



## ***WEBER COUNTY SHERIFF'S OFFICE***

### **POLICY AND PROCEDURES**

#### **Staff Inspections**

EFFECTIVE DATE: 10/07/03 AMENDS/SUPERCEDES: 39.3 STANDARD NUMBER: 53.2.1	REVIEW DATE: 05/30/06 REVISION DATE: 05/30/06  APPROVED: _____ <div style="text-align: right;">Sheriff Signature</div>
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#### **39.3.1 Purpose**

To establish a system of critical inspections of the various Sheriff's Office components as a management tool to verify the compliance with established goals, objectives, policies and principles.

#### **39.3.2 Rationale**

The inspectional process compares formal Sheriff's Office expectations with actual performance. The role of staff inspections is to promote an objective review of the administrative and operational activities, facilities, property, equipment and personnel outside the normal line-level inspection process.

#### **39.3.3 Definitions**

**Staff Inspection** – A staff inspection is conducted by one or more command level deputies to verify that an organizational component of the Sheriff's Office is compliant with policies and procedures, progressing on office goals and objectives, and otherwise meeting office expectations as directed.

#### **39.3.4 Policy**

- A. Staff inspections are the overall responsibility of the Sheriff and is the quality assurance component of the Sheriff's Office. Staff inspections functions will be the direct responsibility of the Professional Standards Bureau commander.
  1. The Professional Standards Bureau will have the authority and responsibility to conduct inspections that are directed mainly at Office, Division, Section, and Unit levels.

2. The Professional Standards commander directs the activities of inspectors regarding staff inspections and reports directly to the Sheriff and appropriate Chief Deputy regarding staff inspections.
- B. The staff Inspection function exists to ensure:
1. compliance with County and Office policies and procedures;
  2. that an assessment of Office program progress is being performed;
  3. that an analysis if performed of Office involvement in critical policy incidents;
  4. that the reporting integrity of the Office is being achieved and maintained;
  5. that an analysis is conducted of the Office support functions to gauge the level of service to line personnel; and
  6. that the overall quality of services provided to the public is maintained.
- C. Staff inspections are conducted on an ongoing basis and as needed, when a particular incident occurs that falls within the responsibilities of the staff inspections component.
- D. Types of Inspections
1. Trace Inspections:
    - a. Examine the processes and procedures used by the Office as they apply to any given event, with reports on findings being disseminated by organizational grouping.
    - b. Trace inspections that result in any kind of recommendation(s) for the change of policy, procedure, or practice must be submitted in writing.
  2. Scheduled Inspections:
    - a. Inspections of an entire Bureau, Section or Unit of the department containing detailed observations, in depth inquiry and written reporting.
    - b. Bureau, Section, or Unit supervisors are notified in advance of scheduled inspections, via the Office of the affected Bureau Commander.
    - c. Upon completion of a scheduled inspection, informal recommendations may be provided to the Bureau, Section, or Unit supervisors.
    - d. A written report of a scheduled inspection is to be prepared upon completion of the inspection and should include deficiencies, positive aspects, and recommendations, if any. The report is then submitted to the Sheriff.

3. Directed Inspections:

- a. Are similar in scope and substance to the scheduled inspections, but they are conducted at the direction of the Sheriff, and may be done so unannounced.
- b. Directed inspections are aimed at analyzing a specific event, function, or incident within the Office.
- c. Directed inspections do not require a written report unless requested by the Sheriff.

4. Partial Inspections:

- a. Consist of the examination and evaluation of a single function or procedure performed by a single unit in the Office.
- b. Partial inspections are follow-up to scheduled or trace inspections where the function being examined requires more attention than can be given at the time.
- c. Partial inspections may be performed at the direction of the Sheriff or as indicated by a trace inspection or schedule inspection. The results are submitted in a written form as an addendum to the initial inspection.

### 39.3.5 Procedure

- A. The Sheriff or his/her designee will conduct staff inspections and will adhere to the following procedure.
  - 1. The Sheriff or his/her designee will schedule inspections ensuring that organizational units are inspected at least every three (3) years.
  - 2. Personnel conducting a staff inspection shall be given full access to all personnel, property, equipment, facilities, and records of the organizations component to be inspected.
  - 3. When applicable, written notice of a staff inspection will be given to the organizational component supervisor/manager at least five days prior to the scheduled inspection.
  - 4. Copies of staff inspection reports may be disseminated downward in the chain of command at the direction of the Sheriff. The results of all trace inspections will be disseminated downward in the chain of command until the personnel actually affected are made aware of the findings relative to their duties.
  - 5. Recommendations made in any inspection will be addressed by the affected Bureau Commander who will prepare a written response to same, directed to the Sheriff.
  - 6. The Sheriff or his/her designee will conduct a partial inspection to follow-up any recommendations made as a result of a staff inspection. The

written report will include noted deficiencies that cannot be immediately corrected, the reasons why the corrections cannot be immediately made, and recommendations for addressing the issue.