

## 3-09/310.00 - Department Inspections

Department inspections are to ensure compliance with Department policies and procedures as well as County policies.

Each Division will be involved in the inspection process. The Division Chief/Division Director shall:

- Ensure that each Unit within the Division is inspected annually, including its own headquarters Unit;
  - Identify any areas within the Division beyond the minimum inspection areas that necessitate review, and maintain a list of all areas;
  - Ensure that all inspection results are recorded and stored at Division headquarters. The results shall be packaged by year and facility. They shall be kept for a minimum of three years;
  - Ensure coordination with assisting Units who conduct inspections in their area of expertise (i.e. Armory inspection is conducted by the Range Staff; Timekeeping inspection is conducted by the Payroll Audit Training Unit);
  - Require that Units within the Division delineate on memorandum, corrective measures if deficiencies are found;
  - Promptly report any major deficiency, as determined by the concerned Division Chief or Division Director, to their Assistant Sheriff and send documentation of the major deficiency with corrective measures; and
  - Ensure that the documentation of the deficiency and corrective measures are kept with the facility package at Division headquarters.
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