

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



4th Quarter 2021 Emails Inspection

Inspection # BI2021-0169

The Bureau of Internal Oversight's (BIO) Audits and Inspections Unit (AIU) will conduct Email inspections quarterly. The purpose of the inspection is to ensure compliance with office policies and to promote proper supervision. To achieve this, inspectors will randomly select a total of 50 employees and inspect a single month of their emails as follows:

- Month 1: AIU will randomly select 17 employees and inspect one month of their emails.
- Month 2: AIU will randomly select a new set of 17 employees and inspect one month of their emails.
- Month 3: AIU will randomly select a new set of 16 employees and inspect one month of their emails.

To ensure the inspectors' consistency, the *Email Inspection Matrix* that was developed by the AIU will be utilized.

During the third quarter for 2021, a random sample consisting of a total of 50 Office employees (which equates to a total of 17 for the first two months and 16 for the third month) were selected for inspection utilizing rosters provided to the AIU by the MCSO Payroll Department in an Excel spreadsheet. A random sample was generated using the Excel randomizer feature. The selected Employees' Outlook accounts were uniformly inspected utilizing the Email Inspection Matrix.

Compliance Objectives:

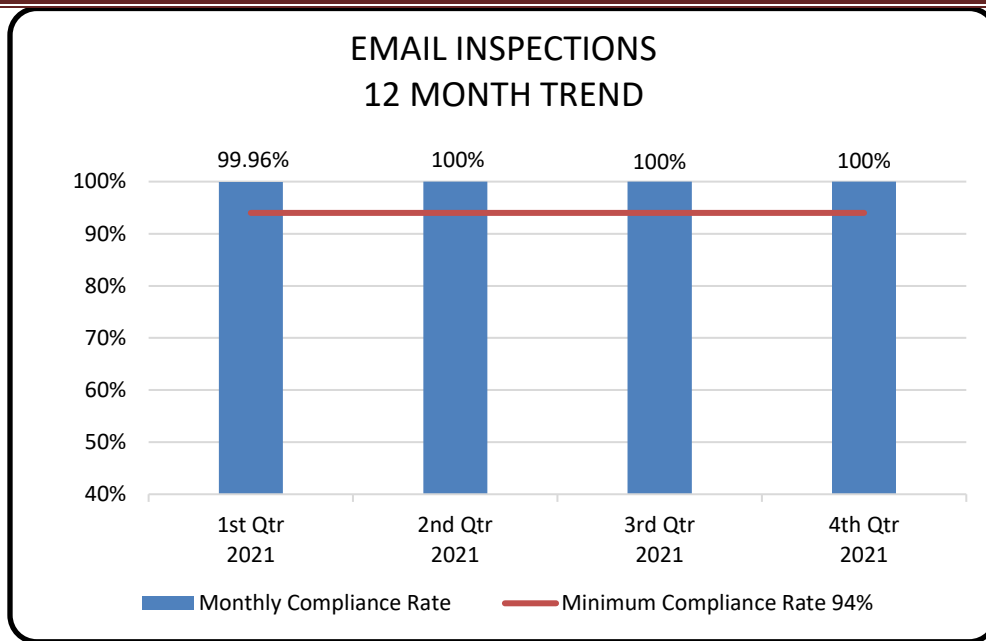
- Emails are professional in content and appearance.
- Emails do not contain background images and/or graphics.
- No chain-mail emails were sent or forwarded.
- Non-office related emails were not offensive to others, harmful to morale, or solicits others for non-work-related activities.
- There were no emails, either sent or forwarded, that were offensive or that discriminated or denigrated anyone based on race, color, or national origin, age, religious beliefs, gender, culture, sexual orientation, veteran status, or disability.
- Emails did not contain profane or offensive language.
- Email signatures at the end of the emails provide contact information and do not contain non-business-related information such as quotes, embedded images, or any other information that may be deemed inappropriate.

Criteria:

- MCSO Policy GM-1, *Electronic Communications and Voice Mail*
- MCSO Policy CP-2, *Code of Conduct*
- MCSO Policy CP-3, *Workplace Professionalism*
- MCSO Policy CP-8, *Preventing Racial and Other Biased-Based Profiling*

Conditions:

There was a total of 50 Office employees selected for inspection with a combined total of **31,684** emails for the fourth quarter of 2021. After the elimination of normal MCSO business related emails, such as training announcements, Administrative Broadcasts, system generated emails, and unsolicited junk type emails, **14,625** emails were reviewed. The inspection found that **14,625** or **100%** of the inspected emails were in compliance with Office Policies GM-1, *Electronic Communications and Voice Mail*; CP-2, *Code of Conduct*; CP-3, *Workplace Professionalism*; and CP-8, *Preventing Racial and Other Biased-Based Profiling* as it relates to electronic communications.



Action Required:

With the resulting **100%** compliance for *Inspection BI2021-0169*, no BIO Action forms are required.

Notes:

Supporting documentation (working papers) are included in the inspection file number *BI2021-0169* and contained within IA Pro.

Date Inspection Started: October 1, 2021
 Date Completed: January 17, 2022
 Timeframe Inspected: October, November, and December 2021
 Assigned Inspector: Senior Auditor M. Rodriguez A9047

I have reviewed this inspection report.

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| <u>Lt. Brian Arthur</u> | <u>S1806</u> |
| Lt. T. Brian Arthur S1806 | Date |
| Commander, Audits and Inspections Unit | |
| Bureau of Internal Oversight | |