

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Sworn Facility Inspection November 2024: Judicial Enforcement Division

Inspection Report# BI2024-0168

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. 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 the 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 Program
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	Division Operations Manual
GB-2	Command Responsibility
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 and Civilian Training Administration
GH-4	Bureau of Internal Oversight Audits and Inspections
GJ-24	Community Relations and Youth Programs

**Conditions:**

For the month of November 2024, the MCSO Judicial Enforcement Division (JED) was randomly selected as the Sworn Facility for the Bureau of Internal Oversight (BIO) inspection. JED is located at 111 S. 3<sup>rd</sup> Ave WCB 2<sup>nd</sup> floor, Phoenix, AZ 85003. The division performs civil law enforcement operations on behalf of the Maricopa County Sheriff and executes statutory duties to serve court process, collect delinquent taxes, regulate pawn and adult businesses, and report multiple firearms sales to the Federal Bureau of Alcohol, Tobacco, Firearms (ATF) and Explosives. JED consists of one (1) Captain, one (1) Lieutenant, two (2) Sergeants, thirteen (13) Deputies and twenty (20) Civilians.

The division is comprised of two main functions, Administrative and Sworn Operations. The Administrative Section is staffed by civilian personnel and the Sworn Operations Section is staffed by Deputy Sheriffs. The division performs several distinct functions.

The Civil Process Unit serves all Maricopa County Superior Court civil process including Civil Summons/Subpoenas, Order of Protections, Writs of Execution, Garnishment, Restitution, Replevin, and attachments, as well as various other in-state and out of state court documents and process.

The Tax Collections Unit handles the collection of delinquent personal property and mobile home taxes including the seizure and sale of personal property/mobile homes to satisfy the tax bill.

The Pawnshop Unit handles issuing Pawnshop licenses for Maricopa County, coordinating hearings for suspension and revocation of pawnshop licenses, and investigating the recovery of stolen property recovered in any pawnshop within the county, and the coordination of the release of that property

The Adult Business Licensing is responsible for processing Adult Business Licenses and Permits for adult establishments located in unincorporated areas.

On October 30, 2024, a pre-inspection agenda meeting was conducted at BIO headquarters with JED's Captain, Manager, and Administrative Specialist. The scope of the inspection and details of the daily operation of JED 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:**

The objective for this Facility Inspection is to determine that JED is maintained and documented in accordance with applicable key statutes, regulations, industry best practices, Operations Manual, and MCSO policy. The Operations Manual was updated as of August 08, 2024.

**Facility Inspection:**

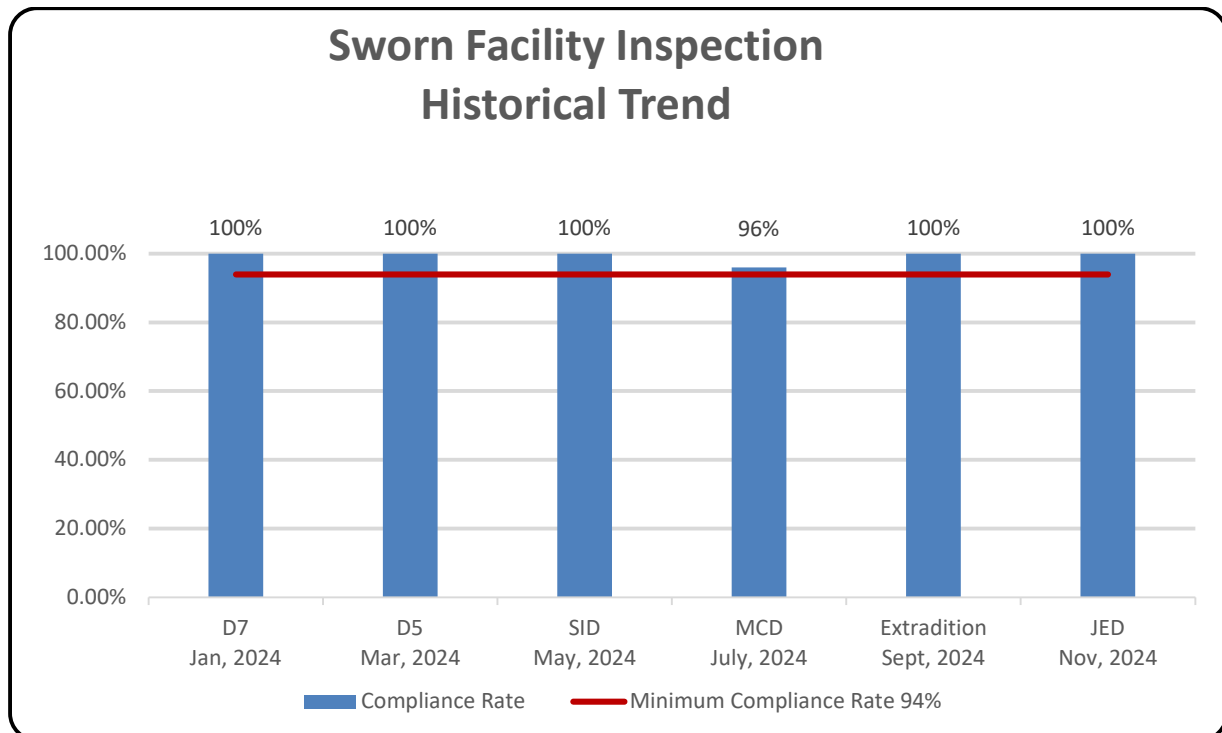
On November 13, 2024, a Sworn Facility Inspection was conducted at JED based on a random selection of Sworn divisions/units which were not yet inspected during the calendar year. During the inspection, the Audits and Inspection Unit personnel found the facility was secured with access limited to assigned personnel. Any other approved person granted access to the interior working areas must present credentials or have key card access. The facility was well-maintained and orderly. No evidence was discovered during the inspection indicating Sheriff's Office facility 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:**

JED facility was inspected using the Sworn Facility Inspection Matrix that contains a total of 44 inspection items (to include 2 assigned vehicles inspected). Of the 44 items of inspection, 17 were not applicable resulting in 27 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.

**Sworn Facility and Property Inspections Compliance Rate:**



**Results:**

There were no deficiencies noted in the inspection on September 30, 2024, which resulted in an overall compliance rate of 100%.

Date Inspection Started: October 21, 2024

Date Completed: December 5, 2024

Timeframe Inspected: November 2024

Assigned Inspector(s): Sr. Internal Auditor Specialized M. De La Cruz B4608

Assisting Inspector(s):  
Sr. Internal Auditor Specialized D. Paul B5459  
Sr. Internal Auditor Specialized Supervisor R. Jamieson B3178

I have reviewed this inspection report.

*Lt Andrew Rankin S1839*

12/12/2024

Lieutenant A. Rankin, S1839  
Commander, Audits & Inspections Unit  
Bureau of Internal Oversight

Date