



Jeffrey R. Gahler,  
Sheriff

# HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

## Quality Control

<b>Distribution:</b>	<b>All Employees</b>	<b>Index:</b>	<b>PER 0704</b>
<b>Responsible Unit:</b>	<b>Planning and Research Division</b>	<b>Rescinds:</b>	<b>MAN2100</b>
<b>DLI Program:</b>		<b>MD Code:</b>	

<b>Issued:</b>	10/01/16	<b>Revised:</b>	N/A	<b>Reviewed:</b>	N/A	<b>Next Review:</b>	10/01/17
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### 1. Purpose

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

### 2. Policy

The Harford County Sheriff's Office 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 the Office has established operating standards and will ensure uniformity, quality, efficiency, and proper documentation of directives and procedures.

### 3. Procedures

#### A. Responsibilities

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

#### B. Inspections

1. Inspections shall 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.
  - 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.

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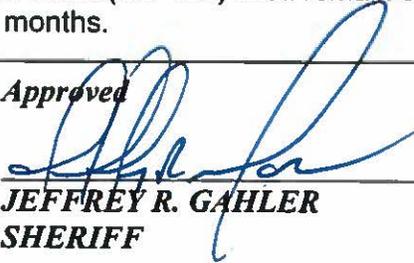
4. The Sheriff or the Sheriff's designee shall inspect members of the Command Staff and other personnel designated by the Sheriff.
5. All members shall be responsible for the care, cleanliness, and preventive maintenance of HCSO equipment, property, and facilities within their control.
6. Supervisors will conduct random inspections of subordinate's equipment and facilities at any time.
7. Weapons inspection shall be conducted at a safe location, using prescribed safety techniques and procedures.

**C. Formal Inspections**

1. On a monthly basis, the following inspections, when applicable, shall be conducted and documented on the Monthly Personnel and Equipment Inspection Form (SO-139) by the member's supervisor for each member assigned to the Sheriff's Office:
  - a. Uniform Inspection
  - b. Vehicle Inspection
  - c. Firearms inspection
  - d. Personal appearance inspection
2. The Detention Center shall 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 shall document any exceptions discovered during the inspection, along with corrective action taken, in the comments section on the Monthly Personnel and Equipment Inspection Form (SO-139).
2. All violations discovered during an inspection, or at any time, shall 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.
3. The Monthly Personnel and Equipment Inspection Form (SO-139) shall remain on file digitally, at the unit or shift level, for a period of twenty-four (24) months.

<p><i>Approved</i></p>  <hr/> <p><b>JEFFREY R. GAHLER</b> <b>SHERIFF</b></p> <p>DATE <u>9/9/16</u></p>
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