


# MARICOPA COUNTY SHERIFF'S OFFICE

## Memorandum

 Joseph M. Arpaio, Sheriff	<b>To:</b> Captain Munley #777 Commander Bureau of Internal Oversight	<b>From:</b> D. Tennyson #1598 Inspections Sergeant Bureau of Internal Oversight
	<b>Subject:</b> Summary of Findings Report: Professional Standards Bureau Divisional/Facility March Inspection #BI2016-0043	<b>Date:</b> 4/5/16

### Background:

The Bureau of Internal Oversight (BIO) will conduct Divisional/Facility inspections on an ongoing basis. The purpose for the inspections 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 or facility selected by management using a matrix checklist developed by BIO.

### Matrix Procedures:

- Utilize Divisional/Facility Inspection Checklist to ensure compliance with MCSO policies

### Authorities:

#### 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

**Observations:**

On 4/5/2016 a Divisional / Facility Inspection was conducted within the Professional Standards Bureau. The Professional Standards Bureau provides the citizens of Maricopa County with trained investigators who possess the technical knowledge and expertise to conduct internal investigations involving employees of the Maricopa County Sheriff's Office.

The Professional Standards Bureau is comprised of two separate sections; the Internal Administrative Investigations Section and the Internal Criminal Investigations Section. Each Section has different responsibilities and functions that necessitate separation of duties and personnel.

Inspectors checked 68 separate points of inspection utilizing the Bureau of Internal Oversight's Divisional and Facility Inspection Checklist (08/18/15 version). 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. Furthermore, nothing was discovered in garbage cans or elsewhere at the time of the inspection that would cause the inspection team to question the manner in which property and evidence was being handled or destroyed. The Supervisors and Command Staff were very well organized and accommodated inspectors with every request.

**Inspection notes:**

- The Professional Standards Bureau is unique in regards to responsibilities of assigned employees and associated equipment and training.
- The division currently has 24 supervisors, (Sergeants / Lieutenants) handling numerous management and supervision based responsibilities.
- The interior of the facility is secure with access limited to assigned Professional Standards Bureau personnel only.
- Command Staff and personnel were more than adequately prepared for the site inspection. Those who assisted inspectors were professional, kind, courteous, welcoming of the inspection procedures, and understanding of the need to fulfill the process.

**Findings:**

Of the sixty eight (68) areas of inspection identified in the utilized matrix, thirty (30) were determined to be not applicable at the time of the inspection. Of the remaining thirty eight (38), the facility and personnel were in compliance, giving the MCSO Professional Standards Bureau a compliance rate of 100%.

**Recommendations:**

Reinforce the need for MCSO supervisors and command staff to conduct inspections and document those inspections in Blue Team. Additionally, create a division checklist based on the Bureau of Internal Oversight Divisional/Facility Inspection Form requirements and incorporating them into Division Standard Operations Procedures (SOP). Assign areas of responsibility for compliance with supervisors or their designees, which can identify the necessary and applicable points of inspection and results needed to sustain compliance based on the checklist. Create signage to be clearly posted throughout the division's facilities defining the individual inspections to be carried out on a daily, weekly, or monthly basis as needed. Command staff may want to consider designating one individual to gather inspection data on an agreed upon timeline and publish findings, making the results available to all division staff.

**Date Inspection Started:** April 5th, 2016  
**Date Completed:** April 5th, 2016  
**Timeframe Inspected:** March, 2016  
**Assigned Inspector(s):** Sergeant D. Tennyson #1598

I have reviewed this inspection report.



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Captain Dave Munley  
Division Commander  
Audits and  
Inspections

4/5/2016  
Date



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Deputy Chief Bill Knight  
Bureau Commander  
Bureau of Internal Oversight

4/5/2016  
Date