

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Sworn Facility Inspection December 2018: Court Implementation

Inspection Report# BI2018-0150

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.
- Verify items are in their designated storage location and verify the item matches the item description.

Criteria:MCSO Policies and Divisional Operations Manual:

CP-2	Code of Conduct
CP-6	Blood Borne 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 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
- GE-4 Use, Assignment, and Operation of Vehicles
- GF-3 Criminal History Record Information and Public Records
- GF-5 Office Reports
- GG-1 Peace Officer Training Administration
- GG-2 Detention and Civilian Training Administration
- GH-4 Bureau of Internal Oversight
- GJ-24 Community Relations and Youth Programs

Conditions:

For the month of December 2018, Court Implementation Division (C.I.D.) was randomly selected as the Sworn Facility for BIO Inspection.

C.I.D. is located in the MCSO headquarters building at 550 W. Jackson St. Phoenix, AZ and is under the responsibility of a Division Commander and Deputy Commander and consists of a total of 10 personnel.

C.I.D. works collaboratively with the Monitor, American Civil Liberties Union (ACLU), and Department of Justice (DOJ) to achieve compliance with the Melendres federal court orders. C.I.D. recognizes that gaining full and effective compliance with the court's orders will ensure the MCSO is following the best police practices thus making the MCSO a leader in the law enforcement profession.

On 12/18/2018, a pre-inspection agenda meeting was conducted at the headquarters facility location with the Deputy Commander. The scope of the inspection and details of the daily operation of the unit were discussed. The BIO inspection matrix containing the items of inspection were provided for review.

Objectives:

To determine that C.I.D. is maintained and documented in accordance with key statutes, regulations, industry best practices, Divisional Operations Manual, and MCSO policy.

Facility Inspection:

On 12/20/2018, a Sworn Facility and Property Inspection was conducted at C.I.D. 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 (AIU) personnel found the facility was secure with access limited to assigned personnel. Any other approved persons granted access to the interior working areas must have key card access or be admitted into the building by security. The facility is 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:

C.I.D. was inspected using the Sworn Facility Inspection Matrix that contains a total of 50 inspection items. Of the 50 items of inspection, 19 were not applicable, resulting in 31 items of inspection in the matrix. No Property and Evidence matrix items were applicable.

The staff was organized and had all the required documentation in accessible locations, clearly identified, organized and secured properly.

The following two deficiencies were noted:

1. *Confirm Division files are purged annually of all material which is over three years old.*
[Inspection matrix item 1.6]

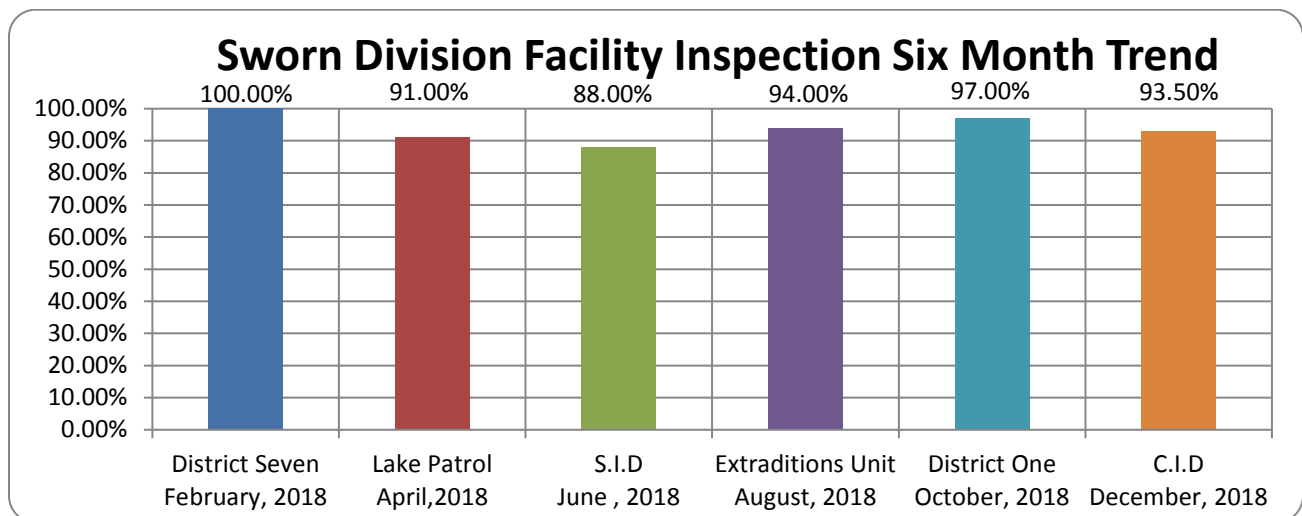
Three employee files were randomly selected. Three files contained some outdated documents.

2. *Verify supervisors are inspecting equipment and work environments within their area of command on at least a monthly basis (results of inspection shall be documented, CP-9, GB-2). [Inspection matrix item 1.16]*

Methods to conform to this CP-9 policy were discussed and a formal method for documenting all required inspections and the results have now been implemented and the current month's inspection has been conducted and documented.

Below is a historical comparison of Sworn Facility and Property Inspection compliance rates for the past six months.

Overall Compliance Rate Sworn Facility and Property Inspections 2018



Results:

There were **(2)** deficiencies noted in the inspection on 12/20/2018, which resulted in an overall compliance rate of **93.5%**.

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 per MCSO Policy GC-9.
2. Work environments within a supervisor's area of command shall be inspected on at least a monthly basis and the inspections recorded. An entry shall be completed in Blue Team as a Line Level Inspection when the log is completed per MCSO Policy CP-9 and GB-2.

A total of (1) BIO Action Form is requested from the affected Division Commander for the listed deficiencies.

The form shall be completed utilizing Blue Team.

Date Inspection Started: December 18th, 2018
Date Completed: December 20th, 2018
Timeframe Inspected: December 2018

Assigned Inspector: Sgt. Travis Glenn S1626
Assisting Inspector: Sgt. Blaine Allmon S1036
Assisting Inspector: Sgt. Dave Gardner S1608

I have reviewed this inspection report.

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

12/20/2018
Date