



OFFICE OF THE COUNTY SHERIFF

Montgomery County, Maryland

Darren M. Popkin, Sheriff



GENERAL ORDERS/PERSONNEL PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Inspectional Services	2.24	11/02/20

Policy: Inspections compare expectations with actual performance and provide the Sheriff with information to plan for changes in the Sheriff's Office. The inspector or inspection party in all cases will show a constructive, impartial, and honest interest and will place as much emphasis on discovering exemplary performance or conditions as on discovering inadequacies. A comprehensive inspections program is a good means of assessing departmental compliance, that will assist the Sheriff in ensuring that the office is operating within established General Orders, Policies, Procedures, and Legislative Mandates.

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I. Objectives

- A. The purpose of inspections is to evaluate performance by comparing it with previously established goals, policies, rules, and procedures. Through inspections, the Sheriff can determine:
 - (1) What needs exist in the Sheriff's Office;
 - (2) Whether resources are being used to the best possible advantage;
 - (3) Whether desired results are being accomplished; and
 - (4) Whether tasks are being performed properly.
- B. Inspections may include evaluation of but are not limited to:
 - (1) Facilities;
 - (2) Vehicles;

- (3) Equipment;
- (4) Records;
- (5) Personnel;
- (6) Incident reports; *and*
- (7) *Weapons.*

II. Line Inspections

All employees and physical resources of the Montgomery County Sheriff's Office will be subject to line inspection. This is an ongoing activity to ensure that employees are acting in accordance with Sheriff's Office requirements. Line inspections are the process by which a supervisor can review and observe activities and facilities to ensure proper compliance with policy.

A. Daily, supervisors will conduct visual inspections and give particular attention to:

- (1) Physical appearance, condition, and grooming of employees;
- (2) Accountability and condition of issued equipment;
- (3) How property is utilized; *and*
- (4) Cleanliness and adequacy of facilities.

B. Supervisors will document, in writing, any deficiencies, exemplary performance, or conditions with the exception of minor or isolated infractions, which may be corrected verbally.

- (1) More serious or recurring infractions will be noted on a Supervisor's Documentation Form (MCSO90) and corrected immediately when possible.
- (2) Where significant deficiencies exist, supervisors will explain to and counsel the employee in accordance with requirements of General Orders/Personnel Procedures 2.17, Performance Planning and Evaluation, noting in writing the date and nature of the significant deficiency.
 - (a) Corrective measures will be taken at the earliest opportunity. Neglect of or disobedience to the supervisor's orders will be reported promptly in a memorandum to the Sheriff *via the chain of command.*
 - (b) Supervisors are fully responsible for ensuring that follow-up corrective action or commendation is implemented immediately and documented.

- (3) Outstanding performance or conditions will be documented on a Supervisor's Documentation Form (MCSO90) and placed in the employee's performance file. Highly unusual and exceptional performance or conditions will also be reported in a memorandum to the Sheriff *via the chain of command*.
- C. Supervisors will consider the necessity for special training or changes in Sheriff's Office policy or procedures, depending on the results of their inspections. Supervisors may submit suggested changes or additions to directives or general orders through the chain of command to the Planning and Policy Management Section.

III. Staff Inspections

- A. The role of staff inspections is to provide an objective review of Sheriff's Office administrative and operational activities, facilities, property, equipment, and personnel, outside the normal supervisory and line inspection chain of command. This in-depth review of all components of the agency ensures the Sheriff that administrative procedures are being followed.
- (1) The Sheriff has authority to perform staff inspections and may delegate the authority as necessary. Personnel from the Administrative *Services* Division will be assigned the duty of completing the staff inspection.
 - (2) The person designated by the Sheriff or Chief Deputy to conduct the staff inspection must submit a written report that identifies deficiencies and makes recommendations for their improvement or correction. The inspector should also identify positive aspects as they are found.
 - (3) Announced or unannounced staff inspections may occur at any time. However, at least one staff inspection will be conducted of all Sheriff's Office organizational components at least every three years.
 - (4) The Sheriff or Chief Deputy will forward the findings to the Division Captains for appropriate corrective action and will ensure that follow-up is carried out. The inspector will re-inspect areas of noted deficiency to ensure that corrections have been made.
 - (5) Division Captains will conduct periodic inspections to ensure that reports, reviews and other activities mandated by applicable Accreditation standards are accomplished and to identify and correct instances where a requirement was not met.
- B. Staff inspections consist of in-depth examinations of particular functions or components of the Sheriff's Office. Deputies assigned to conduct staff inspections must accomplish the inspection by utilizing any combination of interviews, document inspections, or observations as required. Deputies conducting staff inspections must address the following:

- (1) Facilities: The facility must be inspected to determine if it is being maintained in a neat, orderly, and professional manner and the space provided is adequate.
- (2) Equipment: Equipment must be inspected to determine if it is properly maintained and utilized.
- (3) Compliance with Sheriff's Office Written Directives: Employees must be observed in the performance of their assigned duties to determine if their actions comply with Sheriff's Office policies and procedures.
- (4) Compliance with CALEA Standards: Employees must be observed in the performance of their assigned duties to determine if their actions comply with CALEA standards. The Accreditation Manager must be contacted regarding the timely forwarding of compliance documentation.
- (5) Performance Indicators: The records of the operational component must be examined to determine if required performance indicators are being maintained.
- (6) Any other pertinent information discovered or observed during the inspection regarding the operational component must be included in the inspection report.

IV. Firearms Inspections

- A. Section Lieutenants must ensure that an Office Armorer conducts an annual inspection of all *firearms* authorized to be carried on or off-duty by deputies assigned to their section.
- B. The Armorer must remove any unsafe weapons from use until repairs can be made and must advise the Lieutenant of any deficiencies in appearance or working condition. Lieutenants are responsible for ensuring that any reported deficiencies are corrected and that a re-inspection of the weapon is conducted.
- C. This inspection must be documented on a Handgun Inspection Form. (MCSO123). Once all the annual firearm inspections have been completed, the Office Armorer must forward the original inspection forms to the Planning and Policy Management Section and copies of the form to each Section Lieutenant for their records.

V. Taser Inspections

- A. The Taser Technician *will* conduct an annual inspection and data download of tasers issued to deputies *during annual retraining*.
- B. The Taser technician must remove any unsafe or damaged taser from use until repairs can be made or it is sent back to the manufacturer for replacement. Lieutenants are responsible for ensuring that any reported deficiencies are corrected and that a re-inspection of the weapon is conducted.

- C. This inspection must be documented on a Taser Inspection Form. (MCSO40). Once all Taser inspections have been completed, the Taser technician must forward the original inspection forms to the Planning and Policy Management Section.

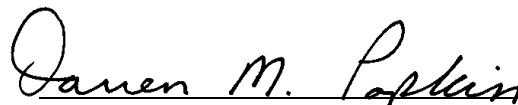
VI. Fleet Vehicle Inspections

- A. Section supervisors are responsible for the cleanliness of the interior and exterior of the fleet vehicles assigned to their section and for maintaining the equipment in working condition.
- B. Section supervisors will ***ensure that vehicle equipment maintenance and cleanliness inspections are conducted at least quarterly***. These inspections will include checks of equipment availability, serviceability, vehicle condition, and cleanliness, both interior and exterior. Inspections can be more frequent at the discretion of the Section supervisor.
 - (1) Section supervisors will ensure any deficiencies are corrected. The corrections will be completed within fourteen (14) days, if possible, and must be noted on the Vehicle Inspection Report (MCSO113).
 - (2) The original Vehicle Inspection Report (MCSO113) must be submitted to the Planning and Policy Management Section when the inspection and all repairs are completed.
- C. Personal use vehicles assigned to deputies are to be inspected in accordance with General Operational Procedures 3.08A, Sheriff's Office Assigned Vehicle Program.

VII. Cancellation

This directive cancels and replaces General Orders/Personnel Procedure 2.24 effective date ***05/20/09***.

AUTHORITY:



Darren M. Popkin, Sheriff

11/02/2020