

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Line Inspections		CHAPTER/SECTION NO.: 39.1,39.2	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> Sheriff	
STANDARD NUMBER: 53.1.1			

39.1 Policy

- 39.1.1 Proper, effective, and efficient operation of the Weber County Sheriff's Office requires frequent inspections of facilities, equipment, personnel, and operational guidelines in all Bureaus/Sections/Units. These inspections are normally performed by supervisors, with a frequency that ranges from daily to annually, depending on the particular function to be checked.
- 39.1.2 Operational and functional areas subject to inspection, and the frequency of review by the supervisor include but are not limited to:
- A. Uniform, Appearance and Equipment - Daily.
 - B. Case reports, other operational paperwork - Daily.
 - C. Daily field activity report - Daily/Monthly.
 - D. Performance - As Needed and Annually by performance evaluator. Include knowledge and application of policy.
 - E. Vehicles - Monthly (Inspected Daily by deputies).
 - G. Office areas for cleanliness, good repair, and security - Daily.

- H. Complete uniform and equipment issue including policy manual - annually or as directed.
- I. Other areas as designated by the appropriate Bureau Commander and/or the Sheriff.

39.1.3 The Sheriff may require other inspection reports as necessary for a particular request, requirement, or law.

39.2 Procedure

39.2.1 Corrective Measures:

- A. Supervisors are expected to take corrective action immediately for minor problems that become evident during inspections.
- B. If a problem is of such nature to require repair or replacement of equipment, a memo will be directed to the appropriate Bureau Commander stating the nature and cause, if known, of the problem and the corrective action or repair necessary.
- C. Employees who are found to be continually in violation may be subject to disciplinary measures.