


# MARICOPA COUNTY SHERIFF'S OFFICE

*Memorandum*

 Joseph M. Arpaio, Sheriff	<b>To:</b> Capt. D. 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: District 4 Patrol Division Divisional/ Facility Inspection #BI 2016-0046	<b>Date:</b> 04/26/2016

**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.

**Authorities:**

Melendres Court Order

MCSO Policies:

- CP-2 (Code of Conduct)
- CP-4 (Emergency and Pursuit Driving)
- CP-6 (Blood Borne Pathogens) paragraphs:
- CP-9 (Occupational Safety Programs) paragraphs:
- EA-2 (Patrol Vehicles)
- EA-19 (Juvenile Operations)
- EB-2 (Traffic Stop Data Collection)
- GA-3 (Operations Manual Format)
- GC-9 (Personnel 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)
- GF-3 (Criminal History Record Information and Public Records)
- GF-4 (Office Reports)
- GG-2 (Training Administration)

**Observations:**

On 4/19/2016 a Divisional / Facility inspection was conducted within the District 4 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 Cave Creek, Anthem area.

Inspectors utilized the Bureau of Internal Oversight's Divisional and Facility Inspection Checklist (04/01/16 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.

**Findings:**

The Division currently has 8 supervisors, (Sergeants / Lieutenants) handling numerous management and supervision based responsibilities to include patrol squads as well as district detective units. The interior of the facility is secure with access limited to assigned District 4 personnel only. Command Staff and personnel were more than adequately prepared for the site inspection and assisted inspectors. They were in compliance, giving the MCSO District 4 Patrol Facility 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 District 4 Facility Inspection Form requirements and incorporate 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 19th, 2016  
**Date Completed:** April 19th, 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

4/26/2016  
Date



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Deputy Chief Bill Knight  
Bureau Commander  
Bureau of Internal Oversight

4/26/2016  
Date