

MARICOPA COUNTY SHERIFF'S OFFICE
April 2017 Property/Facility Inspection



Audit and Inspections Unit
Inspections Report
Property/Facility Inspection
Date: May 15, 2017
Inspection #2017-0056



To: Captain B. Roska
Commander
Bureau of Internal Oversight

From: Sergeant T. Brice S1767
Inspections Sergeant
Audit and Inspections Unit

Subject: District 2
Property/Facility Inspection #BI2017-0056

Date: May 15, 2017

The Audit and Inspections Unit (AIU) conducts Divisional Facility/Property inspections on an ongoing basis. The purpose for the inspection is to determine compliance with office policies and promote proper supervision. To achieve this, inspectors will make sight visits to a randomly selected division and complete an inspection following a matrix checklist developed by AIU.

Matrix Procedures:

- Utilize Facility/Property Inspection Checklists.
- Utilize the Property and Evidence system: “Outstanding Reports” and locate all items awaiting acceptance by Property and Evidence.
- Determine if there were items not entered into Property and Evidence.
- Ensure no property/evidence was kept unsecure throughout the facility.
- Utilize Property and Evidence: “Un-submitted Reports” to verify rejected items are listed in Property and Evidence

Criteria:

MCSO Policies:

- CP-2 (Code of Conduct) paragraphs: 11.A and C, 12.C
- CP-4 (Emergency and Pursuit Driving) paragraphs: 12.D
- CP-6 (Blood Borne Pathogens) paragraphs: 5.C, 6.A, 8.D, 9, 11.B.3 and C, 12.A thru C.
- CP-9 (Occupational Safety Programs) paragraphs: 1.B.1.b thru d, 1.C.3a, 1.D.1.a and b.
- EA-2 (Patrol Vehicles) paragraphs: 2.A and B,
- EA-19 paragraphs: 6.A, 6.B.1 and 2, and 6.C.3
- EB-2 (Traffic Stop Data Collection) paragraphs: 4.
- GA-1 (Development of Written Orders) paragraphs: 5.B
- GA-3 (Operations Manual Format) paragraphs: 1.A.3
- GB-2 (Command Responsibly) paragraphs: 8.A and B

GC-9 (Personnel Records and Files) paragraphs: 4.B.2 and B.3, 5, 13.C
GD-1 (General Office Procedures) paragraphs: 11.A and C thru D, 12 and B
GD-4 (Use of Tobacco Products) paragraphs: 1.A
GD-14 (Access to Secured Office Buildings) paragraphs: 1.B, 2.A
GD-15 (Emergency Evacuation Plans) paragraphs: 1,2
GF-3 (Criminal History Record Information and Public Records) paragraphs: 2.K.2 and 3
GF-4 (Office Reports) paragraphs: 7.A, 11.B
GG-2 (Training Administration) paragraphs: 3.D, 5
GE-3 Property Management
GJ-4 Evidence Control

Conditions:

On 04/26/2017 a Divisional Facility/Property inspection was conducted within the District 2 facilities. District 2 is one of several MCSO Patrol Districts located throughout the county. District 2 performs patrol and general investigations services to the citizens in and around the area of Buckeye, Gila Bend, Litchfield Park, Phoenix and other unincorporated areas around west valley cities. District 2 currently has 16 supervisors (Sergeants, Lieutenants, Captain) handling numerous management and supervision based responsibilities to include patrol squads, administrative staff and district detectives. The Division Commander, administrative staff and Deputies were prepared and of great assistance when completing the site inspection.

Inspectors found during the inspection the interior of the facility was secure with access limited to assigned District 2 Personnel and other authorized MCSO Employees. Also inspected were the Gila Bend and Litchfield Park satellite offices. They were also secure and limited to authorized personnel only.

No evidence was discovered during the inspection indicating office, county 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.

The administration staff was very organized and had all the required documentation (handwritten MCSO Contact Forms, employee files, handwritten citation, etc.) in accessible locations, clearly identified, organized well and secured properly.

The District had newly assigned administrative deputies handling tasks such as Property and Evidence, vehicle maintenance, division inventory, community outreach, etc. These deputies were working hard to learn their newly assigned job functions, develop processes and procedures to efficiently complete their job tasks and maintain compliance and oversight. In addition, the Division Commander was newly assigned to the District.

In addition to the facility inspection, the District's Property and Evidence procedures were inspected as well as the actual property and evidence located at the District and satellite offices. No unsecured items of property or evidence were found at the District or a satellite office outside of the appropriate Property and Evidence Room. Property and Evidence was stored in a secure room in the District Substation. Larger items such as bicycles were stored in an open air, locked, cage area on the north side of the substation. Other items such as ammunition would be stored in a locked Conex box in the caged area.

A review of the Property and Evidence system listed 48 items in the "Submitted" Section of OIM and awaiting review, pickup and transport to Property and Evidence from the District 2 Substation by a Property and Evidence Custodian. The satellite offices did not contain a property and evidence storage room. Of the 48 items, 13 items were not located. The breakdown of the items was as follows:

IR#	Potential Explanation
16-005235 16-005695 16-009696 16-016393 16-018817 16-027198	Each of these items is a bicycle. Division staff believed items were likely picked up by Property/Evidence Impound staff on a prior pickup of other bicycles. An initial inquiry to the Impound Unit indicates the bikes were picked up and not properly reassigned in the Property and Evidence System. To date, items have not been properly reassigned in the system. Further follow up by District Staff being done.
16-014697 BF Goodrich tire and wheel	Unknown reason for item not being at the District.
16-021705- Butane Fluid 16-025844- "pop-it snappers" & "crackling salute" 16-027904- 50lbs of ammo 16-030986- Ammo	Prior Administrative Sergeant reportedly told current Administrative Deputies these items were given to EOD for destruction. Further follow up by District Staff being done.
17-008969- Cell phone 17-009655- Wallet (as of 5-15-2017 QueTel- Property and Evidence Management System- reflects the item has been properly accepted and released to the owner.)	Current Admin Deputies reported these items were released back to the owner from the District. The property release forms were completed and picked up by the Property and Evidence Custodian. Deputies were completing follow up with Custodian to have QueTel properly reflect these actions.

There were items packaged and barcoded within the evidence room lockers not found under the “submitted” section of OIM/Property and Evidence. These items were all located in the “Un-submitted” section of OIM. This was due to being rejected by the Property and Evidence Custodian for errors that need to be addressed. These rejections are addressed and fixed via the evidence collection procedures in place involving Property and Evidence custodians, the District administrative staff and the Deputy who impounded the evidence/item.

During the inspection of the Property and Evidence Room located in the main substation, we found the photo CD’s and latent print cards (items taken to the crime lab and not entered into P&E) were being stored in an unsecured locker. We spoke with staff about having the locker secured to meet the best practices followed by other divisions. District Staff has since arranged to have Facilities Management cut a slit into the locker so it can be locked and items dropped in through the slot, thereby securing the items.

Six of the division patrol vehicles were inspected for unsecured Property/Evidence. No signs of property and/or evidence were found.

The Facility Inspection was performed using the designed checklist. It contains 28 points of inspection. 2 of the points of inspection were deemed N/A at this time and not included in the inspection results. The remaining 26 were found to be in compliance.

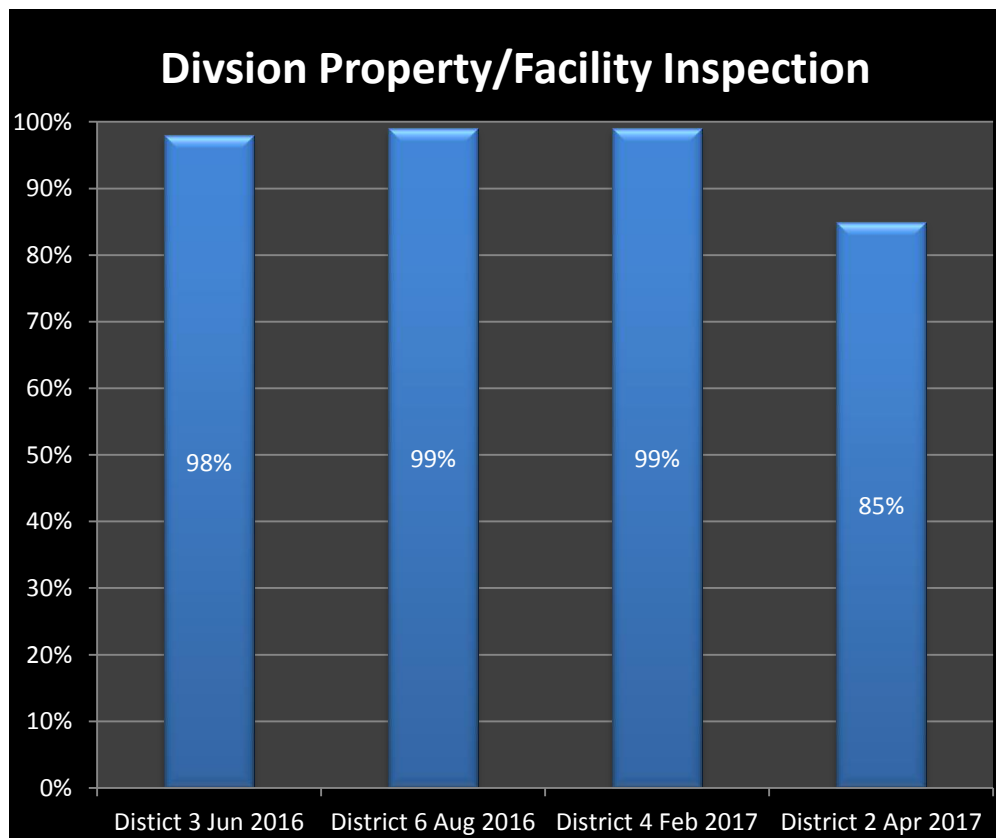
In summary, the compliance rate regarding the Property/Facility Inspection for District 4 was based on 80 total points/items of inspection. Of the 80 items/points inspected, 12 deficiencies were found (12 items of missing property or potentially actions not property documented in QueTel). This resulted in an 85% compliance rate ($68 \div 80 = 0.85$ or 85%).

Potential deficiencies requiring BIO Action Form:

District/ Division	Supervisor	Comments
District 2	Captain	12 Items of missing unaccounted for property.

Due to the nature of the deficiencies detailed, 1 Bio Action form is required with a supplemental document detailing the status of the unaccounted for property, in order to address the results of this inspection.

Overall Compliance Rate Divisional Property/Facility Inspection



Recommendations:

We recommend the Divisions create written procedures concerning the handling of Property and Evidence within the division. The written procedures should be added to their respective operations manuals so they are available to any newly assigned staff. The written procedures can cover the following items:

- The Division should have 1-2 people assigned as Division Property and Evidence Custodians
- The Custodians should have administrator rights in the Que Tel System.
- The Custodians should receive training from Property and Evidence.
- Step by step instructions on how to accept and reassign items to District Storage including the physical examination of the item.
- Specific criteria and instructions on how long to keep bicycles (found and safekeeping) in storage, how to dispose of it when policy allows (donations, contact impound unit, etc), or how to properly document or verify the latest disposition of the bicycles in QueTel as applicable.

- Specific step by step instruction on how to dispose of items that need to be turned over to EOD (i.e. fireworks). The instructions should include how to properly accept, reassign and monitor the item in QueTel for the proper chain of custody and final disposition.
- Institute Division inspections of Property and Evidence that includes verifying all items listed as District storage and items waiting pick up by the Property and Evidence Custodian.
- Step by step instruction on how to release items form the District (safekeeping/found) to the owner. This would include completing the proper documentation, making the correct changes in Quetel, uploading the documentation into QueTel and submitting the documentation to records as a supplement to the applicable report.

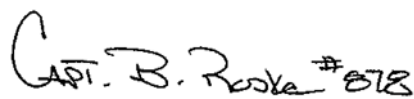
Inspection focus: District 2 Property/Divisional Inspection

Date Inspection Started: April 26, 2017

Date Completed: May 15, 2017

Assigned Inspectors: Sergeant T. Brice S1767
Sergeant D. Reaulo S1678

I have reviewed this inspection report.



Captain B. Roska
Division Commander
Bureau of Internal Oversight

May 30, 2017
Date



Executive Chief R. Skinner S0898
Bureau Commander
Bureau of Internal Oversight

May 30, 2017
Date