


YORK-POQUOSON SHERIFF'S OFFICE	GENERAL ORDERS
SUBJECT: Inspections	NUMBER: RR 1-4
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8 **POLICY**

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10 The sheriff is responsible for establishing and maintaining regular inspections to maintain high

11 standards of performance. Although the ultimate responsibility of inspection and control rests with

12 the sheriff, inspections must be carried out continuously at all levels of command and supervision.

13 The goal of inspection is operational efficiency and effectiveness in achieving sheriff's office goals

14 and objectives. While an inspection may reveal infractions of departmental orders, inspection is not

15 a disciplinary process: it is a fair, impartial, and honest appraisal of efforts. Inspection personnel

16 must have a positive, constructive attitude and make every effort to instill respect for, and

17 understanding of, the inspection process.

18

19 **PURPOSE**

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21 To establish policy and procedures for continuous inspection of sheriff's office personnel,

22 resources, and operational effectiveness.

23

24 **PROCEDURES**

- 25 • Inspection objectives
- 26 ○ The objectives of inspections include the following:
- 27 ■ To learn whether a task is being performed as outlined in sheriff's office rules and
- 28 regulation and general orders.
- 29 ■ To examine critical incidents to determine if sheriff's office oral or written
- 30 administrative guidance adequately guides deputies in performing their duties
- 31 safely, legally, and to a high professional standard.
- 32 ■ To learn whether sheriff's office goals and objectives have been achieved.
- 33 ■ To discover whether sheriff's office resources are being used to the best advantage.
- 34 ■ To identify and document needs, deficiencies, omissions, or problems.
- 35 ■ To provide a means for recognizing, reporting, and rewarding exemplary
- 36 performance and to institute disciplinary procedures for those who disobey or fail to
- 37 comply with sheriff's office policy.

- 38 ▪ To gauge the agency's success in achieving community-oriented policing goals.
39 These goals include the fostering of partnerships with citizens, law-enforcement
40 agencies, and governmental offices; enhancing community life through problem
41 solving that reduces the incidence and fear of crime, and accountability for public-
42 safety strategies.
- 43
- 44 • Inspection responsibilities
- 45 ○ The inspection process shall be an ongoing process conducted by those in direct
46 command, i.e., those who have the authority to act or require immediate action of
47 subordinates. Ongoing inspection is a duty of all command personnel and supervisors.
48 ○ Inspection responsibilities shall include:
- 49 ▪ Personal inspection of employees,
50 ▪ Types and condition of their issued equipment,
51 ▪ How employees perform their duties, and the results of their efforts.
- 52
- 53 ○ Employees shall respond immediately to correct deficiencies identified during
54 inspections. Inspections shall also recognize exemplary performance.
55 ○ Formal inspections of line and staff functions shall be made as follows:
- 56 ▪ Line inspections-monthly
57 ▪ Staff inspections-annually.
- 58
- 59 ○ Inspections may be announced or unannounced.
60 ○ Line inspections shall be conducted according to a list of observations to be made.
61 ○ Staff inspections, by contrast, do not evaluate specific employees or tasks, but rather the
62 entire organization.
63 ○ A written report shall be completed for staff inspections and line inspections.
64 ○ Dates and results of each inspection shall be included in the report.
65 ○ When appropriate, as a result of an inspection, supervisors shall prepare a record of
66 counseling or commendation.
67 ○ Supervisors shall daily inspect deputies and equipment.
68 ○ When discrepancies or deficiencies are discovered, the supervisor shall notify the
69 employee, establish a reasonable time period for correcting the problem, and ensure that
70 the correction is made.
- 71
- 72 • Types of Inspections
- 73 ○ Line Inspections:
- 74 ▪ Line inspections are conducted by personnel in command of the employees,
75 facilities, procedures, or other elements being inspected.
76 ▪ Line inspections will be made monthly.
77 ▪ Line inspections may be carried out by any supervisor within the chain-of-
78 command, ideally by those supervisory personnel responsible for ensuring that
79 any substandard conditions revealed during the inspection are corrected.
80 ▪ Line inspections are not expected to be all encompassing in each inspection.
81 Rather, each inspection should focus on a limited number of issues within the
82 inspecting officer's scope of responsibility. This does not preclude the inspecting

- 83 officer from noting any substandard conditions that become apparent during the
84 inspection, regardless of scope of responsibility.
- 85 ■ Normally, substandard conditions noted should be re-inspected within one week
86 to ensure that the condition has been corrected or that a plan of action has been
87 developed and initiated to correct the condition.
 - 88 ■ Documentation of line inspections is not as important as ensuring that an
89 acceptable level of readiness is maintained. However, written documentation will
90 be accomplished for the following:
 - 91 ❖ All written inspection reports will contain the following information:
 - 92 ❖ Date of inspection,
 - 93 ❖ Name of inspecting officer(s),
 - 94 ❖ Inspection objective (e.g., vehicle condition, knowledge of policy, condition of
95 weapon, etc.)
 - 96 ❖ Chronic substandard conditions
 - 97 ❖ Substandard conditions that present a serious degradation in the deputy's
98 ability to perform the mission.
 - 99 ❖ Substandard conditions outside the inspecting officer's scope of responsibility.
 - 100 ❖ Conditions in which correction will require in excess of one week and/ or
101 assistance from other than the unit supervisor.
 - 102 ❖ Reports of major discrepancies as listed will be forwarded through the chain-
103 of-command to the level commensurate with the seriousness of the
104 condition(s) noted. A copy will be forwarded to the chief deputy.
 - 105 ❖ The scope of each inspection should permit follow-up on a biweekly basis,
106 including re-inspection, correction, and documentation. The line inspection
107 does not relieve the supervisor of the responsibility to make daily observations
108 of personnel, material, and equipment, and take action when warranted.
- 109
- 110 ○ Staff Inspections
 - 111 ■ The chief deputy has the overall responsibility for conducting the staff inspection
112 program. Staff inspections are performed annually.
 - 113 ■ Unlike line inspections, staff inspections are comprehensive in nature, examining
114 all aspects of operational and administrative performance.
 - 115 ■ A formal written report is submitted to the sheriff containing findings and
116 assessments of the inspection as a follow-up to ensure deficiencies are corrected.
 - 117 ■ Staff inspections are the responsibility of the chief deputy, however, he may be
118 assisted by other personnel as he may direct.
 - 119 ■ Assisting personnel should be familiar with the operations of the specific unit to
120 be inspected and not be assigned in the chain-of-command of that unit.
 - 121 ■ In general, staff inspections are concerned with accountability and utilization of
122 resources and equipment, policy and procedures, and overall performance of
123 personnel.
 - 124 ● Categories of Line Inspections

- 126 ○ There is no all-encompassing list to be used when conducting line inspections.
127 However, the following list is a guideline to be used when conducting line
128 inspections:
129 ▪ Vehicle Operation and/ or Radio Procedures
130 ▪ Vehicle Maintenance and Equipment
131 ▪ Use of Force Procedures
132 ▪ Pursuit Procedures
133 ▪ Domestic Violence Procedures
134 ▪ Firearms
135 ▪ Administrative Policies
136 ▪ Arrest Procedures
137 ▪ Report Writing
138 ▪ Patrol Techniques and/ or Business Checks
139 ▪ Traffic Enforcement
140 ▪ Uniforms and Personal Equipment Maintenance
141
142 • Categories of Staff Inspections
143 ○ The following list are area that may be covered during staff inspections:
144 ▪ Utilization of Equipment and Resources
145 ▪ Enforcement Procedures and Operations
146 ▪ Administrative Procedures
147 ▪ Personnel Management and Control
148 ▪ Liaison with other Agencies
149 ▪ Vehicles and Facilities
150
151 • Follow-up Inspections
152 ○ Subsequent to any inspection where inadequacies are found and documented, a
153 follow-up inspection shall be conducted.
154 ○ Normally, line inspection follow-ups will occur within a one or two-week period.
155 However, when correction cannot be completed within this time frame or in the case
156 of staff inspections, follow-up inspections shall be conducted at 30, 60, and 90 day
157 intervals to access progress in identified areas.