

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



**Audits and Inspections Unit**  
**Bureau of Internal Oversight**  
**Inspection Report**  
**March 22, 2017**  
**Inspection BI2017-0028**

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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 BI2017-0028</p>	<p><b>Date:</b> 03/22/17</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 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 **March 16, 2017** a Detention Facility and Property inspection was conducted for the Durango Jail. The Durango Jail is located at 3225 W. Gibson Lane, Phoenix AZ 85009. The Durango Jail is the oldest of the Maricopa County Sheriff's Office Jails. Currently the Durango Jail primarily houses minimum security pretrial inmates and medium security pretrial inmates. The Durango Jail also houses fully sentenced inmates that are participating in rehabilitation programs including; the **Aware, Learn, Plan, Seek (Help), and Accept (ALPHA)** program and the newly implemented Mosaic program. The Durango Jail also provides Restrictive Housing for inmates requiring disciplinary and administrative housing. The Durango Jail has various areas that are used by the Custody Support Division for rehabilitation programs. The Durango Jail Commander does not exercise control of the day to day operations of these areas.

The Durango Jail is currently staffed by 117 detention officers, 3 Field Training Officers (FTOs), 1 Office Assistant and 20 supervisors (Sergeants, Lieutenants, and a Captain). Current records indicate that the Durango Jail is housing 1,690 inmates of various classifications including; 1173 Minimum Security (MIN) inmates 381 Medium Security (MED) inmates, 110 Fully Sentenced Inmates, and 26 Restrictive Housing inmates.

Upon the arrival to the Durango Jail, the AIU Inspector was received by the Executive Officer (Lieutenant). We were joined by the Jail Commander and the Administrative Sergeant for an introductory in-brief. The inspector was escorted by the Executive Officer and the Administrative Sergeant to the areas being inspected.

As the inspection of the selected areas progressed, it was determined that one of the areas randomly selected is not under the operational purview of the Durango Jail Commander (programs building mentioned in the first paragraph). A new area for inspection was randomly selected by the Executive Officer (Housing Unit D9). Additionally, the Facility Maintenance Officer (FMO) and the Field Training Officer (FTO) joined the inspection team at times to provide their expertise in answering applicable inspection questions. On duty facility personnel 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 inspector identified one possible deficiency. Office Policy DH-6, paragraph 4 states that: "**Headcounts:** *Officers assigned to a housing unit will conduct two ID headcounts and at least one general headcount during their shift.*" Of the three housing units inspected, the journal entries for housing unit D2 did not include entries that would document that the required three "Headcounts" were conducted during Shift 1 on 3/15/2017, the day before the inspection.

## **Section 2 Facility:**

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

The “Security Control” area and housing units “Durango 2”, “Durango 8”, and “Durango 9” were inspected. All areas were in compliance with the inspection requirements.

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.

While inspecting the Tool room managed by the FMO a possible deficiency was identified. Office Policy DH-4, paragraphs 1 and 1.B state in part that: “...*The duties and responsibilities of the tool control officer include, but are not limited to, the following...*” “...*B. Maintaining a Tool Inventory Logbook...*” At the time of the inspection the FMO, who is the Durango Jail’s “Tool Control Officer,” did not have a Tool Inventory Logbook.

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

The day of this inspection, the “QueTel” Property and Evidence tracking system indicated that the Durango Jail 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 FTO briefed the inspector on the procedure normally followed and the inspection team was also granted access to the Durango Jail storage space and lockers where property is secured while it awaits being taken to the Property and Evidence Warehouse by the designated officers. The procedures in place are consistent with current policy and all indications are that property and evidence is being handled properly.

## **Additional Observation:**

During the visit, the inspector was granted full access to all office spaces, storage rooms, cabinets, desk drawers and any other containers found. The Officers 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, medical 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.

## **Recommendations:**

1. To ensure continued compliance with policy and in order to improve the documenting of daily activities, it is recommended that renew emphasis be placed in ensuring the completeness of jail tracking systems (log books, Operations Journals...) and that supervisors, during their daily inspections, are ensuring that all required entries are made using the appropriate options.
2. It is recommended that reliance on paper documents or local tracking processes should be minimized. Instead, the ***Line Level Inspection*** incident option of the Blue Team application in the Early Identification System (EIS) **should be the preferred method used to document the various types of inspections conducted by supervisors and command staff (quarterly vehicle inspections...).**

3. Command Staff, on a regular basis, should review tracking systems (Blue Team, Operations Journal, Logbooks...) to ensure compliance with current requirements.

**Action Required:**

With the possible deficiencies identified in Sections 1 and 2 of this Summary Report for *Inspection BI2017-0028*, **Two** BIO Action Forms are requested from the division commander addressing the possible deficiencies. Please email the completed BIO Action Forms 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 *BI2017-0028* and contained in IA Pro.

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**BI2017-0028**

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

**Date Inspection Started:** **March 16, 2017**

**Date Completed:** **March 16, 2017**

**Timeframe Inspected:** **March 15-16, 2017**

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

I have reviewed this inspection report.



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

03/22/17  
Date



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Deputy Chief Bill Knight  
Bureau Commander  
Bureau of Internal Oversight

03/22/17  
Date

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