

MARICOPA COUNTY SHERIFF'S OFFICE
Property/Facility Inspection



Audit and Inspections Unit
Property/Facility Inspection
Inspections Report: MCSO Range
Date: December 28, 2016
Inspection #2016-0131



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: MCSO Range Property/Facility Inspection # BI2016-0131	Date: December 28, 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 12-27-2016 a Divisional Property/Facility Inspection was conducted at the MCSO Range. The MCSO Range is a part of the Training Division and some of its duties include providing firearm training to MCSO Personnel, inspecting and repairing MCSO personnel's firearms, issuing MCSO owned firearms, etc. Current Range staff includes 1 Deputy Sergeant, 3 Deputies, a 1 Detention Sergeant, 3 Detention Officers and 1 civilian employee. The range is also overseen by a Deputy Lieutenant and Captain in the Training Division. Access to the range is limited to authorized personnel only. Access to the buildings at the range is controlled by the Range Staff. The Range Sergeant and Lieutenant, were prepared and were 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 located at the Range. The Range rarely deals with property and evidence. They do not have a Property and Evidence storage area or the tools to print Property and Evidence labels. If Range personnel did handle property/evidence it would typically be related to a firearm. For instance a rusted gun that needed to be specially treated in order to be disassembled or rounds removed from a cylinder. If some other instance arose regarding property, one of the Range personnel would take the items to a District Substation to be impounded.

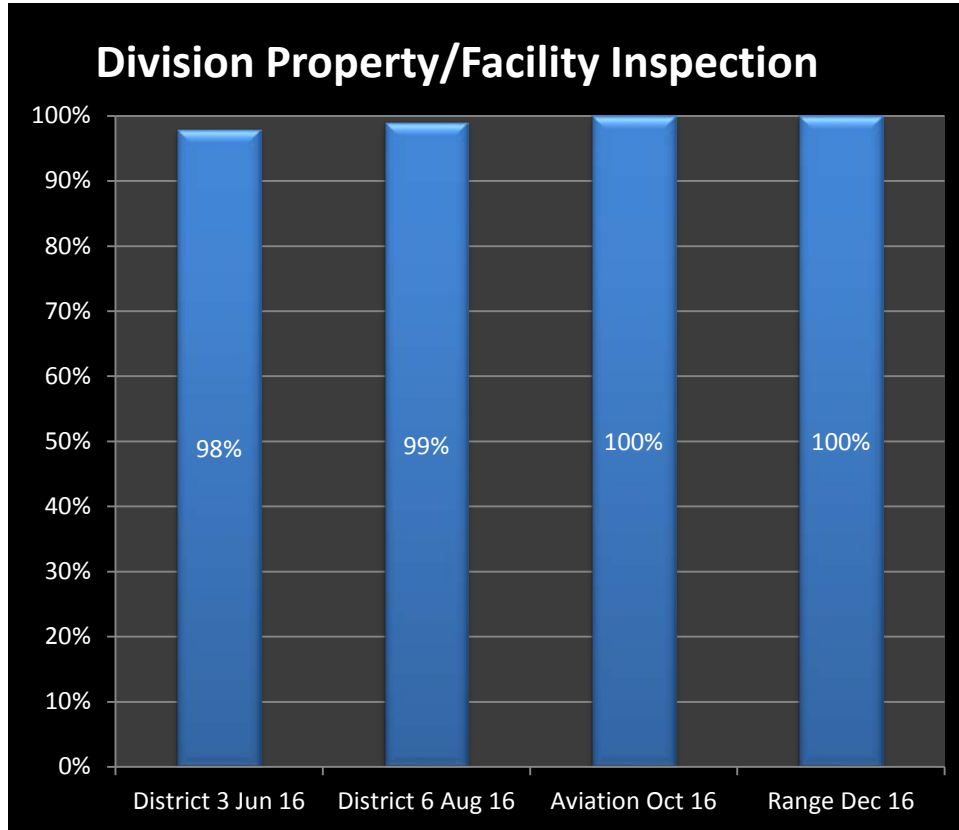
Two vehicles assigned to Range personnel were inspected. No evidence or property or evidence was located.

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 Range Offices (including all work areas, storage areas, gun safes, etc), classroom and 2 exterior Conex boxes 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 points of inspection were deemed N/A and not included in the inspection results. Of the remaining 26 items inspected no deficiencies were found.

In summary, the compliance rate regarding the Property and Evidence inspection was 100%. The Facility inspection had no deficiencies and the property and evidence inspection had no deficiencies.

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 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. **Note: Vehicle inspections completed by command staff has been changed to quarterly instead of monthly.**

Inspection focus: MCSO Range
Date Inspection Started: December 27, 2016
Date Completed: December 28, 2016
Assigned Inspectors: Sergeant T. Brice S1767

I have reviewed this inspection report.



Lieutenant Rick Morris S1014
Division Commander
Audits and Inspections

December 28, 2016
Date



Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

December 28, 2016
Date