

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Employee E-Mails Inspection Report August 2019

Inspection # BI2019-0127

The Bureau of Internal Oversight's (BIO) Audits and Inspections Unit (AIU) will conduct Employee E-mail inspections on a monthly basis. The purpose of the inspection is to ensure compliance with Office policies and to promote proper supervision. To achieve this, inspectors will select for review the E-mail accounts of 35 randomly selected Office employees for the month being inspected. To ensure consistent inspections, the *E-mail Inspection Matrix* developed by the AIU will be utilized.

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 on the basis of race, color, or national origin, age, religious beliefs, gender, culture, sexual orientation, veteran status, or disability.
- Emails did not contain profane or offensive language.
- E-mail signatures at the end of the e-mails 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.
- E-mails are in compliance with Office Policies CP-2, CP-8, and GM-1.

Criteria:

MCSO Policy CP-2, *Code of Conduct*

MCSO Policy CP-3, *Workplace Professionalism*

MCSO Policy CP-8, *Preventing Racial and Other Biased-Based Profiling*

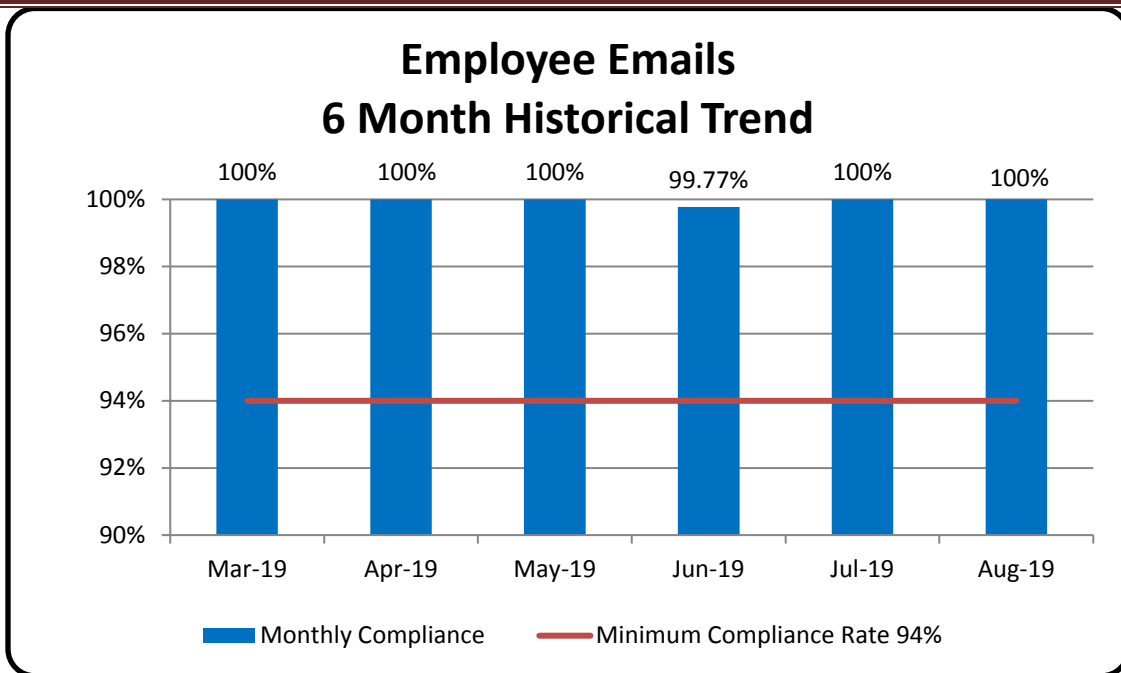
MCSO Policy GM-1, *Electronic Communications and Voice Mail*

Conditions:

The 35 E-mail accounts totaled **25,818** E-mails for the month of July 2019; however, only **16,036** E-mails were reviewed due to the elimination of normal MCSO business related E-mails, such as training announcements, Administrative Broadcasts, system generated E-mails, and unsolicited junk type E-mails.

The inspection found that **16,036, or 100%, of the inspected E-mails 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 this inspection requirements.

Below is the six-month historical comparison of compliance for E-mail inspections.

**Action Required:**

With the resulting **100%** compliance for *Inspection BI2019-0127*, no BIO Action Forms are requested.

Recommendations:

1. It is recommended that supervisors continue review MCSO Policies CP-2, GM-1, and GD-23, and remind employees that social networking sites are not to be accessed on Office equipment while on duty, unless in the performance of official duties and that other than the limited use exemptions identified in policy, or for official Office purposes, the use of the Office e-mail address to subscribe to commercial vendors or entities, or to receive e-mail notifications from commercial vendors or entities, is prohibited.

Date Inspection Started: September 1, 2019
Date Completed: September 30, 2019
Timeframe Inspected: August 1-31, 2019
Assigned Inspector: Sgt. M. Rodriguez A9047

I have reviewed this inspection report.

Lt. D. Reaulo S1678

10/1/2019

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

Date