

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Sworn Facility Inspection June 2018

Inspection Report# BI2018-0069

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 and Property Inspection Matrix* developed by the AIU.

Matrix Procedures:

- Utilize Facility/ and Property Inspection Checklists.
- Use the OIM Property and Evidence System to retrieve item history report and obtain a random sample.
- Verify items from random sample are located 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)

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) revised; 8/23/17 (updated 10/2/17 Briefing Board # 17-43)

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)

Conditions:

For the month of June, 2018; MCSO Special Investigations Division (S.I.D) was selected as the Sworn Facility for inspection.

S.I.D headquarters is at a non-disclosed location in a lease building in Phoenix, AZ and is under the responsibility of a Division Commander.

S.I.D consists of a total of 43 personnel and is MCSO's front line in drug crime enforcement. The Division investigates, arrests, and prosecutes individuals involved in narcotics trafficking, money laundering, and other illegal activities. There are five primary Units within S.I.D that specialize in specific tactics and training to accomplish the mission objectives.

On 6/13/2018, a pre-inspection agenda meeting was conducted at the headquarters facility location with the Commander and Deputy Commander. The scope of the inspection and details of the daily operation of the unit were discussed. The BIO inspection checklists and matrix were provided to them for review.

The Commander and Deputy Commander were prepared and provided assistance with questions concerning Division operations.

Objectives:

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

Facility Inspection:

On 6/20/2018, a Sworn Facility and Property Inspection was conducted at S.I.D based on a random selection of sworn divisions which were not yet inspected during the calendar year.

During the inspection; the Audits and Inspection Unit (AIU) personnel found the lease facility was secure with access limited to assigned personnel. Any other approved persons granted access to the interior working areas must log in, wear a visitor badge, and be escorted while in the facility. The facility is well maintained and orderly.

No evidence was discovered during the inspection indicating 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.

Divisional and Facility Inspection Matrix:

S.I.D was inspected using the Divisional and Facility Inspection Matrix that contains 28 inspection items. Of the 28 items of inspection; seven were not applicable resulting in 21 items of inspection on the matrix. Quarterly vehicle inspection documentation was listed as not applicable as all vehicles were recently inspected by the private vendor/ Lease Company. It was recommended that these vehicles be inspected quarterly here-after and the results documented in Blue Team.

The following four deficiencies were noted:

1. *“Confirm Divisional Files are purged annually of all material which is over three years old (GC-9.12.B).”*

Three files were randomly selected and reviewed. Two employee files contained old award letters. All other forms appeared to have been correctly purged annually.

2. *“Confirm periodic safety meetings are being conducted and were the meeting documented.”*

I discussed this item with the Commander and Deputy Commander and they advised that they do conduct periodic informal safety discussions with staff; however they have not been routinely documented. I discussed with the Commander and the Deputy Commanders the policy (CP-9) and required documentation in Blue Team. I noted that this requirement is already being conducted by some of the supervisor staff.

3. *“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).”*

Methods to conform to this CP-9 policy were discussed and I was advised they will be implemented. I noted that this requirement is already being conducted by some of the supervisor staff.

4. *“Confirm Specialized Units have developed a training program for all newly assigned personnel. (GG-1.I.2.C&E).”*

In order to ensure compliance with employees newly assigned to the division; employees assigned to any specialized unit must meet the minimum qualifications, receive any additional required training within one year, and have a record of the recommended training for their specific job function.

This resulted in an **81%** compliance rating on this portion of the inspection.

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

Property and Evidence Inspection Matrix Checklist:

S.I.D was inspected for any unsecured items of property/evidence using the designated Property and Evidence Inspection Matrix checklist and there were no unsecured items observed.

This checklist contains the Property Room Inspection, Interior Facility Inspection, Exterior Facility Inspection, and Division assigned Vehicle Inspection for a total of 25 possible points of inspection.

Of the 25 points of inspection, 12 items were not applicable resulting in 13 items inspected (to include 6 lease vehicles). There were no issues for this matrix inspection. There were no items of property to be submitted to Property and Evidence or submitted or un-submitted evidence listed in Que-Tel. Previous property/evidence items signed-out for processing is documented via a written log and secure.

All areas were accessible for inspection or made accessible by staff during the inspection on 6/20/2018 with the exception of the following:

1. Locked desk cabinet

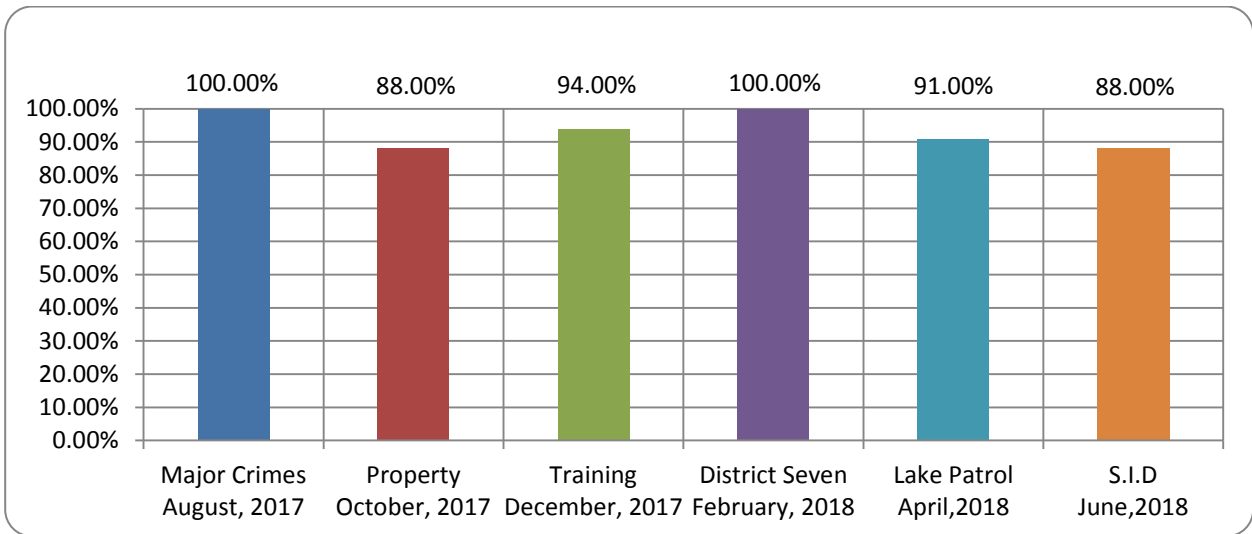
This area was later opened after the inspection date and the Deputy Commander attested via email that the areas were checked and no items of contraband or any other items considered a violation of the Melendres Order was present.

This resulted in a **100%** compliance rating for this portion of the inspection.

The total compliance rate is calculated using both matrix applicable checklist items (21+13= 34 total; with 4 deficiencies) for a calculated total compliance percentage rate of **88%**.

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 2017-2018



Results:

There were four deficiencies noted in the inspection on 6/20/2018, which resulted in an overall compliance rate of **88%**.

Recommendations:

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

1. Conduct periodic safety meetings/talks at the various command levels. Division Commanders shall meet at least quarterly with (Deputy) Commanders under their supervision and (Deputy) Commander's at least once every two months with supervisors under their command. These safety meetings/talks shall be recorded in Blue Team (CP-9.D).
2. Work environments within supervisors' area of command shall be inspected on at least a monthly basis and the inspections recorded. Suggested each room in the building has a placard listing the responsible supervisor and the date the monthly inspection of the work environment/ equipment was inspected with the results/corrective action. An entry shall be completed in Blue Team as a Line Level Inspection. I noted that this requirement is already being conducted by some of the supervisor staff.
3. Purge division files annually of all material which is over three years old (GC-9.12.B).
4. Training of newly assigned personnel. In order to conform to recently amended MCSO Policy Peace Officer Training Administration (GG-1), Transfer of Personnel (GC-7), and best practices; the next review of the Operations Manual could be amended to ensure compliance for the above listed policies.

To ensure compliance with employees newly assigned to the division; employees assigned to any specialized unit must meet the minimum qualifications, receive any additional required training within one year, and have a record of the recommended training for their specific job function. Training specific to each newly assigned personnel could be placed into their division file for easy reference and/or in addition, noted in Blue Team or approved MCSO training record(s).

A total of **(1)** BIO Action Form is requested from the affected Division for the (4) listed deficiencies. The form shall be completed utilizing Blue Team.

Date Inspection Started: June 20th, 2018
Date Completed: June 28th, 2018
Timeframe Inspected: June, 2018

Assigned Inspector(s): Sgt. Travis Glenn S1626
Assisting Inspector: Sgt. Blaine Allmon S1036
Assisting Inspector: Sgt. Dave Gardner S1608
Assisting Inspector: Sgt. Kelly Bocardo S1775
Assisting Inspector: Sgt. Mario Rodriguez A9047

I have reviewed this inspection report.

Lt. Larry Kratzer S1520
Lieutenant Larry Kratzer S1520
Commander, Audits & Inspections Unit
Bureau of Internal Oversight

06/28/2018

Date