

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Sworn Facility Inspection October 2018: District One

Inspection Report# BI2018-0122

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 OIM 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 October 2018, District One Patrol was randomly selected as the Sworn Facility for BIO Inspection.

District One headquarters is located at 1840 S. Lewis Street in Mesa, AZ and is under the responsibility of a Division Commander and Deputy Commander.

District One consists of a total of 78 personnel and is the most populous of all Districts served by the Sheriff's Office. District One is also the busiest District in Maricopa County and leads all other Districts in arrests. District One covers an area of 502 square miles in the southeast quadrant of the county.

On 10/9/2018, a pre-inspection agenda meeting was conducted at the headquarters' facility location with the Commander and Deputy Commander. The scope of the inspection and details of the daily operation of the unit were discussed. The BIO inspection matrix containing the items of inspection were provided to them for review.

Objectives:

To determine that District One is maintained and documented in accordance with key statutes, regulations, industry best practices, Divisional Operations Manual, and MCSO policy.

Facility Inspection:

On 10/18/2018, a Sworn Facility and Property Inspection was conducted at District One based on a random selection of sworn Divisions/Units which were not yet inspected during the calendar year.

During the inspection, 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 present credentials or have key card access. 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:

District One was inspected using the Sworn Facility Inspection Matrix that contains a total of 89 inspection items to include evidence and vehicles located at the facility on that day. Of the 89 items of inspection, 1 was not applicable resulting in 88 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.

The following four deficiencies were noted:

1. *Confirm Division files are purged annually of all material which is over three years old.*

[Inspection matrix item 1.6]

Six employee files were randomly selected. Four files contained outdated documents to include PTO/ leave requests and letters of appreciation.

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.

3. *Any Sharps container(s) disposal/use within policy? [Inspection matrix item 2.8]*

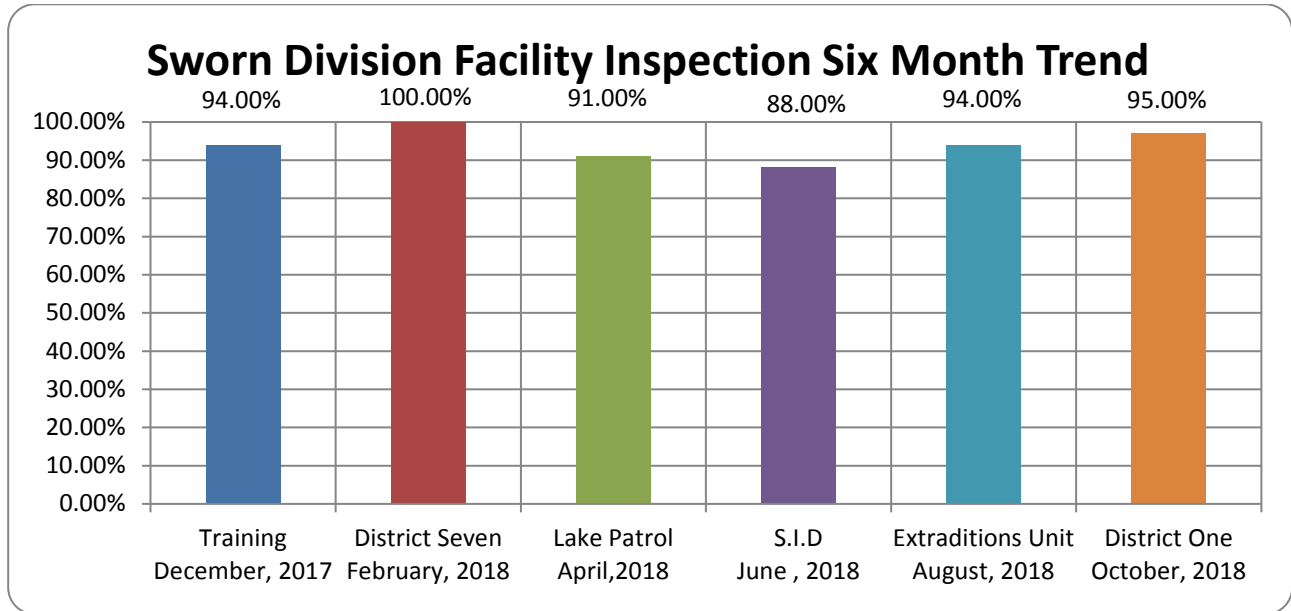
A nonstandard Sharps container with unused, capped syringes was located in the men's room. The nonstandard container was disposed of and a standard approved container was placed on order. Inspector observation: A standard red plastic sharps container was in use within policy and located in the report writing room.

4. *Any unsubmitted property reports in Que-Tel/ OIM? [Inspection matrix item 4.12]*

Four unsubmitted property reports were located in Que-Tel assigned to District One Deputies.

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

Overall Compliance Rate Sworn Facility and Property Inspections 2017-2018



Results:

There were 4 deficiencies noted in the inspection on 10/18/2018, which resulted in an overall compliance rate of 95%.

Recommendations:

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

1. Confirm Division files are purged annually of all applicable material which is over three years old per MCSO Policy GC-9.
2. Work environments within a supervisor's area of command shall be inspected on at least a monthly basis and the inspections recorded. An internal compliance log listing the responsible supervisor and the date the monthly inspection was inspected with the results/corrective action is now currently in place. An entry shall be completed in Blue Team as a Line Level Inspection when the log is completed.

3. Per MCSO Policy CP-9, Division commanders, or their designee, have the following responsibilities with regards to engineering controls: Ensure that disposable sharps containers, biohazard wastes collection containers, and other controls which isolate the employee from bloodborne pathogens are inspected, maintained, or disposed of on a regular schedule. The nonstandard container was disposed of and a standard approved container was placed on order.
4. Follow up with Property and Evidence staff and Deputies on unsubmitted property reports to determine root cause and final submit reports in accordance with policy GE-3.

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: October 9th, 2018
Date Completed: October 22nd, 2018
Timeframe Inspected: October 2018

Assigned Inspector: Sgt. Travis Glenn S1626
Assisting Inspector: Sgt. Blaine Allmon S1036
Assisting Inspector: Sgt. Dave Gardner S1608
Assisting Inspector: Sgt. Robert Levy S1881

I have reviewed this inspection report.

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

10/30/2018
Date