

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




**Audits and Inspections Unit**  
**Bureau of Internal Oversight**  
**Inspection Report**  
**May 31, 2017**  
**Inspection BI2017-0055**

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# MARICOPA COUNTY SHERIFF'S OFFICE

*Memorandum*

 Paul Penzone, Sheriff	<b>To:</b> Captain B. Roska S0878 Commander Bureau of Internal Oversight	<b>From:</b> Sergeant M. Rodriguez A9047 Audits and Inspections Unit Bureau of Internal Oversight
	<b>Subject:</b> Summary of Findings Report Detention Facility and Property Inspection Inspection BI2017-0055	<b>Date:</b> 05/31/17

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 detention facilities, the inspectors will randomly select up to five 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*

**Conditions:**

On **May 9, 2017** a Detention Facility and Property inspection was conducted for the Food Services Division. The Food Services Division is located at 3150 West Lower Buckeye Road, Phoenix AZ 85009. The division is responsible for the preparation of all the meals for inmates being detained at the various Maricopa County Jails. The division operates a primary food preparation and storage site at the West Lower Buckeye Road location and satellite food preparations sites at other jails.

Combined, these locations prepare about 17,000 meals on a daily basis. A Food Service Manager is the division commander. Currently the assigned staff includes 45 civilian employees of various classifications, 70 detention officers, 9 sergeants and 2 lieutenants. The division is also assisted by approximately 140 fully sentenced inmates (this numbers varies) that elect to work while incarcerated, some of these inmates are eligible for “2 for 1 credit” as directed by the courts. The food preparation process is a 24 hour a day, seven day a week operation.

Upon the arrival to the Food Services Division, the AIU Inspector was received by the Executive Lieutenant. We were joined by the Division Commander, Assistant Food Service Manager, and other supervisory staff for an introductory in-brief. The inspector was escorted by the Executive Lieutenant and the supervisory staff responsible for the areas 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. All areas, documents, and records inspected were found to be in compliance with applicable policies and directives.

**Section 2 Facility:**

The facility was clean and presented a very professional environment. All doors were secured and our movement in and out of secure areas was restricted by locked doors that required access from our escorts or from assigned officers on duty.

Four specific working areas were randomly selected for inspection. The selected areas included the Estrella Jail satellite food preparation site. All inspected areas were in compliance with the inspection requirements.

**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. Although there were no records to reconcile, the Field Training Officer (FTO) briefed the inspector on the procedure normally followed. The procedures in place are consistent with current policy and all indications are that property and evidence is being handled properly.

**Additional Observation:**

Throughout the visit, the inspector was granted full access to all office spaces, storage rooms, lockers, 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 facilities inspected, we had the opportunity to observe inmates working at various work stations, the inmates were courteous and the supervising staff supervised the working inmates in a 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, it is recommended that all levels of supervisory staff continue to emphasize the importance of accuracy and completeness in the entries being made in logbooks, tracking sheets, and safety inspection documents.

**Action Required:**

With the resulting **100%** compliance, *Inspection BI2017-0055* will not require submittal of BIO Action Forms.

**Notes:**

All supporting documentation (working papers) is included in the inspection file number *BI2017-0055* and contained in IA Pro.

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

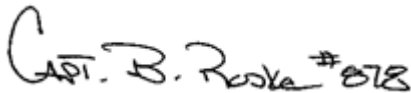
**Date Inspection Started:** **May 9, 2017**

**Date Completed:** **May 31, 2017**

**Timeframe Inspected:** **May 8-9, 2017**

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

I have reviewed this inspection report.



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Captain Barry Roska  
Division Commander  
Bureau of Internal Oversight

06/01/17  
Date



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Deputy Chief Russ Skinner  
Bureau Commander  
Bureau of Internal Oversight

06/01/17  
Date

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