

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



EIS Alerts Inspection Report June 2019

Inspection # BI2019-0094

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, selected a sample of 17 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 17 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 17 EIS Alerts completed/closed during June 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	1	16	94.00%
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 June	1	16	94.00%

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
EA2019-000052	Alert2019-0049	No Further Action	No
EA2019-000046	Alert2019-0043	No Further Action	No
EA2019-000044	Alert2019-0041	No Further Action	No
EA2019-000040	Alert2019-0038	No Further Action	No
EA2019-000039	Alert2019-0037	Meeting with the Supervisor	No
EA2019-000034	Alert2019-0031	No Further Action	No
EA2019-000029	Alert2019-0026	Meeting with the Supervisor	No
EA2018-000328	Alert2018-0355	No Further Action	No
EA2018-000327	Alert2018-0354	Meeting with the Supervisor	No

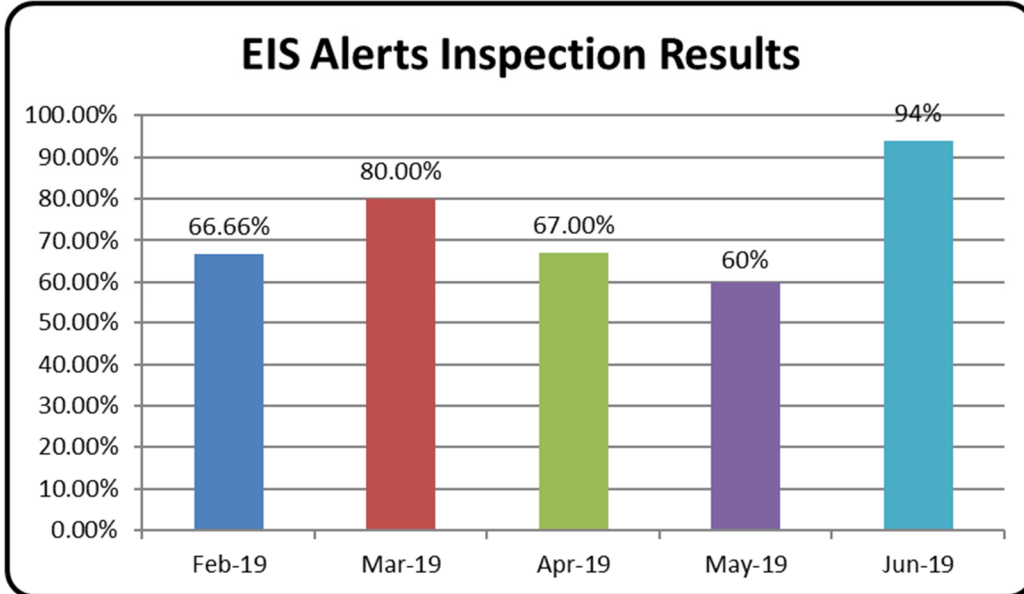
EA2018-000318	Alert2018-0348	Multiple Interventions	No
EA2018-000295	Alert2018-0329	Meeting with the Supervisor	Yes
EA2018-000271	Alert2018-0302	No Further Action	No
EA2018-000236	Alert2018-0264	Meeting with the Supervisor	No
EA2018-000226	Alert2018-0255	No Further Action	No
EA2018-000008	Alert2018-0047	No Further Action	No
EA2018-000006	Alert2018-0021	No Further Action	No
EA2017-000038	Alert2017-0065	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	Deficient Employee	Division	Division Commander	Perceived Deficiency
EA2018-000295	Sergeant	District 1	Captain	Alert not completed and returned to EIU within 30 days. Sergeant retained the alert for 26 out of 30 days prior to submitting through the Chain of Command. No prior BIO Action Forms for a similar deficiency.

Results:

- 94% or 16 out 17 EIS Alerts had no deficiencies (16 ÷ 17 = 0.94 or 94%).
- The overall results were a 34.00% increase in compliance from the May 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 **94.00%** compliance for *Inspection BI2019-0094*, a total of **1** 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 *BI2019-0094* and contained within IA Pro.

Date Inspection Started: July 9th, 2019
 Date Completed: July 10th, 2019
 Timeframe Inspected: June 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

8/20/2019

Date