



OFFICE OF THE COUNTY SHERIFF
Montgomery County, Maryland
Raymond M. Kight, Sheriff



GENERAL ORDERS/PERSONNEL PROCEDURES

<u>Subject:</u> Inspectional Services	<u>Number:</u> 2.24	<u>Effective Date:</u> 05/20/09
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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. **(53.1.1)**

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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:

- (5) Facilities.
- (6) Vehicles.
- (7) Equipment.
- (8) Records.
- (9) Personnel.
- (10) Incident reports.
- (11) Firearms.

II. Line Inspections (53.1.1.a)

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: **(53.1.1.b)**

- (1) Physical appearance, condition, and grooming of employees.
- (2) Accountability and condition of issued equipment.
- (3) How property is utilized.
- (4) *Whether* employee efforts are producing desired results.
- (5) 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.* (53.1.1.c, 53.1.1.d, 53.1.1.e)

- (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.
 - (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 exceeding ***outstanding*** will also be reported in a memorandum to the Sheriff. ***(26.1.2)***
- 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** (53.2.1)

- 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 Division will be assigned the duty of completing the Staff Inspection. (53.2.1.a)***
 - (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. (53.2.1.c)***
 - (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. ***(53.2.1.e)***

- (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. (53.2.1.d)*
 - (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: (53.2.1.b)*
- (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* (53.1.1.a, 53.1.1.c)

- A. *Section Lieutenants must ensure that an Office Armorer conducts an annual inspection of all weapons authorized to be carried on or off-duty by deputies assigned to their section. (53.1.1.b)*

- 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. (1.3.9.d, 53.1.1.e)*
 - 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. (53.1.1.d)*
- V. *Taser Inspections* (53.1.1.a, 53.1.1.c)
- A. *Section Lieutenants must ensure that a Taser technician conducts an annual inspection and data download of tasers issued to deputies assigned to their section. (53.1.1.b)*
 - 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. (1.3.9.d, 53.1.1.e)*
 - 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 and copies of the form to the Section Lieutenants for their records. (53.1.1.d)*
- VI. *Fleet Vehicle Inspections* (53.1.1.a)
- 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 conduct semi-annual vehicle equipment maintenance and cleanliness inspections. 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. (53.1.1.a, 53.1.1.b, 53.1.1.c)*
 - (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). (53.1.1.c, 53.1.1.e)*

- (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. (53.1.1.d)
- 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. CALEA Standards

1.3.9.d, 26.1.2, 53.1.1.a, 53.1.1.b, 53.1.1.c, 53.1.1.d, 53.1.1.e, 53.2.1.a, 53.2.1.b, 53.2.1.c, 53.2.1.d, 53.2.1.e

VIII. Cancellation

This directive cancels and replaces General Orders/Personnel Procedure 2.24 effective date *05/01/95*.

AUTHORITY:


Raymond M. Kight, Sheriff
05/20/2009

**MONTGOMERY COUNTY SHERIFF'S OFFICE
VEHICLE INSPECTION REPORT**

Stock #:		Tag #		Mileage		Deputy/Section Assigned	
Date of Inspection:				Inspecting Deputy:			
Date Corrections Completed:				Inspecting Deputy:			
ITEM				COMMENTS			
STANDARD VEHICLE EQUIPMENT (OK=OK; X=Disrepair/Not Acceptable; M=Missing; N/A=Not Applicable)							
Gate Card in Vehicle?	YES	NO	Please circle	Card Stock #		5 digit ID # on back	
Calibration Card (If calibrated indicate last calibration date)							
Registration Card				Expiration Date:			
MDT (e.g. keys on keyboard, nothing spilled in keyboard)							
Headlights/High-beams/Turn Signals							
Brake/Parking/Back-up/Tag lights/Flashers							
Spotlight							
Dome/Dash Lights							
Wipers/Washer Fluid							
Glass							
Tires							
Spare Tire/ Jack/Lug Wrench							
Seat Belts							
Oil level							
VEHICLE EMERGENCY EQUIPMENT							
Mobile Radio							
Beacon/Rotating Lights/Take-down							
Grill Lights							
Horn/Siren							
Fire Extinguisher				Exp Date:			
Flares/Flare Holder							
OFFICER EMERGENCY EQUIPMENT							
Number of Traffic Vest							
First Aid Kit							
GENERAL VEHICLE CONDITION (E=Exceeds Requirements; M=Meets Requirements; X=Not Acceptable)							
Exterior							
Interior							
Trunk							
Glove Compartment/Console							
Other Comments:							

***All items marked with an X are to be corrected within 14 days from date of inspection unless instructed otherwise.
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OFFICE OF THE COUNTY SHERIFF
Montgomery County, Maryland



Taser Inspection Form

Taser Number: _____ Issued To: _____
(Deputy Name & ID If applicable)

Inventory of Equipment

- Taser: Serial Number: _____
- Cartridge One: Serial Number: _____
- Cartridge Two: Serial Number _____
- Cartridge Three: Serial Number _____
- Battery Charger with battery pack and data cord: *(not applicable on Model X26)*
- Holster
- Log Book *(not applicable on issued taser)*
- Current list of deputies certified to carry the Taser *(not applicable on issued taser)*

Comments(include damage, replaced parts, problems):

Inspection/Inventory Completed By: _____ ID #: _____ Date: _____

Taser Technician



MONTGOMERY COUNTY SHERIFF'S OFFICE
Annual Handgun Inspection Form

Year _____

Deputy's Name: _____ ID Number _____

INSPECTION CRITERIA	Inspection Date / /
Serial Number of Handgun.	
Barrel for dirt, lead or rust.	II.
Slide for dirt and powder residue.	
Under extractor for dirt.	
Slide for excessive or lack of oil.	
Frame for excessive or lack of oil.	
Trigger bar and trigger spring.	
Recoil spring assembly.	
Follower on magazines.	
Front and rear sights for green glow.	
Three safety systems (trigger safety, firing pin safety, & safety function of the trigger mechanism housing).	
Feed ramp for build-up or burrs.	
INSPECTOR'S ID NUMBER	

KEY

X - Satisfactory

U - Unsatisfactory/Corrected

A - Sent to Armorer/Training Officer