MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit

EIS Alerts Inspection Report August 2019

Inspection # BI2019-0125

The Bureau of Internal Oversight (BIO), Audits and Inspections Unit (AIU) will conduct inspections of the Early Identification System (EIS) Alerts on a monthly basis. The purpose of the inspection is to ensure compliance with Office Policies and to promote proper supervision. To achieve this, the Court Monitor Team, through the Court Implementation Division, selected a sample of 15 EIS Alerts closed/completed during the month being inspected. These selected alerts will be provided to the AIU. To ensure consistent inspections, the *EIS Alerts Inspection Matrix* developed by the AIU will be utilized to inspect the provided sample.

Matrix Procedure:

Utilize the *EIS Alerts Inspection Matrix* to ensure that the selected EIS Alerts are returned to the Early Intervention Unit (EIU) in the required timeframe.

Criteria:

MCSO Policy GB-2, *Command Responsibility*
MCSO Policy GH-5, *Early Identification System* (EIS)

Conditions:

After AIU received 15 closed EIS Alert cases selected by the Court Monitor Team, a review of the IAPro Early Identification case management system was conducted for each of the EIS Alerts in the provided sample.

The inspection results for the 15 EIS Alerts completed/closed during August 2019:

Inspection Element	Not In Compliance	In Compliance	Compliance Rate
Alert addressed, closed, and returned to EIU within 30 calendar days as required by policy	8	7	46.66%
For Alerts not completed within 30 days, determine if an extension was requested by the assigned division and if the extension request was granted by EIU	N/A	N/A	N/A
If an extension was granted, the Alert was completed and submitted 30 days from original due date	N/A	N/A	N/A
Compliance for EIS Alerts completed/Closed during August	8	7	**46.66%**

The following table describes approved actions taken by the supervisor and if an administrative investigation is indicated:

IA Number	Event Number	Interventions Initiated by Command	Administrative Investigation in Progress
EA2019-000095	Alert2019-0093	Meeting with the Supervisor	No
EA2019-000091	Alert2019-0088	Meeting with the Supervisor	Yes
EA2019-000084	Alert2019-0085	Meeting with the Supervisor	Yes
EA2019-000080	Alert2019-0082	Multiple Interventions	No
EA2019-000062	Alert2019-0060	Meeting with the Supervisor	Yes
EA2019-000053	Alert2019-0046	Meeting with the Supervisor	No
EA2019-000043	Alert2019-0040	Meeting with the Supervisor	No
EA2019-000028	Alert2019-0027	Meeting with the Supervisor	No
EA2019-000016	Alert2019-0012	Meeting with the Supervisor	No
EA2018-000330	Alert2018-0357	No Further Action	Yes

EA2018-000230	Alert2018-0258	Meeting with the Supervisor	No
EA2018-000083	Alert2018-0087	Multiple Interventions	Yes
EA2018-000046	Alert2018-0094	Meeting with the Supervisor	No
EA2018-000038	Alert2018-0059	Meeting with the Supervisor	No
EA2018-000026	Alert2018-0056	Meeting with the Supervisor	No

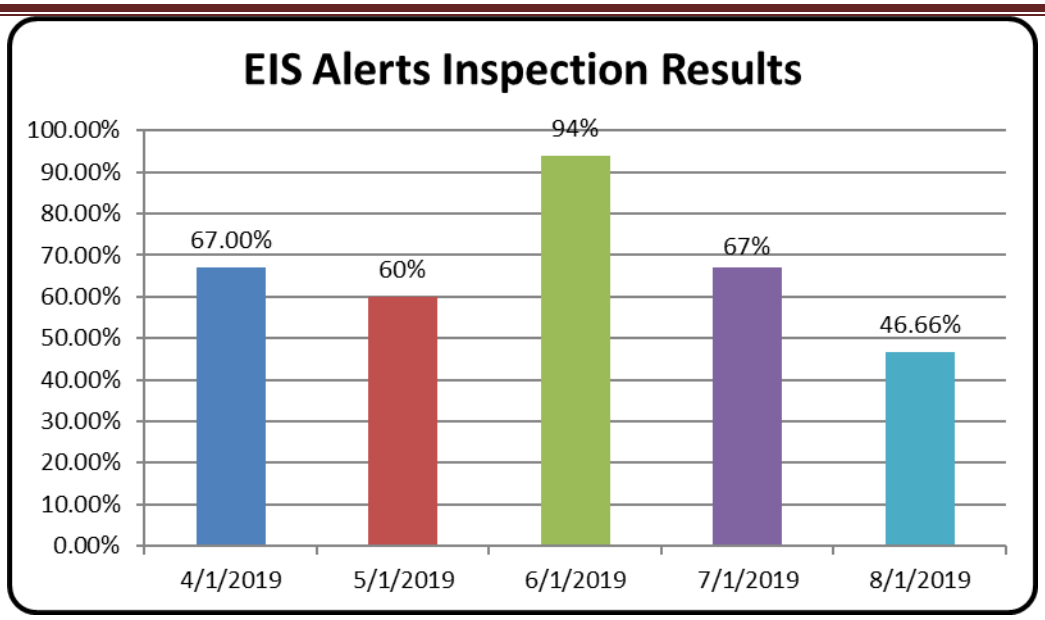
The following perceived deficiencies were identified during the inspection process and require that a BIO Action Form be completed.

EA Number	Deficient Employee	Division	Division Commander	Perceived Deficiency
EA2019-000095	Sergeant	District 2	Lieutenant	The EIS Alert was not returned to EIU within 30 days. The Sgt retained the alert for majority of the 30 day timeframe.
EA2019-000053	Sergeant	District 3	Captain	The EIS Alert was not returned to EIU within 30 days. The Sgt retained the alert for majority of the 30 day timeframe.
EA2018-000230	Sergeant	District 4	Captain	The EIS Alert was not returned to EIU within 30 days. The Sgt retained the alert for majority of the 30 day timeframe.
EA2019-000043	Lieutenant	District 1	Captain	The EIS Alert was not returned to EIU within 30 days. The Lt retained the alert for majority of the 30 day timeframe.
EA2018-000083	Sergeant	Trasnportation	Captain	The EIS Alert was not returned to EIU within 30 days. The Sgt retained the alert for majority of the 30 day timeframe.
EA2018-000046	Sergeant	District 6	Captain	The EIS Alert was not returned to EIU within 30 days. The Sgt retained the alert for majority of the 30 day timeframe.
EA2018-000026	Sergeant	District 1	Captain	The EIS Alert was not returned to EIU within 30 days. The Sgt retained the alert for majority of the 30 day timeframe. ***Previous BAF2019-0174 on 8/20/2019.***
EA2018-000330	Sergeant	Swat	Captain	The EIS Alert was not returned to EIU within 30 days. The Sgt retained the alert for majority of the 30 day timeframe.

Unless noted above in the deficiency table, there was no prior BIO Action Forms similar in nature for the perceived deputy deficiencies.

Results:

- 46.66% or 7 out of 15 EIS Alerts had no deficiencies (7 ÷ 15 = 46.66).
- The overall results were a 20.34% decrease in compliance from the July 2019 inspection.



Recommendations:

1. It is recommended that commanders continue to emphasize the importance of completion of the *Early Identification System Alert Response Form* (Attachment B) and submitting the completed EIS Alert to the chain of command via Blue Team and returning it to the EIU within the allotted 30 days. Exceptions to the completion of an EIS Alert within the established timeframe is limited to the employee being on an approved leave, as specified in Office Policy GC-1, *Leaves and Absences*.

2. If the completion of an EIS Alert will exceed the 30-calendar day timeframe, the supervisor assigned to complete the Alert shall request an extension by submitting a *Request for Alert Extension* memorandum through their chain of command to the division commander and submitted for approval to the EIU **via email** prior to the expiration of the original established timeframe.

Action Required:

With the resulting **46.66%** compliance for *Inspection BI2019-0125*, a total of **8** BIO Action Forms are requested from the affected divisions. **The forms shall be completed utilizing Blue Team**.

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2019-0125* and contained within IA Pro.

Date Inspection Started: September 12, 2019

Date Completed: September 18, 2019

Timeframe Inspected: August 1-31, 2019

Assigned Inspector: Sgt. S. Hatfield S1897

I have reviewed this inspection report.

Lt. D. Reaulo S1678 10/31/2019

Lt. D. Reaulo S1678 Date
Commander, Audits & Inspections Unit
Bureau of Internal Oversight