

**OFFICE OF THE CHIEF OF POLICE**

**ADMINISTRATIVE ORDER NO. 13**

**June 12, 2018**

**SUBJECT: THREE-YEAR PERSONNEL, FACILITIES, AND EQUIPMENT  
INSPECTION SCHEDULE - REVISED**

**PURPOSE:** Administrative Order No. 2, 2010, has been revised to reestablish the three-year inspection schedule for all Office of Operations commands only. The cancellation delineated in Administrative Order No. 2, 2010, remains in effect for all other divisions outside the Office of Operations.

**PROCEDURE:** All Geographic Bureau commanding officers shall conduct a formal inspection of their commands in accordance with the attached Three-Year Personnel, Facilities, and Equipment Inspection Schedule. The purpose of the inspection schedule is to ensure adherence to the Department's uniform, safety equipment, and grooming standards and to assess the care, maintenance, availability, and serviceability of Department facilities and equipment.

Commanding officers are encouraged to structure each formal inspection with respect to the uniqueness of the entity being inspected. Whenever practical, leaders from the community and outside entities should be invited to attend the inspection. In addition, commanding officers should schedule training days in conjunction with the formal inspection to ensure that resources are used in the most effective manner. Area or Traffic commanding officers may modify the attached schedule; however, to avoid scheduling problems, modifications shall be coordinated with the bureau, the Office of Operations, and any other command that may be impacted to ensure there are no conflicts. The Chief of Police must approve any modification to the schedule.

To ensure uniformity throughout the Department, the Los Angeles Police Department Inspection Guide shall be used as a reference for these inspections.



**CHARLIE BECK**  
Chief of Police

Attachment

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