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 in every section of 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 of policy, misconduct, or neglect of duty.
by an employee.

3. The frequency of an inspection depends on its purpose.

   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 sergeants on equipment (vehicles, weapons, uniforms, etc.). Each monthly inspection requires the submission of an electronic report.

   c. Quarterly inspections are conducted by supervisors at the rank of 2\textsuperscript{nd} Lieutenant or higher and may address personnel, equipment, facilities, special events/activities, organizational aspects, problems, deficiencies, and projected needs. Each quarterly inspection requires a written report on the agency approved form. These reports will be reviewed by a higher-level supervisor and a copy with be forwarded to the appropriate Division Commander. The purpose of quarterly inspections is to aid in identifying potential personnel problems, component strengths, and to inform the annual budget process.

      i. Facility inspections should be conducted, at a minimum, of once per quarter for each station or facility maintained by the Sheriff’s Office.

      ii. Other inspections may be directed by Division Commanders as needed or as part of a regular process.

   d. Supervisors will conduct both announced and unannounced line inspections. Monthly line inspections and quarterly facility inspections will be conducted using a predetermined list of items that are to be inspected. The list of inspection items will be determined and maintained by the division commander of each division.

   e. Supervisors will be responsible for identifying areas that need to be corrected, establishing a realistic time for completion of the correction, and ensuring that the correction is made. A written report is also required for any inspection resulting in the need for corrective action.

      i. 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 agency’s compliance with policies and directives rather than individuals. Staff inspections may also be used to evaluate the agency’s processes to identify more efficient methods of service delivery and adherence to good business practices.

2. A Bureau Commander or higher may direct that a staff inspection be performed at any time. The requestor of the staff inspection shall state, in writing, the purpose for the inspection, who shall act as the inspecting officer(s), and what specific division/component shall be inspected.

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 officer(s). The inspecting officer shall show the documentation directing the inspection to anyone who requests it.

4. The inspecting officer(s) may not initiate disciplinary action against any member of this agency who, through the inspection process, has been found to violate a policy, procedure, or regulation of the Sheriff’s Office, Loudoun County, or the Commonwealth of Virginia. 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 any staff inspection.