

CHAPTER TWENTY-ONE

INSPECTION SERVICES

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CHAPTER TWENTY-ONE

INSPECTION SERVICES

I. PURPOSE

The purpose of this directive is to establish guidelines for line and staff inspections.

II. DISCUSSION

This directive shall apply to all Sheriffs personnel. Inspections and control by management are necessary to ascertain if policies, procedures and rules are adequate and are being obeyed, whether Office resources are adequate and being properly utilized, to evaluate the overall performance of the Office, and to recognize commendable performance. The ultimate purpose and objective of an inspection is to improve the performance of the Office and its members, its operational efficiency and to upgrade its professional standards. All inspection efforts will be directed toward these objectives.

The Inspections **component falls under the purvue of the Commander** of Professional Standards who shall report directly to the **Executive Director of Human Resources**.

III. DEFINITIONS

A. Line Inspection - The objective and purposeful observation and evaluation of an activity, event, equipment or personnel within the direct chain of a command of the inspecting supervisor.

B. Staff Inspection - An objective and purposeful observation and evaluation of an activity, event, equipment or personnel by inspecting officers who are acting at the direction of the Sheriff.

IV. POLICY AND PROCEDURE

1) Line Inspections

- a. All Commanders and Directors are responsible for insuring line inspections are conducted of members and areas under their command.
- b. All supervisors shall, on a daily basis, make careful inspections of their subordinates to insure they are properly attired, uniformed, equipped and fit for duty.
- c. Line supervisory members who have direct authority and responsibility for the operation of a specific component or function will conduct line inspections. In addition, they will monitor the activities of subordinates to determine if duties, services to the public, orders, and instructions are being promptly, efficiently, and effectively performed.
- d. Line supervisory members shall frequently, and at random, interview complainants to insure that citizens are receiving proper attention and an appropriate level of service.

2) Informal Line Inspections

- a. Routine informal line inspections shall be practiced at each level of command. By constant observation, all supervisors shall be able to determine whether members of their command
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maintain a working knowledge of the law and perform their duties in accordance with agency orders. Supervisors shall constantly examine and inspect the work of their subordinates for compliance with agency objectives.

- b. Informal line inspections performed by supervisory members during routine operations do not usually require written reports. Their intent is to serve as periodic inspections to insure compliance with agency orders. Any deficiencies noted by a supervisory member shall be corrected immediately.

3) Formal Line Inspections

- a. Formal line inspections shall be conducted on all sworn/certified members annually to determine if members continuously maintain a satisfactory level of efficiency in compliance with agency orders. Annual inspections shall include, but not limited to work area, personnel and vehicle inspections. Identified deficiencies shall be brought to the attention of the members involved so appropriate corrections can be made. Line supervisors supervising sworn/certified members shall document, on the appropriate form, a monthly inspection of members to include at a minimum:

1. Uniforms or attire;
2. Weapons (if applicable);
3. Equipment;
4. Vehicles (if applicable); and
5. Work area (if applicable).

- b. Completed written reports or forms shall be sent through the chain of command to the commander. The commander is responsible for insuring corrective action and proper retraining of members with noted deficiencies. The inspection reports shall include any specific action taken to correct discrepancies or recommendations for long-range solutions.

- c. A follow-up inspection shall be conducted within seven days of a noted deficiency to insure it has been corrected.

C. Staff Inspections

1. Staff Inspections shall be conducted by the **Office of Professional Standards**. The Unit shall conduct staff inspections through the authority of the Sheriff and be directly responsible to the **Commander** of Professional Standards.
2. Staff Inspections are carried on outside the normal lines of authority and responsibility. Those conducting the staff inspections process are neither responsible to the supervisors of the function being inspected nor for the performance of those units. The staff inspector does not have line or command authority; the primary duties are to observe, evaluate, and report, however, personnel assigned to an inspection shall be considered equal with the ranking members of the organizational component being inspected.
3. Staff Inspections shall be responsible for conducting administrative inspections within all organizational components of all units and functions at least once every three (3) years to provide necessary information to evaluate the efficiency and effectiveness of the Office.

(revised on 4-18-01)

- a. Unannounced inspections of evidence and property storage areas shall be conducted semiannually or as directed by the Sheriff.

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- 6) Report preparation and records
- 7) Roll calls
- 8) Supervision and command
- 9) Court appearance and presentations
- 10) Selectivity of enforcement
- 11) Manpower scheduling and deployment

c. Administration

- 1) Cooperation within other components or agencies
- 2) Manpower utilization
- 3) Control of overtime

8. An exit conference will be held between the Staff Inspection Officer and the Commander or Supervisor at the completion of the inspection to provide an informal report of the findings and recommendations.
9. Inspection findings will then be formally submitted to the Sheriff and appropriate supervisors having the responsibility for solving the problem and for directing specific action or initiating further study. Upon receipt of the inspection report, the concerned supervisor(s) will provide an appropriate response to the Sheriff through the chain of command. The response shall demonstrate that the concerned supervisor(s) have given full consideration to the overall importance of the inspection findings and has taken action to insure conformance to the policy or procedure at issue.

D. Follow-up Inspections - At prescribed time intervals following the initial inspection, inspectors shall be directed by the Sheriff or the Under Sheriff to conduct follow-up inspections and report on the progress of the implementation of recommended changes.

E. Spot-Check Inspections

1. Spot-check inspections shall be conducted continuously on an unscheduled basis, requiring no advance notification.
2. If a spot-check inspection reveals the need for a more comprehensive inspection, the pre-inspection notification shall be initiated prior to a formal inspection.