

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight
Audits and Inspections Unit



Sworn Facility Inspection November 2023: Court Implementation Division
Inspection Report# BI2023-0172

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 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
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 November 2023, Maricopa County Sheriff's Office (MCSO) Court Implementation Division (CID) was randomly selected as the Sworn Facility for BIO Inspection. This division is organizationally placed within the Compliance Bureau and located at 550 W. Jackson St, Phoenix, AZ 85003. The Division consists of one (1) Captain, one (1) Lieutenant, five (5) Sergeants, two (2) Deputies, and fifteen (15) Civilian employees. MCSO CID is comprised of three main areas: Court Implementation, Traffic Stop Analysis and Research. The Court Implementation Unit works as a liaison between the Court appointed Monitors and the Maricopa Sheriff's Office to streamline the process of achieving full compliance with the Federal Court Orders. The Traffic Stop Analysis Unit (TSAU) was created in July 2018 and focuses on traffic stop related data analysis. TSAU formalized the Traffic Stop Monthly Report program where individual deputies are analyzed. The TSAU continues to work with employees to improve traffic stop procedures and bring MCSO closer to achieving organizational goals. The Research Unit has published quarterly reports that analyze traffic stops and the traffic stop process in more detail.

On October 24, 2023, a pre-inspection agenda meeting was conducted at the MCSO's headquarter facility location with the Research Director, a CID Sergeant, two TSAU supervisors and an administrative assistant. The scope of the inspection and details of the daily operation of CID 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 CID maintained and documented in accordance with applicable key statutes, regulations, industry best practices, Operations Manual, and MCSO policy.

Facility Inspection:

On November 14, 2023, a Sworn Facility and Property Inspection was conducted at CID 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 division was 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.

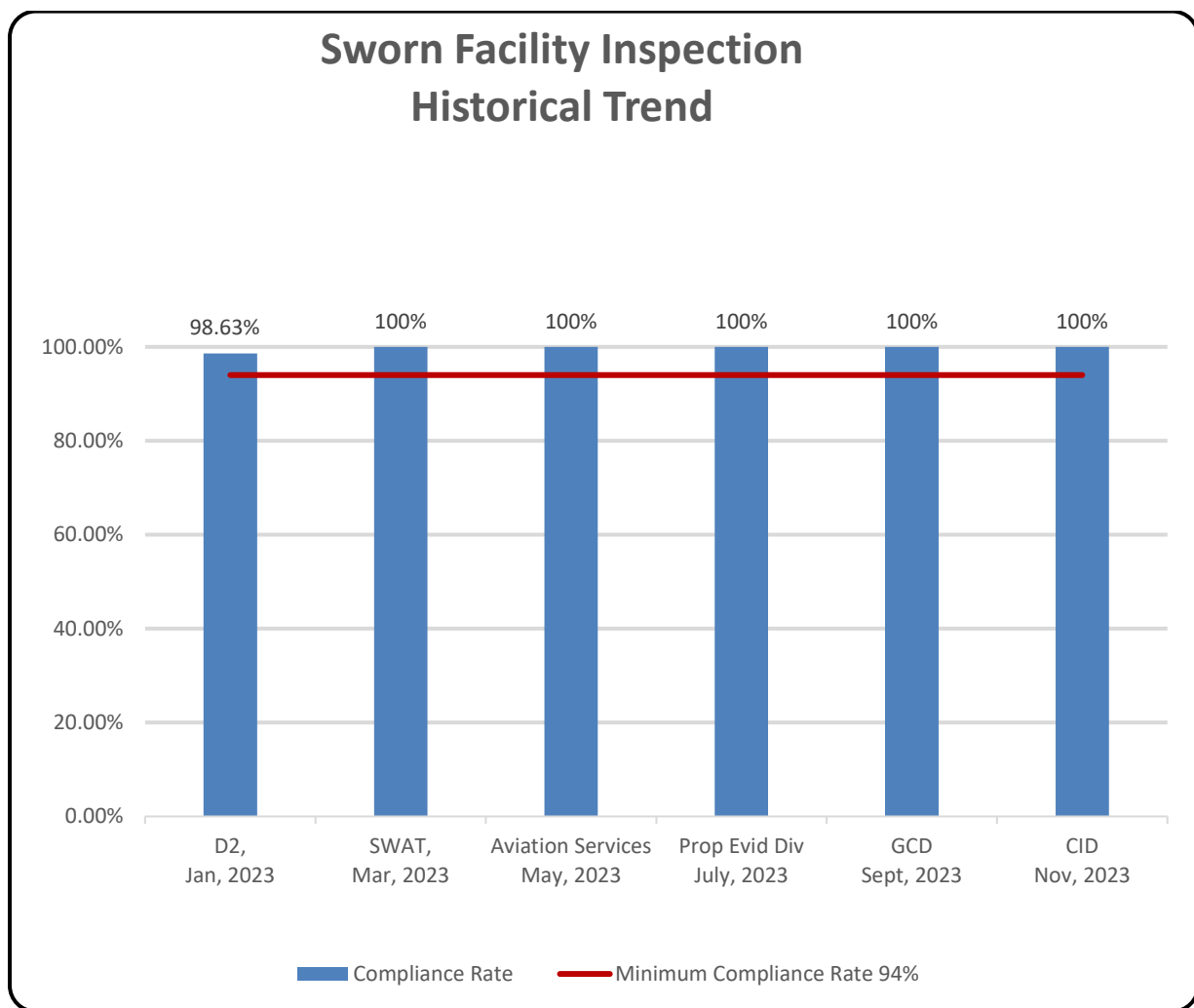
Sworn Facility Inspection Matrix:

The CID Division was inspected using the Sworn Facility Inspection Matrix that contains a total of 42 inspection items (to include 4 assigned vehicles inspected). Of the 42 items of inspection, 21 were not applicable resulting in 25 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 November 14, 2023, which resulted in an overall compliance rate of **100%**.

Date Inspection Started: October 24, 2023
Date Completed: December 13, 2023
Timeframe Inspected: November 2023
Assigned Inspector(s): Sr. Internal Auditor Specialized M. De La Cruz B4608
Assisting Inspector(s): Sr. Internal Auditor Specialized D. Paul B5459
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

1/2/2024

Date