


<p><b>RABUN COUNTY SHERIFF'S OFFICE</b></p>  <p><b>General Order Number: 4.24</b></p>	<p><b>Date of Issue</b></p> <p><b>2/23/2016</b></p>	<p><b>Effective Date</b></p> <p><b>2/23/2016</b></p>	<p><b>Revision Date</b></p>
<p>Subject: <b>INSPECTIONS</b></p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as:  General Policies and Procedures; Inspections;  Line Inspection; Staff Inspections</p>	<p>State Certification Standards:</p>		

**PURPOSE**

The purpose of this General Order is to prescribe the policies and procedures for the Rabun County Sheriff's Office regarding the conduct of line inspections and staff inspections.

**STATEMENT OF POLICY**

It shall be the policy of the Rabun County Sheriff's Office that inspections be conducted by all supervisors whenever needed or required to enhance departmental operations.

**DISCUSSION**

The inspection process is an essential means of evaluating the quality of the department's operations, ensuring that the agency's goals are being pursued, identifying the requirement for additional resources and for the repair or replacement of equipment, and determining the need for individual and group training. It provides the Sheriff, Division Commanders, and other supervisors with a means of regularly assessing the efficiency and effectiveness of the department's internal operations and ability to provide public services.

Supervisors at all levels in the chain of command are responsible to ensure that the personnel, facilities, and equipment within their area of responsibility comply with departmental standards and that any deficiencies are corrected in a timely fashion through appropriate follow-up action.

## DEFINITIONS

**LINE INSPECTION** — An inspection performed by supervisors within their area of responsibility for the purpose of insuring that the uniform and appearance of employees are in compliance with departmental standards; that buildings and offices are maintained in a clean and orderly manner; that assigned equipment and property are accounted for, properly maintained, and in working order; and that appropriate follow-up action is taken when deficiencies are noted. Such inspections can be performed in an informal manner or by using a more formal, military style approach.

**STAFF INSPECTION** – An Objective review of Department administrative and operational activities, facilities, property, equipment, and personnel outside the normal supervisory and/or line inspections.

## I. RESPONSIBILITIES

- A. Division Commanders are directly responsible to the Sheriff to insure that line inspections are performed by subordinate supervisors during their assigned period of duty. Division Commanders shall conduct a line inspection of their areas of responsibility on a weekly basis.
- B. First-line supervisors ( Shift Supervisors) will conduct a line inspection at the start of each duty period.

## II. LINE INSPECTIONS

- A. Line Inspections are an on-going process during the assigned duty period of the supervisor.
- B. Supervisors will normally perform an informal inspection of their area of responsibility by:
  - 1. Observing assigned personnel prior to and during the supervisor's scheduled work period to insure that departmental uniform, civilian attire, and appearance standards are maintained;
  - 2. Walking through assigned facilities and office areas to insure overall cleanliness, order, and the presence of necessary equipment and supplies; and
  - 3. Checking vehicles for cleanliness, the presence of required equipment and any dangerous or contraband items, and the operation of emergency equipment.
- C. On some occasions, a supervisor may decide to use a more formalized approach to the inspection of his/her area of responsibility. On such occasions, the employees should be informed prior to the actual inspection as to when the inspection will be conducted and the manner to be used.
- D. A uniform inspection may require personnel to be inspected at the same time by standing in a line formation. Other items of required clothing may be inspected by having the employees bring the items to the inspection.
- E. A vehicle inspection may require personnel to park all assigned vehicles in a specified manner, with hoods, doors, and trunks open.
- F. All vehicles of the Rabun County Sheriff's Office are subject to inspection as determined by the appropriate division Commander.

- G. Supervisors will take appropriate corrective measures whenever a deficiency is identified:
1. An employee who does not comply with departmental uniform, dress, and/or appearance standards will be instructed to take immediate steps to correct the deficiency before being allowed to assume/continue their duties. This may require that the employee go home and report back properly prepared for duty;
  2. A vehicle and related item(s) of equipment that are found to be unclean or inoperable will either be corrected/repared by the operator or referred to the Maintenance Officer for repair. If the vehicle cannot be safely operated or if required emergency equipment cannot be repaired, a replacement vehicle will be obtained;
  3. All deficiencies that cannot be immediately corrected will be reported to the next supervisor for appropriate follow-up action; and
  4. A written report will be prepared and forwarded through the chain of command to the Division Commander when:
    - a. Items of equipment or departmental property are discovered missing or damaged;
    - b. An employee repeatedly fails to comply with departmental uniform, civilian attire, and/or appearance requirements;
    - c. A condition is noted that may constitute a hazard or jeopardize the safety and general welfare of other employees, members of the general public, or the inmate population; and
    - d. During subsequent line inspections, supervisors will check to ensure that follow-up procedures have been taken to remedy previously noted deficiencies.

### III. STAFF INSPECTIONS

- A. The Staff Inspections process should be conducted in a positive manner and intended to help identify issues that are both positive and negative in nature within the operational components. Staff Inspections will be conducted by the Office of Professional Standards or designee(s) from within or outside the agency assigned by the Chief Deputy. Staff Inspections will be accomplished through the following procedures:
1. Examination of records and files;
  2. Examination of storage areas;
  3. Observation of operating procedures;
  4. Examination of equipment and work areas;
  5. Interior/Exterior Conditions;
  6. Interviews with selected personnel; and
  7. Overall Divisions organization, training and Management.
- B. The procedure for the Staff Inspection will be conducted in an open manner with the full cooperation and knowledge of those department functions being inspected. The Office of Professional Standards or designee(s) may conduct interviews or inspections of documents and equipment as deemed necessary.

The following department components will be inspected annually using a Rabun County Sheriff's Office Staff Inspection checklist:

1. Uniform Patrol Division;
  2. Criminal Investigations Division;
  3. Administrative Division;
  4. Court Services Division; and
  5. Jail Division
- C. The affected division commander will be notified in writing ten days prior to an inspection.
- D. A checklist will be utilized to ensure that each element will be inspected and each element will be rated as "Excellent", "Satisfactory", "Unsatisfactory" or "Not Applicable".
- E. The Office of Professional Standards or designee(s) will conduct formal and spot check inspections of the various areas of operation within the agency on a routine and/or scheduled basis. All personnel will cooperate with and assist, if needed, in conducting staff inspections.
- H. The Office of Professional Standards or designee(s) will complete a written staff inspection report which will identify deficiencies and make recommendations for improvement and/or correction. Positive aspects of the inspection will also be noted to provide feedback to department personnel concerning activities, reports, or function which are found to be in compliance with department policy and accreditation/certification standards. The report will be sent to the Chief Deputy within 10 days of the inspection. It will be the responsibility of the Chief Deputy to provide copies of the report to the Sheriff as well as the Division Commander of the area inspected. The report will include the following:
- a. Subject of the inspection;
  - b. Objective of the inspection;
  - c. General discussion of the scope of the inspection;
  - d. Findings; and
  - e. Recommendations
- I. Division Commanders may choose to respond to the Office of Professional Standards in writing to the findings within 10 working days. Division Commanders will ensure follow-up and/or corrective measures are taken on any negative findings and will forward reports of actions taken to the Office of Professional Standards to be placed with the final report. Any corrective action reports are due 15 days upon completion of the initial inspection report.



By Order of the Sheriff: **Chad K. Nichols**  
**Sheriff, Rabun County**