

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



District III, Sworn Facility Inspection, February 2022

Inspection # BI2021-0170

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The Audits and Inspections Unit (AIU) of the Sheriff's Office Bureau of Internal Oversight (BIO) will conduct Sworn Facility and Property Inspections on an ongoing basis. The purpose of this inspection is to ensure compliance with Office Policies, promote proper supervision and support the requirements set forth in the Court Order. To achieve this, inspectors will select one of the MCSO sworn facilities and conduct an inspection using the *Sworn Facility Matrix* developed by the AIU.

**Matrix Procedures:**

Utilize the Sworn Facility Inspection Matrix to review/check administration, building, assigned vehicles and any property and evidence for policy compliance. On the day of the inspection, using the "QueTel" Property and Evidence tracking system, a current printout of all outstanding Property and Evidence records for the facility/division being inspected will be obtained.

**Criteria:**

CP-2, *Code of Conduct*  
CP-6, *Blood Borne Pathogens*  
CP-9, *Occupational Safety Programs*  
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-5, *Incident Report Guidelines*  
GE-3, *Property Management*  
GE-4, *Use, Assignment, and Operation of Vehicles*  
GH-2, *Internal Investigations*  
GH-4, *Bureau of Internal Oversight Audits, and Inspections*  
GJ-24, *Community Relations and Youth Programs*

**Conditions:**

On February 2, 2022, a Sworn Facility inspection was conducted at MCSO's District III. The District III headquarters is located at 13063 West Bell Road in Surprise AZ and is under the responsibility of a Division Commander and 3 Deputy Division Commanders.

District III consists of a total of 79 compensated employees with 4 reserve Deputy, 2 Deputy trainees and 2 civilian employees. District Three covers an approximate area of 1600 square miles in the northwest portion of the county and provide law enforcement service for the communities of Sun City, Sun City West, Town of Youngtown, Wittman, Waddell, Circle City, Morristown, Whispering Ranch, Aguila, and Gladden.

A pre-inspection agenda meeting was conducted with the district's command staff and the scope and depth of the inspection were discussed using the inspection checklist. District personnel had the opportunity to ask questions to ensure full understanding of the requirements for each element of the inspection checklist.

**Objectives:**

The objective of the inspection is to determine the District’s compliance with the requirements of MCSO policy. The division’s Operations Manual was last updated in July 2021.

**Facility Inspection:**

On the day of the inspection, the Audits, and Inspection Unit (AIU) personnel found the facilities were secure with access limited to assigned personnel. Any other approved persons that are granted access to the interior working areas must present credentials or have key card access. The facilities are well maintained and orderly.

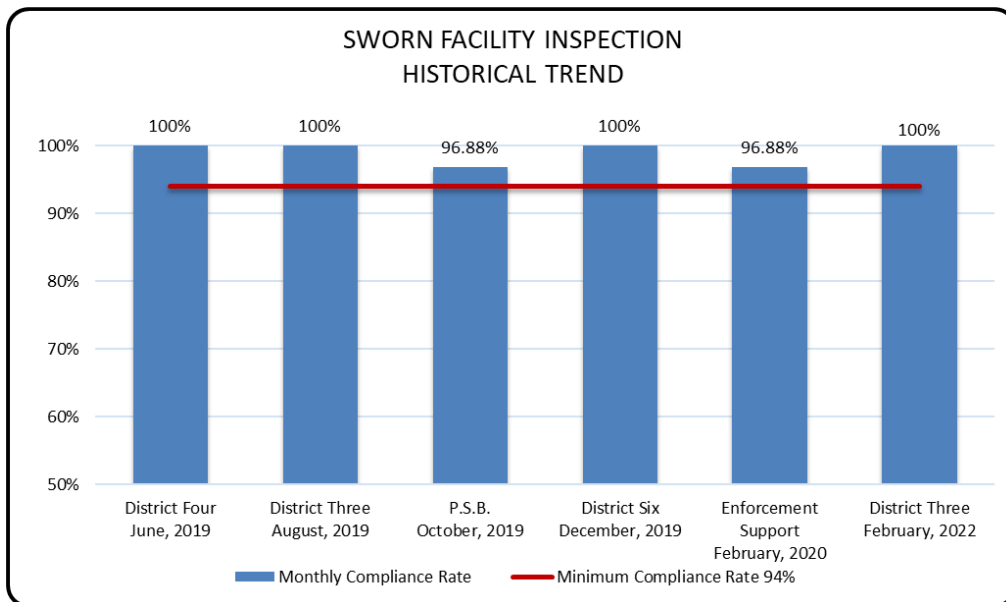
No evidence was discovered during the inspection indicating Sheriff Office facilities and/or equipment were being used in a manner that discriminates or denigrates anyone based on race, color, nationality/national origin, immigration status, age, religious beliefs/religion, gender, culture/cultural group, sexual orientation, gender identity/expression, veteran status, ancestry, physical or mental disability, ethnic background, or socioeconomic status..

**Sworn Facility Inspection Matrix:**

The District III facility was inspected using the Sworn Facility Inspection Matrix that contains a total of 45 inspection items (to include four assigned vehicles inspected). Of the 46 items of inspection, 4 were not applicable resulting in 42 items of inspection in the matrix. Additionally, 3 items of evidence were inspected and found to have been properly packaged, stored, and entered the OIM system. One of the items was listed as ‘Rejected’ for administrative reasons; however, the item was found to have been properly packaged, stored, and entered the OIM system.

The staff was organized, had all the required documentation in accessible locations, was clearly identified, was organized, and properly secured. **There were no deficiencies noted during this inspection.**

**Overall Historical Compliance Rate for the Sworn Facility and Property Inspections:**



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**Action Required:**

With the resulting **100%** compliance for *Inspection BI2021-0170*, no BIO Action forms are required.

**Notes:**

Supporting documentation (working papers) is included in the inspection file number *BI2021-0170* and contained within IA Pro.

Date Inspection Started: February 2, 2022  
Date Completed: February 15, 2022  
Timeframe Inspected: February 2, 2022  
Assigned Inspector: Sr. Auditor M. Rodriguez A9047

I have reviewed this inspection report.

*Lt. Brian Arthur*

2/25/2022

Lt. T. Timothy Arthur S1806  
Commander; Audits and Inspections Unit  
Bureau of Internal Oversight

Date