

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Sworn Facility Inspection May 2023: Aviation Services Division

Inspection Report# BI2023-0076

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 Matrix developed by the AIU.

Matrix Procedures:

- Utilize Sworn Facility Inspection Matrix to review/check administration, building, assigned vehicles and any property and evidence for policy compliance.
- Use the OIM Property and Evidence System to retrieve item history report and obtain a random sample (if applicable).
- Verify items from the random sample are in their designated storage location and verify the item matches the item description (if applicable).

Criteria:MCSO Policies and Divisional Operations Manual:

CP-2	Code of Conduct
CP-6	Bloodborne Pathogens
CP-9	Occupational Safety Programs
EA-2	Patrol Vehicles
EA-3	Non-Traffic Contact
EA-19	Juvenile Operations
EB-2	Traffic Stop Data Collection
GA-1	Development of Written Orders
GA-3	Operations Manual Format
GB-2	Command Responsibly
GC-9	Personnel Information, Records, and Files
GD-1	General Office Procedures
GD-4	Use of Tobacco Products
GD-14	Access to Secured Office Buildings
GD-15	Emergency Evacuation Plans
GE-3	Property Management and Evidence Control
GE-4	Use, Assignment and Operation of Vehicles

GF-3	Criminal History Record Information and Public Records
GF-5	Incident Report Guidelines
GG-1	Peace Officer Training Administration
GG-2	Detention/Civilian Training Administration
GH-4	Bureau of Internal Oversight
GJ-24	Community Relations and Youth Programs

Conditions:

For the month of May 2023, MCSO Aviation Services Division (ASD) was randomly selected as the Sworn Facility for BIO Inspection.

The Aviation Services Division headquarters is located at 23636 N. 7th Street, Phoenix, AZ 85024. Aviation Services Division is under the command of a Captain. There is one Sworn Sergeant / Flight Crew Supervisor, one Deputy / Chief Pilot, three Deputy / Tactical Flight Officers, four Deputy Pilots, two Pilots, one Chief Mechanic and two Aircraft Mechanics, and one Administrative Assistant.

The Aviation Services Division is organizationally placed within the Patrol West Bureau, under the Aviation/Extraditions Command. The Division is organized by fixed-wing, rotorcraft, and mechanical operations. The aircrews assigned to the operational units are under the control and supervision of the Aviation Services Division Commander.

The objective of the Aviation Services Division is to provide aerial support to all aspects of the Office's fixed wing and rotorcraft use. ASD's mandated function per ARS 11-441.C and D is in Search and Rescue (SAR) missions. However, ASD also serves in direct support of law enforcement to include patrol support, surveillance, transportation, command and control, traffic management, disaster relief, communications, and aerial photography. Above all, the primary objective is to provide these services with the highest degree of safety possible.

On May 10, 2023 a pre-inspection agenda meeting was conducted at Aviation Services Division with the District Commander and the Administrative Assistant. The scope of the inspection and details of the daily operation of the Division were discussed. The BIO inspection matrix containing the items of inspection was provided to the Command staff for review. During the pre-inspection, BIO Auditors answered questions.

Objectives:

To determine that Aviation Services Division maintained and documented operations in accordance with applicable key statutes, regulations, industry best practices, District Operations Manual, and MCSO policy. The Operations Manual was updated as of November 20, 2022.

Facility Inspection:

On May 23, 2023, a Sworn Facility and Property Inspection was conducted at Aviation Services Division based on a random selection of Sworn divisions/units which were not yet inspected during the calendar year.

During the inspection, the Audits and Inspection Unit personnel found the facilities were secure with access limited to assigned personnel and located within the secure, access controlled Central Arizona Project compound. Any other approved persons granted access to the interior working areas must present credentials or have key card access. The facilities are well maintained and orderly.

No evidence was discovered during the inspection indicating Sheriff Office 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.

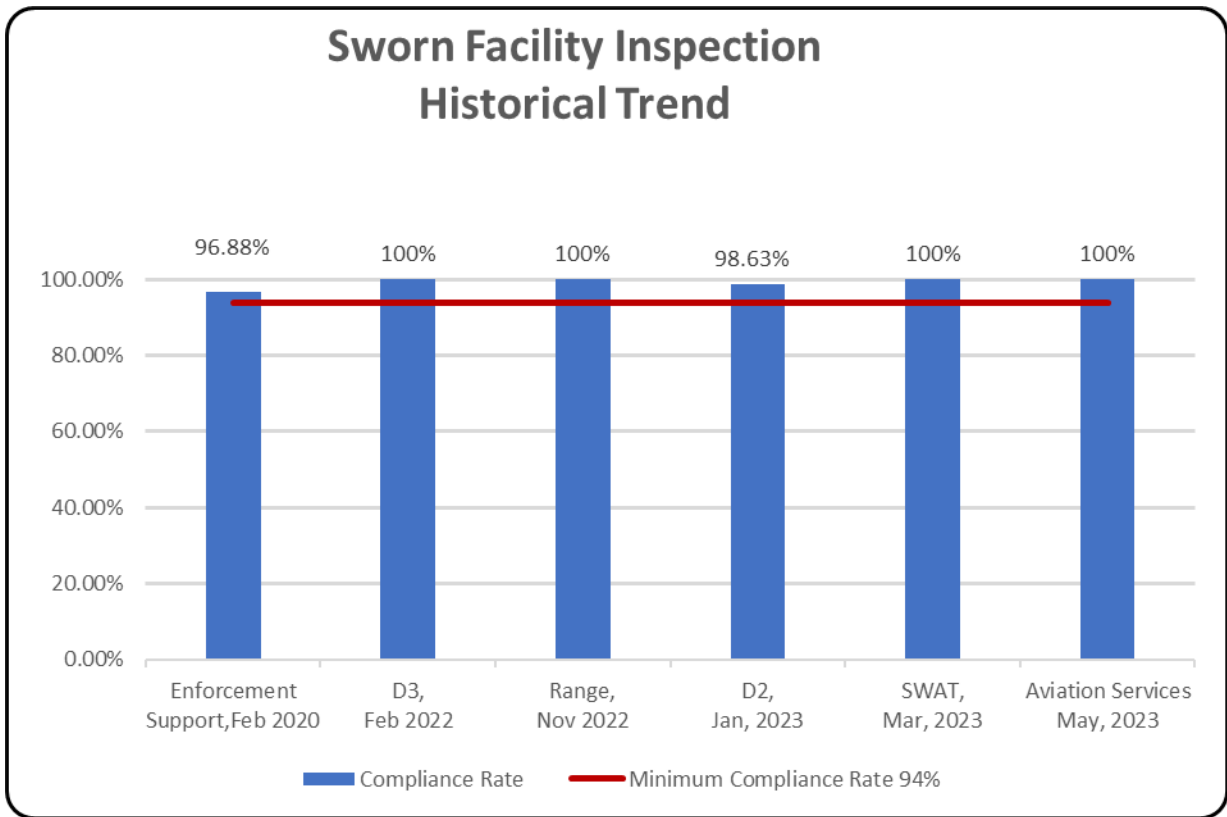
Sworn Facility Inspection Matrix:

The Aviation Services Division facility was inspected using the Sworn Facility Inspection Matrix that contains a total of 45 inspection items (to include 3 assigned vehicles available for inspection). Of the 45 items of inspection, 6 were not applicable resulting in 39 items of inspection in the matrix. The staff was organized and had all the required documentation in accessible locations, clearly identified, organized, and secured properly. There was one locker and one filing cabinet that were inaccessible during the inspection.

On 5/25/2023 the Flight Crew Supervisor reported that the remaining two areas were inspected with no identified issues.

Below is a historical comparison of Sworn Facility and Property Inspection compliance rates for the past six prior sworn facility Inspections.

Sworn Facility and Property Inspections Compliance Rate



Results:

There were no deficiencies identified during the inspection, resulting in a **100%** compliance rate.

No BIO Action Forms are required from the affected division.

Date Inspection Started: April 5, 2023
Date Completed: May 23, 2023
Timeframe Inspected: May 2023
Assigned Inspector: Sr. Internal Auditor Specialized D. Paul B5459
Assigned Inspector: Sr. Internal Auditor Specialized M. De La Cruz B4608
Assisting Inspector: Sgt. R. Bierwalter S1263

I have reviewed this inspection report.

Lt. Brian Arthur S1806 6/23/23
Lt. Brian Arthur S1806 Date
Commander, Audits & Inspections Unit
Bureau of Internal Oversight