

**MARICOPA COUNTY SHERIFF'S OFFICE**  
**Employee E-Mails Inspection**




**Audits and Inspections Unit**  
**Bureau of Internal Oversight**  
**Inspection Report**  
**June 21, 2017**  
**Inspection BI2017-0062**

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# MARICOPA COUNTY SHERIFF'S OFFICE

*Memorandum*

	<b>To:</b> Captain B. Roska S0878 Division Commander Bureau of Internal Oversight	<b>From:</b> Sergeant M. Rodriguez A9047 Audits and Inspections Unit Bureau of Internal Oversight
	<b>Subject:</b> Summary of Findings Report May 2017 Employee E-Mail Inspection BI2017-0062	<b>Date:</b> 06/21/17

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:**

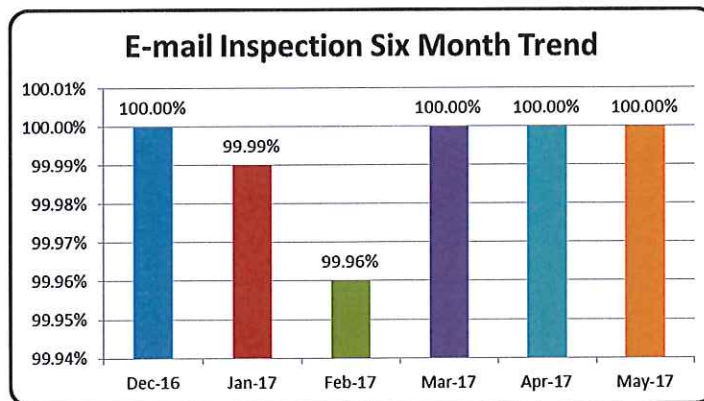
- MCSO Policy CP-2, *Code of Conduct*
- MCSO Policy CP-3, *Workplace Professionalism*
- MCSO Policy CP-8, *Preventing Racial and Other Biased-Based Profiling*
- MCSO Policy GM-1, *Electronic Communications and Voice Mail*

**Conditions:**

The 35 e-mail accounts totaled 10,797 e-mails for this month; however, only 8,353 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 **8,353 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 four 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 BI207-0062*, no BIO Action Forms are required.

**Notes:**

All supporting documentation (working papers) is included in the inspection file number *BI2017-0062* and contained in IA Pro.

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**Inspection focus:** Employee E-Mails

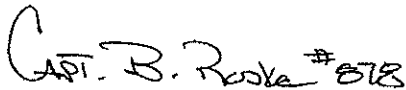
**Date Inspection Started:** June 1, 2017

**Date Completed:** June 21, 2017

**Timeframe Inspected:** May 1-31, 2017

**Assigned Inspectors:** Sgt. M. Rodriguez A9047

I have reviewed this inspection report.

 #878

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Captain Barry Roska  
Division Commander  
Bureau of Internal Oversight

06/21/17

Date

 #898

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Deputy Chief Russ Skinner  
Bureau Commander  
Bureau of Internal Oversight

06/21/17

Date

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