

**MARICOPA COUNTY SHERIFF'S OFFICE**  
**Detention Facility and Property Inspection**



**Audits and Inspections Unit**  
**Bureau of Internal Oversight**  
**Inspection Report**  
**January 31, 2016**  
**Inspection BI2017-0003**

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# MARICOPA COUNTY SHERIFF'S OFFICE

*Memorandum*

 <p>Paul Penzone, Sheriff</p>	<p><b>To:</b> Lt. R. Morris S1014 Audits and Inspections Unit Commander Bureau of Internal Oversight</p>	<p><b>From:</b> Sgt. M. Rodriguez A9047 Audits and Inspections Unit Bureau of Internal Oversight</p>
	<p><b>Subject:</b> Summary of Findings Report Detention Facility and Property Inspection Inspection BI2017-0003</p>	<p><b>Date:</b> 01/31/17</p>

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, promote proper handling of Property and Evidence, and support compliance with the Melendres Order. 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 detention facilities, the inspectors will randomly select up to three areas of the selected 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*  
Melendres Order

**Conditions:**

On **January 18, 2017** a Detention Facility and Property inspection was conducted for the 4<sup>th</sup> Avenue Jail. The 4<sup>th</sup> Avenue Jail is located at 201 South 4<sup>th</sup> Avenue, Phoenix AZ 85003. The 4<sup>th</sup> Avenue Jail is a fully integrated, multi-level detention facility that houses various security classifications, including inmates of the highest security classifications. The 4<sup>th</sup> Avenue Jail facility also provides overflow housing for the Maricopa County Sheriff's Office (MCSO) Central Intake which is co-located.

The 4<sup>th</sup> Avenue Jail is currently staffed by 271 detention officers, 7 Field Training Officers (FTOs), 1 Office Assistant and 29 supervisors (Sergeants, Lieutenants, and a Captain). Current records indicate that the 4<sup>th</sup> Avenue Jail is housing 1,486 inmates of various classifications including 349 Closed Custody (CC) inmates (highest security classification/safety risk).

Upon the arrival to the 4<sup>th</sup> Avenue Jail, the AIU inspection team was received by the 4<sup>th</sup> Avenue Jail's Executive Lieutenant. For the in-brief we were joined by the facility's Field Training Officer (FTO), the Facility Maintenance Officer (FMO) and the Property & Evidence Custodian. The inspection team was escorted by at least one facility personnel to the areas being inspected. The various personnel present answered all questions posed, were forthcoming in all aspects, and granted the inspection team full access to all spaces being inspected.

**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.

During the review of the Operations Journal (OJ), the inspection team identified one potential deficiency. Office Policy DL-2, paragraph 2.A.1., states that "*Areas occupied by inmates should be inspected on a daily basis.*" Of the three housing units inspected, the journal entries for housing unit 3B did not include an entry that would indicate that the required daily inspection by a supervisor was conducted on 1/17/2017, the day before the inspection.

**Section 2 Facility:**

The facility was clean and presented a professional work environment. The physical areas that were inspected included administrative spaces where personnel records are maintained, secure storage space where property and evidence is stored while awaiting transfer to the MCSO Property and Evidence warehouse, limited access rooms where tools and keys are securely stored, and the officer work areas in the inmate housing units where officers monitor inmates.

All doors were secured and our movement from section to section was restricted by locked doors that required access from the 4<sup>th</sup> Avenue Jail Security Control, key access from our escorts, or from assigned officers on duty.

The inspection team inspected housing units “3B”, “3D” and “3E”. Other than the potential discrepancy previously noted in Section 1, all areas were otherwise in compliance with the inspection requirements.

During the inspection, no evidence was discovered that would indicate 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.

### **Section 3 Property and Evidence:**

The day of this inspection, the “QueTel” Property and Evidence tracking system indicated that the 4th Avenue Jail had 35 items listed in their report. The inspection team, working with the property custodian, determined that 31 of the 35 property items listed in the report were erroneous entries. Jail personnel have been working with the MCSO Property and Evidence warehouse personnel to ensure that these erroneous entries are properly corrected within the tracking database. The remaining four items listed in the report were present with proper and correct documentation.

On 1/25/17 the “QueTel” Property and Evidence tracking system was accessed and a current printout of all outstanding Property and Evidence records for the 4<sup>th</sup> Ave Jail was obtained. The report shows that of the 31 erroneous entries identified on the day of the inspection, only one remains. This remarkable change is a credit to the staff of the 4<sup>th</sup> Avenue Jail.

### **Additional Observation:**

During our visit, the inspection team was granted full access to working spaces, storage rooms, cabinets, desk drawers and any other containers found. The Officers on duty were courteous and patient as they answered various questions and facilitated access to the secure spaces within their control.

### **Recommendations:**

1. To ensure continued compliance with policy and in order to improve the documenting of ongoing inspections by supervisors, it is recommended that reliance on paper documents or local tracking processes should be minimalized. Instead, the *Line Level Inspection* incident option of the Blue Team application in the Early Identification System (EIS) **should be the primary method used to document the various types of inspections conducted by supervisors and command staff (i.e. quarterly vehicle inspections)**.
2. Command Staff, on a regular basis, should review tracking systems (Blue Team, Operations Journal) to ensure compliance with inspection requirements.

### **Action Required:**

With the single potential deficiency identified on Section 1 of this Summary Report for *Inspection BI2017-0003*, **one** BIO Action Form is requested from the division commander addressing the identified potential deficiency. Please email the completed BIO Action Form to [BIO@mcs.maricopa.gov](mailto:BIO@mcs.maricopa.gov) within 30 days from the date this report is published.

### **Notes:**

All supporting documentation (working papers) is included in the inspection file number *BI2017-0003* and contained in IA Pro.

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**Inspection focus:** **Detention Facility and Property Inspection**

**Date Inspection Started:** **January 18, 2017**

**Date Completed:** **January 18, 2017**

**Timeframe Inspected:** **January 18, 2017**

**Assigned Inspectors:** **Sgt. M. Rodriguez A9047**

I have reviewed this inspection report.



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Lieutenant Rick Morris  
Audits and Inspections Unit Commander  
Bureau of Internal Oversight

02/01/17  
Date



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Deputy Chief Fred Aldorasi  
Bureau Commander  
Bureau of Internal Oversight

02/01/17  
Date

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