

PUBLIC ALLIANCE INSURANCE FUND POLICE DEPARTMENT INSPECTION CHECKLIST

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This checklist-type inspection form is considered by no means to be complete. It is intended to be revised as member input is received. This form has been developed for use by members of the Public Alliance Insurance Fund.

For those fire districts that do not have all of the sections included here, they can simply discard those sections and use only what applies to them. Should any exposures have been omitted, the Safety and Education Committee of the Public Alliance Insurance Fund and SelecTech would appreciate it being called to their attention.

All hazards can produce accidents that result in injury and should be corrected whenever detected. It is impossible to determine in advance what the consequences (injury severity) will be for particular hazards. Too many factors are involved. However, a general guide is presented here to try and help you determine those hazards that must be dealt with immediately and those that may enjoy less priority.

“A” Is a serious exposure that will, if left as is, produce a serious injury/illness and should be corrected immediately.

“B” Is a moderate exposure that can produce an injury/illness and should be addressed as quickly as possible.

All other deficiencies/hazards not included in this checklist should be corrected when they are uncovered. However, priorities must be set so this rating system is designed to help you determine what should be done first.

POLICE DEPARTMENT INSPECTION LIST

ENTITY: _____

DATE: _____

DEPARTMENT OR FACILITY: _____

SECTION COMPLETED BY: _____

SECTION I

ADMINISTRATION	RATING	YES	NO	N/A
Are Job Descriptions on file for each job in the department?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all personnel been trained in Blood borne Pathogens?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a policy statement on personal use of any police vehicles?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a policy prohibiting high speed chases?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there periodic training of the staff in emergency procedures including drills with local emergency agencies?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION II

POLICE STATION	RATING	YES	NO	N/A
Is The Station provided with a Security Entrance?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is First Aid Kit maintained and CPR Personnel identified?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the Shower maintained in a sanitary condition?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there anti-slip mats provided for the shower area?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floors in good condition with due care provided for the prevention of slip, trip and fall incidents?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the entrance well lit and provided with mats?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the detention cell provided with safety glass?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a backup source of emergency power available for operation of lights, communications etc?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION III

PERSONAL PROTECTIVE EQUIPMENT	RATING	YES	NO	N/A
Is the Soft Body Armor regularly inspected and replaced according to Manufacturer's Recommended Schedule?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing & eye protection provided for officers when training on the firing range?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate ventilation and are proper cleaning practices required on the firing range?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are proper respirators available for use with "Tear Gas" & is there a Respiratory Protection Program in place?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
"Riot Gear" (Helmets, Visors etc) maintained in operable condition & readily available?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does Motorcycle Patrol have Safety Helmets and Protective Face Protection?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there reflective vests/apparel available for use during traffic control operations or during an accident?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION IV

FIREARM PROCEDURES	RATING	YES	NO	N/A
Are sidearm lockers utilized during booking or entry into detention areas?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the ammunition stored in a secured area?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there good housekeeping in the weapon cleaning areas?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the area where weapons cleaned free of flammable materials?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the Special Weapons (Tear Gas, Automatic etc) secured in a glass free cabinet?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the Special Weapons receive regularly documented maintenance?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are containers with self-closing lids used for the storage of oily rags?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION V

VEHICLES	RATING	YES	NO	N/A
Are pre-trip vehicle inspections used?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are officers required to use seat belts when the vehicle is in motion?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is emergency equipment available and in good working condition? (flares, fire extinguishers etc.)	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is Dashboard and Rear Deck free of loose objects?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the radar and radio equipment secured in the center of the vehicle?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a safety barrier between the front & rear seats?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is Shotgun secured without a shell in the chamber & capable of being easily removed without pointing it at an officer?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>