


MARICOPA COUNTY SHERIFF'S OFFICE

Memorandum

 Joseph M. Arpaio, Sheriff	To: Captain Munley #777 Commander Bureau of Internal Oversight	From: D. Tennyson #1598 Inspections Sergeant Bureau of Internal Oversight
	Subject: Summary of Findings Report: Aviation Division Divisional/ Facility Inspection # BI 2016-0008	Date: 1/15/16

Background:

The Bureau of Internal Oversight (BIO) will conduct Divisional/Facility inspections on an ongoing basis. The purpose for the inspections is to determine that all Divisions within the office are in compliance with policy, 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 Policy.

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 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

Observations:

On 1/14/2016 a Facility Inspection was conducted within the Aviation Division. The Inspection included the Deer Valley Airport Hanger facilities utilized to store the fixed wing aircraft as well as the tools, and various maintenance items necessary for aircraft operations. In addition an inspection was conducted at the MCSO offices located in the Deer Valley Airport administrative area.

The MCSO Aviation Division serves a number of support functions to include but not limited to, search and rescue efforts, assists with vehicle pursuits, assists to other law enforcement organizations, recovery efforts as well as educational and public relations functions. The fixed wing unit provides transportation for extraditions, surveillance, specialized area patrols and photographic missions etc.

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 Aviation Division is unique in regards to responsibilities of assigned employees and associated equipment and training.
- The division currently has two supervisors handling numerous management responsibilities. The unit is made up of nineteen personnel to include sworn, maintenance and administrative staff.
- The MCSO Aviation Administrative office is secure with access limited to assigned personnel only. The property is gated and manned by property security 24/7.
- Airport hangers are secured allowing only assigned personnel entry with approved key card access.

Findings:

Of the sixty eight (68) areas of inspection identified in the utilized matrix, seventeen (17) were determined to be not applicable at the time of the inspection. Of the remaining fifty one (51), the facility and personnel were in compliance, giving the MCSO Aviation Division 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: January 14th, 2016

Date Completed: January 14th, 2016

Timeframe Inspected: January of 2016

Assigned Inspector(s): Sergeant D. Tennyson #1598

I have reviewed this inspection report.



Captain Dave Munley
Division Commander
Bureau of Internal Oversight

1/15/2016
Date



Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

1/15/2016
Date