



Jeffrey R. Gahler,
Sheriff

HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Quality Control

Distribution:	All Employees			Policy Number:	PER 0704
Responsible Unit:	Administrative Services Division			Rescinds:	PER 0704 (dated 10/01/16)
Original Issued Date:	07/05/22	Revision #:	1	Latest Revision Date:	11/20/25
Required 3-Year Review Completed:		07/01/26	Next Review Due:		07/31/29

1. Purpose

To provide members of the Harford County Sheriff's Office (HCSO) with guidelines regarding internal quality control procedures.

2. Policy

The HCSO is committed to preserving the peace and providing a safe environment for all citizens of Harford County and visitors to our communities. To accomplish this, the HCSO has established operating standards and will ensure uniformity, quality, efficiency, and proper documentation of directives and procedures.

3. Procedures

A. Responsibilities

1. Division Commanders will ensure uniformity, quality, efficiency, documentation, and compliance with HCSO standards and directives.

B. Inspections

1. Inspections will be conducted by supervisory personnel within their span of control to assess the condition of HCSO equipment, property, facilities, personal appearance, and compliance with established standards and expectations.
2. The intent of these inspections is to:
 - a. Improve performance and efficiency of the HCSO; and
 - b. Ensure compliance with HCSO standards, policies, expectations and procedures.
3. The Sheriff, or the Sheriff's designee, reserves the right to inspect all HCSO equipment and property in possession, or under control of any employee.
4. The Sheriff or the Sheriff's designee will inspect members of the Command Staff and other personnel designated by the Sheriff.
5. All members will be responsible for the care, cleanliness, and preventive maintenance of HCSO equipment, property, and facilities within their control.

6. Supervisors will conduct random inspections of subordinate's equipment and facilities at any time.
7. Weapons inspection will be conducted at a safe location, using prescribed safety techniques and procedures.

C. Formal Inspections

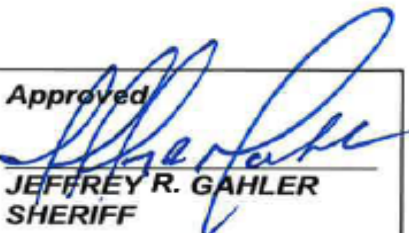
1. On a quarterly basis, the following inspections, when applicable, will be conducted and documented on the Personnel and Equipment Inspection within the employee module of the Records Management System (RMS) by the member's supervisor for each member assigned to the Sheriff's Office:
 - a. Uniform Inspection;
 - b. Firearms/less lethal weapon inspection; and
 - c. Personal appearance inspection.
2. On a quarterly basis, vehicle inspections will be conducted and documented on the Personnel and Equipment Inspection within the employee module of the RMS.
3. The Harford County Detention Center will conduct, document, and maintain reports and inspections as required by the Maryland Commission on Correctional Standards (MCCS), and any other written directives as required.

D. Identified Violations

1. The inspecting supervisor will document any exceptions discovered during the inspection, along with corrective action taken, in the comments section on the Personnel and Equipment Inspection within the employee module of the RMS.
2. All violations discovered during an inspection, or at any time, will be brought to the attention of the responsible member and his immediate supervisor. Corrective, administrative and/or disciplinary action may be initiated when deemed appropriate.

4. Summary of Changes

- A. On 11/20/25 this policy was edited as applicable to reflect the reference to utilizing the Personnel and Equipment Inspection within the employee module of the RMS, for consistency and alignment with the revisions made to policy PER 0705 on July 8, 2025.
- B. On July 1, 2026, the Agency 3-year policy review was conducted, and no changes were made.

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 7/5/2022