

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**EIS Alerts Inspection Report May 2019**

Inspection # BI2019-0076

The Bureau of Internal Oversight (BIO), Audits and Inspections Unit (AIU) will conduct inspections of the Early Identification System (EIS) Alerts on a monthly basis. The purpose of the inspection is to ensure compliance with Office Policies and to promote proper supervision. To achieve this, the Court Monitor Team, through the Court Implementation Division, will select a sample of 15 EIS Alerts closed/completed during the month being inspected. These selected alerts will be provided to the AIU. To ensure consistent inspections, the *EIS Alerts Inspection Matrix* developed by the AIU will be utilized to inspect the provided sample.

### Matrix Procedure:

Utilize the *EIS Alerts Inspection Matrix* to ensure that the selected EIS Alerts are returned to the Early Intervention Unit (EIU) in the required timeframe.

### Criteria:

MCSO Policy GB-2, *Command Responsibility*  
MCSO Policy GH-5, *Early Identification System (EIS)*

### Conditions:

After AIU received 15 closed EIS Alert cases selected by the Court Monitor Team, a review of the IAPro Early Identification case management system was conducted for each of the EIS Alerts in the provided sample.

The inspection results for the 15 EIS Alerts completed/closed during May 2019:

Inspection Element	Not In Compliance	In Compliance	Compliance Rate
Alert addressed, closed, and returned to EIU within 30 calendar days as required by policy	6	9	60.00%
For Alerts not completed within 30 days, determine if an extension was requested by the assigned division and if the extension request was granted by EIU	N/A	N/A	N/A
If an extension was granted, the Alert was completed and submitted 30 days from original due date	N/A	N/A	N/A
<b>Compliance for EIS Alerts completed/Closed during April</b>	<b>6</b>	<b>9</b>	<b>60.00%</b>

The following table describes approved actions taken by the supervisor and if an administrative investigation is indicated:

IA Number	Event Number	Interventions Initiated by Command	Administrative Investigation in Progress
EA2019-000056	Alert2019-0053	No Further Action	No
EA2019-000032	Alert2019-0030	No Further Action	Yes
EA2019-000021	Alert2019-0020	Meeting with the Supervisor	Yes
EA2019-000018	Alert2019-0015	No Further Action	Yes
EA2019-000017	Alert2019-0013	No Further Action	Yes
EA2018-000315	Alert2018-0341	No Further Action	Yes
EA2018-000305	Alert2018-0336	Meeting with the Supervisor	Yes
EA2018-000251	Alert2018-0279	Meeting with the Supervisor	No
EA2018-000239	Alert2018-0267	No Further Action	No
EA2018-000225	Alert2018-0253	Action Plan	No

EA2018-000222	Alert2018-0250	Meeting with the Supervisor	No
EA2018-000217	Alert2018-0245	Training	No
EA2018-000196	Alert2018-0223	Meeting with the Supervisor	Yes
EA2018-000003	Alert2018-0060	No Further Action	Yes
EA2017-000734	Alert2017-0803	Meeting with the Supervisor	Yes

The following perceived deficiencies were identified during the inspection process and require that a BIO Action Form be completed.

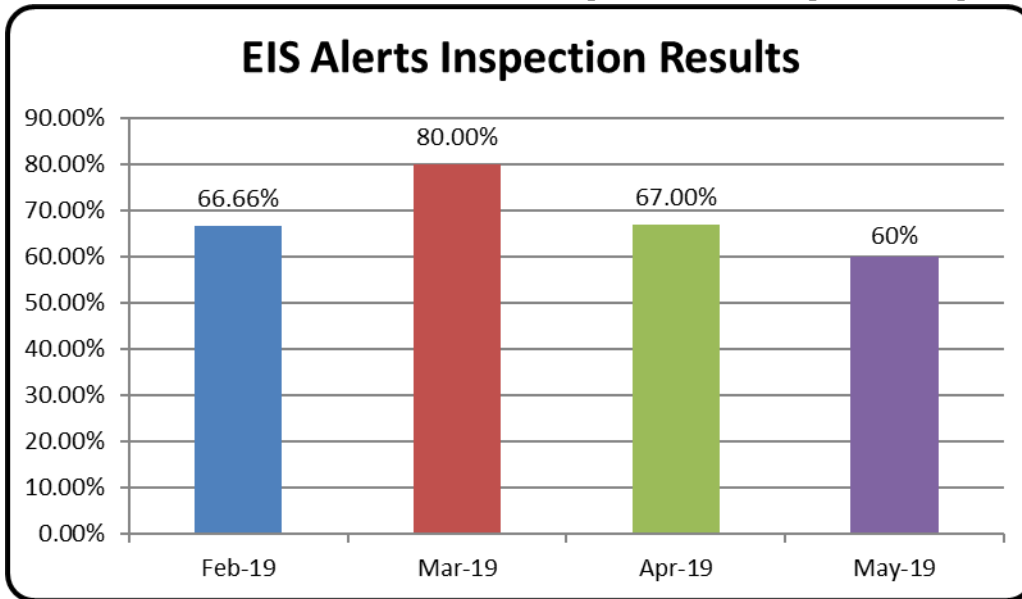
IA Number	Supervisor Assigned the Alert	Division	Division Commander	Perceived Deficiency
EA2018-000305	Sergeant	Lower Buckeye Jail	Captain	Alert not completed and returned to EIU within 30 days.
EA2018-000251	Sergeant	Lakes	Captain	Alert not completed and returned to EIU within 30 days.
EA2018-000225	Sergeant	CID	Captain	Alert not completed and returned to EIU within 30 days.
EA2018-000217	Sergeant	District 6	Captain	Alert not completed and returned to EIU within 30 days.
EA2018-000003	Sergeant	District 3	Captain	Alert not completed and returned to EIU within 30 days.

The following perceived deficiencies were identified during the inspection process but do not require a BIO Action Form.

IA Number	Supervisor Assigned the Alert	Division	Division Commander	Perceived Deficiency
EA2018-000315	Sergeant	District 4	Captain	Alert not completed and returned to EIU within 30 days.

**Results:**

- 60% or 9 out 15 EIS Alerts had no deficiencies ( $9 \div 15 = 0.6$  or 60%).
- The overall results were a 7.00% decrease in compliance from the April 2019 inspection.

**Recommendations:**

1. It is recommended that commanders continue to emphasize the importance of completion of the *Early Identification System Alert Response Form* (Attachment B) and submitting the completed EIS Alert to the chain of command via Blue Team and returning it to the EIU within the allotted 30 days. Exceptions to the completion of an EIS Alert within the established timeframe is limited to the employee being on an approved leave, as specified in Office Policy GC-1, *Leaves and Absences*.
2. If the completion of an EIS Alert will exceed the 30-calendar day timeframe, the supervisor assigned to complete the Alert shall request an extension by submitting a *Request for Alert Extension* memorandum through their chain of command to the division commander and submitted for approval to the EIU **via email** prior to the expiration of the original established timeframe.

**Action Required:**

With the resulting **60.00%** compliance for *Inspection BI2019-0076*, a total of **5** BIO Action Forms are requested from the affected divisions. **The forms shall be completed utilizing Blue Team.**

**Notes:**

All supporting documentation (working papers) is included in the inspection file number *BI2019-0076* and contained within IA Pro.

Date Inspection Started: June 10th, 2019  
Date Completed: June 12th, 2019  
Timeframe Inspected: May 1-31, 2019  
Assigned Inspector: Sgt. S. Hatfield S1897

I have reviewed this inspection report.

*Lt. D. Reaulo S1678*

7/1/2019

Lt. D. Reaulo S1678  
Commander, Audits & Inspections Unit  
Bureau of Internal Oversight

Date