

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**Divisional and Facility Inspection: Property and Evidence Warehouse**

Inspection Report# BI2017-0117

The Audits and Inspections Unit (AIU) of the Sheriff's Office Bureau of Internal Oversight (BIO) will conduct 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 random or requested division and complete an inspection following a matrix checklist developed by AIU.

**Matrix Procedures:**

- Utilize Facility/ and Property Inspection Checklists.
- Use the OIM Property and Evidence System to retrieve item history report and obtain a random sample.
- Verify items from random sample are located in their designated storage location and verify the item matches the item description.

**Criteria:**MCSO Policies and Divisional Operations Manual\* (under revision):

CP-2 (Code of Conduct) paragraphs: 11.A and C, 12.C  
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.  
GA-1 (Development of Written Orders) paragraphs: 5.B  
GA-3 (Operations Manual Format) paragraphs:1.A.3  
GB-2 (Command Responsibly) 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)  
GG-2 (Detention and Civilian Training Administration)  
GE-3 (Property Management) revised; 8/23/17 (updated 10/2/17 Briefing Board # 17-43)  
GJ-4 (Evidence Control)

**Conditions:**

The Property and Evidence Management Division is under the responsibility of the Support Services Bureau (Deputy Chief) and consists of a total of 15 employees (8 civilian, 3 Detention, and 2 sworn) overseen by (1) civilian Administrative Manager and (1) Property Management Supervisor.

The Property and Evidence Division provides storing, transporting, and destroying of evidentiary and other property. This includes storing controlled substances, weapons, currency, physiological specimens, and biological samples, as well as other types of evidence not listed.

On 10/3/2017, a pre-inspection agenda meeting was conducted at the facility location with the Administrative Manager and Property Management Supervisor. We discussed the scope of the inspection and details of the daily operation and a tour of the facility was provided. The BIO inspection checklist and matrix was provided to them for review.

The Administrative Manager and Property Management Supervisor were prepared, candid, and of great assistance with questions concerning property management best practices.

**Objectives:**

To determine that Property and Evidence is maintained and documented in accordance with key statutes, regulations, industry practices, Divisional Operations Manual, and MCSO policy.

**Facility Inspection:**

On 10/17/2017 a Divisional Facility/Property Inspection was conducted within the Property and Evidence Facility at the request of the Administrative Manager.

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

Any other approved persons granted access to the interior working areas must sign in and out of an Access Log. The exterior is fenced and gated with electronic access controls, alarms, and interior and exterior video surveillance. There are additional security protocols in place for high risk storage items.

The facility is well maintained, neat, and orderly. Items are packaged in accordance with policy and stored using a logical and efficient protocol(s).

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.

**Divisional and Facility Inspection Matrix:**

The Property and Evidence Division was inspected using the Divisional and Facility Inspection Matrix that contains 27 inspection items.

Of the 27 items of inspection; 6 were not applicable resulting in 21 items of inspection on the matrix.

All matrix items were in compliance with the exception of the following;

1. Develop a training program for all newly assigned personnel (GG-1, GG-2).
2. Verify supervisors are inspecting vehicles (quarterly) and work environments within their area of command on at least a monthly basis and the inspections are recorded in Blue team (CP-9) (CP-6).
3. Confirm commanders are conducting safety meeting on a bi-monthly basis and meetings are recorded in Blue Team or Divisional Inspection Log (CP-9).

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

**Property and Evidence Inspection Matrix Checklist:**

The checklist contains 21 points of inspection. Three items were not applicable. The unit is assigned three fleet vehicles that were in use at the time of the inspection and were not inspected. The Property and Evidence Facility was inspected for any unsecured items of property/evidence using the designated Property and Evidence Inspection Matrix checklist and there were no unsecured items observed.

OIM Property and Evidence Report(s) were obtained via computer (Que-Tel) and older non computer entered paper reports. At the time of the Inspection; MCSO was tracking 532,463 property and evidence items.

Of those items; 3,048 items were signed out to deputies, 1,266 items were signed out to court, and 71 entries were listed as “open- not submitted” (total includes all Sheriff’s Division(s) entries) in the Officer Input Module (OIM)/ Que-tel system.

All Property Inspection matrix checklist items were in compliance with the exception of the following;

1. *All property “submitted” within OIM accounted for? (3,048 out to deputy) (Inspection matrix checklist item)*
  - A. 3,048 items “out to deputy”
    - \* 790 of the 3,048 items are “Out to Officer” permanently
      - 2 of the 790 items are designated as “Officer/Reversal” for undercover operations
      - 570 of the 790 items are out to officer/released to owner
      - 181 of the 790 items are checked out to officer under DR14-009988 for repackaging/renumbering and resubmittal
      - 20 of the 790 items are checked out to go into pre-forfeiture account under DR16-004375
      - 17 of the 790 items are items sent back to the officer for correction/resubmission
    - \* 1,480 of the 3,048 items are County-issued firearms tracked by P&E under IR17-016601
    - \* For the remaining 778 items “out to deputy” P&E personnel are working on notifications to employees and commanders. (81 have received an initial notification and P&E have received 68 requests for extensions).

For the 1,266 items out to court: P&E personnel are utilizing the same process noted above. 44 employees have received an initial notification and P&E has been advised that 229 of the items will be held at court indefinitely.

Action Needed: Need to account for all remaining submitted property “out to officer” that is overdue in OIM.

2. *Were there un-submitted reports in OIM? (71 cases) (Inspection matrix checklist item)*
  - A. A further information request of the 71 listed “open- not submitted” entries was provided on 10/19/17. Of the 71 entries; only 33 cases were more than two weeks old. Property staff advised an e-mail notification was sent to the case agent and supervisor.

Action needed: Need to determine disposition of remaining “Open- not submitted” reports in OIM.

**Property Room Physical Inspection:**

100 items were randomly selected from the following locations within the facility;

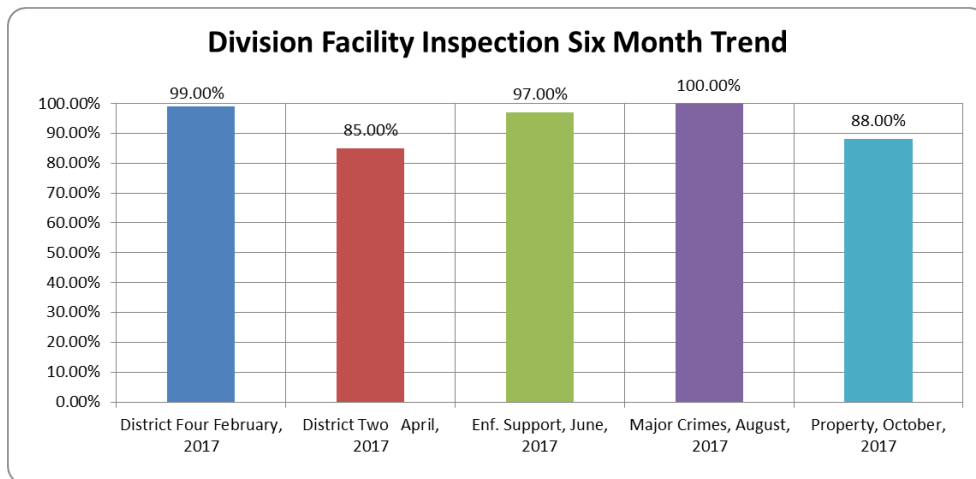
- Cash/ High Value Vault (15)
- Gun Vault (15)
- Drug Room (15)
- Freezer (15)
- Non Que-Tel/ old paper inventory sheet items (15)
- General warehouse storage items (15)
- Randomly Selected Items (10); request item documentation in Que-Tel system or paper file.

100% of the random items selected were physically inspected and no deficiencies of the selected property items were noted.

The compliance rate is calculated using the both matrix applicable checklist items (39 total) minus the potential deficiencies (5) for a calculated percentage rate of 88%.

Below is a historical comparison of sworn facility inspection compliance rates for the past five sworn facility inspections.

Overall Compliance Rate Sworn Divisional Property/Facility Inspections 2017



**Recommendations:**

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

- Continue internal inspections and full bin checking of inventory.
- Conduct periodic comprehensive audits by independent auditors as directed in the Divisional Operations Manual (p.49- External Audits).
- Establish a list of property items signed out by MCSO personnel that are past 30 days of sign out date. Overdue items could then be entered into the EIS system for employee and division notification and accountability.
- Determine disposition of “Open- not submitted” reports in OIM. Establish a list of “Open- not submitted” reports in OIM past 7 days. Suggest entering items into EIS system for employee and divisional notification and accountability past 30 days in addition to past 7 day e-mail notification currently in place.
- Develop a training program for all newly assigned personnel (GG-1, GG-2).
- Verify supervisors are inspecting vehicles (quarterly) and work environments within their area of command on at least a monthly basis and the inspections are recorded in Blue team (CP-9) (CP-6).
- Confirm commanders are conducting safety meeting on a bi-monthly basis and meetings are recorded in Blue Team or Divisional Inspection Log (CP-9).

**Results:**

The following potential deficiencies were noted in the inspection on 10/17/17.

1. Training program for all newly assigned personnel (GG-1, GG-2). (Implemented post inspection).
2. Supervisor need to inspect vehicles (quarterly) and work environments within their area of command on at least a monthly basis and the inspections are recorded in Blue team (CP-9) (CP-6) (Implemented post inspection).
3. Commanders are not currently conducting safety meeting on a bi-monthly basis and meetings are not being recorded in Blue Team or Divisional Inspection Log (CP-9) (Implemented post inspection).
4. Need to account for all remaining property listed “out to officer” in OIM (In progress). (Property Operations Manual 322-Release Guidelines).
5. Need to determine disposition of remaining “Open- not submitted” reports in OIM past 7 days (Property Ops Manual) (In progress).

During a post agenda follow-up meeting on 11/29/17 with the Administrative Manager; I was advised that several of the above listed suggested recommendations are now currently being implemented to include safety meetings, vehicle inspections, a new training program, and further reconciling of items listed out to deputy and out to court.

A total of (1) BIO Action Form is requested from the affected division for the five listed potential deficiencies (see *Results* above) noted on the 10/17/17 inspection date.

The form shall be completed utilizing Blue Team.

It is permissible to complete one BIO Action Form covering multiple potential deficiencies identified in this inspection.

Date Inspection Started:      October 17<sup>th</sup>, 2017

Date Completed:                November 29<sup>th</sup>, 2017

Timeframe Inspected:        October 1-17<sup>nd</sup>, 2017

Assigned Inspector:            Sgt. Travis Glenn      S1626

Assisting Inspector:         Sgt. Blaine Allmon     S1036

Assisting Inspector:         Sgt. Kelly Bocardo     S1775

I have reviewed this inspection report.

Larry Kratzer S1520  
 Lieutenant Larry Kratzer S1520  
 Commander, Audits & Inspections Unit  
 Bureau of Internal Oversight

12/07/17  
 Date

Captain G. Lugo #1480  
 Captain Greg Lugo S1480  
 Commander  
 Bureau of Internal Oversight

12/13/2017  
 Date