

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



November 2017 Detention Facility and Property Inspection

Inspection Report# BI2017-0128

The Audits and Inspections Unit (AIU) of the Sheriff's Office Bureau of Internal Oversight (BIO) will conduct Detention Facility and Property Inspections on an ongoing 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 these types of facilities are selected for inspection, the inspectors may randomly select up to five areas of the selected jail or large detention facility for inspection utilizing the *Detention Facility and Property Inspection Matrix*. 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
GF-4, *Office Reports*, paragraph: 11.B.2
GG-2, *Training Administration*, paragraphs: 3.D
GE-3, *Property Management*
GJ-4, *Evidence Control*

Conditions:

On **November 21, 2017** a Detention Facility and Property inspection was conducted for the **Compliance Division**. The Compliance Division is located at 550 W. Jackson St., Phoenix AZ 85003. The Compliance Division coordinates the discipline process and provides clear and concise policies for Office employees. The division also responds to public records requests, subpoenas, document production requests and preservation notices; and provides prompt records and

information to Maricopa County and private counsel handling litigation matters for the Office. The Compliance Division is comprised of three sections: The Policy Compliance Section, the Legal Liaison Section, and the Policy Section.

A commander is assigned as the head of the division. Currently, the assigned staff includes; 17 civilian employees of various classifications (including supervisors), 4 detention officers, 3 detention sergeants, 1 detention lieutenant and 3 sworn sergeants. Records indicate that so far this year, the Policy Section has published more than 270 Briefing Boards, Admin Broadcasts and updates to Office Policies. The Legal Liaison Section has processed in excess of 1,900 requests that include Public Records Requests, Subpoenas, Notice of Claims, and Preservation of Evidence Requests. The Policy Compliance Section has been involved in insuring compliance with Office policy in over 115 disciplinary cases.

Upon the arrival to the division, the AIU inspection team was received by a division representative and escorted to a conference room. A short in-brief was conducted with the Division Commander and two members of her staff.

Section 1 Administration/Supervision:

The escorting personnel, as well as other staff present, 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.

Section 2 Facility:

The division work spaces were very clean and presented a very professional environment. The inspection team's movement within the work area was free of encumbrances.

The entire division area was inspected. All areas were in compliance with the inspection requirements.

Section 3 Property and Evidence:

The division's day to day responsibilities do not require them to come in contact with inmates or prisoners, nor their property, or to handle evidence. The day of this inspection, the "QueTel" Property and Evidence tracking system indicated that the division did not have a single item of property and/or evidence in the "Submitted" Section and awaiting review, pickup and transport to the Property and Evidence Warehouse.

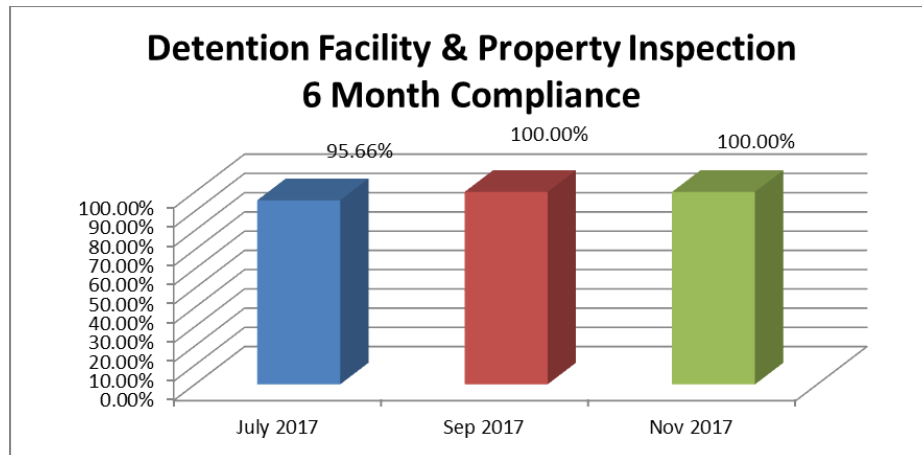
Additional Observation:

Throughout the visit, the inspectors were granted full access to all office spaces, storage rooms, cabinets, desk drawers and any other containers found. The staff member on duty was professional in their demeanor. They were courteous and patient as they answered various questions and facilitated access to secure and work spaces within their control.

It should also be noted that 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 activities, it is recommended that continued mentoring for all supervisory levels continue in order to ensure the completeness of appropriate tracking systems (log books, checklists, Blue Team...).

Action Required:

With the resulting 100% compliance, Inspection *BI2017-0128* will not require submittal of BIO Action Forms.

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2017-0128* and contained within IA Pro.

Date Inspection Started: November 21, 2017
Date Completed: December 11, 2017
Timeframe Inspected: November 21, 2017
Assigned Inspector: Sgt. M. Rodriguez A9047

I have reviewed this inspection report.

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

12/13/17
Date

Captain G. Lugo #1480
Captain Greg Lugo S1480
Commander
Bureau of Internal Oversight

01/17/2018
Date