

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



July 2017 Detention Facility and Property Inspection Report

Inspection Report# BI2017-0081

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:

Due to the size and complexity of the MCSO jails and detention facilities, up to five areas will be randomly selected for inspection. This will be conducted using the *Detention Facility and Property Inspection Matrix*. The "QueTel" Property and Evidence tracking system will be accessed the day of to provide a printout of all outstanding Property and Evidence records for the facility.

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 **July 20, 2017** a Detention Facility and Property inspection was conducted for the **Lower Buckeye Jail**. The Lower Buckeye Jail (LBJ) is located at 3250 West Lower Buckeye Road, Phoenix AZ 85009. The Jail is a multilevel facility that is currently used to house pre-trial detainees (inmates) of various classifications, including the only Maricopa County Sheriff's Office facility that houses remanded juvenile pre-trial inmates. The inmate housing at LBJ includes traditional

cell type housing as well as dorm style housing. The LBJ also has an Intake area that is responsible for accepting court directed self-surrender individuals as well as processing the release of inmates housed in the Durango Jail complex, which include the Lower Buckeye Jail, Durango Jail, Towers Jail, and Estrella Jail.

The LBJ is currently staffed by 254 detention officers, 5 Field Training Officers (FTOs), 2 office assistants and 33 supervisors (Sergeants, Lieutenants, and a Captain). Current records indicate that the LBJ is housing 1,373 inmates of various classifications including; minimum and medium general population inmates; remanded juvenile inmates; and minimum, medium, maximum security and administrative restrictive housing inmates. Additionally, on a monthly basis, the Intake section processes in excess of 1,000 court directed self-surrender individuals as well as processing the release of nearly 3,000 persons and the transfer in excess of 1,000 additional sentenced prisoners to the Arizona Department of Corrections and other agencies (June 2017).

Upon the arrival to the Lower Buckeye Jail, the AIU Inspection team was received by the Division Commander and the Executive Lieutenant. We were joined by the Administrative Sergeant for an introductory in-brief. The inspectors were escorted by various personnel assigned to the areas being inspected including the Facility Training Officer (FTO), the Property & Evidence Officer, and the Facility Maintenance Officer (FMO).

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 possible deficiency. Office Policy DL-2, paragraph 2 states that “A supervisor shall be responsible for inspecting all areas of the jail.” Paragraph 2.A.1 further states that “Areas occupied by inmates should be inspected on a daily basis.” Of the five areas occupied by inmates that were inspected, the OJ entries in two (Dorm M2 and Tower T21) did not include an entry that would indicate that the required daily inspection by a supervisor was conducted the day before the inspection (7/19/17).

Section 2 Facility:

The facility was very clean and presented a professional environment. All doors were secured and our movement in and out of buildings and controlled access rooms were restricted by locked doors that required access from the LBJ Security Control, key access from our escorts, or from assigned officers on duty.

The “Intake” area and housing units “Tower 21”, “Tower 22”, “Tower 32” and “Dorm M2” were inspected. All areas were in compliance with the inspection requirements; however, while inspecting the supervisor’s office in the Intake area, a bag containing what appeared to be inmate property was found on a shelf. The information on the bag indicated that the property had been found in a transport van. It is undeterminable when the property was found, who found it, or how long this property had been on that shelf. Office Policy DD-2, paragraph 2.A and 2.B require that Found Property shall be packaged “... and all items shall be forwarded to the Property and Evidence Division...” Once this deficiency was pointed out to escorting facility staff, the property was promptly and correctly processed for safekeeping under IR17-022073.

Section 3 Property and 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; however, at the time of the inspection, two items of property had been processed and were in property lockers awaiting transfer to the Property and Evidence Warehouse. These items were properly documented and their handling and storage was in compliance with current policy and procedure.

Additional Observation:

Throughout the visit, the inspectors were granted full access to all office spaces, storage rooms, safes, cabinets, desk drawers and any other containers found. The officers and civilian staff 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, civilian staff, and inspectors. During the inspection team's movement through the facility, we had the opportunity to observe inmates at various locations within the jail. The inmates were courteous and the supervising Officers clearly communicated control of their charges in a calm, courteous, and professional manner.

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.

Recommendations:

1. To ensure continued compliance with policy and in order to improve the documenting of daily activities, it is recommended that renewed emphasis be placed in ensuring the completeness of jail's tracking systems (log books, Operations Journals...) and that supervisors, during their **daily inspections**, check all occupied areas as well as ensuring that all required entries are being made in Operations Journal.
2. It is also recommended that staff at all levels be made aware of the proper procedures for handling inmate property and the importance of properly and timely handling and processing **found property**.

Action Required:

With the deficiencies identified in Sections 1 and 2 of this Summary Report for Inspection BI2017-0081, 2 BIO Action Forms are requested from the division commander addressing the identified deficiencies. **The forms shall be completed utilizing Blue Team.**

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2017-0081* and contained within IA Pro.

Date Inspection Started: July 19, 2017
Date Completed: July 20, 2017
Timeframe Inspected: July 19-20, 2017
Assigned Inspector(s): Sgt. M. Rodriguez A9047

I have reviewed this inspection report.

CAPT. B. Roska #878

August 24, 2017

Captain Barry Roska S0878
Commander
Bureau of Internal Oversight

Date

T.R. Skinner #898

August 24, 2017

Chief Russ Skinner S0898
Bureau Chief
Compliance Bureau

Date