

MARICOPA COUNTY SHERIFF'S OFFICE
Employee E-Mails Inspection



Audits and Inspections Unit
Bureau of Internal Oversight
Inspection Report
July 20, 2017
Inspection BI2017-0077

MARICOPA COUNTY SHERIFF'S OFFICE

Memorandum



To: Captain B. Roska S0878
 Division Commander
 Bureau of Internal Oversight

From: Sergeant M. Rodriguez A9047
 Audits and Inspections Unit
 Bureau of Internal Oversight

Subject: Summary of Findings Report
 June 2017
 Employee E-Mail Inspection BI2017-0077

Date: 07/20/17

The Bureau of Internal Oversight (BIO), Audits and Inspections Unit (AIU) will conduct employee e-mail inspections on an ongoing basis. The purpose of the inspection is to ensure compliance with Office Policies and to promote proper supervision. To achieve this, inspectors will select for review the e-mail accounts of 35 randomly selected Office employees for the month being inspected. To ensure consistent inspections, the *E-mail Inspection Matrix* developed by the AIU will be utilized

Matrix Procedure:

Utilize the *E-mail Inspection Matrix* to ensure that the content of each randomly selected employee e-mail account is in compliance with Office Policies.

Criteria:

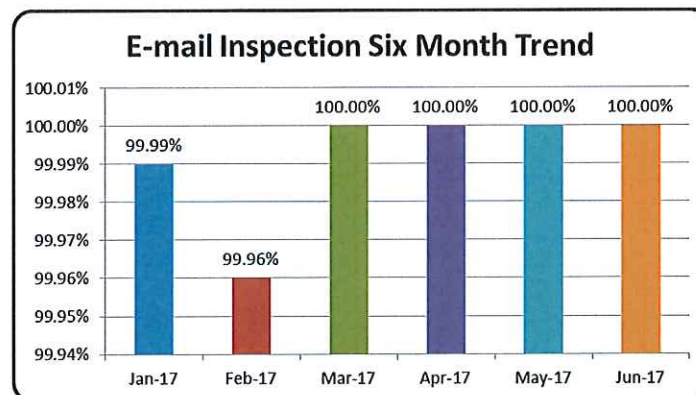
- MCSO Policy CP-2, *Code of Conduct*
- MCSO Policy CP-3, *Workplace Professionalism*
- MCSO Policy CP-8, *Preventing Racial and Other Biased-Based Profiling*
- MCSO Policy GM-1, *Electronic Communications and Voice Mail*

Conditions:

The 35 e-mail accounts totaled 9,559 e-mails for this month; however, only 7,729 e-mails were reviewed due to the elimination of normal MCSO business related e-mails such as; training announcements, administrative broadcasts, system generated e-mails, and unsolicited junk type e-mails.

The inspection found that **7,729 or 100%**, of the inspected e-mails were in compliance with Office Policies GM-1, *Electronic Communications and Voice Mail*; CP-2, *Code of Conduct*; CP-3, *Workplace Professionalism*; and CP-8, *Preventing Racial and Other Biased-Based Profiling*.

A historical comparison of the last six months of e-mail inspections indicates 100% compliance in four of the last six months.



Recommendations:

1. It is recommended that supervisors continue to provide mentoring to employees and review MCSO Policies CP-2, CP-3, and CP-8, specifically emphasizing the prohibition of employees from using county property, such as the E-mail system, in any 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.
2. It is recommended that supervisors continue to provide mentoring to employees and review MCSO Policy GM-1, specifically emphasizing the authorized/unauthorized contents of e-mails and provide informal Microsoft Outlook program instruction to employees so that they better manage their Microsoft Outlook e-mail accounts, specifically in the areas of archiving/saving e-mails and emptying "Deleted Items" and "Junk E-mail" folders.

Action Required:

With the resulting 100% compliance for *Inspection BI207-0077*, no BIO Action Forms are required.

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2017-0077* and contained within IA Pro.

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Inspection focus: Employee E-Mails

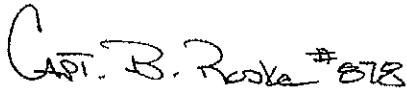
Date Inspection Started: July 3, 2017

Date Completed: July 20, 2017

Timeframe Inspected: June 1-30, 2017

Assigned Inspectors: Sgt. M. Rodriguez A9047

I have reviewed this inspection report.

 CAPT. B. Roska #878

Captain Barry Roska
Division Commander
Bureau of Internal Oversight

07/20/17
Date

 R. Skinner #898

Deputy Chief Russ Skinner
Bureau Commander
Bureau of Internal Oversight

07/20/17
Date
