

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



EIS Alerts Inspection Report December 2019

Inspection # BI2019-0185

The Bureau of Internal Oversight (BIO), Audits and Inspections Unit (AIU) will conduct inspections of the Early Identification System (EIS) Alerts on a monthly basis. The purpose of the inspection is to ensure compliance with Office Policies and to promote proper supervision. To achieve this, the Court Monitor Team, through the Court Implementation Division, selected a sample of 15 EIS Alerts closed/completed during the month being inspected. These selected alerts will be provided to the AIU. To ensure consistent inspections, the *EIS Alerts Inspection Matrix* developed by the AIU will be utilized to inspect the provided sample.

Matrix Procedure:

Utilize the *EIS Alerts Inspection Matrix* to ensure that the selected EIS Alerts are returned to the Early Intervention Unit (EIU) in the required timeframe.

Criteria:

MCSO Policy GB-2, *Command Responsibility*
MCSO Policy GH-5, *Early Identification System (EIS)*

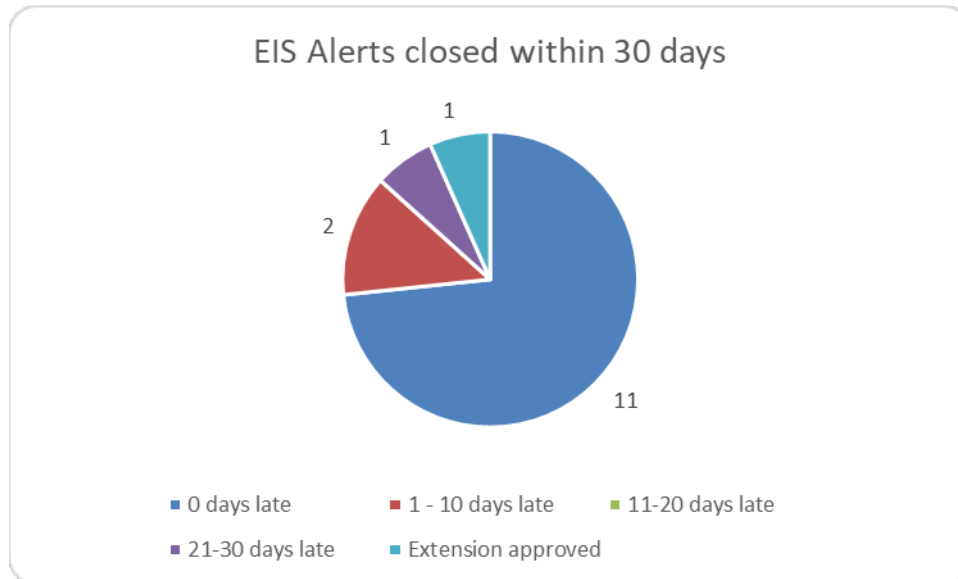
Conditions:

After AIU received 15 closed EIS Alert cases selected by the Court Monitor Team, a review of the IAPro Early Identification case management system was conducted for each of the EIS Alerts in the provided sample.

The inspection results for the 15 EIS Alerts completed/closed during December 2019:

Inspection Element	Not In Compliance	In Compliance	Total Inspected	Compliance Rate
Alert addressed, closed, and returned to EIU within 30 calendar days as required by policy	4	11	15	73.33%
For Alerts not completed within 30 days, determine if an extension was requested by the assigned division and if the extension request was granted by EIU	3	1	4	25%
If an extension was granted, the Alert was completed and submitted within 30 days of new due date	0	1	1	100%
Compliance for EIS Alerts completed/Closed during December 2019	3	12	15	80%

The following pie chart show the total number of EIS Alerts submitted by the division to EIS within the 30 days as required by MCSO Policy.



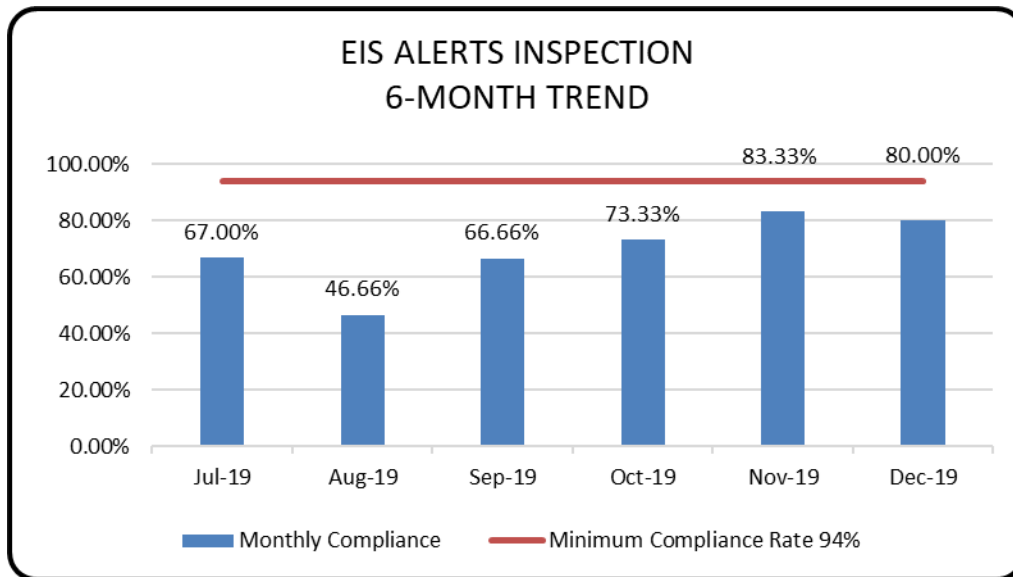
Estrella Jail (2 BIO Action Forms)

Division	EA Number	Alert Number	Deficient Employee	Current Supervisor	Chief of Custody
Estrella Jail	EA2019-000055	Alert2019-0054	Captain	Chief	Chief
Deficiency					
The EIS Alert was not returned to EIU within 30 days of initial assignment. (Policy GH-5.5.Q)					
Division	EA Number	Alert Number	Deficient Employee	Current Supervisor	Current Commander
Estrella Jail	EA2019-000085	Alert2019-0084	Sergeant	Lieutenant	Captain
Deficiency					
The EIS Alert was not returned to EIU within 30 days of initial assignment. (Policy GH-5.5.Q)					

Transportation Division (1 BIO Action Form)

Division	EA Number	Alert Number	Deficient Employee	Current Supervisor	Chief of Custody
Transportation	EA2019-000059	Alert2019-0057	Captain	Chief	Chief
Deficiency					
The EIS Alert was not returned to EIU within 30 days of initial assignment. (Policy GH-5.5.Q)					

Unless noted above in the deficiency table, there was no prior BIO Action Forms similar in nature for the perceived deputy deficiencies.

**Action Required:**

With the resulting 80% compliance for Inspection BI2019-0185 a total of **3 BIO Action Forms** are requested from the affected divisions. The forms shall be completed utilizing Blue Team.

Recommendations:

1. It is recommended that commanders continue to emphasize the importance of completion of the *Early Identification System Alert Response Form* (Attachment B) and submitting the completed EIS Alert to the chain of command via Blue Team and returning it to the EIU within the allotted 30 days. Exceptions to the completion of an EIS Alert within the established timeframe is limited to the employee being on an approved leave, as specified in Office Policy GC-1, *Leaves and Absences*.
2. If the completion of an EIS Alert will exceed the 30-calendar day timeframe, the supervisor assigned to complete the Alert shall request an extension by submitting a *Request for Alert Extension* memorandum through their chain of command to the division commander and submitted for approval to the EIU **via email** prior to the expiration of the original established timeframe.

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2019-0185* and contained within IA Pro.

Date Inspection Started: January 13, 2020
Date Completed: February 03, 2020
Timeframe Inspected: December 2019
Assigned Inspector: Ronda Jamieson B3178

I have reviewed this inspection report.

Lt. D. Reaulo S1678

2/10/2020

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

Date