

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight
Audits and Inspections Unit



Sworn Facility Inspection October 2019: PSB

Inspection Report# BI2019-0145

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 (revised 8/23/17; updated 10/3/17 Briefing Board # 17-43)
- 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 October 2019, MCSO Professional Standards Bureau (PSB) was randomly selected as the Sworn Facility for BIO Inspection.

The division's headquarters are located at 101 West Jefferson Street in Phoenix AZ and is under the responsibility of a Division Commander and a Deputy Division Commander.

PSB consists of a total of 50 employees, 20 being compensated sworn, 23 detention, and 7 civilian employees. PSB is responsible for investigating all criminal and administrative allegations of misconduct involving office employees whether resulting from external or internal sources. Additionally, PSB is responsible for responding to and investigating critical incidents involving office employees.

On 10/23/2019, a pre-inspection agenda meeting was conducted at the Professional Standards Division (PSB) headquarters facility location with the Commander. The scope of the inspection and details of the daily operation of the division were discussed. The BIO inspection matrix containing the items of inspection was provided to them for review.

Objectives:

To determine that PSB is maintained and documented in accordance with key statutes, regulations, industry best practices, Divisional Operations Manual, and MCSO policy. The Operations Manual has recently been updated.

Facility Inspection:

On 10/30/2019, a Sworn Facility and Property Inspection was conducted at PSB based on a random selection of sworn divisions/units which were not yet inspected during the calendar year.

PSB does not have an evidence storage area, however, if any property is processed or impounded, it is conducted at the property and evidence facility as there is no onsite property/evidence storage.

During the inspection, the Audits and Inspection Unit (AIU) 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.

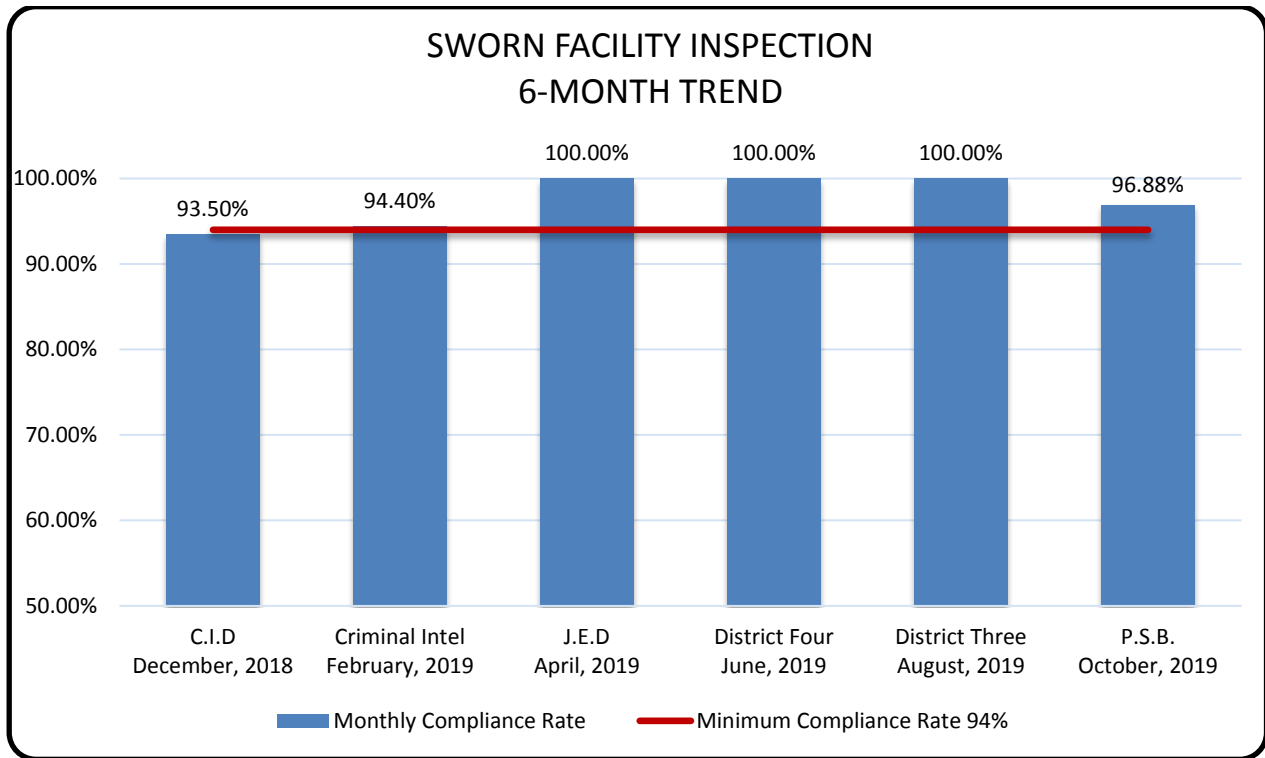
Sworn Facility Inspection Matrix:

Professional Standards Bureau (PSB) facilities were inspected using the Sworn Facility Inspection Matrix that contains a total of 37 inspection items (to include six assigned vehicles inspected). Of the 37 items of inspection, 5 were not applicable resulting in 32 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.

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

Overall Compliance Rate Sworn Facility and Property Inspections 2018-2019



Results:

The following deficiency was identified during the inspection process.

District/Division	Responsible Employee	Current Supervisor	Current Commander
Professional Standards Bureau	Captain	Chief	Captain
Deficiency			
1. Six (6) randomly selected division files 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.

Recommendations:

Suggested recommendations to ensure continued compliance with policy and best practices;

1. Confirm division files are purged annually of all applicable material which is over three years old in compliance with MCSO Policy GC-9.

Date Inspection Started: October 30th, 2019

Date Completed: October 30th, 2019

Timeframe Inspected: October 2019

Assigned Inspector: Sgt. Rob Levy S1881

Assisting Inspector: Sgt. Shawn Hatfield S1897

Assisting Inspector: Auditor Ronda Jamieson B3178

Assisting Inspector: Auditor Patty Huling B3184

I have reviewed this inspection report.

Lt. D. Reaulo S1678

Lieutenant Dominick Reaulo S1678
Commander – Audits & Inspections Unit
Bureau of Internal Oversight

12/10/2019

Date