

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**Sworn Facility Inspection August 2019: District Three**

Inspection Report# BI2019-0113

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 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 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 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 (revised 8/23/17; updated 10/3/17 Briefing Board # 17-43)
- 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/Civilian Training Administration
- GH-4 Bureau of Internal Oversight
- GJ-24 Community Relations and Youth Programs

**Conditions:**

For the month of August 2019, MCSO District Three (D3) was randomly selected as the Sworn Facility for BIO Inspection.

District Three headquarters is located at 13063 West Bell Road in Surprise AZ and is under the responsibility of a Division Commander and 2 Deputy Division Commanders.

District Three consists of a total of 67 compensated employees with 1 reserve Deputy, 2 Deputy trainees and 4 civilian employees. District Three includes the communities of Sun City and Sun City West and quite often has the most calls for service in Maricopa County. District Three covers an approximate area of 1600 square miles in the northwest portion of the county.

There was no pre-inspection agenda meeting conducted with the District's command staff, however, the BIO inspection matrix containing the items of inspection had previously been provided to the command staff for review.

**Objectives:**

To determine that District Three is maintained and documented in accordance with key statutes, regulations, industry best practices, Divisional Operations Manual, and MCSO policy. The Operations Manual has recently been updated.

**Facility Inspection:**

On 8/28/2019, a Sworn Facility and Property Inspection was conducted at District Three 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 facilities were secure with access limited to assigned personnel. Any other approved persons granted access to the interior working areas must present credentials or have key card access. The facilities are 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:**

District Three (D3) facilities were inspected using the Sworn Facility Inspection Matrix that contains a total of 45 inspection items (to include fourteen assigned vehicles inspected). Of the 45 items of inspection, 2 were not applicable resulting in 43 items of inspection in the matrix.

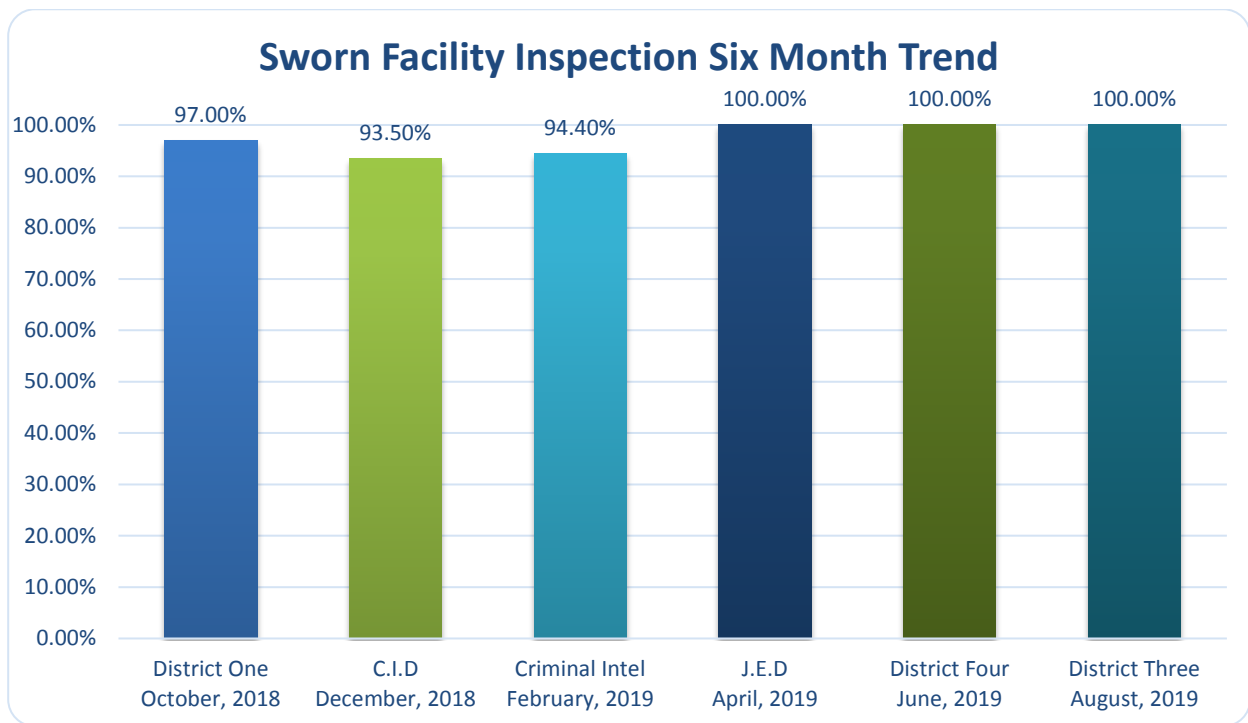
Additionally, 238 (123 in an outside storage area) items of evidence were inspected and found to have been properly packaged, stored, and entered into the OIM system. Two of the items were listed as 'Rejected,' however, they were still found to have been properly packaged, stored, and entered into the OIM system.

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

**There were no deficiencies noted during this inspection.**

Below is a historical comparison of Sworn Facility and Property Inspection compliance rates for the past six prior sworn facility Inspections.

**Overall Compliance Rate Sworn Facility and Property Inspections 2018-2019**



**Results:**

There were no deficiencies noted in the inspection on 8/28/2019, which resulted in an overall compliance rate of **100%**.

**Recommendations:**

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

1. Supervisors shall inspect equipment, and work environments within their area of command on at least a monthly basis. The inspections shall include documentation of the items, equipment, and facilities inspected. Also noted shall be any problems and the corrective actions taken. Policy CP-9
  
2. The division commander, or his designee, shall ensure that all vehicles assigned to their division are being inspected quarterly, and that the inspections are documented in Blue Team, as a Line Level Inspection. A quarterly inspection should be completed during January, April, July, and October of each calendar year. Policy GE-4.

Date Inspection Started: August 28<sup>th</sup>, 2019

Date Completed: August 28<sup>th</sup>, 2019

Timeframe Inspected: August 2019

Assigned Inspector: Sgt. Rob Levy S1881

Assisting Inspector: Sgt. Shawn Hatfield S1897

Assisting Inspector: Sgt. Apolinar Mendoza S1377

Assisting Inspector: Sgt. Daniel McPheeters S1594

Assisting Inspector: Auditor Ronda Jamieson B3178

Assisting Inspector: Auditor Maria De La Cruz B4608

I have reviewed this inspection report.

*Lt. D. Reaulo S1678*

11/14/2019

Lt. Dominick Reaulo S1678  
Commander – Audits & Inspections Unit  
Bureau of Internal Oversight

Date