

## ILLINOIS STATE POLICE DIRECTIVE ADM-006, INSPECTIONS

<b>RESCINDS:</b> ADM-006, 2012-045, revised 06-10-2013.	<b>REVISED:</b> 10-29-2015                      2015-084
<b>RELATED DOCUMENTS:</b> ADM-001, ADM-128, EQP-001, EQP-005, EQP-007, EQP-013, ORD-001, PER-004	<b>RELATED CALEA STANDARDS:</b> 17.5.2, 17.5.3, 22.2.5, 41.1.3, 41.3.2, 41.3.4, 46.1.8, 46.2.3, 46.3.4, 53.1.1, 61.2.3

### I. POLICY

The Illinois State Police (ISP) will:

- I.A. Conduct continuous inspections of personnel, operations, equipment, facilities and administration.
- I.B. Provide personnel the opportunity of being interviewed by individuals performing inspections and/or managerial personnel.

### II. DEFINITIONS

#### II.A. Inspections

##### II.A.1. Field Assembly Inspection

II.A.1.a. A Field Assembly Inspection - an optional inspection conducted by supervisory personnel to ensure all personnel are adhering to established directives, policies, regulations, and procedures.

II.A.1.b. A Field Assembly Inspection of persons, equipment, weapons, and vehicles can be conducted at any time at the request of command staff to:

- II.A.1.b.1) Thoroughly inspect equipment and vehicles
- II.A.1.b.2) Inspect communications equipment
- II.A.1.b.3) Encourage cooperation among officers
- II.A.1.b.4) Build esprit de corps
- II.A.1.b.5) Review/evaluate the effectiveness and efficiency of district/bureau operations

II.A.1.c. The Field Assembly Inspection should be conducted in as few days as practical, weather permitting, and with minimum disruption of District/Zone/Bureau/Laboratory operations.

II.A.2. Field Spot Inspection - an unannounced inspection that may be conducted at any time by managers/supervisors in the District/Zone/Bureau/Laboratory and which evaluates compliance with directives, policies, and procedures.

II.A.3. Personnel Inspection - an announced or unannounced inspection of equipment of Sergeants, Special Agents, and Troopers that is conducted on a semi-annual basis (one in the time frame of January - June; one in the time frame of July - December, spaced a reasonable time apart) by managers/supervisors in the District/Zone/Bureau/Laboratory. Master Sergeants and above and their equipment will be inspected annually.

#### II.B. Inspection Ratings

II.B.1. Superior - indicates extra effort is demonstrated by an individual exceeding standards in appearance, condition of equipment, or the performance of duties.

II.B.2. Satisfactory - indicates the effort demonstrated by an individual meeting standards in appearance, condition of equipment, or performance of duties.

II.B.3. Unsatisfactory - indicates the effort demonstrated by an individual is below minimum standards in appearance, condition of equipment, or performance of duties. The individual makes little or no effort to improve.

II.C. Sworn Personnel - officers designated by the ranks of Major, Captain, Lieutenant, Master Sergeant, Sergeant, Special Agent, Trooper, and personnel designated as Inspectors by the Director. For the purposes of this directive, this definition includes Protective Services Unit Police Officers, including supervisors.

III. RESPONSIBILITIES

III.A. The ISP has a responsibility to ensure:

III.A.1. The resources of the ISP are being used effectively and efficiently to achieve the Department's goals and objectives.

III.A.2. All personnel and components adhere to established department and division policies and procedures. To meet this responsibility, supervisory/command personnel at all levels are responsible for conducting and reporting inspections as set forth in this directive.

III.B. The Colonels, Lieutenant Colonels, Region Commanders, District/Zone Commanders, Bureau Chiefs, Lab Directors, and Section/Office/Unit Supervisors are responsible for conducting or ordering one or more of the following types of inspections:

III.B.1. District Field Assembly Inspection (OPTIONAL)

III.B.2. Field Spot Inspection (OPTIONAL)

III.B.3. Personnel Inspection (MANDATORY)

III.C. All employees will:

III.C.1. Cooperate with personnel conducting inspections, to include making personnel, files, records, property, and equipment available for review/examination, upon reasonable request.

III.C.2. Ensure all patrol vehicle supplies and equipment are adequate and operational at all times. Supplies and equipment can be obtained from the District Headquarters, the Division of Administration (DOA), Logistics Bureau, Quartermaster, or the Division of Administration (DOA), Communications Services Bureau, as appropriate (see attached addenda).

III.C.3. Inspect equipment designated for use in unusual occurrence situations at least quarterly to ensure operational readiness.

III.C.3.a. After each inspection, submit written documentation to his/her supervisor reporting the status of equipment. Completion of the Illinois State Police Academy Registration Form, ISP 7-7 (available in the ISP Document Library at <http://maphome/documentlibrary/>), for quarterly Control and Arrest Tactics (CAT) training will constitute written documentation of inspection of the FM-12 gas mask.

III.C.3.b. If necessary, request the purchase of new equipment or schedule the repair of damaged equipment.

IV. PROCEDURES

IV.A. District Field Assembly Inspection

IV.A.1. Commanders may conduct a Field Assembly Inspection at their discretion.

IV.A.2. Commanders should notify the assigned Communication Technician of the inspection schedule to permit a check of mobile radios and accessory equipment.

- IV.A.3. Commanders will designate specific supervisors to follow up on all discrepancies, and a report of corrective action will be returned to the Commander.
- IV.A.4. A copy of the Field Assembly Inspection Procedures will be maintained at each headquarters.
- IV.B. A Field Spot Inspection will:
  - IV.B.1. Evaluate compliance with directives, policies, and procedures.
  - IV.B.2. Review elements evaluated as unsatisfactory during previous inspections.
- IV.C. Personnel Inspection
  - IV.C.1. Each person inspected will present all equipment required by written directive. Any modifications must have written authorization.
  - IV.C.2. Any supervisor, not in the direct chain-of-command of an officer, who determines the officer is not in compliance with written directive standards, will direct that officer to comply.
  - IV.C.3. A memorandum or an inspection report concerning the discrepancy will be forwarded to the non-complying officer's supervisor.
- IV.D. Interviews

Those wishing to express a concern/complaint to inspection and/or managerial personnel may make their desire known through the chain-of-command.
- IV.E. Documentation of Inspections
  - IV.E.1. Results of all inspections will be documented on the Inspection/Inventory Report, form ISP 5-102 (a copy of this form is available in the ISP Document Library at <http://maphome/documentlibrary/>), or a similar form designed to document inspections of specialty functions, including equipment not listed on the ISP 5-102.
    - IV.E.1.a. The description should clearly document and distinguish between the actual condition of the items and the effort expended by the officer to maintain standards.
    - IV.E.1.b. All unsatisfactory ratings will be documented.
      - IV.E.1.b.1) A follow-up inspection is required to determine if deficiencies have been corrected.
      - IV.E.1.b.2) The follow-up inspection will be conducted in a reasonable amount of time, but no later than 30 days following the original inspection.
  - IV.E.2. A report detailing the results of the Field Assembly Inspection will be provided to the appropriate Lieutenant Colonel for review.
  - IV.E.3. The original Inspection/Inventory Report completed at the Field Spot or Personnel Inspection will be forwarded to the appropriate Bureau Chief/District/Zone Commander/Laboratory Director. A copy will be made available to the appropriate Property Manager.
  - IV.E.4. Inspection reports and completed forms will be retained for a minimum of 24 months from the date of completion to encompass the promotional rating period.

**IV.F. Uniformity of Remarks**

When recording personnel, equipment, and vehicle appearance discrepancies, use the standard remarks contained in Addendum 1 for uniformity and referral.

**IV.G. Standards**

The lists (Addenda 2, 3, and 4) and standards contained in this directive and other addenda summarize and supplement the information contained in other written directives. Examples of other pertinent ISP directives include:

- IV.G.1. ADM-001, "Department Directive System"
- IV.G.2. ADM-128, "Property Control"
- IV.G.3. EQP-001, "Department Vehicle Assignment and Maintenance"
- IV.G.4. EQP-007, "Uniforms"
- IV.G.5. EQP-013, "Return of State-Owned Items of Issue"
- IV.G.6. ORD-001, "Authorized Defensive Weapons"
- IV.G.7. PER-004, "Dress and Grooming"

| Indicates new or revised items.

**-End of Directive-**

**ILLINOIS STATE POLICE  
ADM-006, INSPECTIONS  
ADDENDUM 1, UNIFORMITY OF REMARKS**

<b>RESCINDS:</b> ADM-006, Addendum 1, 2012-045, revised 06-10-2013.	<b>REVISED:</b> 10-29-2015 <span style="float: right;"><b>2015-084</b></span>
<b>RELATED DOCUMENTS:</b> ADM-001, ADM-128, EQP-001, EQP-005, EQP-007, EQP-013, ORD-001, PER-004	<b>RELATED CALEA STANDARDS:</b> 17.5.2, 17.5.3, 22.2.5, 41.3.2, 41.3.4, 46.1.8, 46.2.3, 46.3.4, 53.1.1, 61.21.3

For uniformity of records and later referral, the following remarks will be used in recording the personnel, equipment, and vehicle appearance discrepancies. Specify location on the item, when applicable. Choose the most specific and descriptive term(s).

I. General Remarks, Applicable to Various Items

Bent	Frayed	Needs lubrication	Not serviceable
Broken	Inoperative	Needs refinishing	Not state issue
Burned	Less than ____ (# required)	Needs replacement	Not up-to-date
Corroded	Malfunctions	Not authorized	Rusty
Deteriorated	Mildewed	Not legible	Seams broken
Dirty	Missing	Not on person	Torn
Expired	Needs dye or polish		

II. Additional Remarks, Applicable to Specific Items

- II.A. Uniform                      Chin strap reversed (buckle not on right side)  
Military creases present (The uniform should **NOT** have military creases.)  
Patches loose
  
- II.B. Appearance                      Hair below collar in rear (female)  
Hair not neatly trimmed  
Hair over ear (male)  
Hair touches collar in rear (male)  
Mustache extends below upper lip  
Mustache extends more than ¼" beyond corners of mouth  
Mustache not neatly trimmed  
Sideburns below ear or flared
  
- II.C. Expired Cards                      Arrangements made for renewal  
Renewed card not yet received
  
- II.D. Fire extinguisher                      Needs refilling  
No inspection tag  
Not inspected within one (1) year
  
- II.E. Booster cables                      Clamps separated from cable
  
- II.F. Vehicle Inspection
  - II.F.1. Maintenance record directives not adhered to.

II.F.2.	Engine compartment	
	Superior	Entire engine and engine compartment clean and free of dirt, corrosion, oil and grease deposits.
	Satisfactory, but not Superior	Some grease deposits, minor deterioration or corrosion, but not affecting operation.
	Unsatisfactory	Major deterioration or corrosion, leaking cooling system, oil leak, worn belts, fluid levels inadequate (oils, brake fluid, etc.).
II.F.3.	Trunk compartment	
	Superior	Trunk exceptionally clean and well organized. No deterioration or leakage.
	Satisfactory, but not superior	Not exceptionally clean, organization of materials and equipment can be improved, minor deterioration or corrosion (explain where).
	Unsatisfactory	Trunk is dirty; materials not organized; equipment not well maintained. Shows corrosion or deterioration. Spare tire worn beyond statutory limitations.
II.F.4.	Interior appearance	
	Superior	Exceptionally clean, equipment and materials well organized and retrievable, no deterioration or damage to vehicle interior.
	Satisfactory, but not superior	Not exceptionally clean, minor deterioration (explain where), organization of materials and equipment can be improved, minor deterioration or corrosion (explain where).
	Unsatisfactory	Dirty, equipment and materials unorganized and not easily accessible, interior shows dirt and/or damage.
II.F.5.	Exterior appearance	
	Superior	Exceptionally clean and waxed, no deterioration or corrosion, decals properly affixed.
	Satisfactory, but not superior	Not exceptionally clean, no evidence of wax application, minor deterioration or corrosion (explain where).
	Unsatisfactory	Not clean, major deterioration or corrosion (explain where), shows only minimal effort to maintain vehicle, unauthorized stickers.
II.F.6.	Tires	Do not meet legal requirements. Front or rear, right or left, improper tire pressure. Snow tires are left to the option of the officer or district fleet supervisor of the respective district. Snow tires not being used in accordance with directives. Uneven wear on front or rear, right or left.

| Indicates new or revised items.

**-End of Addendum-**

**ILLINOIS STATE POLICE DIRECTIVE  
ADM-006, INSPECTIONS  
ADDENDUM 2, ITEMS ISSUED WITH FIRST RESPONDER KITS**

<b>RESCINDS:</b> ADM-006, Addendum 2, 2012-045, revised 06-10-2013.	<b>REVISED:</b> 10-29-2015 <b>2015-084</b>
<b>RELATED DOCUMENTS:</b> ADM-001, ADM-128, EQP-001, EQP-005, EQP-007, EQP-013, ORD-001, PER-004	<b>RELATED CALEA STANDARDS:</b> 17.5.2, 17.5.3, 22.2.5, 41.1.3, 41.3.2, 41.3.4, 46.1.8, 46.2.3, 46.3.4, 53.1.1, 61.2.3

**ITEMS INCLUDED IN THE FIRST RESPONDER KIT**

Airway Management - Oral airways, Berman (Sizes: 40mm, 60mm, 80mm, 90mm, 100mm, 110mm) (6)  
 Burn Care – 60" x 96" sterile burn sheet, disposable  
 Cervical Collars - Stifneck, adult no-neck or approved equal  
 Trauma Bag

Aneroid sphygmomanometer, adult size  
 Bag-valve respirator  
 Bio-Hazard kit (1)  
 Dextrose insta-glucose (40%), 30.8 gm., single dose tube  
 Disposable umbilical cord clamps  
 Eye irrigation solution  
 Heavy duty EMT shears (7 1/4")  
 Infant bulb aspirator

Kwik-kold type instant ice compress, small size (2)  
 Penrose type tourniquet  
 Sam splint or approved equal  
 Stethoscope, Sprague Rappaport style  
 Waterproof tape (1/2" X 10 yards)  
 Waterproof tape (1" X 10 yards)

Emergency Bandage 4  
 Muslin cloth triangular bandage w/safety pins, 50" (3)  
 Rolled gauze, 3" X 4.1 yards (3)  
 Rolled gauze, 4" X 4.1 yards (3)  
 Sheer strip type bandages, 1" (10)

Sterile gauze pad, 12 ply, 3" X 3" (10)  
 Sterile gauze pad, 12 ply, 4" X 4" (10)  
 Sterile surgipad combine dressing (ABD), 5" X 9"  
 (2) Sterile trauma dressing, 10" X 30"  
 Sterile Vaseline gauze, 3" X 9" (2)

**MOTORCYCLE OFFICER FIRST RESPONDER KIT**

Airway Management – Oral Airways, Berman  
 (Sizes: 40mm, 60mm, 80mm, 100mm, 110mm) (5)  
 Bag-valve respirator or CPR mask (1)  
 Dextrose insta-glucose (40%), 30.8 gm., single dose tube (1)  
 Rolled gauze, 4" X 4.1 yards (2)

Sheer strip type bandages, 1" (10)  
 Sterile gauze pad, 12 ply, 3" X 3" (5)  
 Sterile gauze pad, 12 ply, 4" X 4" (5)  
 Sterile Vaseline gauze, 3" X 9" (2)  
 Waterproof tape, 1" X 10 yards

-End of Addendum-

**ILLINOIS STATE POLICE DIRECTIVE  
ADM-006, INSPECTIONS  
ADDENDUM 3, ACCESSORIES/EQUIPMENT ISSUED TO OFFICERS**

<b>RESCINDS:</b> ADM-006, Addendum 3, 2012-045, revised 06-10-2013.	<b>REVISED:</b> 10-29-2015 <b>2015-084</b>
<b>RELATED DOCUMENTS:</b> ADM-001, ADM-128, EQP-001, EQP-005, EQP-007, EQP-013, ORD-001, PER-004	<b>RELATED CALEA STANDARDS:</b> 17.5.2, 17.5.3, 22.2.5, 41.1.3, 41.3.2, 41.3.4, 46.1.8, 46.2.3, 46.3.4, 53.1.1, 61.2.3

**ORDNANCE ISSUED ITEMS**

Ammunition, .40 caliber (100)	OC Spray	Shotgun, 12 gauge
CEW & Cartridge	Rifle and associated	Slugs (shotgun) (15)
Handgun, Glock .40 caliber	100 rounds of ammo	

**EQUIPMENT ISSUED TO OFFICERS**

Arrest book holder	Handcuffs + key	Tire tread depth gauge	36" Baton
Briefcase	Reflective vest	Traffic crash report holder	
Flashlight and cone	Riot helmet/shield	Whistle	
Flex-cuff (10 single or 5 double)	Shotgun case	Work gloves	
	Stapler	21" Tactical Baton	

**EQUIPMENT ISSUED TO OFFICERS TO BE INCLUDED IN EVERY VEHICLE\***

\* Optional for motorcycles and vehicles used in investigative/administrative assignments

Booster cables Citizen Band (CB) radio and/or scanner (if issued) Crow bar Duffel bag containing: Blanket Plastic life-keeper blanket Rubber Sheet Emergency lights (1 set) Fire extinguisher In-car printer Infectious/communicable diseases kit Lug Wrench Mobile data computer Multi-trauma dressing bandages (2) Pliers	Rope Screw driver Siren Steel measuring tape Two-way radios (as required) Video recording system (if issued)  Issued to field officers, and others, as available: Bar code/image reader Portable radio Portable radio belt clip assembly Portable radio speaker/microphone
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**OTHER REQUIRED ITEMS**

In addition to the above listed items, the following additional items and quantities are basic for properly equipped field personnel. They represent minimum requirements only.

<u>ITEM</u>	<u>QTY</u>	<u>ITEM</u>	<u>QTY</u>
Aircraft Accident/Incident Report (ISP 5-104)*	1	Rules of the Road (current)	5
Alcohol and/or Drug Influence Report (packet form) (ISP 5-229)*	3	Search Waiver (ISP 1-17)*	2
Arrest Book	1 book	Special Maps (Tollroad, City, County, as required)	1 each
Arrest Code Sheet	1	Standardized Field Sobriety Test Record Notebook (ISP 5-299)*	1
Arrest Fingerprint Card (multi-part) (ISP 6-402)**	10	Steno Pad	1
Court Envelope	20	Ten Signal Card	1
Evidence Inventory Receipt	5	Illinois Traffic Crash Report Form (multi-part) (SR-1050)	10 sets
Field Intelligence Report (ISP 4-150)*	5	Universal Addendum Form (ISP 2-64)*	5
Field Report (ISP 5-48)*	1 pad	Vehicle Check Tag (ISP 5-189)	1 pad
Illinois Commercial Driver/Vehicle Inspection Report (ISP 5-238)*	1 pad	Illinois State Police Preventative Maintenance Schedule (ISP 2-41)***	1
Illinois Road Map (current)	5	Vehicle Tow-In Report	1 pad
Incident Report (ISP 5-178)*	1 pad	Voluntary Statement (ISP 4-44)*	5
Juvenile Report (required for Juvenile Officer) (ISP 5-68)*	2	Statement of Constitutional Rights and Waiver Rights, (ISP 5-49)*	5
Motorist Lockout Warning and Notice of Non-Liability (ISP5-435)*	5	Warning to Motorist/Sworn Report (multi-part)	3 sets
NATB Manual	1	Watch (supplied by officer)	1
Overweight Arrest Book	1 book	Written Warning Book	1 book

\* These forms are available from the ISP Document Library at <http://maphome/documentlibrary/>.

\*\* This form is available from the Supply Room of the Division of Administration, Information and Technology Command.

\*\*\* This form is available from the Quartermaster, Logistics Bureau, Division of Administration.

**-End of Addendum-**

**ILLINOIS STATE POLICE DIRECTIVE  
ADM-006, INSPECTIONS  
ADDENDUM 4, ITEMS ISSUED FOR SPECIALTY FUNCTIONS**

<b>RESCINDS:</b> ADM-006, Addendum 4, 2015-084, revised 10-29-2015.	<b>REVISED:</b> 06-06-2017 <b>2015-084A</b>
<b>RELATED DOCUMENTS:</b> ADM-001, ADM-128, EQP-001, EQP-005, EQP-007, EQP-013, ORD-001, PER-004	<b>RELATED CALEA STANDARDS:</b> 17.5.2, 17.5.3, 22.2.5, 41.1.3, 41.3.2, 41.3.4, 46.1.8, 46.2.3, 46.3.4, 53.1.1, 61.2.3

*Quantity of issue is one, unless otherwise noted.*

**AIR OPERATIONS**  
(each single engine aircraft)

Camera case	Electronic stopwatches (4)	Stabilized binoculars
Digital camera	Night vision goggles	

**CASH CROP OFFICERS\***

Backpack	Boonie Hat	Flashlight	LCI Suspenders
BDU cap	Boots	Gerber knife	Machete
BDU pants	Canteen	Gloves	Multi-plier
BDU shirt	Compass	Handcuff case	Poncho
BDU T-shirt	Fanny pack	Holster	Web belt
Binoculars	First Aid Pouch		

\*Issuance of Cash Crop gear is requested/approved by the Grant Compliance Section Manager.

**COMMERCIAL VEHICLE ENFORCEMENT OFFICER**

Baseball style cap	Inspection mirror, 2 ½"	Tool Box
Binoculars w/case	Logical surveillance equipment - dosimeter	Web gear
Boots	Mechanics Creeper	Garrison belt
Caliper and/or Chambermate	Out-of-service stickers	Handcuff case
Cargo seals	Razor Scraper	Holster
Chemical resistant gloves	Ruler, Metal, 6"	Magazine holder
Digital Camera	Safety glasses	Flashlight case
Hard Hat	Soapstone holder	Wheel Chocks, Rubber (2)
Hazardous materials regulations	Tape Measure, 10'	Wire Brush

**CRASH RECONSTRUCTION OFFICER**

<ul style="list-style-type: none"> <li>Baseball style cap w/approved logo</li> <li>Black boots</li> <li>BDU pants (green) (2)</li> <li>Black polo shirt (short or long sleeve) with approved logo</li> <li>Camera</li> <li>Camera bag</li> <li>Camera battery</li> <li>Camera shoulder strap</li> <li>Drag sled</li> <li>Fundamentals of Traffic Accident Reconstruction (Textbook)</li> </ul>	<ul style="list-style-type: none"> <li>Handcuff case</li> <li>Smart level</li> <li>Sunpak basic grip w/bracket</li> <li>Tire pressure gauge</li> <li>Traffic-Accident Investigation Manual</li> <li>Web gear or off duty holster with ISP star</li> <li>Weight scale</li> <li>Lens, 28-85</li> <li>Lens hood</li> <li>Rolo sheel</li> </ul>
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**PATROL K-9**

6' leather lead	Choke chain	Slicker brush
15' lead	Dog house	Stainless steel feed pan
30' lead	Fence kennel	Storage containers (4)
Aggression collar	Hidden sleeve	Sun tarp
Agitation muzzle	Kong ball	Traffic lead
Bite sleeve	Leather tab	Vehicle container
Blank pistol and blanks	Leather tracking harness	Water hole
Blue handled rake	Remote door opener	Water pail
Canvass narc bags (5)		

**NARCOTICS DETECTION K-9**

6' Leather lead	Fence kennel	Task collar
15' or 30' lead	Kong ball	Traffic lead
Blue handled rake	Slicker brush	Vehicle container
Choke chain	Stainless steel feed pan	Water hole
Dog house	Storage containers (4)	Water pail

**MOTORCYCLE OFFICERS**

Breeches (4)	Helmet	Summer gloves
Motorcycle 1st Responder Kit (see Addendum 2)	Rain suit	Speed detection device
Motorcycle Officer Boots	Sunglasses	

**SAFETY EDUCATION OFFICERS**

Assorted supply of pamphlets, films and displays	Screen for projector
Extension cord	Slide projector
Projector	Take-up reel

**SPECIAL WEAPONS AND TACTICS (SWAT)**

Black BDU's	Kevlar helmet	Web Gear
Boots	M4/3 Mag	Handcuff case
Camouflage BDU's	Nomex gloves	Holster
Eye protection goggles	Nomex hood	MAG carrier
Flight suit	Pager (alphanumeric)	Outer belt
Goretex rainsuit	Tactical vest	Ruck sack

**VEHICLE INVESTIGATION OFFICERS**

1/8 inch alpha- and numeric- metal stamps (Full set)	Tool box containing:
1/4 inch alpha- and numeric- metal stamps (Full set)	3/8" drive metric sockets (7mm-19mm) (Full set)
35 mm camera with lens and flash attachment	3/8" drive ratchet w/universal joint & 3" and 6" extensions
"IL" metal stamp	Folding Allen wrench set
Pop Rivet gun	Hammer
	Magnifying glass
	Needle nose, channel lock, and vise grip pliers
	Putty knife
	Utility knife

| Indicates new or revised items.

**-End of Addendum-**