

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 3.07</b>
		Issue Date: March 21, 2005
		Revision Date: December 11, 2018
<b>CHAPTER:</b> Organization, Management and Administration	Related Policy:	
<b>SUBJECT:</b> Line/Staff Inspections	Related Laws:	

**POLICY:** Line and Staff inspections are integral to Sheriff's Office operations. Inspections, both line and staff, will be conducted to ensure Sheriff's Office member's conformance to law, Sheriff's Office policies, rules, and procedures.

**RULE:** Inspections shall be conducted in accordance with below procedures.

**DEFINITIONS:**

1. Line Inspection: Both formal and informal inspections conducted by supervisors who have direct authority and responsibility for the operation of the unit being inspected.
2. Staff Inspection: Formal inspections conducted by Sheriff's Office members appointed by the Sheriff who do not have control of the employees, facilities, or procedures being inspected.
3. Formal Inspection: Inspections that are documented and submitted to the Sheriff and the affected division commander.
4. Informal Inspection: Normally undocumented inspections conducted by line staff and supervisors during normal operations.

**PROCEDURE:**

I. Line Inspections

- A. Line inspections are considered an on-going activity. Inspections are conducted during shift briefing, or other formal meetings, and in less formal on-duty situations on a daily basis.
  1. Any deficiencies noted by a supervisor are to be immediately brought to the attention of the affected Sheriff's Office member for prompt correction.

2. Deficiencies that cannot immediately be corrected are to be documented by the supervisor and forwarded via chain of command for appropriate corrective measures.
- B. Supervisors conducting line inspections will inspect personnel for the following:
1. Personal appearance
  2. Compliance with uniform or dress code
  3. Proper safety equipment for assignment
  4. Readiness for duty
  5. Compliance with Sheriff's Office policies, rules, and procedures
- C. Informal Inspections
1. Sheriff's Office members will inspect all areas of their work daily. Cleanliness or maintenance problems will be immediately corrected. If the problem cannot be corrected, the Sheriff's Office member will notify their supervisor, who will arrange for the necessary corrective action.
  2. Informal inspections do not normally require documentation; however, if such report is necessary, supervisors will ensure they are properly routed.
- D. Formal Inspections
1. Division Commanders may establish procedures for formal line inspections to occur semi-annually.
  2. Formal inspections will require a written inspection report be submitted which includes specific information regarding:
    - a. Appearance and grooming of members
    - b. Safety equipment
    - c. Vehicles and equipment
    - d. Fixtures and facilities to include lockers, desks, etc.
    - e. Operational procedures
  3. Follow-up and corrective action reports will be generated by the inspecting supervisor and will be forwarded to the affected division commander. Copies of these reports shall be retained for three (3) years.

## II. Staff Inspections

### A. Purpose

1. Staff inspections may be general in nature, addressing a cross-section of operation functions and procedures of a particular unit, section, or division specifically examining and evaluating a single function or operation or procedure, performed by a single unit or, as a process, several units.
2. A staff inspection may include some or all of the following:
  - a. Evaluating policy or procedure to determine if they are correct, accurate, and adequately documented.
  - b. Evaluating the effectiveness of operational procedures to determine if objectives are being attained.
  - c. Examining and evaluating accounting procedures utilized to control materials, supplies, and any associated monies.
  - d. Evaluating operations to determine if Sheriff's Office policies, rules, and procedures are being complied with.

### B. Assignment/Notification/Responsibility

1. The Sheriff may assign a staff inspection as he deems necessary.
2. The Sheriff will assign a staff inspection team and will designate a team leader.
3. Prior to a staff inspection, the team leader will inform the Division Commander of the unit/section/division that will be inspected. Notice will include:
  - a. Scope of the investigation
  - b. Name of the Inspection Team Leader
  - c. Particular functions/areas to be inspected
4. Inspection team members serve as a direct representative of the Sheriff. Sheriff's Office members shall afford team members performing inspections tasks courtesy and cooperation commensurate with their delegated authority. All Sheriff's Office resources, records facilities, and equipment shall be made available for direct inspection and provided for use in the inspection task.

- C. The inspection team leader will complete a written inspection report in the following format:
  - 1. Unit inspected
  - 2. Scope of Investigation
  - 3. Discussion
  - 4. Findings
  - 5. Recommendations
  
- D. Inspection reports will be forwarded to the Sheriff and Division Commander of the inspected unit.
  - 1. The Division Commander shall ensure follow-up and corrective measures are taken to correct any deficiencies noted.
  - 2. Written reports of corrective action will be forwarded to the Sheriff within 30 days of the original staff inspection report.
  - 3. Copies of all completed staff reports and written corrective action reports will be forwarded to the Office of the Chief Deputy for filing and will be retained for three (3) years.