

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



September 2018 Detention Facility and Property Inspection

Inspection # BI2018-0109

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 facilities/division 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 facilities and other divisions, the inspectors may randomly select up to five areas of the selected facility or division 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/division 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.A.1
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*
GE-4, *Use, Assignment, and Operation of Vehicles* paragraphs 2.A, 2.B, and 2.D

Conditions:

On **September 12, 2018** a Facility and Property inspection was conducted for the **Pre-Employment Services Division**. The Pre-Employment Services Division is co-located with Training Division at 2627 S. 35th Avenue, Phoenix AZ 85009.

The primary mission of the Pre-Employment division is the vetting of applicant for employment to the various vacant positions within the Sheriff's Office. The vacancies to be filled include sworn deputy sheriffs, detention officers, and the myriad of other positions necessary to function as an agency. This calendar year, division personnel have attended over 50

events at local high schools, colleges, universities, expos, job fairs, and community get togethers. The division has partnered with the MCSO's Community Outreach Division to attend all events that the division is able to staff, no matter how large or small the event. Since January 1st of this year, the division has conducted 1,934 applicant interviews for civilian, detention, and deputy sheriff positions. Those interviews have resulted in the hiring of 216 new employees, including 128 detention officers and 37 deputy sheriffs. The division has also been diligently working to streamline the hiring process that now averages 45 days from start to finish from a previous process that use to average more than 90 days.

The Pre-Employment Division is currently staffed by 22 employees. They comprise deputy sheriffs, detention officers, and other civilian staff. Civilian staff include specially trained polygraph examiners and other specialized administrative staff. The division is headed by a Lieutenant.

Upon arrival to the Pre-Employment Division, the AIU inspection team was escorted to meet with the division commander. Also present was the commander of the bureau that has oversight of the Pre-Employment Division. A short in-brief was conducted where the inspection process was explained. After the in-brief, the inspection team and escorts broke into 4 separate inspection groups to more efficiently conduct the inspection and to reduce the time staff was diverted from their primary duties. After the inspection was completed, an informal briefing was conducted with the division and bureau commanders. 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.

Section 2 Facility:

The facility was clean and presented a professional work environment. All external doors were secured. The Pre-Employment Division's area of operation is considered a "restricted area" and access is limited to authorized personnel.

During the inspection, **two** areas were found to be noncompliant with the requirements in this section of the inspection. The first item noted involves the quarterly inspection of assigned office owned vehicles. Policy CP-9, *Occupational Safety Program*, paragraph 1.B.2.b states in part that "*The division commander, or his designee, shall ensure that a vehicle inspection is completed quarterly on each Office vehicle assigned to his division...*" During the inspection it was determined that the division had not been conducting the required quarterly inspections.

It was recommended that Command Staff start conducting the required inspections in accordance with Policy CP-9 and that the division establish a process whereby records of the completed inspections are maintained for two years in accordance with Policy GE-4. Command staff was very receptive to the recommendation.

The second item noted for this section of the inspection is the requirement to maintain a briefing book. Policy GB-2 Command Responsibility paragraph 11.D states in part that "*Division commanders shall be responsible for ensuring that briefing books are maintained within their division. Briefing books shall contain at a minimum: copies of The Briefing Board, MCSO Administrative Broadcasts, memoranda, and other training materials which are to be used in shift briefings. The briefing books shall include information pertaining to the current calendar year and the previous calendar year...*" During the inspection it was determined that the division had not been maintaining the required briefing book.

It was recommended that Command Staff establish a briefing book in accordance with Policy GB-2. Command staff was very receptive to the recommendation.

On 9-13-2018 the division commander notified the AIU that action had been taken to correct the two identified deficiencies. A briefing book had been established and will be maintained at the division in accordance with policy and a Vehicle Inspection book has been created to ensure that the required quarterly vehicle inspections are conducted in accordance with Policy CP-9. Although full credit is to be given to command staff for the prompt action taken to address the identified deficiencies, the discrepancies are still part of the inspection findings and are included in the inspection report.

Section 3 Property and Evidence:

Because of the Pre-Employment Division's mission, assigned personnel do not routinely handle inmate property and/or evidence. Pre-Employment personnel have not had to process found property or evidence. The inspection team reviewed with supervisory personnel the policy requirements in case found property and/or evidence needed to be processed, including safeguarding the property, pulling a "Found Property" Incident Report (IR), and the need to promptly transfer the found property and/or evidence to the Property and Evidence Division.

Additional Observation:

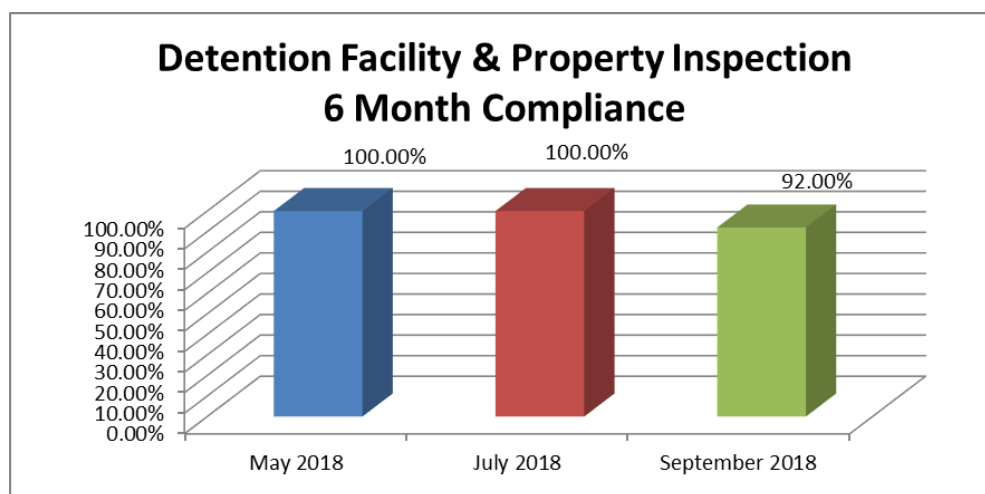
Throughout the visit, the inspectors were granted full access to most office spaces, storage rooms, filing cabinets, desk drawers, and any other containers found. Two offices were not accessible to the inspection team at the time of the inspection because they were being used to conduct background interviews of applicant.

During the inspection, no evidence was discovered indicating that MCSO, county facilities, and/or equipment were being used in a manner that discriminated or denigrated 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 was being mishandled. Additionally, there were no indicators observed that would indicate that sensitive, protected, or confidential information and/or records were being mishandled or disposed of improperly.

After the inspection team returned to the Bureau of Internal Oversight, an email was received from the Pre-Employment Division Commander to advise that when the two occupied interview rooms were vacated, command staff conducted a search of those rooms and the rooms did not contain un-authorized items.

The inspection resulted in 92% 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 for, safeguarding, documenting, and timely processing found property in accordance with current policy.

Action Required:

With the resulting 92% compliance, Inspection *BI2018-0109* requires 1 BIO Action Form addressing the two deficiencies identified during the inspection and documented in this report. The form shall be completed utilizing Blue Team.

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2018-0109* and contained within IA Pro.

Date Inspection Started: September 12, 2018
Date Completed: October 3, 2018
Timeframe Inspected: September 12, 2018
Assigned Inspector: Sgt. M. Rodriguez A9047

I have reviewed this inspection report.

Connie J. Phillips

Connie J. Phillips B3345
Acting Commander, Audits & Inspections Unit
Bureau of Internal Oversight

10/3/2018

Date