

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



Audit and Inspections Unit
Inspections Report
Property/Facility Inspection
Date: February 23, 2017
Inspection #2017-0023



To: Lt. R. Morris S1014
Commander
Audit and Inspections Unit

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

Subject: District 4
Property/Facility Inspection #BI2017-0023

Date: February 23, 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, promote proper supervision, and support compliance with the Melendres Order. To achieve this, inspectors will make sight visits to a division randomly selected and a matrix checklist developed by AIU will be utilized.

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:

Melendres Court Order

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-2 (Training Administration) paragraphs:3.D, 5

Conditions:

On 02/14/2017 a Divisional Facility/Property inspection was conducted within the District 4 facilities. District 4 is one of several MCSO Patrol Districts located throughout the county. District 4 performs patrol and general investigations services to the citizens in and around the area of Anthem, Cave Creek/Carefree and other nearby unincorporated areas of Maricopa County. District 4 currently has 13 supervisors (Sergeants, Lieutenants, Captain) handling numerous management and supervision based responsibilities to include patrol squads, administrative staff and district detectives.

Inspectors found during the inspection the interior of the facility is secure with access limited to assigned District 4 Personnel and other authorized MCSO Employees. The Administrative Sergeant and a District Lieutenant were prepared and of great assistance when completing the site inspection. Also inspected was the Anthem satellite substation. It also was 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.

Part of the inspection was concerning any Property and Evidence located at the District 4 substation and satellite station. The inspection showed Property and Evidence listed 16 items in the "Submitted" Section of OIM and awaiting review, pickup and transport to Property and Evidence by a Property and Evidence Custodian at the main District 4 substation and 53 items at the Anthem satellite substation. All items were accounted for/ located and properly secured. The majority of the items were secured in the evidence room located within the District/satellite substation. Other items (bicycles and hazmat type materials were secured within an exterior Conex container.

There was some drug paraphernalia located in a locked evidence locker, in the anthem satellite station, that was not entered into P&E. It was determined it was placed there by a weekend sergeant. The sergeant was called away to emergency traffic while handling the paraphernalia and locked it in a locker to keep it secure. He could not access the locker later to enter/label it due to not having access and it being the weekend (District P&E custodian unavailable).

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.

One potential deficiency was an item located at the Anthem Satellite substation that was potentially unsecured property and/or evidence. A container of lighter fluid was found in an unsecured, unlabeled property and evidence paint can. The District Property and Evidence Custodian immediately had the item placed into P&E as found property.

GJ-4 Evidence Control: Procedures

1. Custody of Evidence: Office employees are responsible for properly reporting, documenting, securing and impounding any property that is being held as evidence, found property, or for safekeeping, which comes into their possession during the course of their regular duties, prior to the end of the shift in which it was seized or recovered.

Two of the division patrol vehicles were inspected for unsecured Property/Evidence. Neither had any signs of property and/or evidence.

The only areas the inspection team was unable to inspect were the Posse and District Detective offices at the Anthem Satellite Substation. The Posse offices are controlled by the posse only and the District personnel assisting us did not have keys to the Detectives’ offices.

The Facility Inspection was performed using the designed checklist. It contains 28 points of inspection. 1 of the points of inspection were deemed N/A at this time and not included in the inspection results. The remaining 27 were found to be in compliance.

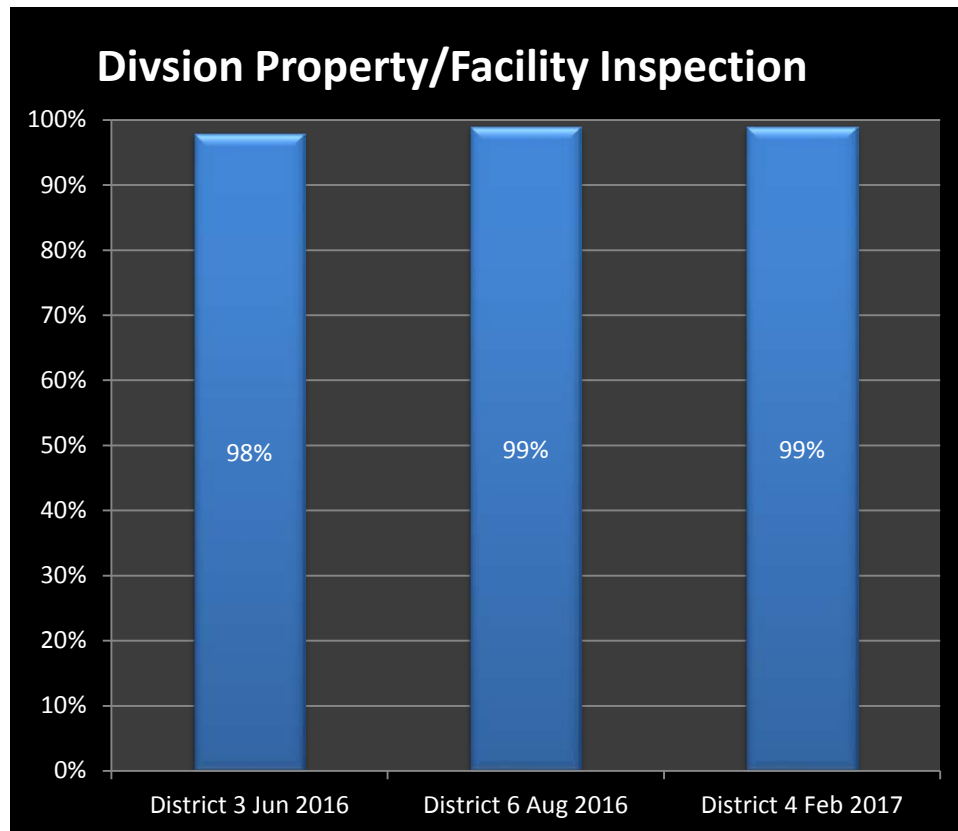
In summary, the compliance rate regarding the Property/Facility Inspection for District 4 was based on 98 total points/items inspected. Of the 98 items/points inspected only one potential deficiency was found (lighter fluid in P&E paint can). This resulted in a 99% compliance rate ($97 \div 98 = 0.9897$ or 99%)

Potential deficiencies requiring BIO Action Form:

District/ Division	Comments
District 4	A container of lighter fluid found in an unsecured, unlabeled property and evidence paint can.

1 Bio Action form is required to address the results of this inspection.

Overall Compliance Rate Divisional Property/Facility Inspection



Inspection focus: District 4 Property/Divisional Inspection

Date Inspection Started: February 13, 2017

Date Completed: February 23, 2017

Assigned Inspectors: Sergeant T. Brice S1767
Sergeant D. Reaulo S1678
Sergeant M. Rodriguez A9047

I have reviewed this inspection report.



Lieutenant Rick Morris S1014
Division Commander
Audits and Inspections

February 23, 2017
Date



Deputy Chief Fred Aldorasi
Bureau Commander
Bureau of Internal Oversight

February 23, 2017
Date