

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight
Audits and Inspections Unit



Sworn Facility Inspection July 2023: Property Management Division
Inspection Report# BI2023-0113

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. Inspectors 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 Responsibility
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 July 2023, MCSO Property Management Division (PMD) was randomly selected as the Sworn Facility for BIO Inspection. The PMD is organizationally placed in the Support Services Bureau and located at 3420 W. Lower Buckeye Road, Phoenix, AZ 85009. The Division consists; of one (1) Commander (Property Management Division Commander), one (1) Detective (Firearm Detective), one (1) Supervisor (Property Management Supervisor), one (1) coordinator (TOW Coordinator). MCSO PMD is comprised of three main areas: 3511 Tow Program, Off-Site Records Warehouse and Property/Evidence Warehouse. The 3511 Towing Program ensures compliance with ARS28-3511 and the tenants of the Maricopa County Towing Contract through consistent unbiased, and fair application of the law and contract requirement. The Off-Site Records Warehouse exists to perform in the retention and destruction of documents. The Property/Evidence Warehouse receives catalogs, safely stores, and maintains the integrity of evidence, found property and property for safekeeping.

On June 20, 2023, a pre-inspection agenda meeting was conducted at PMD with the Property Management Division Commander and the Administrative Assistant. The scope of the inspection and details of the daily operation of PMD were discussed. The BIO inspection matrix containing the items of inspection was provided to the Command staff for review. During the pre-inspection, BIO Auditor answered questions.

Objectives:

To determine that PMD maintained and documented in accordance with applicable key statutes, regulations, industry best practices, District Operations Manual, and MCSO policy. The Operations Manual was updated as of November 15, 2022.

Facility Inspection:

On August 09, 2023, a Sworn Facility and Property Inspection was conducted at PMD 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. 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.

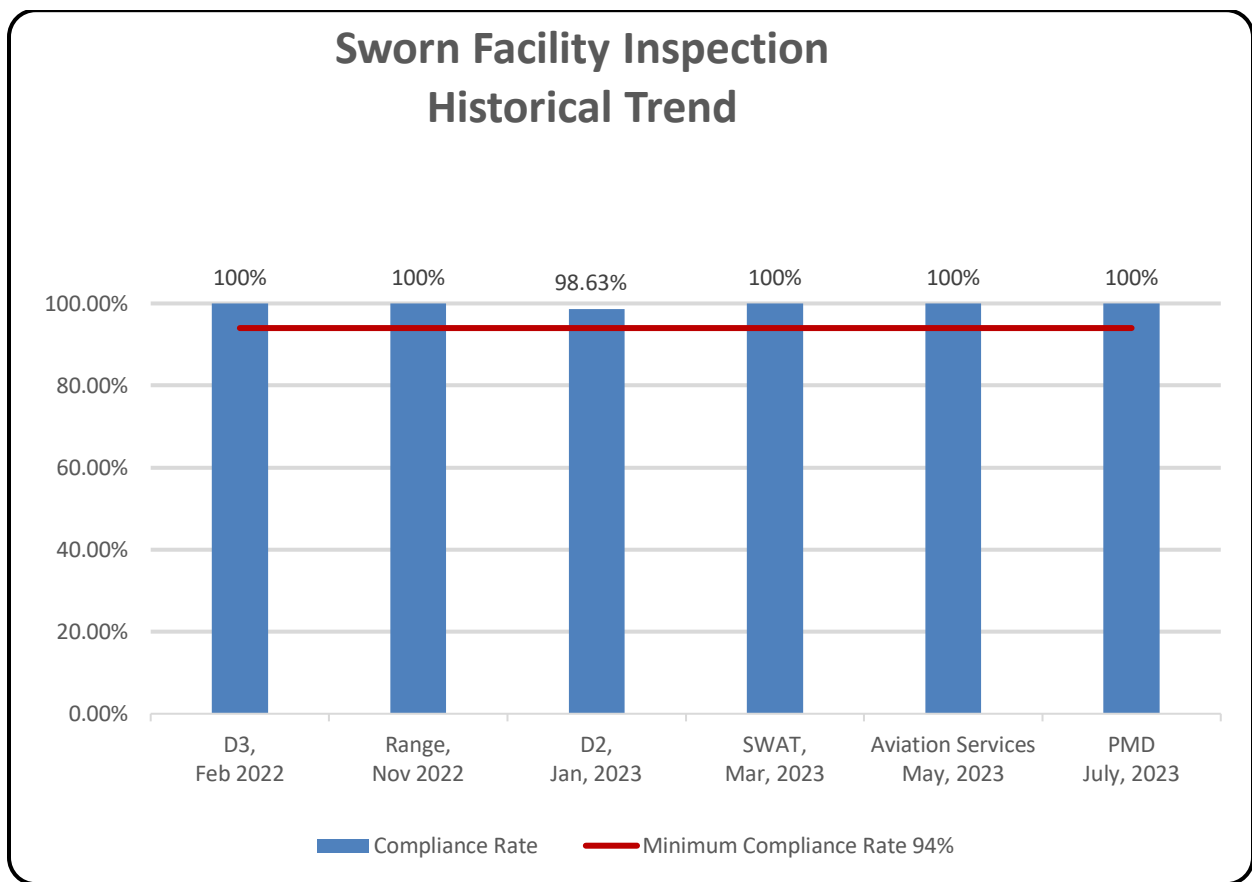
Sworn Facility Inspection Matrix:

The PMD facility was inspected using the Sworn Facility Inspection Matrix that contains a total of 42 inspection items (to include 0 assigned vehicles inspected). Of the 42 items of inspection, 14 were not applicable resulting in 28 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 were no deficiencies noted during this inspection.

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 noted in the inspection on August 08, 2023, which resulted in an overall compliance rate of **100%**.

Date Inspection Started: June 20, 2023
Date Completed: August 09, 2023
Timeframe Inspected: July 2023
Assigned Inspector(s): Sr. Internal Auditor Specialized M. De La Cruz B4608
Sr. Internal Auditor Specialized D. Paul B5459
Sr. Internal Auditor K. Ellis B4299
Sgt. R. Bierwalter S1263

I have reviewed this inspection report.

Lt. Brian Arthur S1806

Lieutenant T. Brian Arthur S1806
Commander, Audits & Inspections Unit
Bureau of Internal Oversight

8/25/23

Date