


MARICOPA COUNTY SHERIFF'S OFFICE
August 2016 Property/Facility Inspection: District 6



Audit and Inspections Unit
Inspections Report
Date: August 18, 2016, 2016
Inspection #2016-0098

MARICOPA COUNTY SHERIFF'S OFFICE

Memorandum

 Joseph M. Arpaio, Sheriff	To: Lt. R. Morris S1014 Commander Audit and Inspections Unit	From: Sergeant T. Brice S1767 Inspections Sergeant Audit and Inspections Unit
	Subject: Summary of Findings Report: District 6 Patrol Division Divisional/ Facility Inspection # BI2016-0098	Date: August 18, 2016

The Audit and Inspections Unit (AIU) conducts Divisional Facility/Property inspections on an ongoing basis. The purpose for the inspection is to determine compliance with office policies, promote proper supervision, and support compliance with the Melendres Order. To achieve this, inspectors will make sight visits to a division randomly selected and a matrix checklist developed by AIU will be utilized.

Matrix Procedures:

- Utilize Facility/Property Inspection Checklists.
- Utilize the Property and Evidence system: "Outstanding Reports" and locate all items awaiting acceptance by Property and Evidence.
- Determine if there were items not entered into Property and Evidence.
- Ensure no property/evidence was kept unsecured throughout the facility.
- Utilize Property and Evidence: "Un-submitted Reports" to verify rejected items are listed in Property and Evidence

Criteria:

Melendres Court Order

MCSO Policies:

CP-2 (Code of Conduct) paragraphs: 11.A and C, 12.C
CP-4 (Emergency and Pursuit Driving) paragraphs: 12.D
CP-6 (Blood Borne Pathogens) paragraphs: 5.C, 6.A, 8.D, 9, 11.B.3 and C, 12.A thru C.
CP-9 (Occupational Safety Programs) paragraphs: 1.B.1.b thru d, 1.C.3a, 1.D.1.a and b.
EA-2 (Patrol Vehicles) paragraphs: 2.A and B,
EA-19 paragraphs: 6.A, 6.B.1 and 2, and 6.C.3
EB-2 (Traffic Stop Data Collection) paragraphs: 4.
GA-1 (Development of Written Orders) paragraphs: 5.B
GA-3 (Operations Manual Format) paragraphs: 1.A.3
GB-2 (Command Responsibly) paragraphs: 8.A and B

GC-9 (Personnel Records and Files) paragraphs: 4.B.2 and B.3, 5, 13.C
GD-1 (General Office Procedures) paragraphs:11.A and C thru D, 12 and B
GD-4 (Use of Tobacco Products) paragraphs:1.A
GD-14 (Access to Secured Office Buildings) paragraphs:1.B, 2.A
GD-15 (Emergency Evacuation Plans) paragraphs:1,2
GF-3 (Criminal History Record Information and Public Records) paragraphs: 2.K.2 and 3
GF-4 (Office Reports) paragraphs:7.A, 11.B
GG-2 (Training Administration) paragraphs:3.D, 5

Conditions:

On 08/15/2016 a Divisional Facility/Property inspection was conducted within the District 6 Facility. The facility is one of several MCSO Patrol Substations located throughout the county and serves as a patrol and general investigations facility, serving the citizens in and around the area of Queen Creek, AZ. District 6 currently has 9 supervisors (Sergeants, Lieutenant, Captain) handling numerous management and supervision based responsibilities to include patrol squads, administrative staff and district detectives. The interior of the facility is secure with access limited to assigned District 6 Personnel and other authorized MCSO Employees. The administrative staff, including the Administrative Sergeant, was prepared and was of great assistance when completing the site inspection.

No evidence was discovered 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.

Property and Evidence listed 45 items in the "Submitted" Section of OIM and awaiting review, pickup and transport to Property and Evidence by a Property and Evidence Custodian. 45 of the 45 items (100%) were located and properly secured. The majority of the items were secured in the evidence room located within the District. Other items (bicycles and a large bag were too large to be secured in a locker) were secured within an exterior Conex container.

There were two bicycles secured in the exterior Conex boxes. These bicycles were properly secured and correctly listed as D6 Storage within the Property and Evidence System. The bicycles will remain within the D6 Storage for at least 90 days from date of impound before being sent to the main MCSO bicycle impound location.

There was one item packaged and barcoded within the evidence room lockers not found under the "submitted" section of OIM/Property and Evidence. This item was located in the "Un-submitted" section due to being rejected by the Property and Evidence Custodian for errors that need to be addressed. These rejections are addressed and fixed via the evidence collection procedures in place involving Property and Evidence custodians, the District administrative staff and the Deputy who impounded the evidence/item.

Within the District Evidence Room, items of Evidence were located that were not entered into Property and Evidence.

- Video surveillance and audio recordings were in a locked evidence locker with a note stating hold for a deputy. The deputy's last shift worked, according to the shift roster, prior to this inspection was 8-13-16.

GJ-4 Evidence Control: Procedures

1. Custody of Evidence: Office employees are responsible for properly reporting, documenting, securing and impounding any property that is being held as evidence, found property, or for safekeeping, which comes into their possession during the course of their regular duties, prior to the end of the shift in which it was seized or recovered.

Five of the division patrol vehicles were inspected for unsecured Property/Evidence. 5 of 5 (100%) had no sign of property or other evidence.

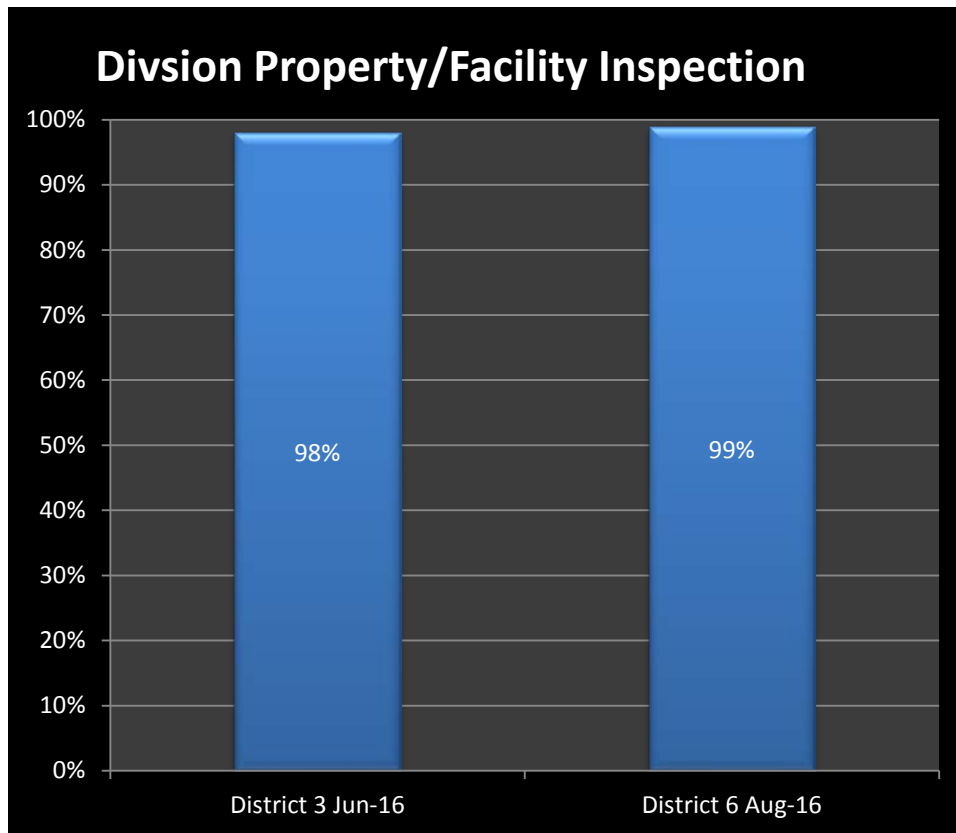
Inspection of the interior and exterior of the facility found no deficiencies related to unsecured property/evidence or indication property/evidence was being improperly disposed of. Multiple employee lockers were not viewed due to having personal locks and no method available to open them.

The Facility Inspection was performed using the designed checklist. It contains 31 points of inspection. 3 of the points of inspection were deemed N/A at this time and not included in the inspection results. The remaining 28 were found to be in compliance (28 of 28 or 100%)

In summary, the compliance rate regarding items listed in property and evidence and items located and not entered into property and evidence was 45 of 46 (98%) items. The Facility inspection was 28 of 28 (100%). Vehicle Inspections resulted in 100% Compliance (7 of 7). The overall compliance rate is as follows:

- **Vehicle Compliance (100) + Property Compliance (98) + Facility Compliance (100) ÷ 300 = Overall Compliance Rate (99%)**

Overall Compliance Rate Divisional Property/Facility Inspection



Recommendations:

All divisions are reminded to complete monthly Line Level Inspections as specified in CP-9 and document the inspections in Blue Team under the category “Line Level Inspections.” CP-9 and CP-6 outline items to be inspected. How inspections are completed, the sample size of the inspections (e.g. number of vehicles inspected monthly) and who completes the inspections are decided by the Division Commander or his designee. For example, some Districts are assigning one Administrative Sergeant the task of completing and documenting the Line Level Inspections. Other Districts are assigning different inspections to multiple people.

We continue the recommendation that Property and Evidence Custodians CC property rejection emails to the deputy’s direct supervisor. This would keep the sergeant informed concerning who is having rejections and why. This would allow the sergeant to identify people who need assistance and provide applicable and real time information. This information can be used to address and effect change directly in the sergeant’s sphere of influence.

We continue the recommendation that the language in GE-3.2 (Property Management) and GJ-4.1 (Evidence Control) be reviewed with considerations made to revise. These policies do not allow for situations where the investigative units have numerous items of evidence to process, nor does it consider exigency. It is realistic to expect most personnel to process and impound property by the end of their shifts, but it is unrealistic to expect it in every situation. When the items are secured and there is clear and reasonable rationales, supervisors should be permitted to authorize a reasonable time extension to complete the impound process.


Inspection focus: District 6 Property/Divisional Inspection

Date Inspection Started: August 15, 2016

Date Completed: August 18, 2016

Assigned Inspectors: Sergeant T. Brice S1767
Sergeant D. Reaulo S1678
Sergeant M. Rodriguez A9047

I have reviewed this inspection report.



Lieutenant Rick Morris S1014
Division Commander
Audits and Inspections

August 18, 2016
Date



Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

August 18, 2016
Date