



NYE COUNTY SHERIFF'S OFFICE
Office of the Sheriff
2015

CORRECTIVE ACTION REPORT
Dated, December 31, 2016

CORRECTIVE ACTION UPDATE REPORT

January 1, 2016 – December 31-2016

In order to continue to mature, the Nye County Sheriff's Office must ensure appropriate corrective actions are completed to correct known deficiencies. In addition, we must continue to monitor corrected deficiencies and take those opportunities for improvement to the next level.

During the 2015 Audit multiple deficiencies and opportunities for improvement were identified. The majority were corrected during the course of the 2015 Audit. However, several were not completed during that time frame; the corrective actions extended into 2016. These specific deficiencies and opportunities for improvement and subsequent corrective actions are discussed in the paragraphs below to ensure their status is documented and tracked. The information contained within is not restricted information and is public information as defined by NRS 239 and 239C

Detention Corrective Action Update

D2. January 2015 Assumption:

The NDCD policies, procedures and processes adequately implemented and were in compliance with State and Federal laws.

D2.b Finding- Deficiency- Opportunity for Improvement:

Detention Center keys were being created by Buildings and Grounds with no safeguards present during production and no safeguards on the equipment.

Corrective Action:

The first corrective action was initiated in April 2016. Buildings and Grounds was noticed they would not continue to order key blanks and every key made would have two persons in attendance and the key would be immediately placed into inventory. All items are authorized by the Sheriff prior to being ordered. Implemented June, 2016.

Corrective Action Completed June 2016.

D4. January 2015 Assumption:

The Nye County Sheriff's Office Category I and Category III Academy courses were up to date and ready to be utilized.

D4b. January 2015 Assumption (Ongoing):

It was assumed, the Nye County Sheriff's Office training program was documented within historical and an annual Training plans and those documents were stored in a easily retrievable manner.

Finding - Deficiency - Opportunity for Improvement

The category III academy training materials were not found in an easily retrievable or usable configuration. The academy training materials used, in general, were a conglomeration of self paced study materials published by Lockup USA and the American Correctional Association. According to Warren Turner, Nevada POST Auditor, neither set of materials were accepted by Nevada POST as academy quality and the deputy work sheets, tests and student materials generated during the Academies were not easily retrievable.

Corrective Action

This corrective action was only partially completed and is in two (2) parts.

Part 1 continued into 2016 and was ongoing in December 2016:

- a. The previous records found are being scanned into Spillman to generate a database for our training at the NCSO.
- b. In addition, Nevada Police Officer Standards and Training personnel have been contacted and asked to provide records for personnel records we do not have, or have not found. Their response was in at least two cases, the records have been destroyed. In most cases, the only records provided were stored in the State on-line databases which are limited to only those required by POST. No additional, optional or in-house training is maintained by POST.
- c. Personnel have been requested to provide certificates from classes taken through the years in order to enter them into their records.

Part 2: Lesson plans were developed in accordance with Nevada POST Objectives and satisfied Nevada POST standards. An Academy satisfying both Category I and III deputies is scheduled for 2017.

D7. Assumption Corrective Action Completed March 2016:

Safety precautions had been implemented within the facility, both by construction design and safety program audits.

D7. Finding-Deficiency-Opportunity for Improvement

The floor outside each of the shower stalls located within each cell complex was identified as a slip and fall safety hazard. Inmates have slipped and fallen exiting the shower.

Corrective Action:

Building & Grounds has been tasked with solving the problem and completing the corrective action. Mark's Service Center was contracted and etched the concrete in front of each shower in the facility was left bare in an effort to avoid additional slip and fall incidents. There have been no slip and fall claims since the floor was etched. Corrective action completed.

D8a. Assumption (Update- December 2016):

Due to the economic downturn, the Nye County Sheriff's Office budget will continue to diminish in direct proportion with the County's overall budget.

D8a. Finding - Deficiency - Opportunity for Improvement

The Detention Food provider was charging \$2.16 a meal for breakfast, dinner and a sack lunch and was watering down each meal by using fillers and excess fluids.

Corrective Action:

A new menu was developed along with vegetarian, diabetic, and religious compliant variations. The menu was approved by a certified nutritionalist and implemented at a cost of \$1.76 per meal. Strict oversight is maintained to assure the menus are being followed to the letter.

The process was fine tuned in December 2016, the cost per meal has been reduced to \$1.07. Completed. **December 2016**

D10. Assumption:

The Pahrump Detention Facility surveillance equipment was installed throughout the building.

D10a. Finding - Deficiency - Opportunity for Improvement

Surveillance equipment was not installed within Detention Facility Cells in a manner which would monitor actions taking place behind the showers during construction.

Corrective Action

In order to provide additional security for inmates and an additional safety precaution and deterrent a surveillance system is needed. This finding will be corrected during the installation of the new camera/surveillance system. Due to budget constraints this Corrective Action is ongoing.

D13. Finding- Deficiency – Opportunity for Improvement

The Pahrump Detention Facility does not have a functioning padded cell. The padded call was deleted from the design during construction.

Corrective Action

A decision was made to purchase the padding and install it in a cell within the Booking Area. However, to date the cost has been prohibitive. Building and Grounds are scheduling the action. A company has been contacted and actual measurements have been provided. The funds will be available through the use of PSST money. **Corrective Action pending**

D14. Assumption (Continuing):

Safety, health and personal modesty protections have been installed within the facility and are in good repair.

D14a. Finding- Deficiency – Opportunity for Improvement

The Jail Deputy Tracking System installed during the construction of the Pahrump Detention Facility has not, does not and has not been operational since installation. During the acceptance walkthroughs, this system was not included in the final inspections.

Corrective Action

The Jail Deputy Tracking System has been noted as non-operational and has no maintenance agreement to support its repair. At this time it is six years old and there is newer technology which may be obtained at relatively the same cost as the maintenance to bring this old technology on line. The originating company has been in dialog with the Nye County Sheriff's Office representative and is attempting to provide upgrades to the system to provide a path forward. According to the company representative, the system should be operational prior to November 2017. **Corrective Action pending**

D15. Assumption (continuing):

The Pahrump Detention Facility structure, infrastructure, security features were positioned by security design and of high quality, communications, and support equipment were state of the art and fully operational.

D15. Finding - Deficiency - Opportunity for Improvement

The main server supporting the surveillance equipment continues to crash periodically losing video and audio documentation and was obsolete when installed. The IT personnel have done an excellent job band aiding the system. There is no maintenance agreement on this equipment.

Corrective Action

Replace the server and purchase and retain a maintenance contract to provide periodic updates and required technical repairs.

A new company has been contacted and additional companies will be contacted to provide a quote which includes a maintenance agreement or other process to replace the current system.

Corrective Action pending 2017

Patrol Corrective Action Update

P1. Assumption:

Due to the economic downturn, the Nye County Sheriff's Office budget will continue to

diminish in direct proportion with the County's overall budget.

P1a. Finding-Deficiency- Opportunity for Improvement (2016 continuing)

Supervisory personnel assigned to patrol are significantly below the supervisor/line officer standard of one supervisor for eight (8) personnel.

Corrective Action

During the re-organization retired positions and retired and/or terminated command staff position monies were utilized to promote one new Sergeant to augment our supervisory staff patrol staff in Tonopah. Because the Tonopah Detention Center was decommissioned by the Board of County Commissioners and re-commissioned as a Holding Facility, four Detention Deputies were sent to Carson City to attend the POST Category 1 Academy. Three graduated. Recently, December 2016, a Sergeant was promoted who will reside in the Northern Area Command outlying area. This Sergeant will supervise one Northern Area Command Shift and will enable the other three Sergeants to supervise one shift, providing a total of twenty-four (24) hour supervisor coverage for the Northern Area Command and satisfy the one (1) supervisor for eight (8) or less personnel rule in NAC.

Corrective Action Completed December 2016.

P1b. Finding-Deficiency- Opportunity for Improvement (2016 continuing)

Supervisor/line officer positions in the Northern Command, Nye County are clearly below the best practice standard of one supervisor for eight (8) personnel within daily supervision capability.

Corrective Action

The Lieutenant was promoted to Captain and retired. The Tonopah Detention Facility was reduced to a Holding Facility. Five sworn personnel were sent to a Category I POST Academy, one was sent to the detention center in Pahrump, one took a job out of state. Four Academy graduates augmented the patrol force in Tonopah, one augmented Round Mountain patrol, and four remained assigned to the Holding Facility. One additional Sergeant was promoted. In December 2016 an additional Sergeant was promoted and will correct the inadequate patrol to supervisor ratio and will enable NAC to provide supervision twenty-four hours a day, seven days a week. **Corrective Action Completed December 2016.**

P1c. Finding-Deficiency- Opportunity for Improvement (2016 ongoing)

There are five (5) Patrol Deputy Positions assigned to Beatty/Amargosa with no supervisor within forty (40) miles of their Beatty Substation. The Amargosa Substation has been basically shut down, no new equipment, no janitorial services; computer services are old and have not been updated within the last five years. Clearly does not meet the standard.

Corrective Action

Two new personnel and a transfer from Detention to patrol were assigned to CAC providing three additional patrols for a total of five positions in CAC. A promotion board was held in November, a deputy was tentatively promoted to Sergeant by the board. However, in the opinion of the Nye County District Attorney, due to a conflict with County Policy, the deputy may not be promoted. At this point the issue is has been questioned by the NCLEA. An informal grievance was filed at the NCLEA level.

Corrective Action- Ongoing

**P3. Assumption:
Patrol Deputies duty firearms inventory is standardized.**

P3. Finding - Deficiency - Opportunity for Improvement

During the last administration Patrol Deputies are not issued a standard firearms inventory. Rifles and shotguns were not basic issued inventory. It was a privilege to be selected for rifle or shotgun issue. The Rifle Program Policy and Procedure required a deputy to “put in” for the class and meet pre-cursors prior to selection.

Corrective Action

Additional M16s have been acquired in addition to the firearms discovered in the Mercury Armory; a forty hour course of instruction for handgun, shotgun, and rifle was developed and implemented. Every patrol deputy was trained and qualified on each firearm and the firearms were issued. Patrol deputies firearm issue has been standardized. **Complete September 2016**

Equipment Corrective Action Update

**E3. January 2015 Assumption:
A complete inventory of all Nye County Sheriff's Office storage areas, equipment and supplies has been generated, is maintained and is audited on an annual basis**

E3. Finding-Deficiency- Opportunity for Improvement (2016 Update)

There was not a complete inventory of equipment and supplies stored in various buildings, bunkers, transportainers, warehouses, and rooms within Nye County Sheriff's Office Substations throughout the county.

Corrective Action:

The Supply/Evidence Sergeant has implemented an inventory system and is actively capturing county assets stored in a Beatty storage area. The items located in Pahrump have been inventoried and a complete list of items stored within the Evidence, Supply and/or Impound Yard is available. The inventory problem has been partially solved. **Corrective Action ongoing.**

Training Corrective Action Update

T1b 2015 finding Computer based training authoring software, which would have enabled this organization to develop site specific training programs based on a needs analysis, was purchased along with the Virtual 300 projection scenario training platform in or around 2010. However, the system, with a cost exceeding \$150,000.00, was never used for NCSO county wide training. The machine was used by outside organizations on a regular basis to augment their training programs. Although this administration has utilized the machine's limited capabilities for deputy training, the system, due to its age, is in need of a \$90,000.00 update to adequately utilize its potential.

T1b Corrective Action: Completely change the system using PSST monies to provide new hardware, software and configuration essentially implementing new technology. The new system will be utilized during annual training each year and scenarios may be created to support EEOC, Hostile Work Environment, Sexual Harassment, and to introduce other interactive training programs.

T1b8 2015 finding Other agency class listings or affiliate organizational training programs were not presented as alternatives to ensure personnel met required Nevada State P.O.S.T annual requirements. The state computer based training site was identified as the only alternative for the majority of the sworn personnel.

T1b8 2016 Corrective Action: Other agency classes include Metro, NDPS, FBI, DOE and discipline specific seminars/training programs are scheduled and utilized.

T1b10. 2015 finding There were no current NCSO generated classes prepared, submitted to Nevada P.O.S.T. for certification or scheduled for on duty presentation.

T1b10 2016 Corrective Action: The classes presented during the NCSO Annual Refresher Training were approved by P.O.S.T prior to conducting the training.

T1b11. 2015 finding In addition, the training department had never conducted a training needs analysis or gap analysis and therefore had not identified their major problem areas.

T1b11 2016 Corrective Action: A needs analysis was conducted which identified several major problem areas, including firearms, defensive tactics, domestic violence, excited delirium and so on. Topics were chosen by priority and all were taught during the year.

T1b12. 2015 finding Sworn personnel have never been scheduled for comprehensive annual refresher training which encompasses new legislation, policy, procedure, process changes, implementation new equipment, performance needs, assessment needs, or gap training.

T1b12. 2016 Corrective Action: Training was scheduled and conducted satisfying the need for comprehensive annual refresher training. The topics were based on a needs analysis. All sworn personnel satisfactorily completed the refresher. The refresher was 120 hours in length.

T3a. Finding-Deficiency- Opportunity for Improvement

The Nye County Sheriff's Office Category I and Category III Academy courses were not up to date and ready to be utilized.

Corrective Action:

2016 The Category III Academy lesson plans were completely rewritten utilizing POST objectives and were designed for use exclusively in the Pahrump Detention Center and Tonopah Holding Facility. The Category III Academy has been POST Certified, multiple lesson plans were updated and recertified by POST. The first class began on March 7, 2016 and is CALEA compliant. The majority of the cadets were successful. Out of eight who began the training six completed the Academy. There have been three Academies conducted in 2016. **Corrective Action Complete**

T3b. Finding-Deficiency- Opportunity for Improvement

The Nye County Sheriff's Office Category I and Category III Academy courses were not up to date and ready to be utilized although letters from the Nevada POST Executive Director indicated the program was pristine in April 2013. The existing lesson plans were dated 1996 through 2011.

Corrective Action:

2016 The Category I Academy lesson plan revisions were assigned to another member of the sworn staff to be reviewed, revised and rewritten. The lesson plans are to be submitted to P.O.S.T for approval prior to scheduling an Academy. The assignment initiation was delayed due to the necessity for the Category III Academy lesson plans to be completed. The Category I lesson plans were initiated in February 2016. These lesson plans were rewritten to meet the new POST standards and changes the Legislature made during its last session.

Status: None. The project has not been completed due to other pressing actions. To be completed in 2017. The project is ongoing. Changes made during the last Legislature must be incorporated. Possible completion date August 2017

T4. January 2015 Assumption: (Update)

The Nye County Sheriff's Office training program was documented within historical and an annual Training plans and those documents were stored in an easily retrievable manner.

T4. Finding-Deficiency- Opportunity for Improvement

The Academy I and III lesson plans were not stored in a Nye County Sheriff's Office accessible training data base.

Corrective Action:

The lesson plans, Category I and III, which were haphazardly thrown in storage boxes, will be separated by class date, scanned, and maintained in an electronic data base to ensure they will be available in the event a law suit or court case requires documentation of specific criteria taught to a particular deputy during a specific training period. The data will be retained in accordance with RIDS requirements. Projected completion date was January 2017. However due o other pressing actions the date has been pushed back to August 2017 for the Category I Academy lesson plans. The Category III Academy has been completed, all lesson plans have been P.O.S.T. approved and three Academies were conducted in 2016.

T8. January 2015 Assumption:

Training records were entered into the state data base accurately and within the stated time frame

T8. Finding-Deficiency- Opportunity for Improvement T8

Training records were not entered into the state data base accurately and within the stated time frame and all of the records were not entered into the state data base or into a county data base. The Nye County Sheriff's Office hard copy and electronic training records and data base provided by the last administration did not contain many of the certifications employees stated they possessed.

Corrective Action

The current Training Coordinator, past Training Coordinator and the Operations Sergeant have worked diligently to recreate and document employee training records. Employees have provided assistance by submitting certificates and associated documentation. All of the paper training record files have been scanned into the Spillman training record module. In addition, each time a policy, procedure or directive is published it is placed into PowerDMS, a test is

generated and a record of the training is captured adequately documenting that the employee passed the testing and has demonstrated knowledge of the topic.

2016 Update:

While attempting to update missing records for several deputies, the Nevada Peace Officer Standards and Training Commission was contacted in hopes of finding documented training records. Their answer was, the records had been destroyed.

T9 January 2015 Assumption: (2016 Update)

An annual training plan was developed, implemented, revised and maintained by Training and Planning.

T9 Finding-Deficiency- Opportunity for Improvement

Although itemized as a requirement in a 1993 Nye County Sheriff's Office job description, AS for Planning and Training, there has never been a written Annual Training Plan developed, implemented, reviewed and maintained by NCSO Planning and Training. A Training Plan is a comprehensive document providing the outline, requirements, standards and training criteria utilized within an agency to conduct initial, refresher, Academy, and incidental training and policies for utilizing out of house trainings and seminars.

Corrective Action:

The Training and Planning responsibilities have been transferred to the Operations Sergeant and an assistant, now known as a Training Coordinator. The plan has been assigned and should be completed by December 2016.

2016 Update: The training plan has not been completed. A Training Outline was developed in 2016 and planning for the 2017 training has been initiated. The actual training plan is being fleshed out and a 2017 training schedule has been implemented. A training plan outline was developed and is being fleshed out. Planning has begun for the 2017 Annual Refresher Training, K-9 Training, Detention Refresher, and several specialty classes. A Training schedule has been implemented. A comprehensive Training Plan continues to be lacking.

Evidence Corrective Action Update

EV1. January 2015 Assumption:

Evidence was handled in a standardized manner throughout the county and the Evidence personnel were trained and certified to work the Evidence Room, input, document, categorize, store, transport, destroy, release and submit/pickup evidence to and from the laboratory while ensuring the chain of custody was maintained.

EV1. Finding - Deficiency - Opportunity for Improvement

The Evidence Section did not possess site specific policies and procedures which adequately instructed non-sworn or sworn personnel in the performance of their duties and responsibilities.

Corrective Action:

2016 Completion The Evidence Section Policy and Procedure has been written with a description of each task and function within the Section and provides guidance on performing those tasks and functions within the discipline standard. In addition, training has been developed, designed to assist deputies in adding evidence into Spillman. Another training segment has been developed to explain how to package and submit evidence into the Evidence Vault.

EV3c. Finding - Deficiency - Opportunity for Improvement (2016 Update)

The Pahrump, Beatty and Tonopah location Evidence Section both have property/evidence from extremely old cases.

Corrective Action:

2016 Update The Evidence Section is currently working in conjunction with the Nye County District Attorney's Office regarding dispositions of cases from which the Evidence Section is currently holding evidence in cases that date back to the 2007 to the current year where the case has been finalized and the evidence is no longer necessary to maintain. In addition new case evidence stored in Beatty and Tonopah are being processed in the same manner and in accordance with the same guidelines, policies and procedures. In some instances cases range from the 1990's to present in Beatty and Tonopah.

EV3d Finding - Deficiency - Opportunity for Improvement (Update 2016)

The Pahrump Evidence Section has property/evidence which was not packaged in accordance with policies and procedures when it was submitted to the Evidence Vault.

Corrective Action:

2016 Update The Nye County Sheriff's Office Evidence Section has submitted an Evidence Policy and Procedure to the Sheriff which has been reviewed, approved and implemented outlining and documenting the standard to be implemented to ensure evidence related tasks are performed within standard by sworn and non-sworn NCSO personnel. Training is being conducted on the procedure to ensure the deputies are knowledgeable of evidence processing requirements. Completed.

EV3f Finding - Deficiency - Opportunity for Improvement(Update 2016)

The Sheriff's Office was sending evidence to the laboratory for testing on a regular basis based on past practice incurring heavy laboratory costs. Evidence was being sent prior to the District Attorney's Office committing to prosecute

Corrective Action:

After a discussion with the District Attorney's Office the practice has been modified to include only those items supporting cases pending trial. An agreement was created and signed by the Nye County District Attorney's Office and the Nye County Sheriff's Office to change the processing of unnecessary testing. Sworn personnel are completing more instant testing of narcotics.

2016 Update. Costs for processing evidence are now added to the case file and restitution is requested through the Court. Completed.

EV3g Finding - Deficiency - Opportunity for Improvement (2016 Update)

The Pahrump Evidence Section was unorganized, dirty, and unkempt which made it difficult to locate some items. Items were placed in areas like refrigerators without being organized by date, and other means to make it easier for personnel to locate the item. The property storage area was disorganized and difficult to manage the addition of new items for both set up and storage.

2016 - The Evidence room in Pahrump is running out of space. The Evidence personnel are working closely with the Nye County District Attorney's Office to destroy, release and return property to its rightful owner in an attempt to gain space.

Corrective Action:

2016 Update The evidence personnel are working closely with the District Attorney's office to return, release or destroy evidence from adjudicated and denied cases. The Evidence Section Personnel have remodeled the room, added shelving in order to utilize the space in a more efficient manner. Custom wooden shelving was created to fit in the available space inside the refrigerators in order to utilize the space more effectively. After the boxes were assembled, all items were placed into the boxes, the boxes were marked with case number and dated and placed back into the refrigerators in an orderly manner. Completed.

EV3i Finding - Deficiency - Opportunity for Improvement

There was no accountability regarding unwanted prescription medication and other items being turned in by citizens or picked up from remote drop off locations.

Corrective Action:

2016 Update The DVH is discussing the possibility of reestablishing the drug drop off location within the hospital. The Medical Return Drug Collection Units are now being emptied by Evidence Section Personnel only, delivered to the Evidence Section, being sorted, boxed, weighed and sealed and recorded in the computer. The items are then being stored in a secure area pending transportation to a Certified Destruction Facility. Completed.

Administration Corrective Action Update

AD1 Assumption

The Nye County Sheriff's Office Policy and Procedure Manual is within the standard five (5%) correctness of being up to date and is within standard compliance of state and federal laws and conforms to better business practices.

AD1 Finding - Deficiency - Opportunity for Improvement

The Nye County Sheriff's Office Policy and Procedure Manual is not within the standard five (5%) correctness of being up to date and is not within standard compliance of state and federal laws and does not conform to better business practices. Policies and procedures initial and revised dates were 1993 through 2012.

Corrective Action:

2016 Update - The NCSO has completed revisions and implementation of approximately forty (40) percent of the policies and procedures. There have been approximately fifteen (15) new policies added to the manual. There are approximately one hundred forty (140) policies and procedures. Similar documents are being combined.

Updating the procedures was initiated in coordination with the Nye County Law Enforcement Association (NCLEA) in January 2015 and are ongoing. Policies and procedures are being reviewed, revised or retired. New policies and procedures are being identified and developed as the need is identified. The five percent (5%) correctness standard, annual review and mandatory revision process has been adopted to ensure the manual does not fall in disrepair. The Administrative standard policy was completed in February 2015. All new policies and procedure revisions are being coordinated with lesson plans and are in Commission on Accreditation for Law Enforcement Agencies (CALEA) compliance.

This process is ongoing and the projected completion is November 2017.

AD2. Assumption

One electronic data base system, Spillman, was utilized by the sworn and non-sworn NCSO employees to effectively manipulate case files, evidence, training data, UCRs, property, supplies, and personnel information, and so on.

AD2. Finding - Deficiency - Opportunity for Improvement (2016 Update)

The training records, evidence, Uniform Crime Reporting (UCR) information, property, supplies, personnel information and equipment were not entered into the Spillman database even though Spillman modules were available to manipulate, distribute and store this information.

2016 Update

Corrective Action:

The training records, evidence, UCR information, property, supplies, personnel information and equipment are being entered into new Spillman modules. **Ongoing process**

AD3b Assumption

The Nye County Sheriff's Office maintained a complete and accurate list of all contracts and Memorandums of Understanding.

AD3b Finding - Deficiency - Opportunity for Improvement

Files were not discovered or provided containing a list documenting the Nye County Sheriff's Office negotiated and signed Memorandums of Understanding with any agency other than with No-To-Abuse, Child Advocacy Center.

Corrective Action

As new Memorandums of Understanding have been submitted or requests for reaffirmation they have been provided to the Nye County District Attorney for review and submission to the Board of County Commissioners.

2016 Update. The MOUs reside within the NCDAO. The NCSO is contacting the MOU partners to procure another document.

AD4 January 2015 Assumption

UCRs were accurately identified and reported within the proper timeframe.

AD4 Finding - Deficiency - Opportunity for Improvement

Uniform Crime Reporting (UCRs) were identified, but were not reported within the proper timeframe in all instances.

Corrective Action

2016 Update the Operations Sergeant is in the process of auditing this program to identify the actual problems.

Additional Sergeants have been promoted to provide better oversight for patrols who generate the majority of the reports and a First Sergeant has been promoted to provide guidance and

oversight for the Sergeants. UCR information is added to the report and the Sergeant ensures the information is correct. October 2015

AD6 January 2015 Assumption

All incidents and personnel issues, law suits, Equal Employment Opportunity Commission (EEOC) and Occupational Safety and Health Administration (OSHA) cases occurring in the previous administration were stand alone and would not transition into the new administration.

AD6 Finding - Deficiency - Opportunity for Improvement(2016 Update)

An allegation was made by a Pool Pact Lawyer that there had been no discipline given to the Command Staff found to be in violation in an EEOC investigation. The Pool Pact Lawyer made a request that the incoming Sheriff review the investigation and supporting material and provide an opinion. Justified discipline was also requested, if the incoming Sheriff felt the findings were valid and no discipline had been given. The Pool Pact Lawyer provided the investigative material to the newly transitioned Sheriff during the week of January 5, 2015.

Corrective Action:

2015 The review was conducted. The results indicated that one Command position supervisor had been given a letter in lieu of disciplinary action and the other had been given disciplinary action which a later audit discovered was not completed. Neither Command position is currently employed by the Nye County Sheriff's Office having been separated from the Nye County Sheriff's Office for other violations committed and substantiated.

2016 - The Command Staff and the first line supervisors will attend training covering Title 7 issues presented by an outside company in February 2017.

AD7 January 2015 Assumption

Command Staff meetings, middle management meetings are conducted weekly or bi-weekly and patrol and administrative staff briefings are conducted periodically.

AD7 Finding - Deficiency - Opportunity for Improvement

Upon taking command of the Nye County Sheriff's Office, the Sheriff was surprised that there were no standing command staff meetings. The existing command staff confirmed that there had been no meetings within the past few years. At the time the new administration took over, there were two Command Staff positions in Pahrump, one in Mercury, and one in Tonopah.

Corrective Action

2015 Command staff weekly briefings/management meetings were reinstated.

2016 Weekly staff meetings have been conducted for almost two years. The Command Staff is responsive to the weekly meetings; mutual problems are discussed, updates, guidance, and instructions are given. The open meeting allows all Command Staff to understand the problems facing each Division and make them cognizant of solutions to specific events or topics facing the NCSO. The group has grown into a true management team and are maturing nicely. Completed.

AD8 January 2015 Assumption

Promotion Board Policy was standardized, proceduralized, and conducted in an equitable manner and questions and corresponding answers were safeguarded, presented and tallied in a secure and controlled manner

AD8 Finding - Deficiency - Opportunity for Improvement (2016 Update)

Although the Nye County Sheriff's Office had been using the oral board process for promotion testing and prioritizing a candidate list, there was no procedure in place to guide or ensure the integrity the process.

Corrective Action

2015 A policy was developed and implemented insuring the integrity of the promotion process. Synopsis: All questions, tests, and/or narrative topics are developed and controlled. The oral board questions with answers are independently developed by each board member and submitted to the Undersheriff or his/her designee the night before or the morning of the oral board where they are reviewed, chosen, then given to the Sheriff to read and sign off in front of witnesses. The tests, narrative topics are handled in the same manner. The Sheriff chooses or provides revision to the questions and answers and signs/dates in front of witnesses. The facilitator prepares a packet for each Promotion Board Member. A union representative is assigned to ensure continuity and two union members are present for the tallying. The Sheriff has no veto power and is notified of the winner and the ranking. The promotion may not be granted if the candidate is under investigation either internal or external.

2016- The process has matured and has proven, the cream rises to the top.

AD9 January 2015 Assumption

All electronic emergency systems were being utilized to their fullest capability.

AD9 Finding - Deficiency - Opportunity for Improvement (2016)

The Code Red Emergency Notification System had not been implemented even though it had been purchased on an annual contract three years earlier.

Corrective Action

2015 Although the program life was two-thirds spent, the Code Red electronic Notification System was programmed and implemented for the first time in February, 2015. Several notification groups have been programmed into the system and are being utilized on a daily basis, saving Dispatch and NCSO personnel time and effort while accomplishing in house emergency notifications in a timely manner. The contract began in 2012 and was for five years with a cost of \$45,000.00.

2016 Update - A new Spillman Module has been developed, integrated into our existing system, which will better support our needs and the County's need for a notification system. NCSO is waiting for the PSST monies to be released by the District Attorney to implement this process.

Canine Team Corrective Actions

K92 2016 Update January 2015 Assumption

The canines were in top physical condition and able to perform their tasks easily and within standard.

K92 Finding - Deficiency - Opportunity for Improvement

Out of the nine canines owned and maintained by the Nye County Sheriff's Office, five were reaching their useful life span and had significant medical issues. None were certified for use.

Corrective Action

Three new dogs were purchased and an additional dog trained for search and rescue was given to the Nye County Sheriff's Office. The dogs are being trained in narcotics. The total program now has young eager, healthy dogs.

2016 Training began for two handlers and one dog. They were sent to Utah to attend a Handler and Trainer Course. Completion 2017

Pending

K93 Assumption

There was a certified master trainer and certified handlers within the Nye County Sheriff's Office.

K93 2016 Finding - Deficiency - Opportunity for Improvement

There were no confirmed certified master trainers and no confirmed certified handlers with the Nye County Sheriff's Office on January 5, 2015.

Corrective Action

Prospective handlers and their canines are being trained, assessed and as they advance they will be certified by Las Vegas Metropolitan Police Department (LVMPD) Canine trainers. The Nye County Sheriff's Office is in the process of identifying a Master trainer school and identifying a canine officer to send for certification.

2016 Update: The canine handler, his dog and a prospective NCSO Handler Trainer were sent to a Canine Training Academy in Utah to attend qualification course. They both successfully completed the courses and are qualified. However, the team will not be certified until they certify in front of a Judge.

Special Weapons and Tactics Team Corrective Actions

SW1 January 2015 Assumption

The Special Weapons and Tactics (SWAT) Team was certified and had attended and successfully completed a nationally or state recognized SWAT School.

SW1 Finding - Deficiency - Opportunity for Improvement

The Special Weapons and Tactics Team (SWAT) had never been certified by an outside agency.

Corrective Action

The Sheriff determined the liability to the county was too great for the SWAT to operate until they completed a nationally recognized course. The Nye County SWAT operations were suspended from June 2015 until personnel were scheduled and attended the January 2016 FBI Special Weapons and Tactics Team training. Each member passed the physical fitness entry requirement and successfully completed the training and were presented a certification by the FBI SWAT, Las Vegas Division a Nye County first.

SW2 January 2015 Assumption

Special Weapons and Tactics Team was outfitted with the proper equipment and the equipment was within manufacturers date.

SW2 Finding - Deficiency - Opportunity for Improvement

The Special Weapons and Tactics Team were not outfitted with equipment which was within the manufacturers date. Their tactical safety gear was out of date in some instances two years plus.

Corrective Action

The Nye County Sheriff's Office has been searching for a new armor carrier to ensure the equipment is light, allowing the wearer to move freely for extended periods of time while providing at least level three protections. Due to budget constraints this purchase is tentatively scheduled for the 2016-2017 budget cycle and will be made from PSST Funds. Due to the inability to purchase the equipment with PSST funding, it was unavailable, the purchase was made from the Sheriff's operational budget.

SW3 January 2015 Assumption

The explosives utilized and stored by the SWAT have been inventoried, categorized and stored within explosives requirements.

SW3 Finding - Deficiency - Opportunity for Improvement

The explosives utilized and stored by the SWAT have not been inventoried in years. They have never been and are not stored or categorized in accordance with explosives storage requirements.

Corrective Action

A custodian was appointed, a log book/Key Log was implemented, access controls were developed and implemented, the storage area was marked with the correct warnings and notices, a housekeeping program was implemented and the area cleaned, inventories are scheduled on an annual basis, and a daily transaction summary was implemented. **Completed 3-15-15 and the audit was completed again in March of 2016 all items were accounted for and in the appropriate configuration and stored correctly by type.** Corrective Action Closed

Grant Program Corrective Actions

GW1 January 2015 Assumption

The Nye County Sheriff's Office maintained a complete listing and accurate use of all grants and was cognizant of all information required by the granting agency and knew and responded in a timely fashion to expiration and re-application dates

GW1a Finding - Deficiency - Opportunity for Improvement

In March 2015 the re-application date was missed on a grant . The COPS grant regulator visited the Nye County Sheriff's Office and asked why we didn't extend our grant. The NCSO Grant Administrator provided an explanation that "your website changed and we couldn't find it." This statement was concurred by his assistant NCSO Grant Administrator. The Nevada State Grant Regulator stated "thirty-four other departments didn't have a problem finding the page and the information."

Corrective Action

The management team placed an initial corrective action into place. Grants would be discussed on a monthly basis during a management meeting to ensure additional dates were not missed. After the primary Grant Administrator was placed on administrative leave program oversight was assigned to the Operations Sergeant effectively placing supervision over the grant process. The process is monitored on a weekly basis. In late 2016 the NCSO applied for a new COPS Grant.

GW1b Finding - Deficiency - Opportunity for Improvement

A marijuana location grant was written, approved, however the funds were not managed or utilized. The Assistant Grant Administrator did not ensure the funds were scheduled for use even though the grantor called and reminded her to use the funds. She informed them the NCSO was not going to use the funds and would be returning the funds without notifying management. When told the NCSO would not be allowed to apply for this grant next year, she countered, the NCSO will not be applying again.

Corrective Action:

The grant funds were returned to the grantor. The grantor was contacted and informed the Assistant Grant Administrator had been acting on her own and asked if the NCSO could apply in 2016. At this point a firm answer has not been provided.

2016 Update – The NCSO has reapplied for the funding and it was granted.

GW2 Finding - Deficiency - Opportunity for Improvement

Quarterly reports required by Nevada Revised Statute had historically not been provided to the Nye County Comptroller

Corrective Action

The NCSO Assistant Grant Administrator, filling in for the NCSO Grant Administrator, stated she would complete the reports and submit them to the County Comptroller on a quarterly basis to ensure Nye County Sheriff's Office is in compliance with the Nevada Revised Statute requirement. A spot check was conducted in April 2016, the quarterly report is being submitted.

GW2 January 2015 Assumption

The Nye County Sheriff's Office maintained a program to implement each grant and manage and satisfy the grant requirements including quarterly or other reports.

GW2a Finding- Opportunity for Improvement

Armor Grant reinstatement paperwork ignored almost lost grant. The Armor Grant enables the Nye County Sheriff's Office to be reimbursed for one half the cost of individual armor/ballistic vests Reimbursement paperwork had not been submitted since June of 2014.

Corrective Action:

The program was audited, the grant administration was contacted, and the Nye County Sheriff's Office was able to recover all of the grant funding.

GW2c Finding- Opportunity for Improvement.

According to the LVMPD forfeiture process, the Nye County Sheriff's Office Forfeiture

paperwork is incorrect and has been for years. Nye County Sheriff's Office process was found to be in direct conflict with the LVMPD process and the NRS.

Corrective Action:

The process was audited. The standard utilized was the LVMPD Forfeiture Process. The Nye County Sheriff's Office forfeiture process was revised, rewritten and implemented using the standard and is now in compliance with NRS requirements. Corrective Action Completed 2016

Search and Rescue Corrective Actions

SAR1 January 2015 Assumption

Search and Rescue was provided a \$500.00 budget and were being used to capacity

SAR1 Finding - Deficiency - Opportunity for Improvement

Search and Rescue, both the North and South, did not receive monetary support in the form of a budget from the Nye County Sheriff's Office and were not being utilized on a regular basis. The Chain of Command had eroded to the point members thought because they had implemented 501(3)c status, they did not have to meet Nye County Search and Rescue, State Search and Rescue, or National Search and Rescue standards and were not subject to meeting, responding or conforming to the Sheriff's guidance, policy, procedures and orders.

Corrective Action

Southern Nye County Search and Rescue was re-educated and is participating in monthly training, they have been provided a small annual budget, and their electrical bill is being paid by the NCSO as a business expense.

Northern Nye County Search and Rescue is a functioning entity. Two Sergeants have been assigned as liaisons. Budget will be discussed with them in 2016.

Sheriff's Auxiliary Unit Corrective Actions

SAU1 January 2015 Assumption

Sheriff's Auxiliary Unit were adequately trained by attending an Auxiliary Academy and provided annual refresher training and task specific training.

SAU1 Finding - Deficiency - Opportunity for Improvement

According to long time members the Auxiliary Academy has not been implemented for at least ten years. New members are provided field training and very limited classroom instruction.

Corrective Action

Nye County Sheriff's Office and Nye County training opportunities have been extended to the Auxiliary personnel. They have been trained and are actively carrying non-lethal weapons to provide for their safety while performing Nye County Sheriff's Office tasks.

2016 Update Auxiliary members are attending Traffic Incident Management and will be assuming that tasking for the Sheriff's Office.

SAU2 January 2015 Assumption

Sheriff's Auxiliary Unit was provided a budget and the program was monitored and audited annually.

SAU2 Finding - Deficiency - Opportunity for Improvement

The Sheriff's Auxiliary is not provided a budget and the program has not been formally monitored or audited.

Corrective Action

A limited audit was performed and the Auxiliary was provided a small budget to purchase new uniforms and office supplies.

2016 Traffic control devices and safety equipment was purchased and issued to the Auxiliary to assist in their traffic assignment. Ongoing

SAU3 January 2015 Assumption

Neighborhood Watch was implemented and was being maintained.

SAU3 Finding - Deficiency - Opportunity for Improvement

The Neighborhood Watch Program was abandoned multiple years ago.

According to the purchase orders and old pamphlets found during the audit, this program had been abandoned in about 2010. No other information was available.

The program was revitalized under the Sheriff's Auxiliary Umbrella. A program lead was identified and empowered and community meetings were set up. The program is beginning to take hold. A web-site and Facebook page are being utilized on a daily basis.

Corrective Action

The program has been revitalized, a Neighborhood Watch Liaison has been appointed, meetings were set up, a small budget was provided by the Nye County Sheriff's Office and personnel are actively participating in the program.

2016 Update: the Neighborhood Watch personnel are working out of the mini substation set up in Wal-Mart and are talking with a large percentage of the population daily. The program is growing.

The Audit and Corrective Action Update

The 2015 Nye County Sheriff's Office Audit Report was reviewed by the Nye County Manager and the Board of Commissioner Chairperson prior to publication. This audit is not intended to find fault. It is intended to quantify the overall operational status of the Nye County Sheriff's Office by identifying weakness and opportunities for improvement. In addition, the assessment documents the agreed upon corrective actions and identifies the corrective action status and/or projected timeline. Positive Audit byproducts or outcomes include a renewed partnership between the county, the residents and the Sheriff's Office and a better understanding of the responsibilities, liabilities, and interaction between these entities which is an essential element to accomplish the task of keeping the county safe while remaining within budget constraints.

This corrective action update has been developed and will be placed on the Nye County Sheriff's website, Facebook and released to the public. This version is limited to the Assumption, Finding and Corrective Action.

The corrective action process is ongoing as we endeavor to bring the Nye County Sheriff's Office into compliance with the Nevada Revised Statutes and other requirement documents.

