

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Sworn Facility and Property Inspection: Training Division

Inspection Report# BI2017-0146

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 and Property Inspection Matrix* developed by the 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:

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 Training Division (Sheriff's Training Center) is located at 2627 S. 35th. Ave., Phoenix AZ and is under the responsibility of a Training Director/Division Commander and consists of a total of 59 sworn, detention, and civilian personnel.

The Training Division provides all sworn and detention recruit training, mandatory training, advanced block training for both sworn and detention, and supervisory training for newly promoted deputies, detention officers and civilians, in addition to numerous proficiency classes and firearms proficiency. The MCSO Shooting Range facility is located off-site and was not included in the scope of this inspection as it has been previously inspected.

As of October 23, 2017, the Training Division reported delivering approximately 180,300 hours of training for the calendar year.

On 12/11/2017, a pre-inspection agenda meeting was conducted at the facility location with the Training Director and Sworn Training Commander. The scope of the inspection and details of the daily operation of the unit were discussed. The BIO inspection checklist and matrix was provided for review.

The Training Director and Sworn Training Commander were prepared and of great assistance with questions concerning the Training Division.

Objectives:

To determine that the Training Division is maintained and documented in accordance with key statutes, regulations, industry best practices, Divisional Operations Manual, and MCSO policy.

Facility Inspection:

On 12/20/2017, a Sworn Facility and Property Inspection was conducted within the Training Division Facility based on a random selection from the remaining sworn divisions which were not yet inspected during the calendar year.

During the inspection; AIU personnel found the interior of the facility was secure with access limited to assigned personnel, other authorized MCSO employees and approved persons attending training.

Any other approved persons granted access to the interior working areas must check in with the receptionist. The main employee working area is also secured with restricted key card access. The exterior is fenced and gated with electronic access controls, alarms, and interior and exterior video surveillance. The facility is well maintained, neat, and orderly.

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 Training Division was inspected using the Sworn Facility and Property Inspection Matrix that contains 27 inspection items.

Of the 27 items of inspection; 4 were not applicable resulting in 23 items of inspection on the matrix.

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

1. Verify supervisors are inspecting vehicles on a quarterly basis and work environments within their area of command on at least a monthly basis. These inspections should then be recorded in Blue team (CP-9) (CP-6).
2. Confirm that commanders are conducting safety meetings on a bi-monthly basis and meetings are recorded in Blue Team or Divisional Inspection Log (CP-9).

This resulted in an 85% compliance rating on this inspection. I noted that implementation of processes in both of these areas is currently in progress starting in December, 2017 and was noted in Blue Team.

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:

This checklist contains Property Room Inspection (not applicable), Interior Facility Inspection, Exterior Facility Inspection, and Division assigned Vehicle Inspection for a total of 25 possible points of inspection. Of the 25 points of inspection, 14 items were not applicable resulting in 11 items inspected. All Property Inspection matrix checklist items were in compliance resulting in 100% compliance.

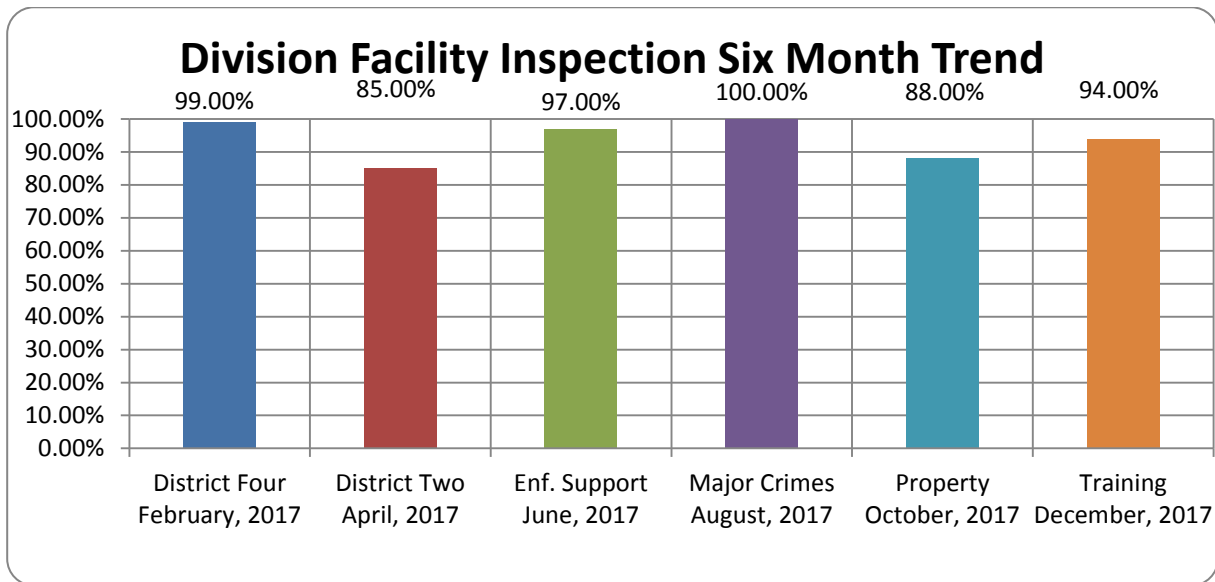
The Training Facility was inspected for any unsecured items of property/evidence using the designated Property and Evidence Inspection Matrix checklist and there were no unsecured items observed.

All areas were accessible for inspection or made accessible by staff during the inspection with the exception of two locked cabinets (keys not available). The Division Commander later attested that one cabinet was the property of Pre-Employment (who shares the building) and it was moved to a secure office under their purview. The second cabinet was later opened and the Division Commander attested that there were no items of concern reference the Melendres Order, or a violation of MCSO policy.

The compliance rate is calculated using the both matrix applicable checklist items (34-total) minus the potential deficiencies (2) for a calculated total compliance percentage rate of 94%.

Below is a historical comparison of Sworn Facility and Property Inspection compliance rates for the past six months:

Overall Compliance Rate Sworn Facility and Property Inspections 2017



Results:

The following potential deficiencies were noted in the inspection on 12/20/17.

1. Supervisors shall inspect vehicles, at least quarterly, and work environments within their area of command on at least a monthly basis. These inspections shall be recorded (CP-9) (CP-6). I noted that implementation is in progress starting in December, 2017.
2. Commanders are not currently conducting safety meetings at least every two months and meetings are not being recorded in Blue Team (CP-9). I noted that implementation is in progress starting in December, 2017.

During post inspection follow-up by phone on 01/03/2018 with the Training Commander, I was advised that an action plan for the listed recommendations has been put in place to ensure future compliance.

Recommendations:

Suggested recommendations to ensure compliance with policy and best practices;

The Division Commander, or his designee, shall ensure that a vehicle inspection is completed, at least quarterly, on each Office vehicle assigned to his division. MCSO Policy (CP-9, 2.b) recommends conducting the inspections in January, April, July, and October of each calendar year.

Confirm periodic safety meetings are conducted at the various command levels. Division Commanders shall meet at least quarterly with Commanders under their supervision and Commander's at least once every two months with supervisors under their command. These safety meetings/talks shall be recorded in Blue Team (CP-9).

Work environments within supervisors' area of command shall be inspected on at least a monthly basis and the inspections recorded in Blue team as a Line Level Inspection (CP-9, 1.b.1).

A total of **(1)** BIO Action Form is requested from the affected division for the two listed deficiencies (see *Results*) noted on the 12/20/17 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: December 20th, 2017
Date Completed: January 3th, 2018
Timeframe Inspected: December 1-31st, 2017

Assigned Inspector(s):	Sgt. Travis Glenn	S1626
Assisting Inspector:	Sgt. Blaine Allmon	S1036
Assisting Inspector:	Sgt. Dave Gardner	S1678
Assisting Inspector:	Sgt. Mario Rodriguez	A9047

I have reviewed this inspection report.

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

01/09/18
Date

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

01/16/2018
Date