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.