

Purpose

It is the purpose of the Facts and Inferences Book (“F & I Book”) to make a record for the supervisor in support of the employee as a tool for learning, commenting, evaluating, exchanging ideas and improving job performance. The Supervisor is encouraged to place positive performances, as well as any conduct, which may need improvement.

Policy

It is the policy of the Cecil County Sheriff’s Office to conduct inspections of personnel, equipment, and property.

Procedure**I. Inspections****A. General Information**

1. Inspections shall be conducted by supervisory personnel within their spans of control to address the condition of agency equipment, property, facilities, personal appearance, and compliance with standards, and any performance or conduct issues.
2. The intent is to:
 - a. Improve agency performance and efficiency.
 - b. Ensure compliance with agency standards, policies, and procedures.
 - c. Conduct a fair evaluation of the employee through performance and documentation.

B. Inspections in General

1. The Sheriff, or designee, reserves the right to inspect all agency equipment and property in possession, or under control of any employee.
2. The Sheriff will inspect members of the Command staff.
3. All members shall be responsible for the care, cleanliness, and preventive maintenance of agency equipment, property, and facilities within their control.
4. Supervisors may conduct random inspections of subordinates’ equipment and facilities at any time.
5. There will be mandated monthly inspections by supervisors.
6. Weapons inspection will be conducted at a safe location, using prescribed safety techniques and procedures.

C. Formal Inspections

1. On a monthly basis, the following inspections, if applicable, shall be conducted and documented on the CCSO Form SO-027 (Vehicle Inventory/Inspection), by all supervisors for each subordinate:
 - a. Uniform inspection
 - b. Vehicle inspection
 - c. Firearms inspection
 - d. Personal appearance inspection
 - e. Equipment inspection

D. Identified Violations

1. The inspecting Supervisor shall document any violations discovered during the inspection on the CCSO Form SO-027 (Vehicle Inventory/Inspection), plus Comments and Corrective Action.
2. All violations discovered during an inspection shall be brought to the attention of the responsible employee and his/her immediate supervisor. Corrective/administrative and/or disciplinary action may be initiated as deemed appropriate. All documentation shall be placed within the "F and I Book".
3. On a monthly basis, inspecting Supervisor shall forward the completed CCSO Form SO-027 (Vehicle Inventory/Inspection) to their Commander.

II. Facts and Inference Book ("F & I" Book)**A. General Information**

1. The "F & I Book" will be reviewed by the Supervisor and the employee quarterly.
2. All entries will be acknowledged by the employee by initials and date.
3. An "F & I Book" will be kept by immediate supervisors of employees.
4. Some things to be considered are:
 - a. Expectations for the employee as well as the supervisor.
 - b. Job knowledge and technical skills.
 - c. Communication skills.
 - d. Quality and Quantity of work.
 - e. Compliance with Instructions and Training.
 - f. Judgment.
 - g. Planning and organization.
 - h. The relationship with peers.

- i. The relationship to the public.
- j. The relationship to the staff.
- k. Attendance and punctuality.
- l. Care and maintenance of equipment.
- m. Attitude in general.

B. Quality Control

- 1. Supervisors will meet quarterly with subordinates and review the “F & I” book.
- 2. The review with consist of all entries logged on the CCSO Form SO-081 (Job Observation F&I Record) and the file contents, to include any documentation of positive or negative performance on CCSO Form SO-019 (Job Observation Report).
- 3. All supervisory reviews will be acknowledged by initials and date on the CCSO Form SO-081 (Job Observation F&I Record) log of the “F & I” book.