

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



May 2018 Detention Facility and Property Inspection

Inspection Report# BI2018-0057

The Audits and Inspections Unit (AIU) of the Sheriff's Office Bureau of Internal Oversight (BIO) will conduct Detention Facility and Property Inspections on a bimonthly basis. The purpose for this inspection is to ensure compliance with Office Policies and to promote proper handling of Property and Evidence. To achieve this, inspectors will select for an on-site inspection one of the MCSO detention facilities and conduct an inspection using the *Detention Facility and Property Inspection Matrix* developed by the AIU.

Matrix Procedures:

Because of the size and complexity of the various jails and other large detention facilities, when large facilities are selected for inspection, the inspectors may randomly select up to five areas of the selected jail or large detention facility for inspection. 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 being inspected will be obtained.

Criteria:

CP-2, *Code of Conduct*, paragraphs: 11.A, 12.C
CP-6, *Blood Borne Pathogens*, paragraphs: 5.C, 6.A, 9, 11.B.3, 11.C, 12.B, 11.C.
CP-9, *Occupational Safety Programs*, paragraphs: 1.B.1.b and 1.D.1.
DA-2, *Inspection and Testing of Emergency Equipment*, paragraph: 1.
DB-1, *Inmate Custody Records and Files*, paragraph: 7
DB-2, *Operations Journal and Logbooks*, paragraph: 1 and 2
DC-1, *Inmate Canteen*, paragraph: 2
DC-2, *Accountability of Monies and Negotiable Instruments*, paragraph: 1
DC-3, *Facility Safes*, paragraph: 6.A
DD-2, *Inmate Property Control*, paragraphs: 1.A and 1.E
DG-4, *Kitchen Security and Knife/Utensil Control*, paragraphs: 2.A and 2.B
DH-2, *Control Rooms and Security Equipment*, paragraph: 2.B and 2.B.2
DH-4, *Tool Control*, paragraphs: 1, 1.F, 2
DH-5, *Key Control*, paragraph: 1
DH-6, *Inmates Supervision, Security Walks, and Headcounts*, paragraph: 5
DL-2, *Jail Inspections*, paragraph: 2.A1
DL-3, *Inmate Hygiene*, paragraph: 3.B
DO-2, *Release Process*, paragraph: 1.B.9
GA-3, *Operations Manual Format*, paragraphs: 1.A and 1.A.3
GC-9, *Personnel Records and Files*, paragraphs: 4.B.2, 5, 12.B
GD-1, *General Office Procedures*, paragraphs: 11.A thru D
GD-4, *Use of Tobacco Products*, paragraph: 1.A
GD-14, *Access to Secured Office Buildings*, paragraphs: 2.A
GD-15, *Emergency Evacuation Plans*, paragraphs: 1, and 2.F
GF-3, *Criminal History Record Information and Public Records*, paragraphs: 2.K.2 and 2.K.3
GG-2, *Training Administration*, paragraphs: 3.D
GE-3, *Property Management*

Conditions:

On **May 16, 2018** a Detention Facility and Property inspection was conducted for the **Court Operations Division**. Command of the Court Operations is centralized in the lower level of the Maricopa County Superior Court's South Court Tower located at 175 W. Madison St. Phoenix AZ 85003. The Court Operations Division provides the custodial transport of inmates in the custody of the Maricopa County Sheriff's Office to all Superior and Justice Court appearances within the boundaries of Maricopa County. On a weekly basis, the division escorts approximately 2,000 inmates to over 120 different courtrooms in 26 different locations throughout Maricopa County. The daily number of inmates transported is

determined by the court dockets of the various criminal, juvenile, family and civil courts. The Court Operations division closely operates with the Court Security division within the court system. Although there is some overlap on the duties of these two divisions, they are separate MCSO entities and this inspection will focus on the Court Operations. One overlapping area that will be looked at during this inspection is the processes for impounding and securing property and evidence.

The Court Operations division is currently staffed by 99 detention officers, 3 Field Training Officers (FTOs), 1 Office Assistant, and 7 supervisors (Sergeants and Lieutenants). The division is one of three divisions overseen by one captain.

Upon the arrival to the South Court Tower, the AIU inspection team was met by the one of the division's FTOs. An in-brief was conducted with the captain, executive staff, the Facility Maintenance Officer (FMO), FTOs, and the AIU inspectors. After the brief, the inspection team and escorts broke up into 3 separate inspection groups in order to more efficiently conduct the inspection and to reduce the time staff was diverted from their duties. After the inspection was completed, a briefing was conducted with the captain and his staff. The inspectors briefed on their findings and observations. A summary of the inspection findings and observations follows:

Section 1 Administration/Supervision:

The escorting personnel, as well as other staff on duty, expeditiously provided every document that was requested, answered all questions posed, and indicated where files, documents, and records were stored and the standards governing their safekeeping and retention.

All areas were in compliance with the inspection requirements for this section; however, a minor issue was noted. During the inspection it was determined that the quarterly vehicle inspections were being conducted by the FMO as part of his assigned duties; however, he was not documenting the inspection. A brief discussion, which included the captain, took place and a new process was established to ensure that future quarterly vehicle inspections will be properly documented.

Section 2 Facility:

The facility was clean and presented a professional environment. All doors were secured and our movement throughout the buildings was restricted by locked doors that required access from the Court Operations Facility Control, the Judicial Branch Security (JBS), or through key access from our escorts.

All areas that were inspected were in compliance with the inspection requirements of this section. The Officers on duty were professional in their demeanor. They were courteous and patient as they answered various questions and facilitated access to the secure spaces within their control. This was done without compromising their primary duty of providing for the safety and wellbeing of inmates, officers, inspectors, court staff, and the public. During the inspection team's movement throughout the facility, we had the opportunity to observe the movement of inmates as they were being escorted to and from various locations within the building. The inmates were courteous to escorting staff and inspection team members. Escorting Officers clearly communicated control of their charges in a calm, courteous, and professional manner.

Section 3 Property and Evidence:

All areas were in compliance with the inspection requirements for this section. The day of this inspection, the "QueTel" Property and Evidence tracking system indicated that the Courts division had 33 items listed in their report. As previously mentioned, the responsibility for the processing and safekeeping of impounded property is shared with the Court Security division, a separate MCSO entity that also operates within the courts system. Working with Court Security staff, the inspector team identified minor administrative issues with data entry (transposing the event number with the incident report number); however, all anomalies were cleared up through research and proper documentation. Ultimately, it was determined that property and evidence is being property impounded and stored while awaiting transfer to the Property and

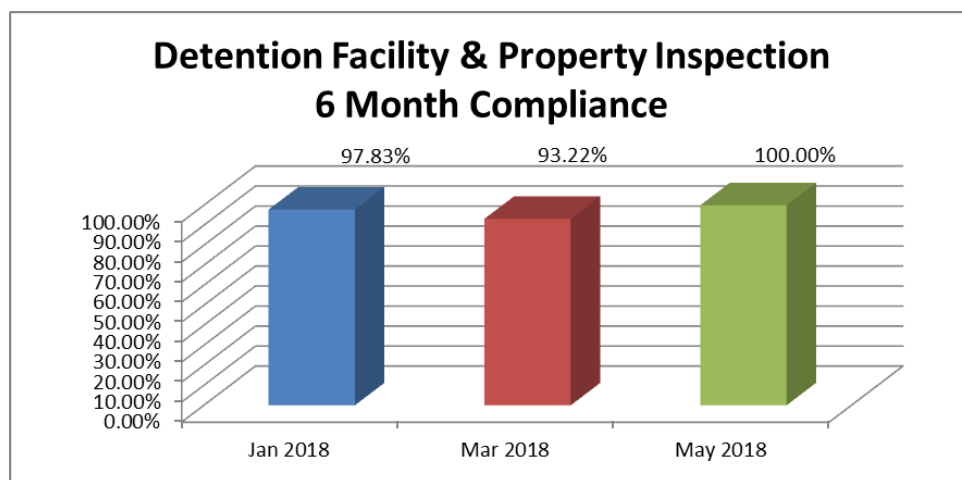
Evidence division. Prior to the inspectors' departure, division personnel initiated administrative action to correct the noted data entry errors within the Property and Evidence database.

Additional Observation:

Throughout the visit, the inspectors were granted full access to office spaces, storage rooms, cabinets, desk drawers, personnel lockers, and any other containers found. During the inspection, no evidence was discovered indicating that MCSO, 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, or that property and/or evidence is being mishandled. Additionally, there were no indicators observed that would indicate that sensitive, protected, or confidential information and/or records are being mishandled or disposed of improperly.

The inspection resulted in **100%** overall compliance with the inspection requirements.

Below is the six month historical comparison of compliance rates for Detention Facility and Property inspections.



Recommendations:

To ensure continued compliance with policy, and in order to improve the documenting of daily and quarterly activities, it is recommended that:

- Continued mentoring for all supervisory levels should be provided in order to ensure the proper documenting of activities and the completeness of appropriate tracking systems (log books, checklists, Blue Team...).
- Continue to reinforce to all staff, the importance of properly accounting, safeguarding, documenting, and timely processing found property in accordance with current policy.

Action Required:

With the resulting **100%** compliance, Inspection *BI2018-0057* does not require any BIO Action Forms.

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2018-0057* and contained within IA Pro.

Date Inspection Started: May 15, 2018
Date Completed: June 14, 2018
Timeframe Inspected: May 15-16, 2018
Assigned Inspector: Sgt. M. Rodriguez A9047

I have reviewed this inspection report.

Lt. Larry Kratzer S1520
Lieutenant Larry Kratzer S1520
Commander, Audits & Inspections Unit
Bureau of Internal Oversight

06/14/2018
Date