

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight  
Audits and Inspections Unit



## Sworn Facility Inspection February 2020: Enforcement Support

Inspection Report# BI2020-0015

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 #s 17-43, 18-15, 18-42)
- 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 February 2020, MCSO Enforcement Support Division was selected as the Sworn Facility for BIO Inspection.

The division's headquarters are located at 3325 W. Durango Street in Phoenix AZ and is under the responsibility of a Division Commander and a Deputy Division Commander.

Enforcement Support consists of a total of 15 employees, 8 being compensated Deputies, 6 reserve Deputy, and 1 civilian employee. Enforcement support has many responsibilities to MCSO and the community to include: facilitating the Shop with the Sheriff program, where 25 children from around Maricopa County were given \$100 Wal-Mart gift cards, participating in the St. Vincent De Paul toy drive; responding to 22 negotiation call-outs during 2019; revamping the posse program which assisted in numerous community engagements across Maricopa County and assisted with scene security and search and rescue efforts; supervising the cadet program which participated in numerous community engagements across Maricopa County, providing 869.5 hours of community service, and participated in competitions against cadets from other agencies; and facilitating the Honor guard which assisted with services for 6 fallen officers throughout Arizona, and provided colors at various academy graduations and promotion ceremonies as well as 56 miscellaneous events.

A pre-inspection agenda meeting was conducted with the division's Deputy Commander, Sergeant and admin staff. The scope of the inspection and details of the daily operation of the division 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 Enforcement Support 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 2/27/2020, a Sworn Facility and Property Inspection was conducted at Enforcement Support based on a selection of sworn divisions/units which were scheduled to be inspected during the calendar year.

Enforcement Support does not have an evidence storage area, however, if any property is processed or impounded, it is conducted at the property and evidence facility as there is no onsite property/evidence storage.

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

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.

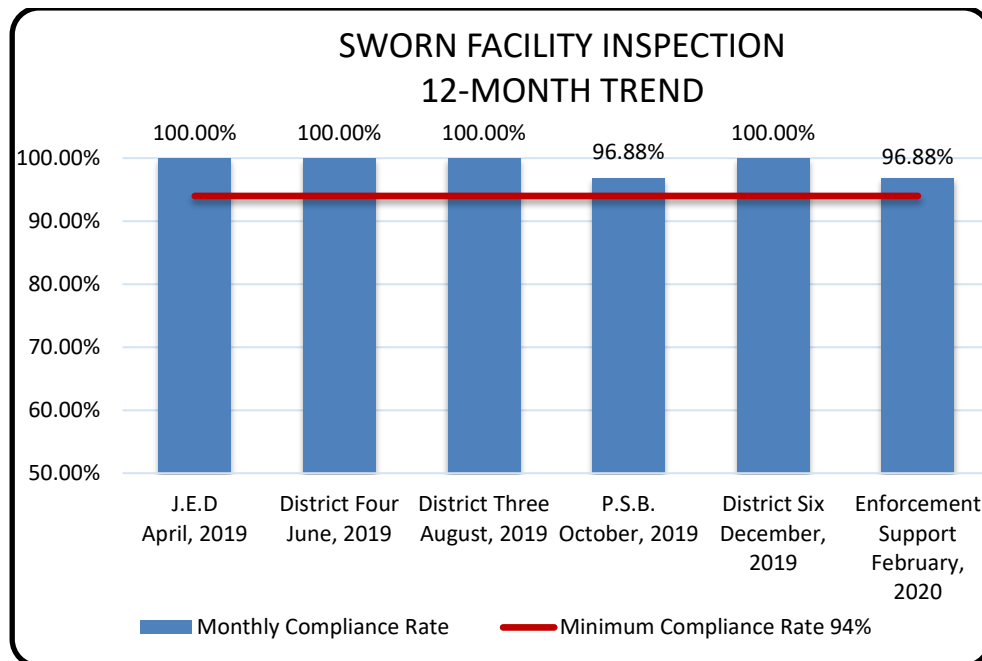
**Sworn Facility Inspection Matrix:**

Enforcement Support facilities were inspected using the Sworn Facility Inspection Matrix that contains a total of 36 inspection items (to include five assigned vehicles inspected). Of the 36 items of inspection, 4 were not applicable resulting in 32 items of inspection in the matrix. **31** of the **32** inspection points achieved 100% compliance.

MCSO achieved a compliance rate of **96.88%** for this inspection for February 2020, as illustrated in the graph below.

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 2019-2020**



**Results:**

The following deficiency was identified during the inspection process.

District/Division	Responsible Employee	Current Supervisor	Current Commander
Enforcement Support	Undetermined	Undetermined	Captain
Deficiency			
<p>1. Two (2) of the randomly selected division files contained documents older than three (3) years. Policy GC-9.12.B</p> <p>Inspector Note: Numerous employees were recently transferred into the division, and the admin assistant is a new hire, so responsibility for the deficiency was unable to be determined.</p>			

**Unless noted above in the deficiency table, there were no prior BIO Action Forms similar in nature or supervisor notes for the perceived deputy deficiencies.**

A total of 1 BIO Action Form is requested from the affected division. **The form shall be completed utilizing Blue Team.** It is permissible to complete one BIO Action Form for a supervisor covering multiple potential deficiencies identified in this inspection.

**Recommendations:**

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

1. Confirm division files are purged annually of all applicable material which is over three years old in compliance with MCSO Policy GC-9.

Date Inspection Started: February 27<sup>th</sup>, 2020

Date Completed: February 27<sup>th</sup>, 2020

Timeframe Inspected: February 2020

Assigned Inspector: Sgt. Rob Levy S1881

Assisting Inspector: Sgt. Roger Bierwalter S1263

Assisting Inspector: Sgt. Kathleen Garcia B0745

Assisting Inspector: Auditor Ronda Jamieson B3178

Assisting Inspector: Auditor Mario Rodriguez A9047

I have reviewed this inspection report.

*Lt. Todd Brice*

4-2-2020

Lieutenant Todd Brice S1767  
Commander – Audits & Inspections Unit  
Bureau of Internal Oversight

Date