

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



4th Quarter 2024 Emails Inspection

Inspection # BI2024-0185

The Bureau of Internal Oversight's (BIO) Audits and Inspections Unit (AIU) will conduct Email inspections quarterly. The purpose of the inspection is to ensure compliance with office policies and to promote proper supervision. To achieve this, inspectors will randomly select a total of 50 employees and inspect a single month of their emails as follows:

- Month 1: AIU will randomly select 17 employees and inspect one month of their emails.
- Month 2: AIU will randomly select a new set of 17 employees and inspect one month of their emails.
- Month 3: AIU will randomly select a new set of 16 employees and inspect one month of their emails.

To ensure the inspectors' consistency, the *Email Inspection Matrix* that was developed by the AIU will be utilized.

During the fourth quarter of 2024, a random sample consisting of a total of 50 Office employees (which equates to a total of 17 for the first two months and 16 for the third month) were selected for inspection utilizing rosters provided to the AIU by the MCSO Payroll Department in an Excel spreadsheet. The random sample was generated using the Excel randomizer feature. The selected Employees' Outlook accounts were uniformly inspected utilizing the Email Inspection Matrix.

Compliance Objectives:

- Emails are professional in content and appearance.
- Emails do not contain background images and/or graphics.
- No chain-mail emails were sent or forwarded.
- Non-office related emails were not offensive to others, harmful to morale, or solicits others for non-work-related activities.
- There were no emails, either sent or forwarded, that were offensive or that discriminated or denigrated anyone based on race, color, or national origin, age, religious beliefs, gender, culture, sexual orientation, veteran status, or disability.
- Emails did not contain profane or offensive language.
- Email signatures at the end of the emails provide contact information and do not contain non-business-related information such as quotes, embedded images, or any other information that may be deemed inappropriate.
- Additionally, if during the inspection process, the inspector comes across information which may conflict with other MCSO Policy or support of the Melendres order, the conflicting e-mail will be evaluated by BIO command staff for possible inclusion in the inspection report.

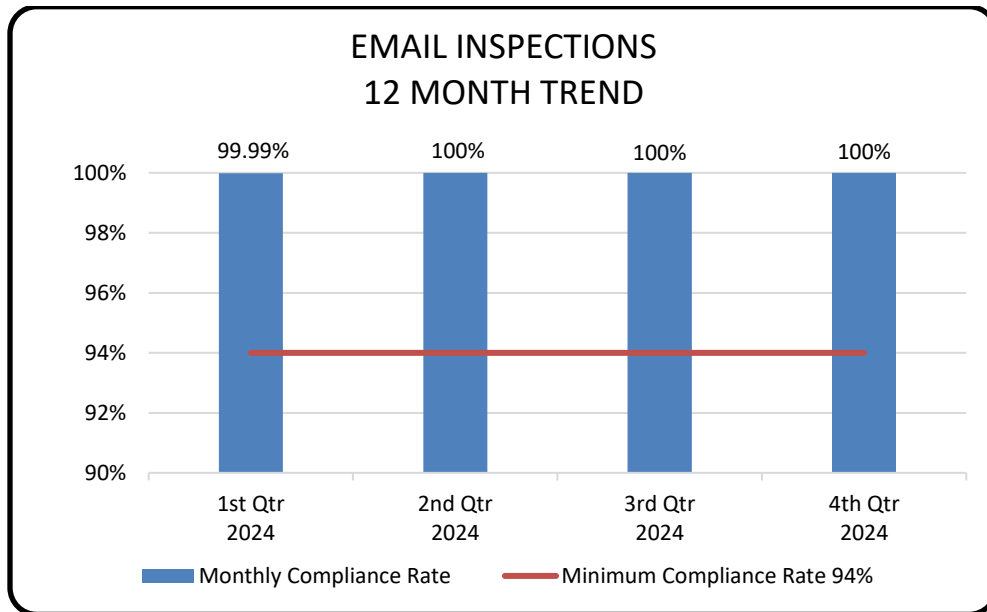
Criteria:

- MCSO Policy GM-1, *Electronic Communications and Voice Mail*

Conditions:

There was a total of 50 Office employees selected for inspection with a combined total of 22,747 emails for the fourth quarter of 2024. After the elimination of normal MCSO business related emails, such as training announcements, Administrative Broadcasts, system generated emails, and unsolicited junk type emails, 12,727 emails were reviewed. The inspection found that 12,727 or 100% of the emails inspected were in compliance with the inspection requirements.

Below is the historical comparison of compliance for Emails inspected:



Action Required:

With the resulting 100% compliance for *Inspection BI2024-0185*, **No** BIO Action forms are required.

Notes:

Supporting documentation (working papers) is included in the inspection file number *BI2024-0185* and contained within IA Pro.

Date Inspection Started: January 1, 2025
 Date Completed: January 13, 2025
 Timeframe Inspected: October, November and December 2024
 Assigned Inspector: Sr. Auditor M. Rodriguez A9047

I have reviewed this inspection report.

Lt Andrew Rankin S1839

01/21/2025

Lieutenant A. Rankin S1839
 Commander, Audits and Inspections Unit
 Bureau of Internal Oversight

Date