

AIR SUPPORT DIVISION

ASD NOTICE

June 6, 2000

TO: All Air Support Division Personnel


FROM: Commanding Officer, Air Support Division

SUBJECT: INSPECTION OF EQUIPMENT ISSUED TO DEPARTMENT PERSONNEL

Periodically, it is necessary to inspect equipment issued to Department personnel to ensure its serviceability and verify Department records regarding equipment custody. It is now time to conduct such inspections. This Notice provides guidance to conduct necessary inspections and report the findings.

Division Watch Commanders and Officers-In-Charge shall inspect, or cause the inspection of, Department-issued equipment in the custody of subordinate personnel. That equipment shall include general duty and flight equipment. Special attention should be placed on equipment serviceability, care and custody. Incidental to those inspections, Watch Commanders and Officers-In-Charge shall inspect, or cause the inspection of, associated equipment inventory control records (e.g., Individual Uniform and Equipment Division Inspection Record, LAPD Form 70-1.41.0, etc.) of involved personnel to ensure accuracy and completeness and, when appropriate, record their inspections on those records. These inspections may be informal and must include all assigned equipment and other things identified on the inventory control records. Some equipment inventory control records are maintained in the Division Administrative offices. Watch Commanders and Officers-In-Charge shall submit their detailed findings via Employee's Report (LAPD Form 15.7) no later than June 30, 2000.

Questions regarding this Notice should be directed to the Division Adjutant.


K. R. HALE, Captain
Commanding Officer
Air Support Division

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