

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



Audit and Inspections Unit
Inspections Report
Property/Facility Inspection
Date: June 28, 2017
Inspection #2017-0082



To: Captain B. Roska
Commander
Bureau of Internal Oversight

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

Subject: Enforcement Support
Property/Facility Inspection #BI2017-0082

Date: June 28, 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 and promote proper supervision. To achieve this, inspectors will make sight visits to a randomly selected division and complete an inspection following a matrix checklist developed by AIU.

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:

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 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-2 (Training Administration) paragraphs:3.D, 5
GE-3 (Property Management)
GJ-4 (Evidence Control)

Conditions:

On 06/26/2017 a Divisional Facility/Property inspection was conducted within the Enforcement Support facility. Enforcement support performs numerous functions throughout the county including managing youth programs and the Posse program. Enforcement Support currently has 2 supervisors (Sergeant and Captain) and 7 Deputies. The Division Commander, Sergeant and administrative staff were prepared and of great assistance when completing the site inspection.

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

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.

The administrative staff was organized and had all the required documentation (handwritten MCSO Contact Forms, employee files, handwritten citation, etc.) in accessible locations, clearly identified, organized and secured properly.

Enforcement Support does not have Property and Evidence storage. If personnel in Enforcement Support handle any property/evidence they will utilize the closest division or go directly to Property and Evidence.

The Enforcement Support Facility was inspected for any unsecured items of property/evidence using the designed checklist. It contains 19 points of inspection. 13 of the 21 were deemed N/A and not included in the inspections results. Of the remaining 8, 1 was found to be deficient. The one deficiency was found in a drawer of a desk utilized by volunteer personnel. It was an unsecured Arizona ID. The Division command staff was notified. The item was later entered into Property and Evidence by division personnel for safekeeping, pending further inquiry.

The Facility Inspection was performed using the designed checklist. It contains 28 points of inspection. 8 of the points of inspection were deemed N/A at this time and not included in the inspection results. The remaining 22 were found to be in compliance.

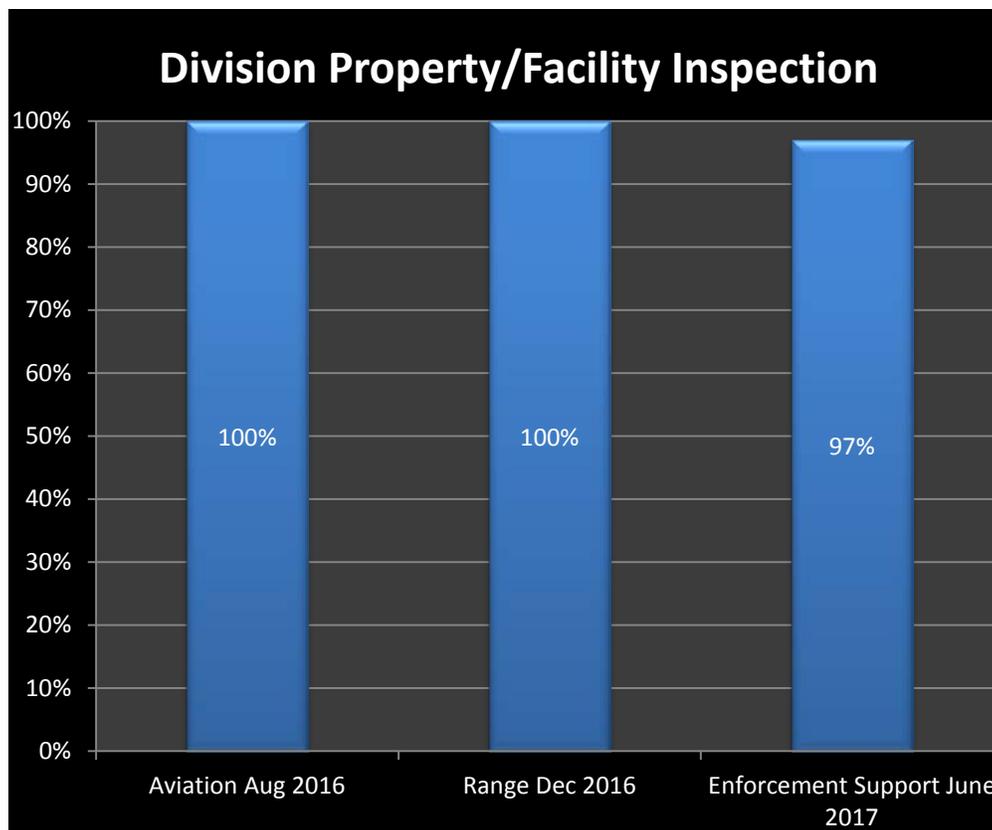
An inspection of 3 employee vehicles resulted in no signs of any property or evidence.

In summary, the compliance rate regarding the Property/Facility Inspection for Enforcement Support was based on 33 total points/items of inspection. Of the 33 items/points inspected, 1 deficiency was found. This resulted in a 97% compliance rate ($32 \div 33 = 0.969$ or 97%).

Deficiency requiring 1 BIO Action Form:

Division	Deficiency
Enforcement Support	Unsecured ID card.

Overall Compliance Rate Divisional Property/Facility Inspection



Recommendations:

We continue the recommendation Divisions create written procedures concerning the handling of Property and Evidence within the division. The written procedures should be added to their respective operations manuals so they are available to any newly assigned staff. The written procedures can cover the following items:

- The Division should have 1-2 people assigned as Division Property and Evidence Custodians
- The Custodians should have administrator rights in the Que Tel System.
- The Custodians should receive training from Property and Evidence.
- Step by step instructions on how to accept and reassign items to District Storage including the physical examination of the item.
- Specific criteria and instructions on how long to keep bicycles (found and safekeeping) in storage, how to dispose of it when policy allows (donations, contact impound unit, etc), or how to properly document or verify the latest disposition of the bicycles in QueTel as applicable.
- Specific step by step instruction on how to dispose of items that need to be turned over to EOD (i.e. fireworks). The instructions should include how to properly accept, reassign and monitor the item in QueTel for the proper chain of custody and final disposition.
- Institute Division inspections of Property and Evidence that includes verifying all items listed as District storage and items waiting pick up by the Property and Evidence Custodian.
- Step by step instruction on how to release items form the District (safekeeping/found) to the owner. This would include completing the proper documentation, making the correct changes in Quetel, uploading the documentation into QueTel and submitting the documentation to records as a supplement to the applicable report.

Inspection focus: Enforcement Support Property/Divisional Inspection

Date Inspection Started: June 26, 2017

Date Completed: June 28, 2017

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

I have reviewed this inspection report.



Captain B. Roska
Division Commander
Bureau of Internal Oversight

June 28, 2017
Date



Executive Chief R. Skinner S0898
Bureau Commander
Bureau of Internal Oversight

June 28, 2017
Date