

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



EIS Alerts Inspection Report April 2019

Inspection # BI2019-0059

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, will select 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 April 2019:

Inspection Element	Not In Compliance	In Compliance	Compliance Rate
Alert addressed, closed, and returned to EIU within 30 calendar days as required by policy	5	10	67.00%
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*	N/A	N/A	N/A
If an extension was granted, the Alert was completed and submitted 30 days from original due date*	N/A	N/A	N/A
Compliance for EIS Alerts completed/Closed during April	5	10	67.00%

*This requirement in Policy GH-5, *Early Identification System* was not effective until 1-04-19; therefore, this inspection point did not apply to the 4 EIS Alerts identified as exceeding the 30-calendar day timeframe.

The following table describes approved actions taken by the supervisor and if an administrative investigation is indicated:

IA Number	Event Number	Interventions Initiated by Command	Administrative Investigation in Progress
EA2019-000023	Alert2019-0018	No Further Action	No
EA2019-000022	Alert2019-0019	Meeting with the Supervisor	No
EA2018-000325	Alert2018-0353	Meeting with the Supervisor	No
EA2018-000319	Alert2018-0347	Meeting with the Commander	Yes
EA2018-000248	Alert2018-0276	No Further Action	No
EA2018-000227	Alert2018-0256	Meeting with the Supervisor	Yes
EA2018-000058	Alert2018-0098	No Further Action	No
EA2018-000042	Alert2018-0070	No Further Action	Yes

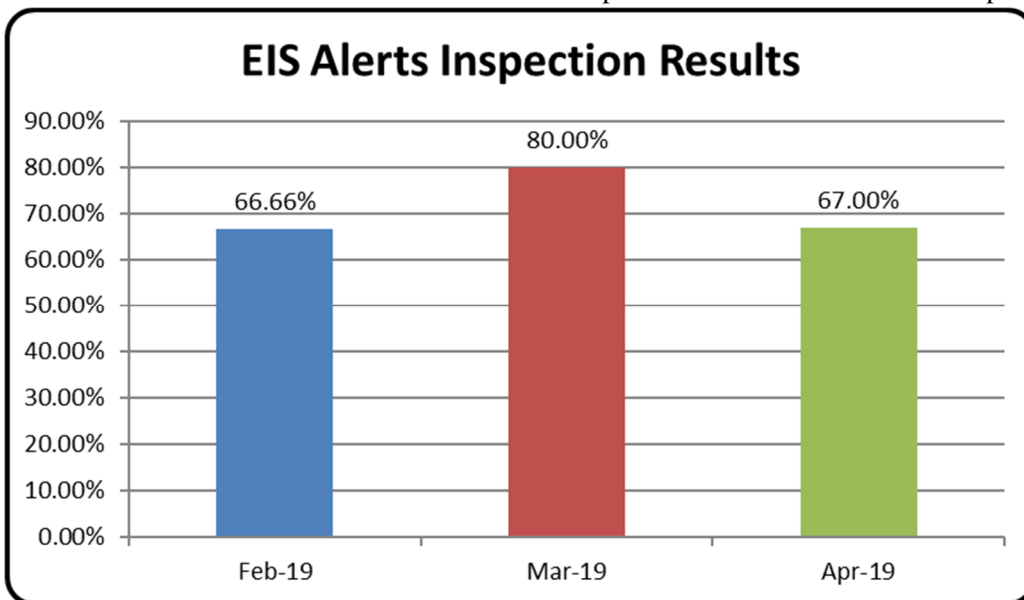
EA2018-000041	Alert2018-0066	Meeting with the Supervisor	Yes
EA2018-000022	Alert2018-0051	Meeting with the Supervisor	Yes
EA2018-000017	Alert2018-0022	No Further Action	Yes
EA2018-000004	Alert2018-0063	Meeting with the Supervisor	Yes
EA2017-000739	Alert2018-0005	No Further Action	Yes
EA2017-000737	Alert2017-0796	No Further Action	No
EA2017-000735	Alert2017-0800	No Further Action	Yes

The following perceived deficiencies were identified during the inspection process and require that a BIO Action Form be completed.

IA Number	Supervisor Assigned the Alert	Division	Division Commander	Perceived Deficiency
EA2019-000023	Lieutenant	District 1	Captain	Alert not completed and returned to EIU within 30 days
EA2018-000227	Lieutenant	District 1	Captain	Alert not completed and returned to EIU within 30 days
EA2018-000058	Lieutenant	District 4	Captain	Alert not completed and returned to EIU within 30 days
EA2018-000004	Sergeant	District 2	Captain	Alert not completed and returned to EIU within 30 days
EA2017-000735	Sergeant	District 4	Captain	Alert not completed and returned to EIU within 30 days

Results:

- 67% or 10 out 15 EIS Alerts had no deficiencies (10 ÷ 15 = 0.66 or 67%).
- The overall results were a 13.00% decrease in compliance from the March 2019 inspection.



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.

Action Required:

With the resulting **67.00%** compliance for *Inspection BI2019-0059*, a total of **4** BIO Action Forms are requested from the affected divisions. **The forms shall be completed utilizing Blue Team.**

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2019-0059* and contained within IA Pro

Date Inspection Started: May 14th, 2019
 Date Completed: May 16th, 2019
 Timeframe Inspected: April 1-30, 2019
 Assigned Inspector: Sgt. S. Hatfield S1897

I have reviewed this inspection report.

Lt. D. Reaulo S1678

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

6/10/2019

Date