

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Sworn Facility Inspection January 2023: District II

Inspection Report# BI2023-0012

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 and obtain a random sample (if applicable).
- Verify items from the random sample are in their designated storage location and verify the item matches the item description (if applicable).

Criteria:MCSO Policies and Divisional Operations Manual:

CP-2	Code of Conduct
CP-6	Bloodborne 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 Information, 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 and Evidence Control
GE-4	Use, Assignment and Operation of Vehicles
GF-3	Criminal History Record Information and Public Records
GF-5	Incident Report Guidelines
GG-1	Peace Officer Training Administration
GG-2	Detention/Civilian Training Administration
GH-4	Bureau of Internal Oversight
GJ-24	Community Relations and Youth Programs

Conditions:

For the month of January 2023, MCSO District II was randomly selected as the Sworn Facility for BIO Inspection.

The District II headquarters is located at 695 N. 105th Avenue, Avondale, AZ 85323. District II is under the command of a Captain. There are 3 Lieutenants, 10 active Sergeants, 45 active Patrol Deputies, 7 active Officers-In-Training, 3 Support Deputies, 3 active Civilian Staff & DSA.

The southwest portion of Maricopa County is referred to by the Sheriff's Office as District II. District II is the largest district within the county. The district has one main substation in Avondale and a satellite station in Gila Bend which is not manned by staff. The main substation is a new facility, which was occupied beginning in August 2022.

District II provides constitutionally required law enforcement to the Maricopa County Superior Court's Intake / Transfer / Release facility (ITR). District II is required by A.R.S. 11-441.4 to attend all courts, except justice and municipal courts, when an element of danger is anticipated and attendance is requested by the presiding judge, and obey lawful orders and directions issued by the judge. District II Deputies shall provide the security presences as mandated by Arizona Supreme Court rules and county administrative order No.2013-165.

District II maintains an administrative section consisting of two civilian administrative assistants, one administrative sergeant who also oversees the Support Squad, one administrative deputy and one community relations deputy. Their primary focus is to assist with all administrative responsibilities and assist

in the development and coordination of projects, development, and maintenance of the facility, and ensuring supplies and equipment are functioning and available within the district. The support squad also consists of the Traffic Car Deputy, and OIT/FTO Deputy Coordinator. These deputies assigned to the Support Squad are responsible for a variety of special projects, community outreach programs, special details to include DUI Task Force, and River Bottom details.

On January 10, 2023, a pre-inspection agenda meeting was conducted at District II with the District Commander and a lieutenant. The scope of the inspection and details of the daily operation of the District were discussed. The BIO inspection matrix containing the items of inspection was provided to the Command staff for review. During the pre-inspection, BIO Auditors answered questions.

Objectives:

To determine that District II maintained and documented in accordance with applicable key statutes, regulations, industry best practices, District Operations Manual, and MCSO policy. The Operations Manual was updated as of December 20, 2022.

Facility Inspection:

On January 24, 2023, a Sworn Facility and Property Inspection was conducted at District II based on a random selection of Sworn divisions/units which were not yet inspected during the calendar year.

During the inspection, the Audits and Inspection Unit personnel found the facilities were 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 facilities are 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.

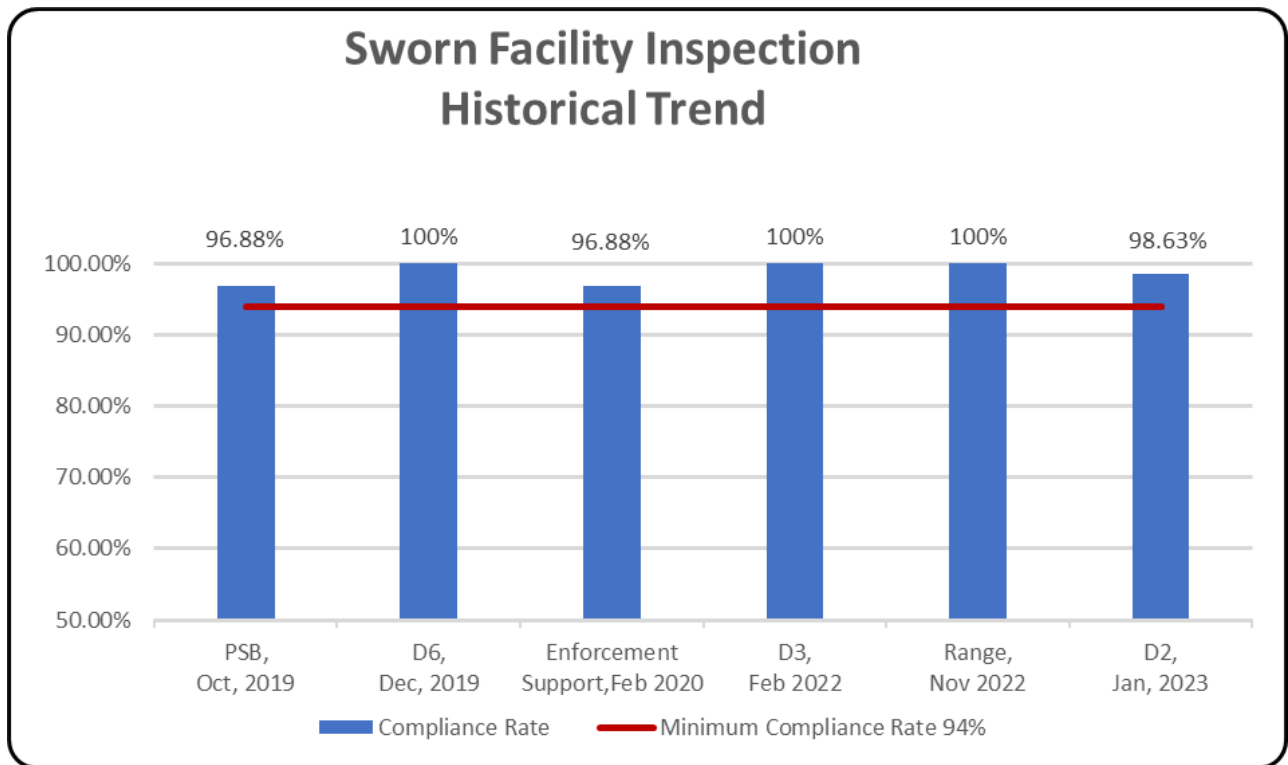
Sworn Facility Inspection Matrix:

The District II facility was inspected using the Sworn Facility Inspection Matrix that contains a total of 77 inspection items (to include 6 assigned vehicles inspected and 29 items of evidence). Of the 77 items of inspection, 4 were not applicable resulting in 73 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.

One deficiency was identified during the inspection. One Division File was found to contain two Leave Requests dated 2017 and one Personnel Data Change Form dated 2018, which should have been removed in accordance with MCSO Policy GC-9.12.B during the file purge dated August 18, 2022.

Below is a historical comparison of Sworn Facility and Property Inspection compliance rates for the past six prior sworn facility Inspections.

Sworn Facility and Property Inspections Compliance Rate



Results:

There was one deficiency noted in the inspection on January 24, 2023, which resulted in an overall compliance rate of **98.63%**.

District/Division	Responsible Employee	Current Supervisor	Current Commander
District II	Employee	Sergeant	Captain
Deficiency			
1. One (1) randomly selected division file contained documents older than three (3) years. Policy GC-9.12.B			

Unless noted above in the deficiency table, there were no prior BIO Action Forms similar in nature or supervisor notes for the perceived deputy deficiencies.

A total of **1** BIO Action Form is requested from the affected division. **The form shall be completed utilizing Blue Team.** It is permissible to complete one BIO Action Form for a supervisor covering multiple potential deficiencies identified in this inspection.

Date Inspection Started: January 24, 2023
 Date Completed: February 1, 2023
 Timeframe Inspected: January 2023
 Assigned Inspector: Sr. Internal Auditor Specialized D. Paul B5459
 Assigned Inspector: Sr. Internal Auditor Specialized M. De La Cruz B4608
 Assisting Inspector: Sgt. R. Levy S1881
 Assisting Inspector: Sr. Internal Auditor Specialized R. Jamieson B3178
 Assisting Inspector: Sgt. R. Bierwalter S1263

I have reviewed this inspection report.

Lt. Brian Arthur
 Lt. Brian Arthur S1806
 Commander, Audits & Inspections Unit
 Bureau of Internal Oversight

3/28/2023
 Date