

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Employee E-Mails Inspection Report December 2018

Inspection # BI2018-0156

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.

Matrix Procedure:

Utilize the *E-mail Inspection Matrix* to ensure that the content of each randomly selected employee E-mail account is in compliance with Office Policies.

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*

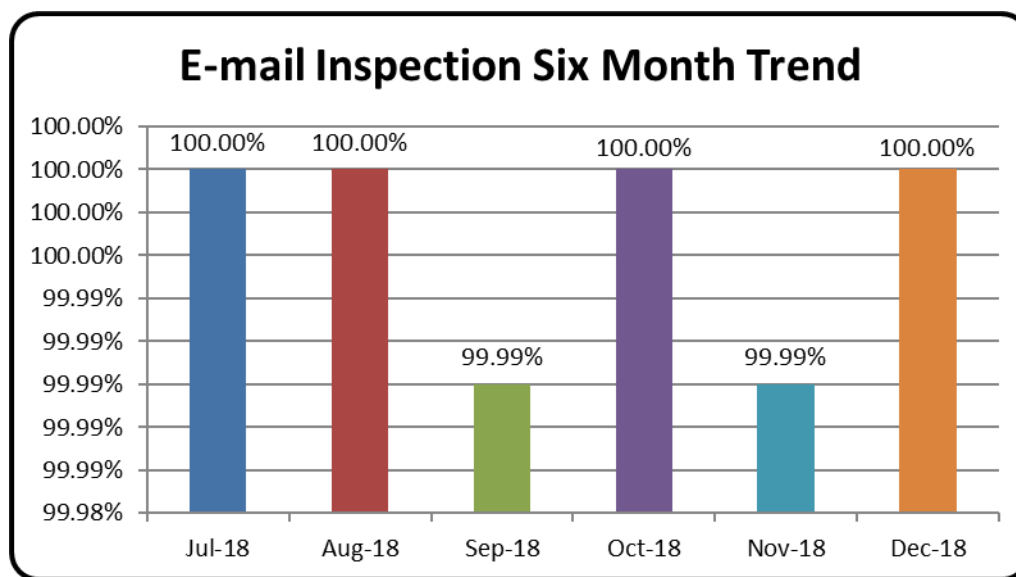
MCSO Policy GM-1, *Electronic Communications and Voice Mail*

Conditions:

The 35 E-mail accounts totaled **8,966** E-mails for the month of December 2018; however, only **8,215** 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 **8,215, 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 electronic communications.

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



Recommendations:

1. It is recommended that supervisors continue to provide mentoring to employees and review MCSO Policies CP-2, CP-3, and CP-8, specifically emphasizing the prohibition of employees from using county property, such as the E-mail system, in any 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.
2. It is recommended that supervisors continue to provide mentoring to employees and review MCSO Policy GM-1, specifically emphasizing the authorized/unauthorized contents of e-mails and provide informal Microsoft Outlook program instruction to employees so that they better manage their Microsoft Outlook e-mail accounts, specifically in the areas of archiving/saving e-mails and emptying "Deleted Items" and "Junk E-mail" folders.

Action Required:

With the resulting 100% compliance for *Inspection BI2018-0156*, no BIO Action Forms are requested.

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2018-0156* and contained within IA Pro.

Date Inspection Started: January 2, 2019
Date Completed: February 7, 2019
Timeframe Inspected: December 1-31, 2018
Assigned Inspector: Sgt. M. Rodriguez A9047

I have reviewed this inspection report.

Connie J. Phillips
Connie J. Phillips B3345
Acting Commander, Audits & Inspections Unit
Bureau of Internal Oversight

2/7/2019
Date