

**FAIRFAX COUNTY SHERIFF'S OFFICE  
STANDARD OPERATING PROCEDURES**

**SOP NUMBER: 004  
SUBJECT: STAFF/ LINE INSPECTIONS**

**I. PURPOSE**

To provide a mechanism to best determine if department resources are used to their best advantage and to identify the existence of needs within the agency. Results of inspections will also reveal if policy and procedures are followed and the anticipated results of orders are achieved.

**II. POLICY**

It is the policy of the Fairfax County Sheriff's Office that staff/line inspections will be conducted to ensure that the agency's goals of fiscal responsibility are being pursued.

**III. PROCEDURE**

**A. Line Inspections**

1. Line inspections are the responsibility of the shift commander, section supervisor or designee. Inspections should be conducted on an informal monthly basis but not less than quarterly by each division and can be announced or unannounced. The inspections will ensure that staff are adhering to agency standards on appearance, use and maintenance of assigned equipment, and if agency policy and procedures are being followed. Supervisors will note any deficiencies as well as recognize exemplary performance in a written report to the Branch Chief, who will then submit the report to the Division Commander.
2. Supervisors who conduct the inspections are responsible for identifying areas that need to be corrected, establishing a realistic time period for the correction, and ensuring the correction is made. Supervisors are also responsible for initiating any counseling or discipline as a result of this inspection.

**B. Staff Inspections**

1. The emphasis of staff inspections is to evaluate the agency's efficiency, not individual efficiency. They provide a reasonably objective evaluation of agency resources outside of its normal supervision and chain of command.
2. Staff inspections will be conducted at the direction of the Sheriff by personnel appointed by the Sheriff. The purpose and scope of the inspection will be identified by the Sheriff.
3. A report will be generated for the Sheriff at the conclusion of the inspection. The personnel conducting the inspection will evaluate what was inspected and include recommendations in their report.

**1/01/00  
DATE APPROVED**

**05/21/99  
EFFECTIVE DATE**



**STACEY A. KINCAID  
SHERIFF**