



HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Jeffrey R. Gahler,
Sheriff

Inspection Policy

Distribution:	All Personnel		Policy Number:	PER 0705
Responsible Unit:	Administrative Services Division		Rescinds:	
Original Issued Date:	07/05/22	Revision #:	2	Latest Revision Date: 07/08/25
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1. Purpose

To provide guidance to supervisors on inspections of Agency personnel, equipment, and vehicles.

2. Policy

Supervisors of the Harford County Sheriff's Office (HCSO) are expected to conduct **quarterly** inspections of the personnel within their span of control and properly document those inspections as outlined below. This policy does not preclude additional inspections from being conducted as needed, or as directed. Except for gross negligence, inspections should not be "predatory for violations." Inspections should be conducted to ensure deputies have what they need to perform their duties. It is understood and accepted that not all of the following policy will apply to all deputies. Inspections may be performed based on assignment, including assigned equipment.

3. Definitions

QUARTERLY: inspections will occur every **three** months.

PRESENTABLE CONDITION: clean, no excessive fading, and no excessive wear and tear.

PROFESSIONAL APPEARANCE: clean and neatly pressed uniforms with proper pin placement and no excessive fading, wear, tear, or holes.

4. References

- [ADM 0601](#) HCSO Vehicles.
- [ADM 0705](#) Lost or Damaged Equipment.
- [ADM 1103](#) Mobile Video Systems in Vehicles.
- [OPS 1602](#) Property/Evidence Management.
- [PER 0701](#) Uniform Appearance.

5. Procedures

A. Responsibilities

1. Division Commanders will ensure uniformity, quality, efficiency, documentation, and compliance with HCSO standards and directives. **This will be completed with a random review of Personnel and**

Equipment Inspection on a quarterly basis, through the employee module within the Records Management System (RMS).

2. Supervisors will conduct regular inspections in accordance with this policy.
3. All deputies will be responsible for ensuring their appearance, equipment, and vehicles are in compliance with the standards outlined in this policy and in any other HCSO policy.

B. Inspections in General

1. Inspections will be conducted by the supervisory personnel within their span of control to assess the condition of HCSO equipment, personal appearance of the deputy, and compliance with established standards.
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. Supervisors should conduct inspections in a safe, well-illuminated, and secure location to ensure attention is on the details of the inspection and not in the community, where officer safety could become an issue.
 - a. It is recommended, but not required, that quarterly inspections be conducted in a precinct sally port.
 - b. The Mobile Data Computer (MDC) should be on and the deputy logged in to basic systems such as: Computer-aided dispatch (CAD), ETIX, Mobile Video System (MVS), and License Plate Reader (LPR) if the vehicle is so equipped.
4. The Sheriff, or his designee, reserves the right to inspect all HCSO equipment and property in possession of, or under control of, any employee.
5. The Sheriff, or his designee, will inspect members of the Command Staff and other personnel designated by the Sheriff.
6. All members will be responsible for the care, cleanliness, and preventative maintenance of HCSO equipment and property assigned to them.
7. Supervisors will conduct quarterly inspections of a subordinate's vehicle, uniform, and equipment.
8. Weapons inspections, to include less lethal weapons, will be conducted quarterly at a safe location, using proper safety techniques and procedures.
9. Inspections will be conducted and documented by a supervisor on the quarterly Personnel and Equipment Inspection within the employee module of the RMS for subordinates assigned to their unit.

C. Identified Inspection Violations

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

D. Completion and Storage of the **quarterly** Personnel and Equipment Inspection within the employee module of the RMS.

1. Supervisors should refer to the **quarterly** Personnel and Equipment Inspection within the employee module of the RMS and proceed through the inspection process. Given the nature of police work, all requested items should be easily available.
2. The **quarterly** Personnel and Equipment Inspection within the employee module of the RMS will be name and time stamped by the supervisor completing the inspection.

E. Uniform and Appearance Inspection

1. Uniform inspections are governed by [PER 0701](#) Uniform Appearance.
2. Sworn Agency members, including contractual deputies will wear the issued Agency uniform while on duty.
3. Uniforms and other apparel will be neat, clean, and present a professional appearance.
4. Only authorized uniforms, apparel, and equipment will be worn as outlined by policy, unit, and assignment.
5. Uniform hats will be in presentable condition to include both summer and winter Stetsons, Tactical Dress Uniform (TDU) ball cap, and issued winter knit cap.
6. If a supervisor determines that a uniform item does not meet applicable and acceptable standards, they will require the deputy to complete the appropriate paperwork to request a replacement.
 - a. A Missing Damaged Equipment ([SO-137](#)) and/or Purchase Request ([AS-001A](#)) will be submitted via the members chain of command and noted on the **quarterly** Personnel and Equipment Inspection within the employee module of the RMS.
 - b. Upon replacement of the item, it will be noted on the **quarterly** Personnel and Equipment Inspection within the employee module of the RMS by the supervisor with the date the item was replaced.
 - c. If the equipment is damaged, other than from normal wear and tear, refer to [ADM 0705](#) Lost or Damaged Equipment.

7. With regards to body armor:
 - a. A supervisor will ensure that body armor is being worn by the deputy.
 - b. The deputy will further ensure that the body armor is in good condition and not expired.
8. Appearance standards will be inspected and noted on the **quarterly** Personnel and Equipment Inspection within the employee module of the RMS.
9. Supervisors will:
 - a. Be responsible for ensuring compliance with grooming and uniform appearance.
 - b. Complete a bi-monthly inspection documenting compliance with uniform and grooming standards on the **quarterly** Personnel and Equipment Inspection within the employee module of the RMS.
 - c. Ensure that all discrepancies of the grooming and uniform inspection policy will be documented along with the corrective action taken.
 - i. For any discrepancies found during the **quarterly** inspection, it will be documented for the first occurrence on the Bi-monthly Personnel and Equipment Inspection within the employee module of the RMS.
 - ii. If further discrepancies are documented for the same issue within a 12-month period, a Guardian entry will be completed by the supervisor.
 - iii. If further inspections during a 12-month period are noted for the same discrepancies, a Complaint Against Personnel ([IA-028](#)) will be completed.

F. General Equipment Inspection

1. All equipment required for a deputy's daily duties will be carried on their person or in their vehicle.
2. Regarding flashlights:
 - a. The inspecting supervisor will verify the deputy has a flashlight readily accessible in their vehicle or on their person.
 - b. The inspecting supervisor will verify the flashlight is charged and functions properly.
 - c. The inspecting supervisor will verify the deputy has a flashlight traffic cone that is suitable for their flashlight.
 - d. The deputy will confirm they have a working flashlight charger.
 - e. If the flashlight does not function, or the deputy does not have a functioning charger, a Purchase Request ([AS-001A](#)) will be submitted for the appropriate equipment.

3. Regarding handcuffs:
 - a. The inspecting supervisor will ensure the deputy is carrying at least one set of handcuffs on their person. The handcuffs are not required to be Agency-issued; however, the handcuffs should be of similar quality.
 - b. The inspecting supervisor will verify the handcuffs function properly.
 - c. The inspecting supervisor will verify the deputy has at least one handcuff key on their person.
4. Regarding portable radios:
 - a. The inspecting supervisor will verify the Agency-issued portable radio is in proper working order.
 - b. The inspecting supervisor will verify the lapel mic cord is not damaged.
 - c. The inspecting supervisor will verify the deputy has two issued batteries for the radio.
5. Regarding first aid equipment:
 - a. The inspecting supervisor will verify the deputy has at least one tourniquet readily accessible.
 - b. The inspecting supervisor will verify the deputy has an emergency medical kit with sufficient supplies. This kit may be part of an Agency issued "Go Bag."
 - c. The inspecting supervisor will verify the deputy has a bag valve mask.
 - d. If the deputy is issued an automatic external defibrillator (AED), the inspecting supervisor will:
 - i. Check the pad expiration dates for adult and infant pads.
 - ii. Verify that the AED turns on.
 - e. The inspecting supervisor will verify the deputy has one emergency blanket.
 - f. The inspecting supervisor will verify the deputy has at least two doses of Narcan that are not expired. If expired, the supervisor will ensure that valid doses are reissued.
6. Regarding personal protective equipment (PPE):
 - a. The inspecting supervisor will verify the deputy has the following PPE:
 - i. Nitrile gloves;
 - ii. Gown;
 - iii. Eye protection; and
 - iv. N-95 mask.

7. Regarding body worn cameras:

- a. The inspecting supervisor will ensure the deputy is properly wearing their issued body camera according to the latest training and policy.
- b. The inspecting supervisor will ensure the body camera is functioning properly.

8. Regarding mobile field force (MFF) gear:

- a. The inspecting supervisor will verify the deputy is carrying their MFF gear in the Agency issued bag and stored in their vehicle.
- b. The inspecting supervisor will verify the deputy has the following MFF items (note the deputy's verbal acknowledgement is sufficient for **quarterly** inspections; however, the gear should be visually observed by the inspecting supervisor during a semi-annual inspection):
 - i. Riot helmet with face shield;
 - ii. Chest, arm, and leg protection/pads;
 - iii. Gloves;
 - iv. Gas mask and microphone;
 - v. Two gas mask filters;
 - vi. Replacement lens for gas mask;
 - vii. Carrying bag for gas mask;
 - viii. Camelback/Camelback holder; and
 - ix. Prescription glass, if issued.

9. The inspecting supervisor will verify the deputy's reflective vest is clean and undamaged.

10. Regarding crime scene processing equipment:

- a. The inspecting supervisor will verify the deputy has the following equipment that is functional:
 - i. Digital camera with SD card or Agency issued cell phone suitable for photographing crime scenes;
 - ii. Fingerprint kit containing powder, brush, and cards/tape; and
 - iii. Crime scene tape.

11. The inspecting supervisor will verify the deputy has the following citation books:

- a. Criminal;

- b. Civil;
- c. Traffic;
- d. Parking;
- e. Safety Equipment Repair Order; and
- f. Warning.

12. The inspecting supervisor will verify the deputy is in possession of the following cards:

- a. Yellow Harford County Public Schools (HCPS) card;
- b. Agency issued identification card; and
- c. Current Maryland Police Training and Standards Commission certification card.

13. The inspecting supervisor will verify the deputy has the following up-to-date forms:

- a. Abandoned Vehicle Tag;
- b. Animal Attack Report;
- c. False Alarm Notice; and
- d. Victim/Witness Pamphlet.

14. The inspecting supervisor will verify the deputy has all other specialized equipment issued to them based on their assignment (e.g., Traffic, Special Response Team (SRT), etc.).

G. Firearms and Less Lethal Weapons

1. General guidelines for firearms inspections:

- a. It is understood most supervisors are not certified armorers and are not expected to disassemble a firearm for **quarterly** or semi-annual inspections.
- b. If the inspecting supervisor deems it appropriate for the inspection, then the firearm may be disassembled by either the deputy or inspecting supervisor.
- c. Any deficiencies noted will be corrected prior to the deputy going back in service:
 - i. The firearm will be re-inspected prior to the deputy going back in service.
 - ii. If the deficiency cannot be corrected due to a lack of supplies at the precinct, and the deficiency does not render the firearm unsafe to use, then the deputy may return to service without correcting the problem; however:
 - a) The deficiency must be corrected as soon as proper supplies are available; and

- b) The deficiency will be noted on the **quarterly** Personnel and Equipment Inspection within the employee module of the RMS. The inspecting supervisor is responsible for verifying that the deficiency has been corrected and will update the **quarterly** Personnel and Equipment Inspection within the employee module of the RMS, accordingly.
 - iii. If the deficiency is beyond the ability of the deputy or supervisor to correct, the Range Master will be notified.
 - iv. If the deficiency renders the firearm unsafe to use and cannot be corrected by the deputy or supervisor, the firearm will be taken out of service and the Range Master notified, and:
 - a) If the inspecting supervisor determines the deficiency was caused by, or likely caused by, negligence or deliberate action by the deputy, then the supervisor will also complete a Complaint Against Personnel ([IA-028](#)) and
 - b) The procedures outlined in [ADM 0705](#) Lost or Damaged Equipment for replacement will be followed.
 - d. Prior to any firearm inspection, the deputy will administratively unload the firearm, utilizing the proper safety precautions.
 - i. The deputy will verify the firearm is unloaded prior to handing it to the inspecting supervisor.
 - ii. The inspecting supervisor will confirm the firearm is unloaded prior to conducting the inspection.
2. Agency issued handgun inspections will:
- a. Require the inspecting supervisor physically and visually inspects the issued handgun to ensure it has been maintained in working order.
 - b. Consist of verifying the:
 - i. Handgun is clean and free of obvious debris and residue;
 - ii. Slide functions properly, smoothly, and locks to the rear;
 - iii. Handgun is properly lubricated;
 - iv. Weapon light is functional (if equipped); and
 - v. Deputy has the proper number of rounds and magazines.
3. Agency issued shotgun inspections will:
- a. Require the inspecting supervisor to physically and visually inspect the issued shotgun to ensure it has been maintained in working order.
 - b. Consist of verifying the:

- i. Shotgun is clean and free of obvious debris and residue;
 - ii. Action functions properly and smoothly;
 - iii. Shotgun is properly lubricated;
 - iv. Weapon light is functional (if equipped); and
 - v. Shotgun is properly setup for duty use:
 - a) Closed, with an empty chamber;
 - b) Safety is on;
 - c) Magazine tube is fully loaded; and
 - d) Additional shells (issued buckshot and slugs) are readily available.
4. Agency issued AR-15 style rifle inspections will:
- a. Require the inspecting supervisor to physically and visually inspect the issued rifle to ensure it has been maintained in working order.
 - b. Consist of verifying the:
 - i. Rifle is clean and free of obvious debris and residue;
 - ii. Bolt functions properly and smoothly;
 - iii. Rifle is properly lubricated;
 - iv. Weapon light is functional (if equipped);
 - v. Battery powered optics are functional (if equipped);
 - vi. Rifle is properly setup for duty use:
 - a) The dust cover is closed with an empty chamber;
 - b) The 20 round magazines contain 18 rounds
 - c) The 30 round magazines contain 28 rounds; and
 - d) The magazines should be readily accessible to the deputy in vicinity of the rifle storage location.
5. Any additional firearms issued to a deputy due to their specialized assignments (e.g., SRT, Special Investigations Division (SID), Criminal Investigations Division (CID), etc.) will be inspected by a supervisor or their designee in the respective specialized assignment.

6. Agency issued Taser inspections will require the:
 - a. Deputy to conduct a spark function test in accordance with their training.
 - b. Inspecting supervisor to verify the remaining battery life. If a new battery is needed, then the inspecting supervisor will provide the deputy with a new battery (X26) or direct the deputy to swap the battery with a fully charged battery from the charging station (T7).
 - c. Inspecting supervisor to verify the deputy is issued the proper Taser cartridges that are not expired. If the cartridges are expired, the inspecting supervisor will provide the deputy with new cartridges.
7. Agency issued ASP batons will require the inspecting supervisor to check for functionality and wear.
8. Agency issued oleoresin capsicum (OC) spray will require the inspecting supervisor to check for wear and expiration date.

H. Vehicle Inspections

1. Vehicle inspections are governed by [ADM 0601](#) HCSO Vehicles and established Emergency Vehicle Operator Course (EVO) vehicle inspection training.
2. Inspecting supervisors will take into consideration the vehicle's age, mileage, and purpose of the vehicle.
3. Deputies are responsible for ensuring their assigned Agency vehicle is maintained with proper fluid levels, tire pressure, absent dashboard warning lights, etc. Inspecting supervisors are not required to check tire pressure or fluid levels.
4. Exterior vehicle inspections will consist of:
 - a. The inspecting supervisor checking for:
 - i. Cleanliness (considering recent and current weather conditions);
 - ii. Damage;
 - iii. Loose parts;
 - iv. Functioning standard lights (e.g., headlights, brake lights, etc.); and
 - v. Functioning emergency equipment (i.e., siren, emergency lights, and spotlight).
 - b. Deficiencies will be noted on the **quarterly** Personnel and Equipment Inspection within the employee module of the RMS.
 - c. The deputy will correct the deficiency as directed by the inspecting supervisor. The inspecting supervisor will verify the deficiency is corrected within a reasonable time and documented on the **quarterly** Personnel and Equipment Inspection within the employee module of the RMS.

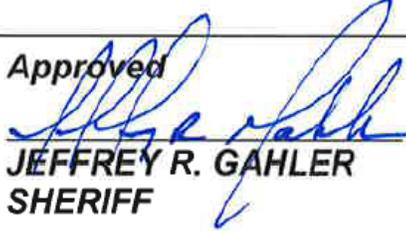
- d. New or previously reported damage should be documented in accordance with [ADM 0705](#) Lost or Damaged Equipment.
5. Interior vehicle inspections will consist of:
- a. Requiring the inspecting supervisor to check for:
 - i. Cleanliness (vehicle should be free of excess trash and harsh odors);
 - ii. Equipment should be easily accessible and neatly organized;
 - iii. Any dashboard warning lights;
 - iv. The prisoner compartment violations such as:
 - a) Locating contraband. Found contraband will be recovered by the deputy and submitted in accordance with [OPS 1602](#) Property/Evidence Management. The inspecting supervisor will investigate any contraband violations.
 - b) Policy violations regarding prisoner searches and transport, evidence handling, etc. Violations will be documented in Guardian.
 - b. Deficiencies will be noted on the **quarterly** Personnel and Equipment Inspection within the employee module of the RMS.
 - c. The deputy will correct the deficiency as directed by the inspecting supervisor. The inspecting supervisor will verify the deficiency is corrected within a reasonable time and documented on the **quarterly** Personnel and Equipment Inspection within the employee module of the RMS.
6. Mobile Video System (MVS) inspections will consist of:
- a. Requiring the inspecting supervisor to ensure the MVS functions in accordance with [ADM 1103](#) Mobile Video Systems in Vehicles.
 - b. Deficiencies will be noted on the **quarterly** Personnel and Equipment Inspection within the employee module of the RMS.
 - c. The deputy will correct any deficiencies as directed by the inspecting supervisor.
 - i. It is the inspecting supervisor's responsibility to verify that any deficiencies are corrected within a reasonable time period and to document the correction on the **quarterly** Personnel and Equipment Inspection within the employee module of the RMS.
 - ii. If the deficiency cannot be corrected by the deputy or the Radio Shop, then the inspecting supervisor will document these details on the **quarterly** Personnel and Equipment Inspection within the employee module of the RMS.
7. The inspecting supervisor should check for additional equipment beyond standard Agency issued equipment. Any additional equipment that is permanently affixed should be confirmed to have been properly requested via the process detailed in [ADM 0601](#) HCSO Vehicles.

6. Summary of Changes

A. On November 27, 2024, the following changes were made:

1. Edits made as applicable to change the reference from the Bi-monthly Personnel and Equipment Inspection Form (SO-139) to the employee module of the RMS.
2. Removed the following forms listed under Section 5.F.13, as they are now available in electronic format via PowerDMS:
 - Explanation and Advice of Rights ([SO-005](#));
 - Death Scene Checklist ([SO-015](#));
 - Crime Scene Personnel Identification Log ([SO-030](#));
 - Request to Suspend Investigation ([SO-054](#));
 - Domestic Violence Checklist and Lethality Screen ([SO-100](#));
 - Property/Evidence Record ([SO-258](#));
 - Banning [Letter](#);
 - Missing Person Report ([MSP 079](#))

B. On July 8, 2025, the policy was revised to replace all references to “bi-monthly” inspections with “quarterly inspections.”

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 7-16-25