in a memorandum and a copy shall be forwarded to the respective Division for approval. The memorandum shall be kept on file until superseded by the next inspection.

2. ITEMS OF INSPECTION.

a. Grooming—Male. Refer to Chapter 3, Grooming Requirements, of this manual for standards.

- (1) Haircuts (trimmed).
- (2) Clean shaven.
- (3) Mustache (neatly trimmed).
- (4) Sideburns (proper length/width).
- (5) Hands (fingernails clean).

- (6) Physical fitness—compliance with standards.
- b. Grooming—Female. Refer to Chapter 3 of this manual for standards.
 - (1) Hair (trimmed/neat/no decorations).
 - (2) Earrings (not permitted).
 - (3) Cosmetics (subdued/blends with skin).
 - (4) Fingernails (proper length/polish clear).
 - (5) Physical fitness—compliance with standards.
- c. The Uniform.
 - (1) Hat (regulation and appropriate for rank).
 - (2) Tie (clean).
 - (3) Shirt (clean, service stripes, patches, buttons proper size, etc.).
 - (4) Green jacket (clean, service stripes, patches).
 - (5) Trousers (clean, properly sized).
 - (6) Socks (authorized color).
 - (7) Shoes (plain round toe, no visible ornamental buckle, etc.).
 - (8) Trouser belt.
- d. Accouterments.
 - (1) Approved tie clasp.
 - (2) Badge and hat/cap piece.
 - (3) Nameplate or Enforcement Safety Recognition Emblem.
 - (4) Medals (positioned properly).
 - (5) All metal accouterments to have a solid brass appearance.
- e. Duty Belt Equipment.

- (1) Duty belt (clean and serviceable).
 - (2) Baton ring.
 - (3) Handcuff and safety device, or strap.
 - (4) Handcuff case (single or double case).
 - (5) Magazine pouch (magazines emptied from pouches).
 - (6) Aerosol subject restraint projector (expiration date and orifice unobstructed).
 - (7) Aerosol subject restraint projector holster (sized for projector).
- f. Primary Weapon.
- (1) Unloaded.
 - (2) Clean.
- g. Ammunition.
- (1) Age (clean, serviceable, approved).
 - (2) Load (factory load, unaltered, .40 caliber Department issue).
 - (3) Extra rounds (22, emptied from magazine).
 - (4) Magazine and one extra round in support side pant pocket.
- h. Handcuffs.
- (1) Locking ratchet in good condition.
 - (a) Holds securely when single-locked.
 - (b) Handcuffs can be double-locked and must hold when double-locked.
 - (2) Interlocking area is free of foreign matter.
 - (3) Handcuffs are approved type (refer to Chapter 5, Regulations for Required Uniform Items, Annex A, of this manual).
 - (4) The employee has the correct key for handcuffs.

(5) Finish is to be chrome or nickel.

i. Handcuff Case.

(1) Case free of foreign matter.

(2) Holds handcuffs securely.

j. Additional Items.

(1) Valid driver license.

(2) Departmental ID card in good condition.

(3) Watch.

(4) Pen (blue/black ink) and/or pencil.

(5) Twelve rounds ammunition from emptied primary weapon.

3. PRIMARY WEAPON INSPECTION.

a. Primary Weapons. Primary weapons are to be inspected semiannually by the Area Weapons Officers.

(1) Survey a sample of the CHP 311, Annual Officer Safety/Protective Equipment Inspection, form to determine if the Area is complying with this requirement.

(2) Deficiencies in mechanical condition or appearance are to be corrected within 30 calendar days of the inspection.

(3) Check to ensure temporary replacement weapons are readily available from Division.

(4) Check to ensure the weapons are listed on all required forms (refer to Highway Patrol Manual 70.8, Firearms Manual, for required forms).

b. Secondary Weapons.

(1) Is there a record maintained on employees authorized to carry secondary weapons?

(2) Are secondary weapons and holsters being inspected annually?

(3) Is there a system established to assure employees' proficiency in handling the secondary weapon?

(4) Is it mandatory an employee qualifies with the weapon prior to approval to carry?

4. FORMAL INSPECTIONS (FORMATION).

a. Preinspection.

(1) Weapons. Weapons to be inspected shall be UNLOADED prior to assembly of personnel for inspection. This shall be supervised by a sergeant.

(2) Accessory Items. Accessory items will be randomly checked by the inspecting uniformed employee. Therefore, the sergeant in charge should check each item listed in paragraph 2. of this chapter for each person prior to the inspection. (Cards, licenses, etc., should be placed in the front trouser pocket on the holster side just prior to inspection.)

b. Inspection Commands. There is no motion at the preparatory command, only at the command of execution. (Execution commands are in bold print for clarity.)

(1) "Fall **In.**"

(a) Officers shall arrange themselves in descending order according to height, tallest to the right of each rank, maintaining a maximum of nine persons per rank. Additional sergeants shall join the last rank. Distance between ranks shall be two spaces.

(b) At the command Fall **In**, each person except the one to the left extends their left arm laterally at shoulder height, palm of hand down, fingers extended.

(c) Each person except the one on the right turns head and eyes to the right and moves in line so that the right shoulder touches (lightly) the tips of the fingers of the person on the right. As soon as proper intervals have been obtained, each person drops their left arm smartly to their side without command and turns their head to the front, assuming a position of "Attention."

(2) Position of Attention. Heels on the same line and as near each other as the conformation of the person permits. Feet turned out equally to form a 45-degree angle. Knees straight without stiffness. Hips level and drawn back

slightly, body erect and resting equally on the hips. Chest lifted and arched, shoulders square and falling equally. Arms hanging straight down without stiffness so the thumbs are along the seams of the trousers; back of hands out, fingers curled into palm. Head erect and squarely to the front; chin drawn in so that the axis of the head and neck is vertical; eyes straight to the front. Weight of the body resting equally on the heels and balls of the feet.

(3) “Dress Right, **Dress**.” At the command “**Dress**,” each person except the one on the left extends their left arm as in Fall **In** and all except the person on the right turn their heads and eyes to the right. All align themselves on the right guide or first person on the right.

(4) “Ready **Front**.” The sergeant will move by the most direct route to the right end of the formation and dress the alignment of the ranks. Having checked the alignment, the sergeant moves three paces forward and to the center of the formation, halts, faces the formation, and commands Ready **Front**. At the command **Front**, arms are dropped quietly and smartly to the side, and heads turned to the front; the sergeant executes an “About Face.”

c. Posting for Inspection. According to the following directions, the sergeant will turn over command of the formation to the Area commander who, in turn, will present the formation to the inspecting officer. (If the inspecting officer is the Area commander, the middle step may be omitted or a lieutenant may function as the Area commander.)

(1) The Area commander and the inspecting officer should be positioned inconspicuously to the side or rear of the formation while it is being formed. Once formed and the sergeant is in position, the Area commander shall proceed to a position approximately three paces in front of the sergeant, facing the formation. At this time, the sergeant shall salute and state, “Captain, lieutenant, etc., the formation is ready for inspection.” The Area commander shall return the salute and respond, “Sergeant is to proceed to the ‘guide-on’ position” (an arm’s length to the right of the first person in the first rank and in line with that rank) and assume a position of Attention.

(2) As the sergeant is assuming position, the Area commander shall move forward three paces and execute an About Face. When both are in position, the inspecting officer shall proceed to a position approximately three paces in front of the Area commander, facing the formation. As soon as the inspecting officer is in position, the Area commander shall salute and state, “Sir or Ma’am, the formation is ready for inspection.” The inspecting officer shall return the salute and respond, “Accompany me.” The inspecting officer, with the Area commander following, will then proceed by the most direct route to the right

front rank, facing the sergeant. The Area commander will be positioned to the left of the inspecting officer.

5. THE INSPECTION PROCESS.

a. General. The inspecting officer shall conduct the inspection. The Area commander shall accompany and assist as requested. Once inspected, the sergeant in charge shall accompany the inspecting officer and the Area commander prepared to take appropriate notes.

b. Inspection Arms. When the inspecting officer orders the Area commander to "Accompany me," the sergeant shall quietly order "Inspection **Arms.**" The sergeant and the next person in the front rank will draw their unloaded weapon from their holster and come to the position of the Inspection **Arms.**

(1) Inspection Arms. Draw weapon with right hand, trigger finger against right side of frame directly below the slide. (If left-handed, the left hand is used to draw, then pass the weapon to the right hand, lock slide to the rear.) The pistol should be held 6 inches in front of and at shoulder height, with the right forearm forming a 30-degree angle, the barrel being a prolongation of the forearm.

(2) Firearm Inspection. The inspection shall consist of inspecting the pistol for defects and overall cleanliness. The inspecting officer will grasp the pistol by the barrel with the left hand and briskly remove it from the officer's hand. When the inspecting officer takes the pistol, the person being inspected will drop right arm to side and remain at Attention until the pistol is returned. The officer will receive the pistol at Inspection Arms position from the inspecting officer, release the slide, decock, and immediately return the pistol to holster. While remaining at Attention, when the inspecting officer completes inspection of the first officer, the third officer should assume the Inspection Arms position. When the second officer has been inspected, the fourth officer should assume the Inspection Arms position and so on until the rank is completed. When the next rank is called to Attention, the first two officers should assume the Inspection Arms position.

(3) Parade Rest. As the inspecting officer begins inspecting the first rank, the sergeant in charge shall order the remaining ranks to Parade **Rest.** Parade Rest is a partially relaxed modification of the position of Attention in which the legs are spread, heels about 12 inches apart, and the hands clasped behind the back.

c. The Inspection. The inspecting officer will move along the front of each rank inspecting each officer's grooming, weapon, uniform, and accouterments. (As the inspecting officer is inspecting the last officer in a rank, the sergeant in charge shall call the next rank to **Attention.**) Upon reaching the end of the rank, the inspecting officer will return, viewing the officers from their backs. When the inspecting officer begins inspection of the next rank, the sergeant in charge shall order the rank just inspected Parade **Rest.** When the last person is inspected, the sergeant in charge shall order the rest of the formation to **Attention.**

d. Dismissal. When the inspection of personnel is completed, the inspecting officer will instruct the sergeant in charge to dismiss the detail. The sergeant will return to the position from which the formation was assembled, convey any commendations, instructions, or information and order "Formation **Dismissed.**" WEAPONS are to be RELOADED immediately after dismissal upon direction of the sergeant in charge or other Area supervisor.