

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Personnel / Administrative Policies		P&P-D-101
Line Inspections		
Effective Date: 09-22-11 Supersedes: 11-12-08	Approval: Sheriff	Number of Pages: 1
References:	Reevaluation Date: Annually	Standards: CALEA 53.1.1

I. POLICY

Line inspections will be conducted to ensure employees are acting in accordance with Office requirements in such areas as personal appearance, use and maintenance of equipment, and adherence to Office policies.

II. DEFINITION

Line Inspection

An inspection conducted by supervisors in control of the persons, facilities, procedures, or other elements being inspected. Line inspections may be carried out by any supervisor within the chain of command and are often conducted by supervisory personnel who may be responsible for ensuring that any sub-standard conditions revealed in the inspection are corrected.

III. PROCEDURE

Each division commander will ensure that a line inspection of all Office members' vehicles and work areas under their command are conducted at least once annually and documented on the Office's standardized *Personnel Inspection Form* and *Vehicle Inspection Form*. When completed, this form will be placed in the Office member's orange personnel file. Line inspections are generally conducted by direct supervisors; however, any supervisor in the member's chain of command may conduct the inspection.

Areas inspected may include, where applicable, but are not limited to:

- Appearance, cleanliness and proper wear of uniform including mandatory items.
- Cleanliness of workspace.
- Cleanliness, damage and proper maintenance of assigned vehicle.
- Presence and functionality of assigned vehicle's mandatory equipment.
- Compliance with Sheriff's Office policies.

<53.1.1a>

This policy does not preclude supervisors from conducting more frequent line inspections as they deem appropriate. Any discrepancies found during a non-formal line inspection may be annotated in the Office member's personnel file.

Office members' direct supervisors are responsible for ensuring discrepancies are corrected in a timely fashion. <53.1.1c><53.1.1e>

By Order of the Sheriff