

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**Sworn Facility and Property Inspection February**

Inspection Report# BI2018-0019

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 February, 2018, MCSO Patrol District Seven was selected as the Sworn Facility for inspection. District Seven is located at 16705 E. Avenue of the Fountains in Fountain Hills Arizona and is under the responsibility of a Division Commander. The District consists of a total of 34 sworn personnel and one civilian office assistant.

District Seven has a contractual agreement with the Town of Fountain Hills to provide law enforcement services.

The district is also responsible for law enforcement services to the unincorporated areas of Scottsdale, Rio Verde, Tonto Verde, Trilogy at Verde River, and Goldfield Ranch including unincorporated areas north and east of Fountain Hills.

On 2/13/2018, a pre-inspection agenda meeting was conducted at the facility location with the District Commander and the Deputy Commander. The scope of the inspection and details of the daily operation of the unit were discussed. The BIO inspection checklist and matrix were provided to them for review.

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

**Objectives:**

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

**Facility Inspection:**

On 2/21/2018, a Sworn Facility and Property Inspection was conducted at District Seven 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 facility was secure with access limited to assigned personnel and other authorized MCSO employees.

Any other approved persons granted access to the interior working areas must check in with the receptionist. The main employee working area is also secured with restricted key card access. The facility is well maintained, neat, and orderly.

No evidence was discovered during the inspection indicating Office, county 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:**

District Seven was inspected using the Divisional and Facility Inspection Matrix that contains 28 inspection items.

Of the 28 items of inspection; one was not applicable resulting in 27 items of inspection on the matrix.

All matrix items were in compliance. This resulted in a 100% compliance rating on this inspection.

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

**Property and Evidence Inspection Matrix Checklist:**

This checklist contains the Property Room Inspection, Interior Facility Inspection, Exterior Facility Inspection, and Division assigned Vehicle Inspection for a total of 28 possible points of inspection. Of the 28 points of inspection, 4 items were not applicable resulting in 24 items inspected.

There were 22 items of evidence that were in the process of being transferred to the property custodian during the inspection. The 22 property items were technically under the purview of Property and Evidence Division as they had been accepted by the property custodian; however all items of evidence were checked to ensure they were physically located, packaged properly, and contained the proper documentation as they were still physically on site.

One item of evidence (ref. IR18-004914) was already properly “rejected” by the property custodian as improperly labeled. Another item (ref. IR18-004265) was listed as “un-submitted” when the property (OIM) report was obtained that morning and had since been accepted (submitted) by the property custodian upon arrival for the inspection.

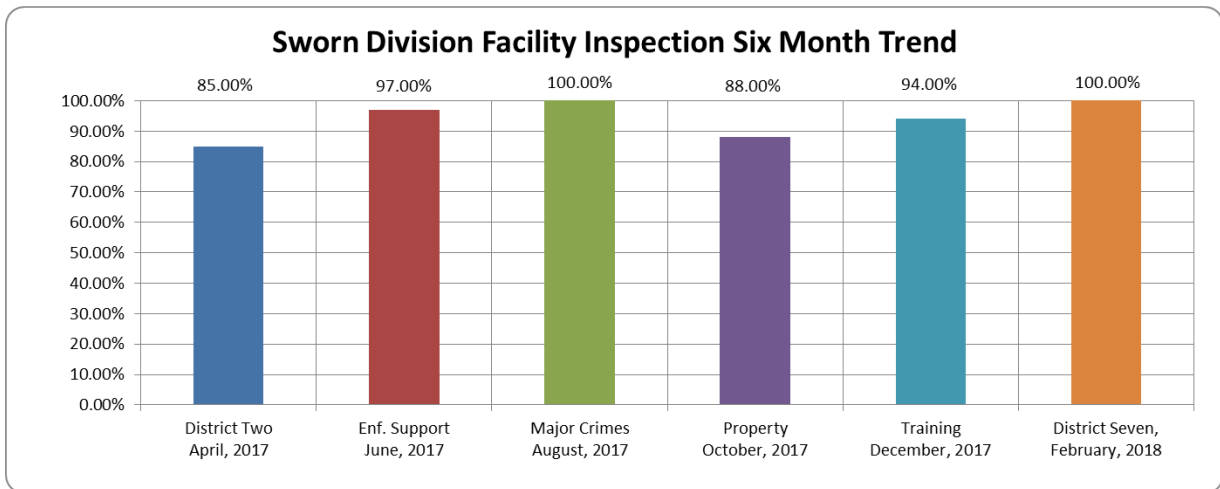
District Seven was inspected for any unsecured items of property/evidence using the designated Property and Evidence Inspection Matrix checklist and there were no unsecured items observed.

All Property Inspection matrix checklist items were in compliance resulting in 100% compliance.

All areas were accessible for inspection or made accessible by staff during the inspection. Of the 51 items/points inspected; no major deficiencies were found. The compliance rate is calculated using both matrix applicable checklist items (27+24= 51 total) for a calculated total compliance percentage rate of 100%.

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



**Results:**

There were no deficiencies noted in the inspection on 2/21/2018. No BIO Action Form is required.

**Recommendations:**

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

The Division Commander, or his designee, shall ensure that a vehicle inspection is completed, at least quarterly, on each Office vehicle assigned to his division. MCSO Policy (CP-9, 2.b) recommends conducting the inspections in January, April, July, and October of each calendar year.

The vehicle inspections are currently documented in the MCSO Alpha-page software under "vehicle inspections". It was suggested to document these vehicle inspections as a line-level inspection in January, April, July, and October of each calendar year for consistency as other line level inspections are now captured in Blue Team.

Continue with 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).

Continue monthly inspections. Each room in the building has a placard listing the responsible supervisor and the date the monthly inspection of the work environment was completed. Work environments within supervisors' area of command shall be inspected on at least a monthly basis and the inspections recorded in Blue team as a Line Level Inspection (CP-9, 1.b.1).

Date Inspection Started: February, 21, 2018  
Date Completed: February, 26<sup>th</sup>, 2018  
Timeframe Inspected: February, 2018

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

I have reviewed this inspection report.

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

03/05/2018  
Date

W.C. Morrison #1509  
Captain Cory Morrison S1509  
Division Commander  
Bureau of Internal Oversight

3/5/18  
Date