

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit

Amended Report



Sworn Facility Inspection April 2019: Judicial Enforcement

Inspection Report# BI2019-0062

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 (revised 8/23/17; updated 10/3/17 Briefing Board # 17-43)
- 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 April 2019, MCSO Judicial Enforcement Division (JED) was randomly selected as the Sworn Facility for BIO Inspection.

JED headquarters is in the West Superior Court Building at 111 South 3rd Avenue (second floor) in Phoenix, AZ and is under the responsibility of a Division Commander and Deputy Division Commander.

JED consists of a total of 47 compensated employees with 7 reserve Deputies and is responsible for serving all Superior Court civil processes including subpoenas, writs of execution, garnishment, restitution, replevins and attachment, orders of protections and injunctions against harassment, as well as various other in-state and out-of-state documents. JED levies on various forms of personal and real property, then disposes of the property after court order through a Sheriff's auction. Additionally, JED is responsible for pawnbroker licensing, adult entertainment licensing, and tax bill collection.

During fiscal year 2018/19, approximately 20,000 documents were served, \$11M in real property was auctioned, \$4.3M in delinquent taxes were collected, and about \$110,000 was generated from pawn broker and adult entertainment licensing. This resulted in over \$500,000 in commission and fees back to the county.

On 4/11/2019, a pre-inspection agenda meeting was conducted at the Judicial Enforcement Division (JED) headquarters facility location with the Commander, Deputy Commander, and all supervisors. The scope of the inspection and details of the daily operation of the unit were discussed. The BIO inspection matrix containing the items of inspection was provided to them for review.

The Commander, Deputy Commander, and supervisors were prepared and provided assistance with questions concerning division operations.

Objectives:

To determine that JED is maintained and documented in accordance with key statutes, regulations, industry best practices, Divisional Operations Manual, and MCSO policy. The Operations Manual has recently been updated.

Facility Inspection:

On 4/23/2019, a Sworn Facility and Property Inspection was conducted at JED based on a random selection of sworn divisions/units which were not yet inspected during the calendar year. JED rarely processes property and/or evidence and there is no on-site property/evidence storage. Any items needing processing are handled in accordance with policy at other approved locations. There were no property and/or evidence items reviewed/inspected.

JED does maintain a safe/secure room with restricted access that is used to store items seized under order of the Superior Court. These items do not qualify under the definitions in GE-3. However,

JED does follow protocols established in their operational manual for the handling of items held under Superior Court order.

During the inspection, the Audits and Inspection Unit (AIU) personnel found the facility was 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 facility is 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.

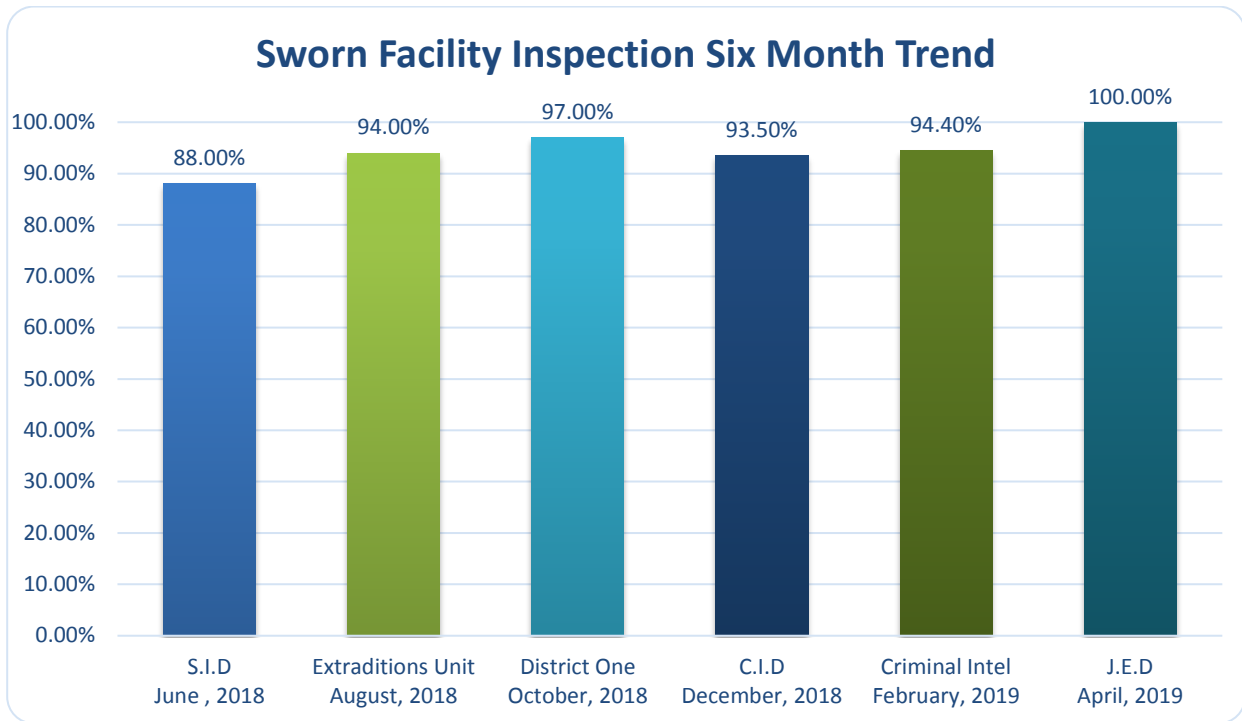
Sworn Facility Inspection Matrix:

The Judicial Enforcement Division (JED) was inspected using the Sworn Facility Inspection Matrix that contains a total of 50 inspection items (to include four assigned vehicles inspected). Of the 50 items of inspection, 12 were not applicable resulting in 38 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.

Overall Compliance Rate Sworn Facility and Property Inspections 2018-2019**Results:**

There were no deficiencies noted in the inspection on 4/23/2019, which resulted in an overall compliance rate of **100%**.

Recommendations:

Suggested recommendations to ensure continued compliance with policy and best practices:

1. Supervisors shall inspect equipment, and work environments within their area of command on at least a monthly basis. The inspections shall include documentation of the items, equipment, and facilities inspected. Also noted shall be any problems and the corrective actions taken. Policy CP-9

2. The division commander, or his designee, shall ensure that all vehicles assigned to their division are being inspected quarterly, and that the inspections are documented in Blue Team, as a Line Level Inspection. A quarterly inspection should be completed during January, April, July, and October of each calendar year. Policy GE-4.

Date Inspection Started: April 11th, 2019

Date Completed: April 23rd, 2019

Timeframe Inspected: April 2019

Assigned Inspector: Sgt. Rob Levy S1881

Assisting Inspector: Sgt. Shawn Hatfield S1897

Assisting Inspector: Sgt. Dave Gardner S1608

Assisting Inspector: Sgt. Mario Rodriguez A9047

Assisting Inspector: Patty Huling B3184

I have reviewed this inspection report.

Lt. D. Reaulo S1678

11/14/2019

Lt. Dominick Reaulo S1678
Commander – Audits & Inspections Unit
Bureau of Internal Oversight

Date