

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



August 2017 Sworn Facility and Property Inspection

Inspection Report# BI2017-0103

The Audits and Inspections Unit (AIU), of the Sheriff's Office Bureau of Internal Oversight (BIO), will conduct on-going, monthly inspections of Divisional Facility/Property to ensure compliance with Office policies, promote proper supervision and support the requirements set forth in the Court Order. To achieve this; inspectors will make site 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 unsecured 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 Responsibility) 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-1 (Peace Officer Training Administration) paragraphs: 2 and 3
GE-3 (Property Management)
GJ-4 (Evidence Control)

Conditions:

On 08/22/2017 a Divisional Facility/Property inspection was conducted within the Major Crimes Division (MCD) facility located at 3335 West Durango, Phoenix AZ.

Major Crimes currently has one Captain, three Lieutenants, ten Sergeants, and fifty-four sworn Detectives.

Major Crimes performs numerous investigative functions throughout the county including Homicide, Jail Crimes, Arson, Animal Crimes, Vehicle Crimes, and the Special Victims Unit/ Sex Offender Notification Unit.

The Division Commander, General Crimes Commander and administrative staff were prepared and of great assistance when completing the site inspection.

Facility Inspection:

The Major Crimes Division was inspected using the Divisional and Facility Inspection Matrix that contains 27 inspection items. Of the 27 items of inspection; 4 were deemed "N/A" for a total of 23 items and there were no deficiencies observed.

Inspectors found during the inspection the interior of the facility was secure with access limited to assigned Major Crimes Personnel and other authorized MCSO Employees.

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

Property and Evidence Inspection:

The Major Crimes Facility was inspected for any unsecured items of property/evidence using the designated Property and Evidence Inspection Matrix checklist and there were no deficiencies observed.

The checklist contains 19 points of inspection and 5 vehicles were also selected for inspection for a total of 24 items.

- Eight of the 19 inspection items were deemed “N/A” and not included in the inspections results.
- Of the remaining 16; 0 were found to be deficient.
- An inspection of five MCD vehicles’ resulted in no signs of any unsecured property or evidence being located within.

If personnel in Major Crimes handle any property/evidence, it will go directly to Property and Evidence located nearby with the following exceptions;

Major Crimes Division utilizes an onsite secure building (referred to as the Vehicle Processing Center “VPC”) to process vehicles impounded as evidence and evidence collected from larger scenes. The building contains a “drying room” to store biological evidence that needs to dry prior to being packaged and contains storage lockers/containers for extended processing holds. Evidence contained in this room is accounted for with a hand written evidence log.

Major Crimes also utilizes a secure vehicle lot for the storage of vehicles seized by the Homicide Unit.

OIM Property and Evidence Report:

OIM Property and Evidence Report was obtained via Que-Tel on the morning of the inspection and 16 items were shown entered into the system with 0 rejected items noted. All 16 items were located and accounted for.

There was one submitted (unaccepted) report (IR16-161147) in OIM that was later found to have been entered in error and the item (photo submission) was located by staff at the crime lab submitted to them in accordance to policy. The item was later removed from Que-Tel by Property and Evidence Staff.

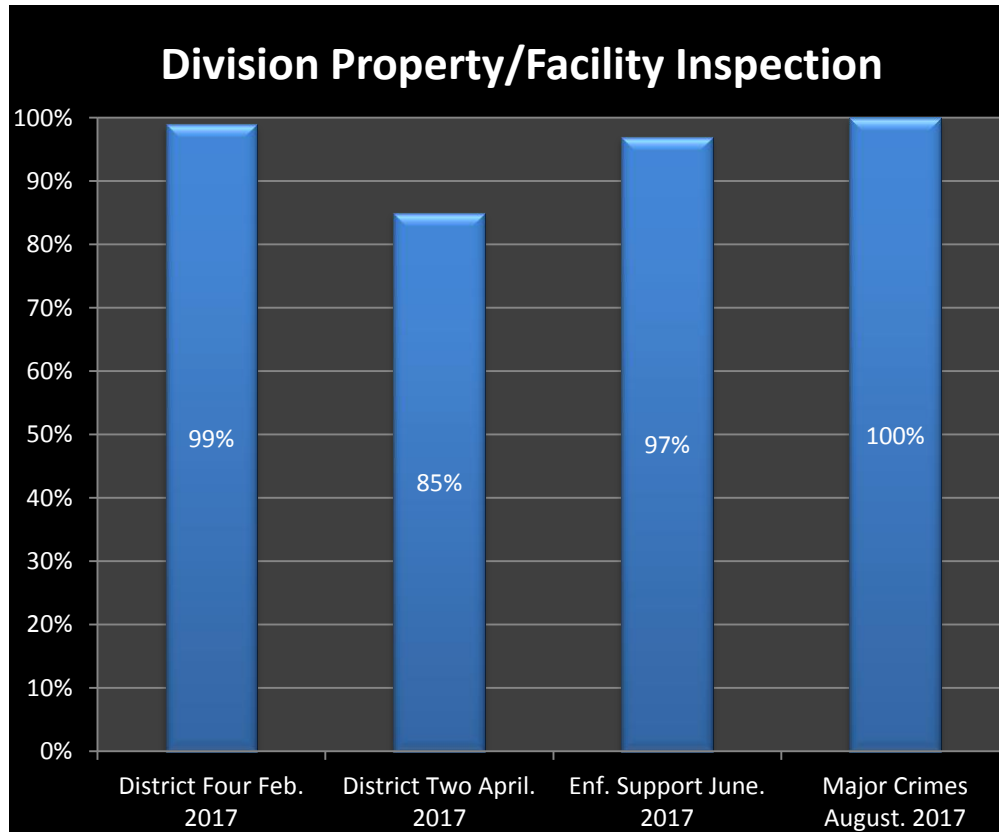
Three vehicles were submitted in an “open” status in Que-Tel and were located in the homicide impound lot.

In summary, the compliance rate regarding the Property/Facility Inspection for Major Crimes was based on 55 total points/items of inspection. Of the 55 items/points inspected; no major deficiencies were found.

This resulted in a 100% compliance rate.

Below is a historical comparison of sworn facility inspection compliance rates for the past four sworn facility inspections:

Overall Compliance Rate Sworn Divisional Property/Facility Inspections 2017



Recommendations:

Suggested recommendations to ensure compliance with policy and best practices are as follows;

Property and Evidence:

We continue the recommendation that all divisions create clearly written procedures concerning the handling of Property and Evidence within the division with at least one designated Property Custodian.

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 and conduct regular audits/checks of submitted property showing “open” (not accepted) by Property and Evidence staff.
- The Custodians should receive training from Property and Evidence.
- The Custodians would ensure the storage of vehicles impounded into the homicide lot would be entered into the Que- Tel System and be marked by item number in an identifiable row and space number.
- All vehicles located within the lot would be further all be identified by item number.

Training of newly assigned personnel:

In order to conform to recently amended MCSO Policy Peace Officer Training Administration (GG-1), Transfer of Personnel (GC-7), and best practices; the MCD Operations Manual was currently being amended to ensure compliance for the above listed policies. The written procedures pertaining to Specialized Unit’s newly assigned staff training programs, qualifications, and additional recommended training are located in the Division’s Operations Manual.

In order to ensure compliance with employees newly assigned to the division; employees assigned to any specialized unit must meet the minimum qualifications, receive any additional required training within one year, and have a record of the recommended training for their specific job function.

- Training specific to each newly assigned personnel could be placed into their division file for easy reference and/or in addition, noted in Blue Team or approved MCSO training record(s).

Date Inspection Started: August 22, 2017
Date Completed: August 30th, 2017
Timeframe Inspected: August 1-22nd, 2017
Assigned Inspector(s): Sgt. Travis Glenn S1626

I have reviewed this inspection report.

CAPT. B. Roska #878

Captain Barry Roska S0878
Commander
Bureau of Internal Oversight

August 30th, 2017

Date

T. Skinner #898

Chief Russ Skinner S0898
Bureau Chief
Compliance Bureau

August 30th, 2017

Date