



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations	Section: 204	
Subject: Inspectional Services	Topic: Inspectional Services	
Accreditation:	Revised: 01/14/2019	Reaffirmed:
Enacted: 07/30/2015	Last Review: 10/01/2018	Review: 10/01/2019

I. PURPOSE

The purpose of this General Order is to establish guidelines for the agency's inspectional process.

II. POLICY

It shall be the policy of the Loudoun County Sheriff's Office to conduct periodic inspections of employees, equipment, facilities, policies, and functions within the agency in accordance with established procedures.

III. DEFINITIONS

- A. Inspectional Process: An essential mechanism for evaluating the quality of the agency's operations, ensuring that the agency's goals are being pursued, and identifying and correcting problems.
- B. Line Inspection: The reviewing or testing of persons, facilities, equipment, procedures, or other items by supervisory personnel who are in charge/control of the elements being inspected.
- C. Staff Inspection: The checking or testing of persons, facilities, equipment, procedures, or other items by senior staff officers who are not in charge/control of the elements being inspected. These inspections will provide an objective and unbiased evaluation of agency procedures, facilities, equipment and personnel.

IV. PROCEDURE

A. Line Inspections

- 1. Line inspections are a primary responsibility of all supervisors at every level in the agency. They are an on-going activity to ensure that employees are adhering to requirements regarding appearance, use and maintenance of equipment and facilities, and adherence to agency policies and procedures.
- 2. Each supervisor is responsible for the inspection of personnel, activities, and equipment under his/her supervision and the initiation of appropriate action in the event of a failure, error, violation, misconduct, or neglect of duty by an

employee.

3. The frequency of an inspection depends on the purpose of the inspection.
 - a. On a daily basis, an employee's appearance, demeanor, and use and maintenance of equipment are subject to inspection. Usually, this type of inspection is handled informally by way of roll call or observation by the supervisor.
 - b. Monthly inspections are conducted by shift sergeants on equipment (vehicles, weapons, uniforms, etc.), facilities, and organizational components or functions. Each monthly inspection requires a written report. These reports will be forwarded to the appropriate Second Lieutenant for review. A written report is also required for any inspection resulting in the need for corrective action.
 - c. Quarterly inspections are conducted by Second Lieutenants and will address personnel, equipment, facilities, special events/activities, organizational aspects, problems, deficiencies, and projected needs. Each quarterly inspection requires a written report. These reports will be directed to the appropriate Division Commander to aid in identifying potential personnel problems, component strengths, and the annual budget process.
 - d. Supervisors will conduct both announced and unannounced line inspections. These inspections will be conducted using a predetermined list of items that are to be inspected.
 - e. Supervisors will be responsible for identifying areas that need to be corrected, establishing a realistic time period for completion of the correction, and ensuring that the correction is made. Failure to take corrective action may result in disciplinary action against the supervisor and/or the employee.

B. Staff Inspections

1. A staff inspection will address a specific division/component, entity or action. The emphasis of a staff inspection will be on the organizations compliance with policies and directives rather than individuals. Staff inspections may also be used to evaluate the organization's processes to identify more efficient methods of service delivery and adherence to good business practices.
2. The Sheriff, his/her designee or a Bureau Commander may direct that a staff inspection be performed at any time. The requestor of the staff inspection shall

state the purpose for the inspection, assign and schedule senior staff officers to specific division/component inspections, and inform all personnel of the inspection.

3. The inspecting officer may direct questions to any employee of the agency and shall expect the same responses as if the Sheriff asked the questions. Complete access to the agency's physical facilities and contents shall be granted to the inspecting officers.
4. The inspecting officers may not initiate disciplinary action against any member of this agency who, through the inspection process, has been found to violate an agency rule, regulation, or procedure. Specific violations by employees will be noted. The affected Division Commander will be informed of the violation to determine the appropriate disciplinary action.
5. Upon completion of the inspection, the inspecting officer will prepare a written report and present it to the requestor of the staff inspection. The report will include the following:
 - a. The areas, items and personnel inspected
 - b. An evaluation of the division/component inspected
 - c. Any comments and/or recommendations
 - i. Recommendations shall include a suggested plan for changes and implementations. The requestor shall designate follow-up on any or all recommendations with the assigned responsibility to the affected Division Commander.
6. The Sheriff will be briefed on the findings of the staff inspection.