

MARICOPA COUNTY SHERIFF'S OFFICE
Property/Facility Inspection



Audit and Inspections Unit
Property/Facility Inspection
Inspections Report: Aviation Division
Date: October 27, 2016
Inspection #2016-0126



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: Aviation Division Property/Facility Inspection # BI2016-0126	Date: October 27, 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 unsecure 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 Responsibility) 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 10-26-2016 a Divisional Property/Facility Inspection was conducted within the Aviation Division. The Aviation Division serves to provide aerial support to the office and also provides prisoner extraditions utilizing fixed wing aircraft. Aviation currently has 1 supervisor (Lieutenant) handling numerous management and supervision based responsibilities. The Aviation Division is located in a secured location, accessed via a guard shack operated by another state agency. Access to the Aviation facility and hangers is limited to authorized personnel only. The administrative staff, including the Lieutenant, was prepared and was of great assistance when completing the site inspection.

No evidence was discovered during the inspection 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.

The Property and Evidence system QueTel had no items listed within Aviation in the "Submitted" Section of OIM and awaiting review, pickup and transport to Property and Evidence by a Property and Evidence Custodian. Aviation rarely deals with property and evidence. If Aviation personnel do handle property/evidence it would typically be related to some type of prisoner extradition or a video recording made by the helicopter with video recording capabilities. With prisoner extraditions, prisoner belongings go with the prisoner to booking at 4th Ave Jail. If there is an item that cannot be accepted at booking, the Aviation Unit will go straight to Property and Evidence or a District to enter the item into Property and Evidence. Video recordings would also be entered into Property and Evidence at one of the Districts or directly at Property and Evidence. If some other situation arises that requires Property and Evidence to be handled, the same standards apply: enter the item at Property or go to a District which is available 24/7. No property or evidence is currently stored at Aviation.

Three vehicles, one helicopter and one fixed wing aircraft assigned to Aviation were inspected for unsecured Property/Evidence. No items of property or evidence were found: 5 of 5 (100% compliance).

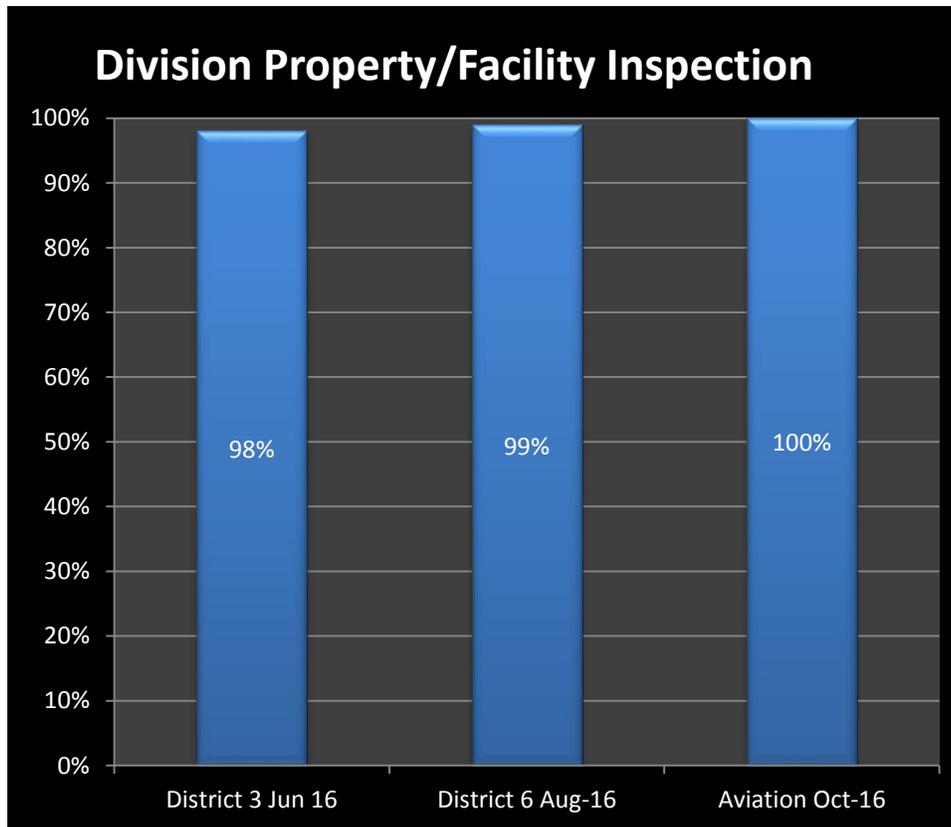
Inspection of the interior and exterior of the facility found no deficiencies related to unsecured property/evidence or indication property/evidence was being improperly disposed of. The aviation division building, helicopter hanger, employee lockers, and two fixed wing hangers were inspected.

In addition to the Property and Evidence Inspection, a Facility Inspection was performed using the designed checklist. It contains 28 points of inspection. Two of the points of inspection were deemed N/A and not included in the inspection results. Two other points of inspection (bi-monthly safety meetings/Line Level inspections) were deemed N/A at this time due to the fact the Commander of the unit is newly assigned and sole supervisor. We did discuss and share different ideas for completing bi-monthly safety meetings and monthly Line Level Inspections. Of the remaining 24 items inspected no deficiencies were found: 24 of 24 (100% compliance).

In summary, the compliance rate regarding the Property and Evidence inspection was 100%. The Facility inspection was 24 of 24 (100%). Vehicle Inspections resulted in 100% Compliance (5 of 5). The overall compliance rate is as follows:

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

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: Aviation Property/Divisional Inspection

Date Inspection Started: October 26, 2016

Date Completed: October 27, 2016

Assigned Inspectors: Sergeant T. Brice S1767
Sergeant D. Reaulo S1678

I have reviewed this inspection report.



Lieutenant Rick Morris S1014
Division Commander
Audits and Inspections

October 27, 2016
Date



Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

October 27, 2016
Date