

GENERAL ORDERS
CHAPTER 102
ORGANIZATION AND MANAGEMENT

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New materials underscored

Accreditation Standards:

LINE INSPECTION AND DRILL PROCEDURES
G.O. 102.6

I. PURPOSE

To establish inspection and drill procedures for uniformed officers.

II. DEFINITIONS

INSPECTOR: For identification purposes the term inspector as used in this directive refers to the line supervisor (Lieutenant or Sergeant) conducting the inspection.

III. POLICY

Line supervisors including Lieutenants and Sergeants are responsible for conducting inspections of uniformed personnel during the roll call period at the beginning of a shift with attention given to personal appearance, attire, fitness, and regularly used issued equipment.

This directive deals with the procedures for conducting “roll call inspections”. Other policies and procedures concerning inspections are detailed in General Order 102.3 – “INSPECTIONS”.

IV. PROCEDURES

A. Commands

1. The precision where a movement is executed and affected by the manner in which the command is given. A correctly delivered command is loud and distinct and will be understood clearly by everyone. Correct commands have a tone, cadence and snap that demand willing, correct and immediate response.
2. A drill command is an oral order of a commander. Most drill commands have two parts, known as a PREPARATORY COMMAND and the COMMAND OF EXECUTION.
 - a. PREPARATORY COMMAND is the command that indicates the movement.

- b. COMMAND OF EXECUTION is the command which indicates the movement is to be executed.
- 3. The inspector when issuing a command, shall use voice inflection, emphasizing the syllables and words that will signal the execution of the movement. The voice tone should be sharp and a slightly higher pitch than the preparatory command.

B. Fall-In/Preparation for Inspection

- 1. This is the command given by the front line supervisor to uniformed officers during roll call line inspections.
 - a. Uniformed officers must first CLEAR their service weapon by using the weapons clearing device. Officers will remove the magazine from the weapon and pull the slide back to eject the round in the chamber of the weapon. Both magazine and bullet will then be placed in their pocket.
 - (1) Weapons shall be re-loaded at the weapons clearing device upon completion of the inspection.
 - b. The inspector will inspect the chamber to make sure that there is no round jammed in the chamber.
 - c. With the slide back and locked, the officer will re-holster the weapon and snap the holster.
 - d. Standing in formation, the command to inspect the weapon will be given by the supervisor.
 - e. Calling the line to attention, the uniform officer will come to attention.

C. Pistol Inspection

- 1. Sequence of commands shall be as follows:
 - a. PISTOLS - DRAW
 - b. Inspec - TION
 - c. Re - TURN
 - d. TO
- 2. Explanation

To commence the drill, the preparatory command shall be, Pistols. Upon

receiving the preparatory command, officers shall firmly grasp the butt of the pistol with the (right or left) hand and simultaneously unfasten the safety snap with the (right or left) thumb.

Upon receiving the command of execution, DRAW, all officers shall apply pressure toward the front of the holster and allowing the pistol to be withdrawn in a forward motion and brought to the position of RAISED PISTOL.

a. Description of the RAISED PISTOL position:

The elbow firmly to the side of the body, the barrel of the pistol shall be vertical and pointing straight up.

The (right or left) forefinger shall be placed along the side of the frame, parallel with the barrel.

The next command will be Inspec – TION. The officer will bring the weapon up to eye level for the weapon to be inspected. The inspector will inspect the chamber to make sure that there is no round jammed in the chamber. The inspector will ensure that the weapon, including the inside of the barrel, is clean.

To complete the drill the preparatory command shall be, Re -. Personnel are to stand fast without any movement. Upon receiving the command of execution, TURN, the pistol is brought down into the holster and the safety snap is fastened with the strong hand. The strong hand is kept at the holster until the order TO, is given, at which time the hand is brought smartly to the side and to the position of Attention.

D. Baton Inspection

1. Sequence of commands shall be as follows:

- a. Batons – DRAW
- b. Inspec – TION
- c. Re – TURN
- d. TO

2. Explanation

To commence the drill, the preparatory command shall be Baton. Personnel shall firmly grasp the hand grip of the bottom with the (right or left) hand, back of the hand toward the front and the baton tilted forward. When using the Monadnock

Expandable Baton (ME) the officer shall reach with the support hand and grasp the grip portion of the baton, at the same time, tilt the baton forward.

Upon receiving the command of execution, DRAW, the baton will be raised from the trouser sheath and thrust upward at a 45 degree angle, with arm fully extended, and subsequently returned to the (right or left) side of the thigh, with butt down. When using the MEB, the officer will draw the baton from the holder, using the support hand. With the baton carried on your support side, reach across your body with your strong hand and grasp the grip portion in a one-hand grip. The officer then places the support hand, palms down, on the back of the strong hand grasping the wrist. This position is in front of the body at or above waist level.

The next preparatory command shall be Inspe-. Personnel are to stand fast without any movement. When using the MEB, with the strong hand grasping the grip portion of the baton in a one-hand grip, place the support hand, palm down grasping the long end of the baton.

Upon receiving the command of execution. TION, the baton is brought up to the level of the officer's chin, pointing upwards at a 45 degree angle. When using the MEB, the officer will manually pull the shaft out by the rubber safety tip with the support hand to lock the baton open. The baton will be fully extended, and positioned in front of the body at or above waist level. The officer will stand fast without any movement, and the inspector will inspect the baton for rust or malfunction.

At the preparatory command, Re-, personnel are to stand fast without any movement. When using the MEB, the officer grasps the grip portion of the baton with strong hand, palm facing up, with thumb placed on the button located in the end grip of the baton. The end grip is raised and the baton is vertically in front of the body. The long end is placed on the palm of the support hand. Officer is to stand fast without any movement.

Upon receiving the command of execution, TURN, the baton is brought down to the side and the tip reinserted into the sheath. The grip of the baton shall not be released until the supplementary command, TO, is given, at which time the baton is fully returned into the sheath, the grip released and the hand brought to the side to the position of ATTENTION. When using the MEB, the officer pushed the button with the thumb of the strong hand and slide the shafts back into the handle with the palm of the support hand. The officer then grasps the grip portion of the baton with the support hand and return the baton to the holder. Once the baton is placed in the holder, the officer's support hand will remain on the grip portion of the baton and stand fast without any movement.

E. Handcuff Inspection

1. Sequence of commands shall be as follows:
 - a. HANDCUFFS
 - b. Inspec – TION
 - c. Re – TURN
 - d. TO
2. Explanation

To commence the drill, the preparatory command shall be, HANDCUFFS. Upon receiving the command, the (right or left) hand is raised smartly to the level of the handcuff pouch, palm inward, fingers extended and joined until the handcuff link is in contact with the top of the hand, between the apex formed by the thumb and forefinger.

The next command shall be the preparatory command, Inspec -. Personnel are to stand fast without any movement.

Upon receiving the command of execution, TION, the cuffs are withdrawn from the pouch, suspended by the link, one cuff on the outside of the hand and the other on the inside of the palm side. The base of the hand is held at waist level. The elbow must be held close to the body and the hand and forearm horizontal and at a right angle vertical plane to the body.

To complete the drill the preparatory command is, Re-. Personnel are to stand fast without any movement.

Upon receiving the command of execution, TURN, the hand is drawn backward and simultaneously the free hand is brought across the body so as the handcuffs may be placed into the pouch and cover fastened. Both hands are held on the pouch until the supplementary command TO is given, at which time the hands are brought smartly to the sides and to the position of ATTENTION.

F. Keys and Whistles Inspection

1. Sequence of commands shall be as follows:
 - a. Keys and WHISTLES
 - b. Inspec – TION
 - c. Re – TURN

d. TO

2. Explanation

To commence the drill, the preparatory command shall be, Keys and WHISTLES. Upon receiving the command, the keys shall be grasped with the right or left hand.

The hand is to remain in this position until the next series of commands are given. The next preparatory command shall be, Inspec-

Upon receiving the command of execution, TION, keys shall be carried forward and displayed in the palm of the hand upward. The fingers shall be extended and joined, the base of the hand is held at waist level, the elbow held close to the body and the forearm horizontal and at right angle to the vertical plane of the body. The police call box key shall lie parallel with and in between the forefinger and middle finger, the whistle and other keys resting in the palm. To complete the drill the preparatory command is, Re-. Personnel are to stand fast without any movement.

Upon receiving the command of execution, TURN, the keys are returned to the belt, the hand remaining in place until the supplementary command TO is given, at which time the hand is brought to the side to the position of ATTENTION.

G. Flashlight Inspection

1. Sequence of commands shall be as follows

- a. FLASHLIGHTS
- b. Inspec – TION
- c. Lights on/Lights off
- d. Re – TURN
- e. TO

2. Explanation

To commence the drill, the preparatory command shall be, FLASHLIGHTS. Upon receiving the command, the flashlight is grasped with the forefinger and thumb of the left or right hand. The flashlight should be in the trouser sheath located on the weak side of the officer or the side opposite of where the pistol is located. The hand is to remain in this position until the next series of commands are given. The next preparatory command shall be, Inspec -.

Upon receiving the command of execution, TION, the flashlight is withdrawn from its sheath and transferred to the opposite hand. After transferring the flashlight, the right or left hand is dropped smartly to the side.

The flashlight shall be held with the switch on top and the right or left thumb on the switch. In this position the hand and forearm shall be horizontal and at right angle to the vertical plane of the body, the elbow held close to the body. The base of the flashlight shall be in line with the abdomen.

An optional command may be given at this time to test the serviceability of the flashlight, LIGHTS ON and LIGHTS OFF.

To complete the drill the preparatory command is Re -. Personnel are to stand fast without any movement.

Upon receiving the command of execution, TURN, the officer reaches across his body with his free hand and grasps the base of the flashlight and brings the flashlight smartly across his body towards the flashlight sheath located on the opposite trouser leg. The base of the flashlight is inserted into the sheath and the grip released and hand brought to the side. Following the grasping of the base of the flashlight from the inspection position, the hand that was holding the flashlight is dropped smartly to its side to the position of ATTENTION.

H. General Drill Information

1. Position of Attention

Bring the heels together smartly on the same line. Turn the feet out equally, forming an angle of 45 degrees. Keep the legs straight without stiffening or locking the knees.

Hold the body erect with the hips level, chest lifted and arched, and the shoulder square and even. Let the arms hang straight without stiffness along the sides with the back of the hands outward, the fingers curled so the tips of the thumbs touch the tips of the forefingers. Keep the thumbs along the seams of the trousers.

Keep the head erect and hold it squarely to the front with the chin drawn in so that the axis of the head and neck is vertical. Look straight to the front.

Rest the weight of the body equally upon the heels and the balls of the feet.

2. Formation Alignment of the platoon, squad, etc...

a. Close Interval(s)

Sequence of commands shall be as follows:

- (1) At Close Intervals – Dress right – DRESS
- (2) Ready – FRONT

Upon receiving the command of execution, DRESS, each man except the right flank man turns his head and eyes to the right and aligns himself on the right flank man.

Each man except the left flank man places his left hand on the hip at the belt line, fingers extended and joined, pointing downward, elbow on line with the body and positions himself by short right or left steps until his right arm touches the elbows of the man on his right.

After the detail has been aligned the next preparatory command shall be, Ready --. Personnel will stand fast and no movement.

Upon receiving the command of execution, FRONT, the hands are dropped to the sides and the heads and eyes turned smartly to the front.

b. Normal Interval(s)

Sequence of commands shall be as follows:

- (1) At Normal Interval – Dress right – DRESS
- (2) Ready – FRONT

Upon receiving the command of execution, DRESS, each man except the right flank man turns his head and eyes to the right and aligns himself on the right flank man.

Each man except the left flank man extends his left arm, and each man positions himself by short right or left steps until his right shoulder touches the fingertips of the man on his right.

After the detail has been aligned, the next preparatory command shall be, Ready --. Personnel will stand fast with no movement.

Upon receiving the command of execution, FRONT, the arms are quietly dropped to the sides and the heads and eyes are turned smartly to the front.

3. Position of Parade Rest

Sequence of commands shall be as follows:

- a. Parade – Rest
- b. Atten – TION

The preparatory command is, Parade—and the command of execution, REST.

Upon receiving the command of execution, move the left foot smartly 12 inches to the left of the right foot. Keep the legs straight so that the weight of the body rests equally on the heels and the balls of the feet.

At the same time, let the arms hang behind the back with the hands just below the belt line. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward. Hold the head and eyes as at the position of ATTENTION. Remain silent and do not move.

To change position the preparatory command shall be, Atten – and the command of execution, TION. Resume the position of ATTENTION.

4. Position of At Ease or Rest

Secondary command may be given after PARADE REST has been executed.

While at EASE, keep the right foot in place; movement may be allowed with silence.

While at REST, keep the right foot in place; movement is allowed

5. Left Face

Sequence of commands shall be as follows:

Left – FACE

Upon receiving the command of execution, FACE, slightly raise the right heel and left toe and turn 90 degrees to the left on the left heel, assisted by slight pressure on the ball of the right foot. Keep the right leg straight without stiffness. Then place the right foot beside the left foot resuming the position of ATTENTION.

Hold the arms at the position of ATTENTION when executing the movement.

6. Right Face

Sequence of commands shall be as follows:

Right – FACE

Upon receiving the command of execution, FACE, slightly raise the left heel and right toe and turn 90 degrees to the right on the right heel assisted by a slight pressure on the ball of the left foot.

Keep the left leg straight without stiffness. Then place the left foot beside the right foot resuming the position of ATTENTION. Hold the arms at the position of ATTENTION when executing the movement.

7. About Face

Sequence of commands shall be as follows:

About – FACE

Upon receiving the command of execution, FACE, move the toe of the right foot to a position touching the ground approximately one-half the length of the foot to the rear and slightly to the left of the left heel. Rest most of the weight on the heel of the left foot and allow the right knee to bend naturally. Then turn to the right 180 degrees on the left heel and the ball of the right foot, resuming the position of ATTENTION. Hold the arms at the position of ATTENTION when executing the movement.

8. Open Rank/Close Ranks

a. Open Ranks

Sequence of commands shall be as follows:

(1) Open ranks – MARCH

(2) Ready – FRONT

Upon receiving the command of execution, MARCH, the front rank takes two steps forward, the second rank takes one step forward, and the third rank stands fast.

If there is a fourth rank, the front rank takes three steps forward, the second rank two steps forward, the third rank one step forward and the fourth stands fast.

The ranks shall automatically dress at the interval in which they were aligned.

After the detail has been aligned the next preparatory command shall be,

Ready--. Personnel will stand fast and no movement.

Upon receiving the command of execution, FRONT, the hands are quietly dropped to the sides with heads and eyes turned smartly to the front.

b. Close Ranks

Sequence of commands shall be as follows:

(1) Close Ranks – MARCH

(2) Ready – FRONT

Upon receiving the command of execution, MARCH, the front rank stands fast, the second rank takes one step forward and the third rank takes two steps forward. If there is a fourth rank, this rank shall take three steps forward.

The ranks shall automatically dress at the interval in which they are aligned.

After the detail has been aligned the next preparatory command shall be, Ready--. Personnel will stand fast and no movement.

Upon receiving the command of execution, FRONT, the hands dropped to the side with head and eyes turned smartly to the front.

9. Hand Salute

Sequence of commands shall be as follows.

a. Present – ARMS

b. Order – ARMS

The preparatory command shall be, present--. Personnel are to stand fast without any movement.

Upon receiving the command of execution, ARMS, raise the right hand to the headdress and with the tip of the forefinger, touch the rim of the visor slightly to the right of the right eye. The fingers and thumb are extended and joined, palm down. The outer edge of the hand is barely canted downward so that neither the palm nor the back of the hand is visible from the front. The upper arm is horizontal with the elbow, inclined slightly forward with the hand and wrist straight.

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The preparatory command shall be, Order --.

Upon receiving the command of execution, ARMS, return the hand smartly to the side and resume the position of ATTENTION.

10. Rendering Hand Salutes

- a. Whenever the National Anthem is played, officers in uniform will come to ATTENTION, turn toward the National Colors and render a salute. In the absence of the colors, the salute will be rendered in the direction of where the music originates.
- b. Whenever the Hawaiian Anthem (Hawaii Pono i) is played, officers in uniform will come to ATTENTION, and turn toward the Hawaiian flag. In the absence of the flag, turn toward the direction of where the music originates. A salute is not required.
- c. Officers in uniform stationed along a parade route shall come to ATTENTION, and render a salute whenever the National Colors pass by.
- d. Salutes will not be exchanged, ordinarily, between officers in plainclothes, except, when a subordinate salutes a superior officer, the latter shall return the salute.



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