
LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# A-070

PAGE # 1

SUBJECT: INSPECTIONS

INDEX AS: INSPECTIONS

EFFECTIVE DATE: 4/20/2005

REVISED DATE:

I. **PURPOSE:**

To define the guidelines to be followed by officers conducting line and staff inspections of agency personnel and equipment.

II. **SCOPE:**

All organizational components within the Sheriff's Department shall be subject to line and staff inspections.

III. **LINE INSPECTIONS:**

A. Inspection of patrol personnel can be conducted daily, at roll call, by the Shift Captain or Sergeant. Inspection of investigative personnel can be conducted daily by the Captain of the Investigative Division.

B. Supervisors conducting line inspections shall inspect personnel for:

1. Neatness;
2. Readiness for Duty;
3. Compliance with uniform or dress code;

The inspecting supervisor may require any officer that fails inspection to go home and report back properly prepared or he may impose disciplinary action. The supervisor shall note the failure to pass roll call inspection.

LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# A-070

PAGE # 2

- C. Supervisors can make daily inspections of the areas of the Department that they are responsible for (i.e. communications, information and booking desks, sergeants office) to make sure they are clean and orderly.
- D. Supervisors can make daily inspections of patrol cars and equipment. Any deficiencies in the patrol car or its equipment shall be corrected by the Deputy assigned to the vehicle.
- E. Whenever a supervisor notes deficiencies either in personnel, equipment, vehicles or physical plant, he shall follow up to make sure that corrective action has been taken.

IV. **SPONTANEOUS LINE INSPECTIONS:** AUTHORITY

- A. The Sheriff/Chief Deputy may conduct a spontaneous inspection of each organizational division within the Sheriff's office at anytime, at least once every 3 months. The Sheriff/Chief Deputy may appoint a Deputy to assist him in the inspection process. The appointed officer will be referred to as the Inspection Officer and will have the authority in all matters relating to an inspection. When authorized by the Sheriff/Chief Deputy, the Inspecting Officer may conduct an inspection without the Sheriff/Chief Deputy being present.

V. **INSPECTION PROCEDURES:**

- A. A staff inspection will include an inspection of the following areas:
 - 1. Personnel: Patrol/Investigative
 - a. Cleanliness
 - b. Condition of Uniform
 - c. Condition and placement of issued equipment
 - d. General appearance.

LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# A-070

PAGE # 3

Off-Duty personnel may be called in during an inspection and the response time noted.

2. Physical Plant:
 - a. Cleanliness
 - b. Order
 - c. Equipment
3. Vehicles:
 - a. Cleanliness
 - b. Required equipment
 - c. Required paperwork
 - d. Dangerous or unnecessary items
 - e. Operation of emergency equipment
4. Investigation Officers
 - a. Cleanliness
 - b. Order
 - c. Proper equipment

B. During an inspection , personnel will not smoke, chew gum or tobacco, eat or drink or engage in any activity that would tarnish the Officer's professional image.

C. Personnel will avoid making any unnecessary or sarcastic comments during the inspection. Any problems regarding the inspection should be discussed with the supervisor after the inspection is completed.

VII. **STAFF INSPECTION:** Authority

The Sheriff shall have the authority to conduct staff inspection of each organizational component within the Sheriff's Department. The Sheriff may appoint a Division Captain to assist him in the inspection process. The appointed Deputy shall be from a different component than the component to be inspected and shall have no authority over personnel in the inspected component. Staff inspections will be conducted at least every two years.

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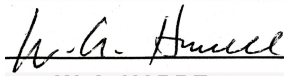
STANDARD OPERATING PROCEDURES

SOP# A-070

PAGE # 4

VIII. **STAFF INSPECTION:** Procedures

- A. A staff inspection will include an inspection of the following areas in each organizational division.
1. Component procedure
 2. Compliance with departmental policies
 3. Review of departmental policies
 4. Internal audit of special funds and non-cash fiscal activities.
- B. A written report of the inspection will be completed by the Inspecting Officer describing the results of the inspection and recommendations for improvement. The report will be forwarded to the Sheriff and a copy forwarded to the component head.
- C. Follow up of the recommendations will be made within six months of the completion of the report by the Sheriff and the Inspection Officer.


W. A. HARRELL
SHERIFF

04/20/2005

DATE