

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



EIS Alerts Inspection Report February 2019

Inspection # BI2019-0029

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 February 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	66.66%
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 February	5	10	66.66%

*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 5 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
EA2017-000730	Alert2017-0807	Meeting with Supervisor	Yes
EA2018-000028	Alert2018-0031	Meeting with the Supervisor	No
EA2018-000030	Alert2018-0047	No Further Action	No
EA2018-000033	Alert2018-0048	No Further Action	No
EA2018-000067	Alert2018-0102	Meeting with the Supervisor	Yes
EA2018-000138	Alert2018-0168	Meeting with the Supervisor	Yes
EA2018-000142	Alert2018-0164	No Further Action	Yes
EA2018-000144	Alert2018-0171	No Further Action	Yes

EA2018-000145	Alert2018-0172	Meeting with the Supervisor	Yes
EA2018-000149	Alert2018-0176	No Further Action	Yes
EA2018-000150	Alert2019-0178	Meeting with the Supervisor	Yes
EA2018-000151	Alert2019-0005	No Further Action	No
EA2018-000154	Alert2019-0181	No Further Action	Yes
EA2018-000155	Alert2019-0182	No Further Action	No
EA2018-000158	Alert2019-0185	No Further Action	No

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
EA2018-000144	Captain	Lower Buckeye Jail	Chief	Alert not completed and returned to EIU within 30 days
EA2018-000149	Civilian Supervisor	Information Mgmt System	Civilian Manager	Alert not completed and returned to EIU within 30 days
EA2018-000150	Civilian Lead	Information Mgmt System	Civilian Manager	Alert not completed and returned to EIU within 30 days
EA2018-000155	Lieutenant	Lakes	Captain	Alert not completed and returned to EIU within 30 days
EA2018-000158	Lieutenant	District I	Captain	Alert not completed and returned to EIU within 30 days

This is a new inspection and no historical comparison of compliance is available.

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 **66.66%** compliance for *Inspection BI2019-0029*, a total of **5** 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 *BI2019-0029* and contained within IA Pro

Date Inspection Started: March 14th, 2019
Date Completed: March 18th, 2019
Timeframe Inspected: February, 2019
Assigned Inspector: Sgt. S. Hatfield S1897

I have reviewed this inspection report.

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

4/9/2019
Date