

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Sworn Facility Inspection August 2018: Extraditions

Inspection Report# BI2018-0095

The Audits and Inspections Unit (AIU) of the Sheriff's Office Bureau of Internal Oversight (BIO) will conduct Sworn Facility and Property Inspections on an ongoing basis. The purpose of this inspection is to ensure compliance with Office Policies, promote proper supervision and support the requirements set forth in the Court Order. To achieve this, inspectors will select one of the MCSO sworn facilities and conduct an inspection using the *Sworn Facility Matrix* developed by the AIU.

Matrix Procedures:

- Utilize Sworn Facility Inspection Matrix to review/check administration, building, assigned vehicles and any property and evidence for policy compliance.
- Use the OIM Property and Evidence System to retrieve item history report and obtain a random sample (if applicable).
- Verify items from the random sample are in their designated storage location and verify the item matches the item description (if applicable).

Criteria:MCSO Policies and Divisional Operations Manual:

CP-2	Code of Conduct
CP-6	Bloodborne Pathogens
CP-9	Occupational Safety Programs
EA-2	Patrol Vehicles
EA-3	Non-Traffic Contact
EA-19	Juvenile Operations
EB-2	Traffic Stop Data Collection
GA-1	Development of Written Orders
GA-3	Operations Manual Format
GB-2	Command Responsibly
GC-9	Personnel Information, Records, and Files
GD-1	General Office Procedures

- GD-4 Use of Tobacco Products
- GD-14 Access to Secured Office Buildings
- GD-15 Emergency Evacuation Plans
- GE-3 Property Management and Evidence Control (revised 8/23/17; updated 10/3/17 Briefing Board # 17-43)
- GE-4 Use, Assignment and Operation of Vehicles
- GF-3 Criminal History Record Information and Public Records
- GF-5 Incident Report Guidelines
- GG-1 Peace Officer Training Administration
- GG-2 Detention/Civilian Training Administration
- GH-4 Bureau of Internal Oversight
- GJ-24 Community Relations and Youth Programs

Conditions:

For the month of August 2018, MCSO Extraditions Unit was randomly selected as the Sworn Facility for BIO Inspection.

Extraditions headquarters is in the West Superior Court Building at 111 South 3rd Avenue (second floor) in Phoenix, AZ and is under the responsibility of a Division Commander and Unit Deputy Commander.

The Extraditions Unit consists of a total of 14 personnel and is responsible for extraditing individuals back to Arizona for legal proceedings who have absconded to other States or violated the Interstate Agreements.

The Extraditions Unit also coordinates with other States who have had individuals abscond from their State to Arizona and they desire to extradite them back to their State to face legal proceedings.

Individuals are extradited by using commercial airlines, MCSO Aviation's fixed wing airplane, or the Northwest Shuttle ground transportation network.

During calendar year 2017, 200 prisoners were extradited using commercial airlines, 193 prisoners were extradited using MCSO Aviation's fixed wing aircraft, and 93 prisoners were extradited using the Northwest Shuttle.

On 8/6/2018, a pre-inspection agenda meeting was conducted at the Extraditions headquarters facility location with the Commander and Deputy Commander. The scope of the inspection and details of the daily operation of the unit were discussed. The BIO inspection matrix containing the items of inspection was provided to them for review.

The Commander and Deputy Commander were prepared and provided assistance with questions concerning unit operations.

Objectives:

To determine that the Extradition Unit is maintained and documented in accordance with key statutes, regulations, industry best practices, Divisional Operations Manual, and MCSO policy. The Operations Manual is currently a draft pending approval.

Facility Inspection:

On 8/21/2018, a Sworn Facility and Property Inspection was conducted at Extraditions based on a random selection of sworn divisions/units which were not yet inspected during the calendar year. The Extradition Unit rarely processes property and/or evidence and there is no on-site property/evidence storage. Any items needing processing are handled in accordance with policy at other approved locations. There were no property and/or evidence items reviewed/inspected.

During the inspection, the Audits and Inspection Unit (AIU) personnel found the facility was secure with access limited to assigned personnel. Any other approved persons granted access to the interior working areas must present credentials or have key card access. The facility is well maintained and orderly.

No evidence was discovered during the inspection indicating Sheriff Office, facilities and/or equipment were being used in a manner that discriminates or denigrates anyone on the basis of race, color, national origin, age, religious beliefs, gender, culture, sexual orientation, veteran status or disability.

Sworn Facility Inspection Matrix:

The Extradition Unit was inspected using the Sworn Facility Inspection Matrix that contains a total of 50 inspection items (to include two assigned vehicles inspected). Of the 50 items of inspection, 18 were not applicable resulting in 32 items of inspection in the matrix.

The staff was organized and had all the required documentation in accessible locations, clearly identified, organized and secured properly. I noted that the Unit's first line supervisor position is currently vacant and daily supervisor duties are conducted by the Deputy Commander in addition to his other executive duties.

The following two deficiencies were noted:

1. *Verify supervisors are inspecting equipment and work environments within their area of command on at least a monthly basis (results of inspection shall be documented, CP-9, GB-2) [inspection matrix item 1.16].*

Methods to conform to this CP-9 policy were discussed and I was advised by the Deputy Commander that informal inspections have previously been conducted and two were formally documented. A formal method for documenting all required inspections and results have now been implemented.

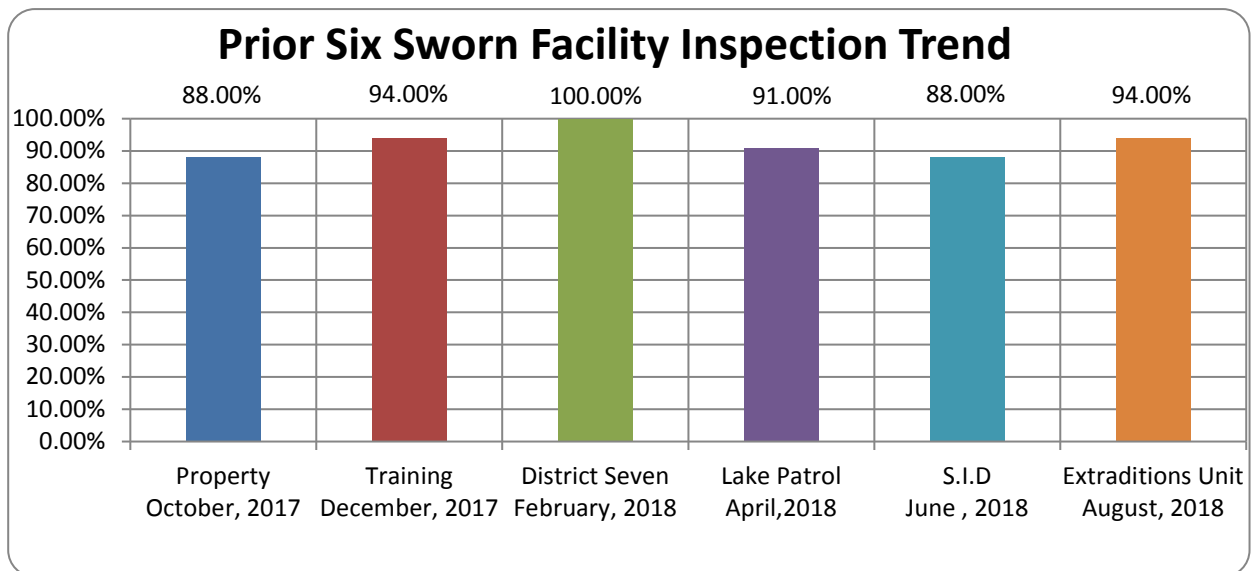
2. *Vehicle and Equipment Inspection Report(s) shall be completed at least quarterly for each vehicle (GE-4, EA-2) [inspection matrix item 3.1].*

Vehicle Inspection logs were completed and documented in Blue Team for the two assigned vehicles during the Inspection month. I was advised by the Deputy Commander that informal

inspections were previously conducted, and expired fire extinguishers were recently replaced. I was advised a formal method for noting all required unit inspections is now implemented.

Below is a historical comparison of Sworn Facility and Property Inspection compliance rates for the past six months.

Overall Compliance Rate Sworn Facility and Property Inspections 2017-2018



Results:

There were (2) deficiencies noted in the inspection on 8/21/2018, which resulted in an overall compliance rate of 94%.

Recommendations:

Suggested recommendations to ensure continued compliance with policy and best practices:

1. Work environments within a supervisor's area of command shall be inspected on at least a monthly basis and the inspections recorded. An internal compliance log listing the responsible supervisor and the date the monthly inspection was inspected with the results/corrective action is now currently in place. An entry shall be completed in Blue Team as a Line Level Inspection when the log is completed.
2. The division commander, or his designee, shall ensure that a computerized Vehicle and Equipment Inspection Report is completed quarterly on each vehicle assigned to his division. A quarterly inspection should be completed during January, April, July, and October of each calendar year per MCSO Policy GE-4. I was advised a formal method for noting all required Unit inspections is now implemented.

A total of (1) BIO Action Form is requested from the affected Division for the listed deficiencies.

The form shall be completed utilizing Blue Team.

Date Inspection Started: August 6th, 2018
Date Completed: August 21st, 2018
Timeframe Inspected: August, 2018

Assigned Inspector: Sgt. Travis Glenn S1626
Assisting Inspector: Sgt. Blaine Allmon S1036
Assisting Inspector: Sgt. Dave Gardner S1608

I have reviewed this inspection report.

Connie J. Phillips
Connie J. Phillips B3345
Acting Commander, Audits & Inspections Unit
Bureau of Internal Oversight

8/29/2018

Date