

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**Sworn Facility Inspection December 2019: District 6**

Inspection Report# BI2019-0173

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 December 2019, MCSO District Six (D6) was randomly selected as the Sworn Facility for BIO Inspection.

The division's headquarters are located at 20727 East Civic Parkway in Queen Creek AZ and is under the responsibility of a Division Commander and 2 Deputy Division Commanders.

District Six consists of a total of 47 employees, 42 being compensated Deputies, 1 reserve Deputy, and 4 civilian employees. District Six encompasses the Town of Queen Creek which contracts with the Maricopa County Sheriff's Office for its law enforcement services. The town incorporated in 1989 to help preserve the rural atmosphere threatened by the rapid growth of the east valley. Most of the residential lots in Queen Creek are zoned one acre or larger. Sheriff's Office personnel in District 6, along with our Queen Creek Town partnership, focus on the principles of Community Policing, Intelligence Led Policing and Directed Patrol Management to deliver an excellent police product to all residents and visitors of the Town.

There was no pre-inspection agenda meeting conducted with the District's command staff, however, the BIO inspection matrix containing the items of inspection had previously been provided to the command staff for review.

**Objectives:**

To determine that District Six is maintained and documented in accordance with key statutes, regulations, industry best practices, Divisional Operations Manual, and MCSO policy. The Operations Manual has recently been updated.

**Facility Inspection:**

On 12/18/2019, a Sworn Facility and Property Inspection was conducted at District Six based on a random selection of sworn divisions/units which were not yet inspected during the calendar year.

During the inspection, the Audits and Inspection Unit (AIU) personnel found the facilities were 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 facilities are 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:**

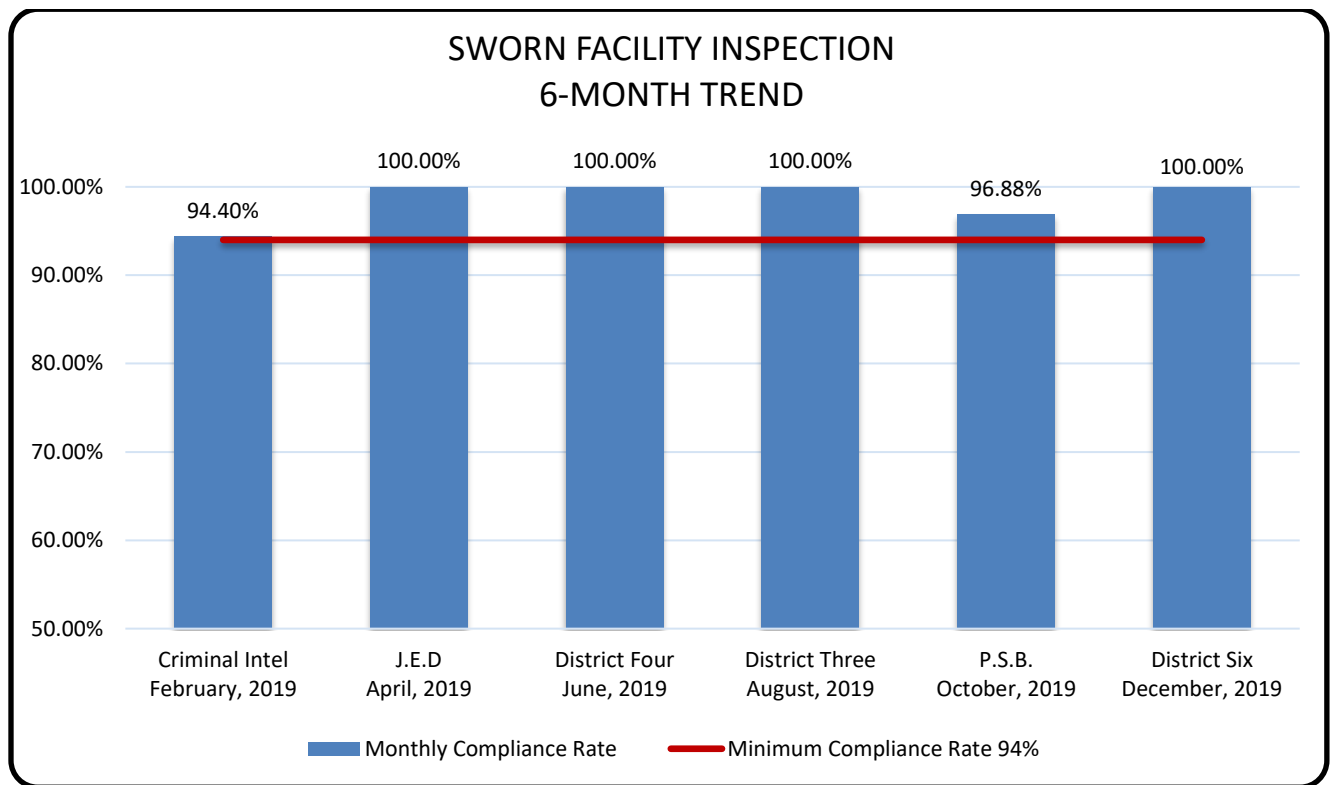
District Six facilities were inspected using the Sworn Facility Inspection Matrix that contains a total of 43 inspection items (to include twelve assigned vehicles inspected). Of the 43 items of inspection, 2 were not applicable resulting in 41 items of inspection in the matrix. Additionally, 12 items of evidence were inspected and found to have been properly packaged, stored, and entered into the OIM system. Eight of the items were listed as 'Rejected,' however, they were still found to have been properly packaged, stored, and entered into the OIM system.

The staff was organized and had all the required documentation in accessible locations, clearly identified, organized and secured properly.

**There were no deficiencies noted during this inspection.**

Below is a historical comparison of Sworn Facility and Property Inspection compliance rates for the past six prior sworn facility inspections.

**Overall Compliance Rate Sworn Facility and Property Inspections 2019**



**Results:**

There were no deficiencies noted in the inspection on 12/18/2019, which resulted in an overall compliance rate of **100%**.

**Recommendations:**

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

1. Confirm division files are purged annually of all applicable material which is over three years old in compliance with MCSO Policy GC-9.

Date Inspection Started:	December 18 <sup>th</sup> , 2019	
Date Completed:	December 18 <sup>th</sup> , 2019	
Timeframe Inspected:	December 2019	
Assigned Inspector:	Sgt. Rob Levy	S1881
Assisting Inspector:	Auditor Maria De La Cruz	B4608
Assisting Inspector:	Auditor Kateryna Ellis	B4299
Assisting Inspector:	Admin Asst Kimberly Herrera	B3666

I have reviewed this inspection report.

Lt. D. Reaulo S1678  
 Lieutenant Dominick Reaulo S1678  
 Commander – Audits & Inspections Unit  
 Bureau of Internal Oversight

2/20/2020

Date