

MARICOPA COUNTY SHERIFF'S OFFICE
Employee E-Mails Inspection



Audits and Inspections Unit
Bureau of Internal Oversight
Inspection Report
April 24, 2017
Inspection BI2017-0037

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
 March 2017
 Employee E-Mail Inspection BI2017-0037

Date: 04/24/17

The Bureau of Internal Oversight (BIO), Audits and Inspections Unit (AIU) will conduct employee e-mail inspections on an ongoing basis. The purpose for the inspection is 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:

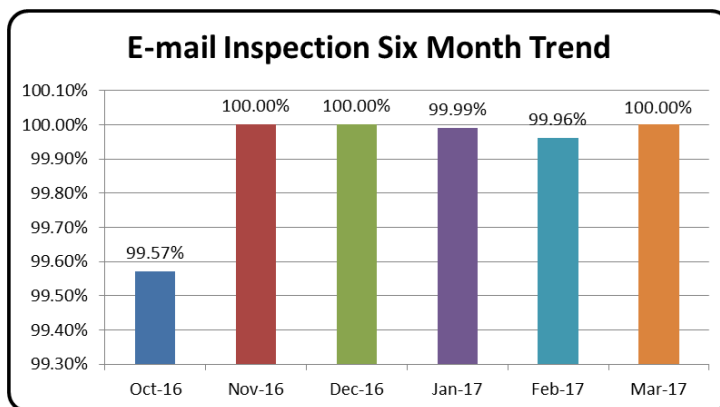
- MCSO Policy CP-2, *Code of Conduct*
- MCSO Policy CP-3, *Workplace Professionalism*
- MCSO Policy CP-8, *Preventing Racial and Other Biased-Based Profiling*
- MCSO Policy GM-1, *Electronic Communications and Voice Mail*

Conditions:

The 35 e-mail accounts totaled 11,486 e-mails for this month; however, only 8,942 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 **8,942 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 three 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 E-mail, 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. Continue to encourage and reinforce the need for employees to report any violations of Policies CP-2, CP-3, or CP-8 immediately to a supervisor
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 BI207-0037*, no BIO Action Forms are required.

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2017-0037* and contained in IA Pro.

MARICOPA COUNTY SHERIFF'S OFFICE
Audits and Inspections Unit
Bureau of Internal Oversight
BI2017-0037

Inspection focus: Employee E-Mails

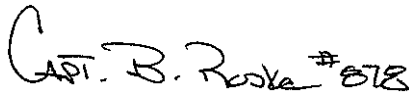
Date Inspection Started: April 3, 2017

Date Completed: April 24, 2017

Timeframe Inspected: March 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

04/25/17

Date

 R. Skinner #898

Deputy Chief Russ Skinner
Commander
Bureau of Internal Oversight

04/25/17

Date