

2.3 Compliance and Inspections

Inspections compare expectations with actual performance and provide the Sheriff with information to plan for changes in the Sheriff's Office. The inspector or inspection party in all cases will show a constructive, impartial, and honest interest and will place as much emphasis on discovering exemplary performance or conditions as on discovering inadequacies. A comprehensive inspection program is a good means of assessing departmental compliance to assist the Sheriff in ensuring that the Office is operating within established General Orders, policies, procedures, and legislative mandates.

The purpose of inspection is to evaluate performance by comparing it with previously established goals, policies, rules and procedures. Through inspections, the Sheriff can learn what needs exist in the Sheriff's Office, if resources are being utilized efficiently and effectively, whether desired results are being accomplished, and which tasks are not being performed properly. Typical inspections may include evaluation of facilities, vehicles, equipment, records and reports, personnel, and firearms.

2.3.1 Line Inspections

All employees and physical resources of the Sheriff's Office shall be subject to line inspection. This should be an ongoing activity to ensure that employees are acting in accordance with established standards. A *line inspection* is the process by which a supervisor can review and observe activities to ensure proper compliance with policy. Daily, first-line supervisors should conduct visual inspections and give particular attention to:

- physical appearance, condition and grooming of employees;
- accountability and condition of issued equipment;
- how property is utilized;
- ascertain if employee efforts are producing desired results; and
- cleanliness and adequacy of facilities.

As needed, supervisors will document any deficiencies in adherence to standards. Supervisors will also utilize the inspection process as an opportunity to document exemplary performance or conditions. Corrective measures will be taken at the earliest opportunity. Failure or hesitancy by Office personnel to comply with standards will be dealt with immediately. The supervisors will at all

times consider the necessity for special training or changes to Office policy or procedures, which the findings of their inspections may reveal.

2.3.2 Staff Inspections

The role of *staff inspections* is to ensure objective review of Sheriff's Office facilities, property, equipment, personnel, and administrative and operational activities outside the normal supervisory and line inspection procedures and the chain-of-command. Staff inspections are the responsibility of the Sheriff or designee. Staff inspections will consist of in-depth examination of particular functions or components of the Sheriff's Office.

Announced or unannounced staff inspections may occur at any time and be performed by the Sheriff or a designee. However, at least one staff inspection will be conducted of all Sheriff's Office organizational components at least every three (3) years. Upon completion and analysis of audits, the Sheriff will communicate findings to the appropriate supervisor or administrator, and will ensure that follow-up is carried out.

Bureau commanders will conduct periodic inspections of units, functions, and processes under their purview to ensure that standardized reporting, reviews, and other anticipated activities are accomplished, and to identify and correct instances where compliance is lacking.

2.3.3 Armory Inspections

The Sheriff's Armorer will conduct an inspection and inventory of the Armory on a quarterly basis. A summary will be forwarded to the Chief Deputy. The report will include a list of all serially numbered firearms, chemical agents, ammunition, and associated items available for immediate use or issuance, as well as comments on the state of compliance.

2.3.4 Vehicle Inspections

Deputies are responsible for the cleanliness of the interior and exterior of their assigned vehicle and for maintaining their equipment in working condition. Unit supervisors will minimally conduct monthly vehicle equipment maintenance and cleanliness inspections. Supervisors will ensure deficiencies are corrected. Documentation of the inspection and necessary corrective actions will be submitted to the appropriate bureau commander.