

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**Sworn Facility Inspection February 2019: Criminal Intel Division**

Inspection Report# BI2019-0014

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 Que-Tel Property and Evidence System to retrieve item history report.
- Verify items are in their designated storage location and verify the item matches the item description.

**Criteria:**MCSO Policies and Divisional Operations Manual:

CP-2	Code of Conduct
CP-6	Blood Borne 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 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
- GE-4 Use, Assignment, and Operation of Vehicles
- GF-3 Criminal History Record Information and Public Records
- GF-5 Office Reports
- GG-1 Peace Officer Training Administration
- GG-2 Detention and Civilian Training Administration
- GH-4 Bureau of Internal Oversight
- GJ-24 Community Relations and Youth Programs

**Conditions:**

For the month of February 2019, Criminal Intelligence Division was selected in accordance with AIU's inspection methodology as the sworn facility for this inspection.

The Maricopa County Sheriff's Office Criminal Intelligence Division (CID) is part of the Arizona Counter Terrorism Information Center (ACTIC). ACTIC is a joint effort between the Arizona Department of Public Safety, Arizona Department of Homeland Security, Federal Bureau of Investigation, and approximately 43 State, Local, Tribal, and Federal agencies. It is located in a non-disclosed, non-county owned building in Phoenix, Arizona.

CID is made up of three units with 22 employees: The Criminal Intelligence Unit (CIU), the Criminal Research and Analysis Unit (CRAU), and the Sheriff's Intelligence Leads and Operations Unit (SILO).

CIU is responsible for Terrorism Liaison Officers assigned to MCSO, the Palo Verde Nuclear Generating Station twice-yearly exercises, performing requested threat assessments throughout the county, and assigned task forces.

CRAU is responsible for requests for criminal research, requests for crime analysis, and requests for facial recognition.

SILO is responsible for satisfying the responsibilities of paragraph 24 of the Melendres Order. Information received from the public that contains evidence of a crime must be independently corroborated by MCSO and must be documented in writing. The information is vetted for any bias or prejudicial information and analyzed before being assigned for follow-up investigation.

On 2/07/2019, a pre-inspection agenda meeting was conducted at the facility location with the Division Commander and his team. 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 were provided for review and discussed.

**Objectives:**

To determine that the Criminal Intelligence Division is maintained in accordance with key statutes, regulations, industry best practices, Divisional Operations Manual, and MCSO policy.

**Facility Inspection:**

On 2/13/2019, a Sworn Facility and Property Inspection was conducted at CID based on a selection of sworn Divisions/Units which were not yet inspected.

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 be admitted into the building by security and escorted by assigned personnel. 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:**

CID was inspected using the Sworn Facility Inspection Matrix that contains a total of 50 inspection items. Of the 50 items of inspection, 18 were not applicable and 4 vehicles were inspected, resulting in a total of 36 items of inspection in the matrix. No Property and Evidence matrix items were applicable.

The staff was organized and had all the required documentation in accessible locations, clearly identified, organized and secured properly.

The following **two** deficiencies were noted:

1. *Verify Division Commanders inspect their areas of command semi-annually (CP-9).  
[Inspection matrix item 1.14]*

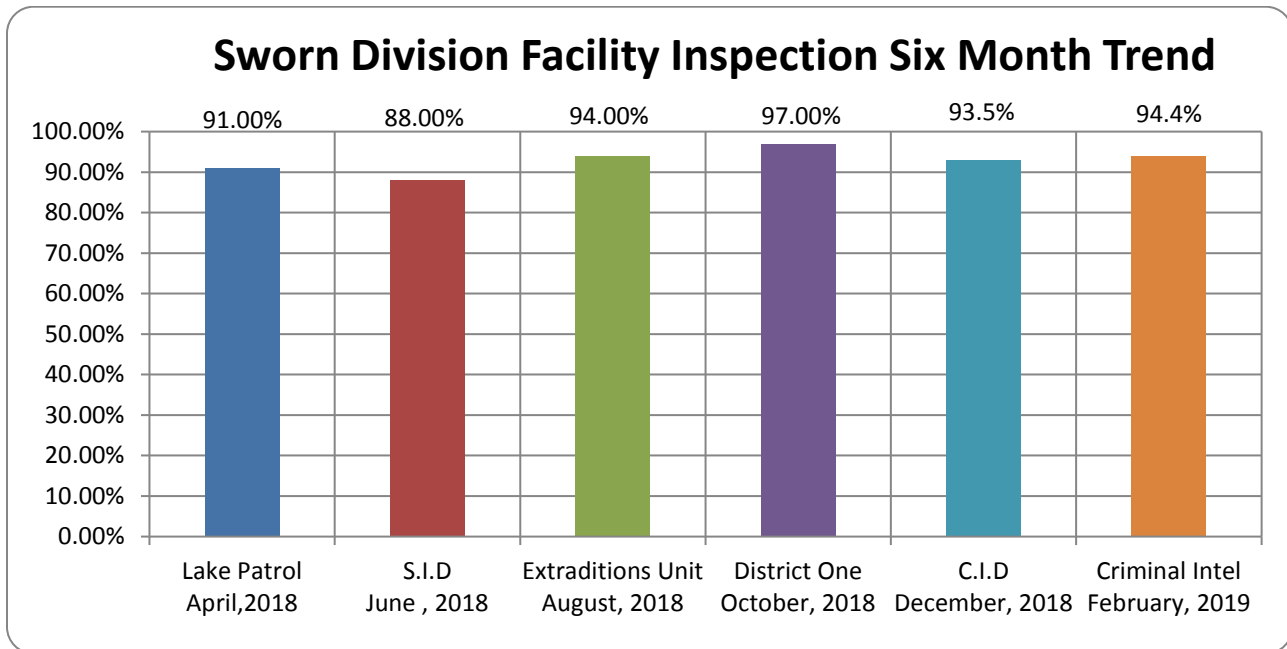
This policy was discussed with the Division Commander.

2. *Verify supervisors are inspecting equipment and work environments within their area of command on at least a monthly basis (results of inspection shall be documented, CP-9, GB-2).  
[Inspection matrix item 1.16]*

Methods to conform to this CP-9 policy were discussed and a formal method for documenting all required inspections and the results have now been implemented and the current month's inspection has been conducted and documented.

Below is a historical comparison of Sworn Facility and Property Inspection compliance rates for the last six months of this inspection.

### Overall Compliance Rate Sworn Facility and Property Inspections 2018-2019



#### Results:

There were **(2)** deficiencies noted in the inspection on 2/13/2019, which resulted in an overall compliance rate of **94.4%**.

#### Recommendations:

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

1. Division Commander document semi-annual inspection of areas of command. This could be done in conjunction with scheduled periodic staff safety meeting.
2. Work environments within a supervisor's area of command shall be inspected on at least a monthly basis and the inspections recorded. An entry shall be completed in Blue Team as a Line Level Inspection when the log is completed per MCSO Policy CP-9 and GB-2.

A total of (1) BIO Action Form is requested from the affected Division Commander for the listed deficiencies.

The form shall be completed utilizing Blue Team.

Date Inspection Started: February 5<sup>th</sup>, 2019  
Date Completed: February 14<sup>th</sup>, 2019  
Timeframe Inspected: February 2019

Assigned Inspector:	Sgt. Travis Glenn	S1626
Assisting Inspector:	Sgt. Blaine Allmon	S1036
Assisting Inspector:	Sgt. Dave Gardner	S1608
Assisting Inspector	Sgt. Mario Rodriguez	A9047

I have reviewed this inspection report.

Connie J. Phillips  
Connie J. Phillips  
Acting Commander, Audits & Inspections Unit  
Bureau of Internal Oversight

2/26/2019  
Date