

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Sworn Facility Inspection June 2019: District Four

Inspection Report# BI2019-0081

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 June 2019, MCSO District Four (D4) was randomly selected as the Sworn Facility for BIO Inspection.

District Four headquarters is located at 37622 N. Cave Creek Rd in Cave Creek AZ and is under the responsibility of a Division Commander and 2 Deputy Division Commanders. District 4 has a secondary substation located at 3701 W. Anthem Way in Anthem AZ.

District Four consists of a total of 40 compensated employees with 2 reserve Deputies. District Four includes the community of Anthem which is quite often the busiest patrol beat in Maricopa County. District Four covers an approximate area of 1000 square miles in the north portion of the county.

On 6/24/2019, a pre-inspection agenda meeting was conducted at BIO with the District's Administrative Deputy. 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 had previously been provided to the command staff for review.

Objectives:

To determine that District Four 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 6/26/2019, a Sworn Facility and Property Inspection was conducted at District Four 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:

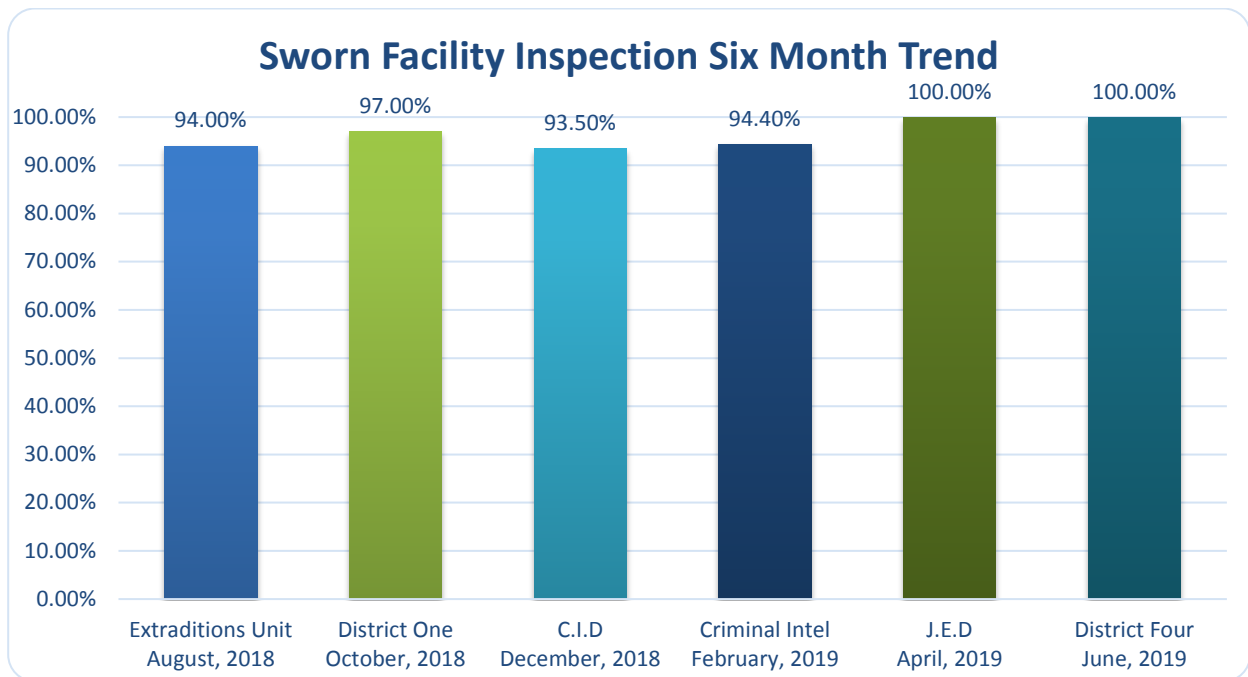
District Four (D4) facilities were inspected using the Sworn Facility Inspection Matrix that contains a total of 46 inspection items (to include twenty assigned vehicles inspected). Of the 46 items of inspection, 2 were not applicable resulting in 44 items of inspection in the matrix.

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 6/26/2019, 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: June 24th, 2019
 Date Completed: June 26th, 2019
 Timeframe Inspected: June 2019

Assigned Inspector: Sgt. Rob Levy S1881
 Assisting Inspector: Sgt. Shawn Hatfield S1897
 Assisting Inspector: Sgt. Mario Rodriguez A9047

I have reviewed this inspection report.

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

11/14/2019
 Date