	Winchester City Sheriff's Office Manual of General Orders Administration 113	Effective Date: May 1, 2014 Accreditation Standards: ADM .19.01 ADM .19.02
		Original Policy: May 1, 2014 Last Review Date: October 31, 2023 Next Review Date: October 31, 2024
Subject: Inspections		By Authority of: <hr/> William E. Sales, Sheriff

Effective /Review Date	Sections Changed	Changes	Reviewed by	Approved by
11-17-16	III A	Changed, "periodic" to "semi-annual inspection"	EAS	LRT
01-04-23	III E b	Removed "b"	BWD	WES
01-04-23	III E b	Added ",ay conduct periodic inspections of deputies uniform, equipment, and patrol vehicles."	BWD	WES
01-04-23	III E C	Removed "c. The following types of line inspections are required to be documented in writing and their frequency"	BWD	WES
01-04-23	III E (1)	Added "The following inspections will b performed annually: (a) removed bimonthly; (b) removed quarterly; (c) removed annually"	BWD	WES
01-04-23	III E (1) b	Added "file"	BWD	WES
03-25-24	III A	Changed "semi-annual" to "annual"	MRA	WES
03-25-24	III E a.	Changed "may conduct periodic" to "shall conduct annual"	MRA	WES

I. PURPOSE

This policy establishes the procedures for the inspection of Winchester City Sheriff's Office personnel, resources, and operational effectiveness.

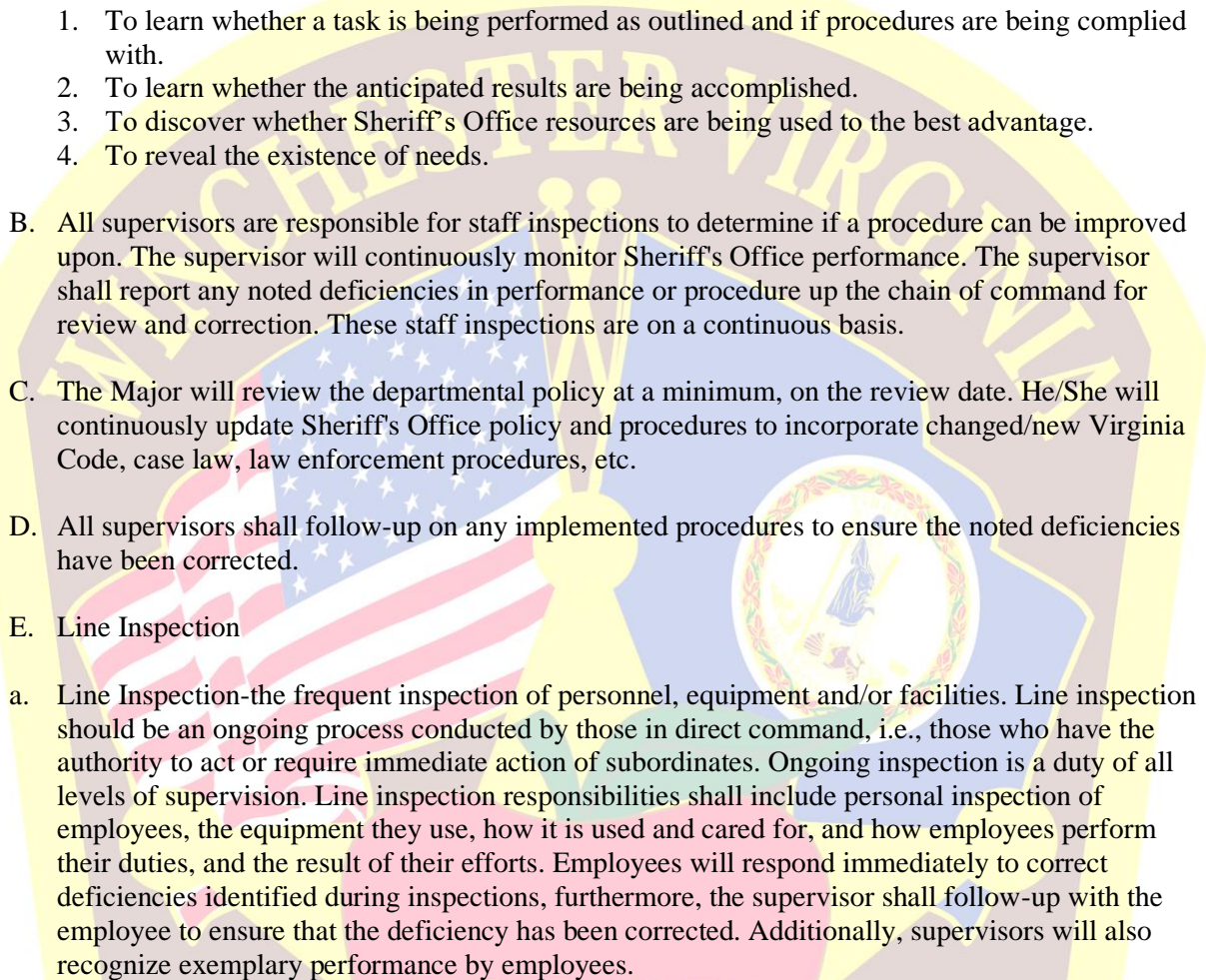
II. POLICY

The Sheriff is responsible for establishing and maintaining a system of inspection to obtain the information needed to direct the operation of the office. Although the ultimate responsibility of inspection and control rests with the Sheriff, all levels of command and supervision must conduct inspections frequently.

The goal of inspection is operational efficiency and effectiveness. Although infractions discovered during the process of inspection should be handled according to policy and the particular circumstances, inspection should not be viewed as a disciplinary process. It should be a fair, impartial, and honest appraisal of efforts. The inspector should have a positive, constructive attitude and make every effort to instill respect for, and understanding of, the inspection process.

III. PROCEDURES-- Staff Inspection

- A. Staff Inspection-the annual inspection of agency procedures conducted by designated personnel. The objectives of the staff inspection process include:

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- The background of the page features a large, semi-transparent watermark of the Sheriff's Office seal. The seal is circular and contains an American flag on the left, a central figure holding a scale and a sword, and the text 'SHERIFF'S OFFICE' and 'EST 1874'.
1. To learn whether a task is being performed as outlined and if procedures are being complied with.
 2. To learn whether the anticipated results are being accomplished.
 3. To discover whether Sheriff's Office resources are being used to the best advantage.
 4. To reveal the existence of needs.
- B. All supervisors are responsible for staff inspections to determine if a procedure can be improved upon. The supervisor will continuously monitor Sheriff's Office performance. The supervisor shall report any noted deficiencies in performance or procedure up the chain of command for review and correction. These staff inspections are on a continuous basis.
- C. The Major will review the departmental policy at a minimum, on the review date. He/She will continuously update Sheriff's Office policy and procedures to incorporate changed/new Virginia Code, case law, law enforcement procedures, etc.
- D. All supervisors shall follow-up on any implemented procedures to ensure the noted deficiencies have been corrected.
- E. Line Inspection
- a. Line Inspection-the frequent inspection of personnel, equipment and/or facilities. Line inspection should be an ongoing process conducted by those in direct command, i.e., those who have the authority to act or require immediate action of subordinates. Ongoing inspection is a duty of all levels of supervision. Line inspection responsibilities shall include personal inspection of employees, the equipment they use, how it is used and cared for, and how employees perform their duties, and the result of their efforts. Employees will respond immediately to correct deficiencies identified during inspections, furthermore, the supervisor shall follow-up with the employee to ensure that the deficiency has been corrected. Additionally, supervisors will also recognize exemplary performance by employees.

First line supervisors shall conduct annual inspections of deputies uniform, equipment, and patrol vehicles.

1. The following inspections will be performed and documented annually, at a minimum.
 - a. Patrol Vehicle Inspection
 - b. Case file Reviews
 - c. Weapons Inspection
- b. The following types of line inspections are not required to be documented in writing:
 1. General Inspections:
 - a. Personnel Inspection Random
 - b. Work Area Inspection Random
 - c. Work Observation Random
 - d. Equipment Inspection Random