

**MARICOPA COUNTY SHERIFF'S OFFICE**  
**Bureau of Internal Oversight**  
**Audits and Inspections**  
**BI2016-0024**

**Inspection focus:** March 2016 CAD and Alpha Paging Messaging

**Date Inspection Started:** March 3, 2016

**Date Completed:** March 30, 2016

**Timeframe Inspected:** March 4<sup>th</sup> to 25<sup>th</sup>, 2016

**Assigned Inspector:** Angela Lolli B2586

**I have reviewed this inspection report.**

 #777

**Captain Dave Munley**  
**Division Commander**  
**Audits and Inspections**

03/31/2016

**Date**

 #1011

**Deputy Chief Bill Knight**  
**Bureau Commander**  
**Bureau of Internal Oversight**

04/04/2016

**Date**

# MARICOPA COUNTY SHERIFF'S OFFICE

*Memorandum*



Joseph M. Arpaio, Sheriff

**To:** Capt. D. Munley S777  
Division Commander  
Bureau of Internal Oversight

**From:** Angela Lolli B2586  
Audits and Inspections Unit  
Bureau of Internal Oversight

**Subject:** CAD and Alpha Paging Messaging Inspection  
March 2016  
  
BI2016-0024

**Date:** 03/30/2016

The Bureau of Internal Oversight (BIO) conducted an inspection of CAD and Alpha Paging messages transmitted by MCSO personnel during the month of March, 2016 from Office components in the CAD System and the Alpha Paging database. The BIO will continue to conduct this inspection on an ongoing monthly basis to determine if the messages are in compliance with Office Policy and in support of the Melendres Order.

### **Procedures:**

A random sample containing ten of the thirty-one days from the month of March, 2016 was generated using a research randomizing program, [www.Randomizer.org](http://www.Randomizer.org). The CAD and Alpha Paging messages transmitted during the selected sample dates were uniformly inspected utilizing a matrix developed by the BIO, in accordance with MCSO Policies: CP-2, *Code of Conduct*; CP-3 *Workplace Professionalism*; and GM-1, *Electronic Communication and Voicemail*.

For each of the selected dates in the sample, there are 31 separate Office components listed in the CAD System which contain CAD message transmissions. The Alpha Paging messages transmitted by MCSO during the selected inspection dates were provided to the BIO by the MCSO Technology Bureau in an Excel spreadsheet.

### **Authorities:**

MCSO Policy CP-2, *Code of Conduct*

MCSO Policy CP-3 *Workplace Professionalism*

MCSO Policy GM-1, *Electronic Communication and Voicemail*

Melendres Order (Paragraphs 22, 23)

### **Observations:**

Collectively there were a total of **8018** CAD and Alpha Paging messaging entries (7940 CAD, 78 Alpha Paging) sampled which were transmitted by MCSO personnel during the selected dates available for inspection. All messaging entries were reviewed during this inspection with **one (1)** concern identified as possible Office Policy violations resulting in a compliance rate of **99.9%**.

**Dates inspected:**

March 4, 2016 – (No Concerns)

All Office CAD and Alpha Paging messaging transmissions were in compliance with Office Policy.

March 9, 2016 – (No Concerns)

All Office CAD and Alpha Paging messaging transmissions were in compliance with Office Policy.

March 12, 2016 – (No Concerns)

All Office CAD and Alpha Paging messaging transmissions were in compliance with Office Policy.

March 14, 2016 – (No Concerns)

All Office CAD and Alpha Paging messaging transmissions were in compliance with Office Policy.

March 16, 2016 – (No Concerns)

All Office CAD and Alpha Paging messaging transmissions were in compliance with Office Policy.

March 17, 2016 – (No Concerns)

All Office CAD and Alpha Paging messaging transmissions were in compliance with Office Policy.

March 19, 2016 – (No Concerns)

All Office CAD and Alpha Paging messaging transmissions were in compliance with Office Policy.

March 21, 2016 – (No Concerns)

All Office CAD and Alpha Paging messaging transmissions were in compliance with Office Policy.

March 22, 2016 – (No Concerns)

All Office CAD and Alpha Paging messaging transmissions were in compliance with Office Policy.

**March 25, 2016 – Concern 1**

A message within the CAD System was discovered which appears to lack discretion and good judgement by the sender.

A Memorandum of Concern, along with supporting documentation, is authored and forwarded through the MCSO Chain of Command for disposition for possible Office Policy violation(s).

All other CAD and Alpha Paging messaging in all Office components for this date were in compliance with Office Policy.

**Findings:**

During the **March 2016** Inspection there was **one (1)** identified concern titled **March 25, 2016 -- Concern 1**, noted above. The Bureau of Internal Oversight is forwarding this concern through the respective MCSO Chain of Command to be addressed in accordance with MCSO Policy and Procedure.

**Action Required:**

- **1 BIO Action Form(s) is requested from the affected District (District 4) addressing the March 25, 2016 –Concern 1.**
  - Documentation will be sent to the respective commander(s) relevant to the specific concerns regarding their employees.
- No further administrative action needs to be taken with regard to the Bureau of Internal Oversight and this **March 2016** inspection.
- The MCSO Bureau of Internal Oversight will conduct future inspections of CAD and Alpha Paging messages within the next thirty days.

**Recommendations:**

A continued effort should be made by supervisory staff to remind employees to use discretion and good judgment when sending electronic communications in compliance with MCSO Office Policy and in support of the Melendres Order.

**Notes:**

All supporting documentation is included in inspection file number **BI2016-0024** and contained in IAPro.