

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



June 2023 Custody Facility and Property Inspection

Inspection # BI2023-0094

The Audits and Inspections Unit (AIU) of the Sheriff's Office Bureau of Internal Oversight (BIO) will conduct Custody Bureau 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/divisions and conduct an inspection using the *Custody Bureau Facility and Property Inspection Matrix* developed by the AIU.

Matrix Procedures:

Because of the size and complexity of the various facilities and other divisions, for larger facilities, 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*
CP-6, *Blood Borne Pathogens*
DA-1, *Emergency Procedures for Custody Bureau Facilities*
DA-2, *Inspection and Testing of Emergency Equipment*
DB-1, *Inmate Custody Records and Files*
DB-2, *Operations Journal and Logbooks*
DB-3, *Custody Facility Security Surveillance Systems*
DC-1, *Inmate Canteen*
DG-3, *Food Services Division Safety and Sanitation*
DG-4, *Kitchen Security and Knife/Utensil Control*
DH-2, *Control Rooms and Security Equipment*
DH-5, *Key Control*
DH-6, *Inmates Supervision, Security Walks, and Headcounts*
DL-2, *Jail Inspections*
DL-3, *Inmate Hygiene*
GA-3, *Operations Manual Format*
GD-1, *General Office Procedures*
GD-4, *Use of Tobacco Products*
GD-14, *Access to Secured Office Buildings*
GD-15, *Emergency Evacuation Plans*
GE-3, *Property Management*
GE-4, *Use, Assignment, and Operation of Vehicles*

Conditions:

On June 21, 2023, a Facility and Property inspection was conducted for the MCSO Intake, Transfer and Release (ITR) facility. The ITR is located at 2670 S. 28th Drive, Phoenix AZ 85009. The Intake, Transfer and Release Division is designed for the processing of inmates, both prior to, and following their Initial Appearance in court, as well as detaining and processing inmates, either unclassified or classified, who are awaiting transfer to other MCSO detention facilities. The Intake, Transfer and Release Division may process inmates for local, state, and federal agencies, and for prisoner transport companies, as required. During the 2022 calendar year, the ITR processed over 76,000 individual bookings as well as nearly 75,000 releases. Additionally, the ITR facilitated over 84,000 County Initial Appearances and nearly 16,000 City of Phoenix Initial Appearances.

The ITR is currently staffed by 137 detention officers, 1 civilian employee, 6 Field Training Officers (FTOs), and 28 supervisors (Sergeants, Lieutenants, and a Captain).

Upon arrival at the ITR, the AIU inspection team was met by the division commander and executive officer. We were ushered into a conference room for the initial in-brief. Also present was the administrative sergeant, and other staff that would act as out escorts during the inspection. A short in-brief was conducted where the inspection process was explained. After the in-brief, the inspection team and escorts broke into 3 separate inspection groups to conduct the inspection more efficiently. After the inspection was completed, an informal briefing was conducted where the inspectors briefed 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.

The ITR is in full compliance with the inspection requirements for this section.

Section 2 Facility and Operations:

Because of the size of ITR, and in accordance with the inspection methodology, the lead inspector randomly selected five areas of the jail to be inspected prior to the arrival at the facility. The selected areas were thoroughly inspected using the inspection checklist.

The facility was clean and presented a professional work environment. All doors were secured and our movement throughout the facility was restricted by locked doors that required access from the ITR Security Control or through key access from our escorts. The Officers on duty were professional in their demeanor. They were courteous and patient as they answered all 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 arrestees, officers, medical staff, and inspectors.

During the inspection team's movement throughout the facility, we had the opportunity to observe officers and arrestees at the various locations that were visited. The arrestees were polite to escorting staff and inspection team members. Officers on duty clearly communicated control of their charges in a calm, courteous, and professional manner.

In addition to inspection of the physical plant, a review of certain required electronic recordkeeping entries was also performed as part of the inspection. During the review of these records, the inspector observed some minor inconsistencies in the way certain activities were being documented by the assigned officers in the unit's Shift Logs at the various duty posts. The required entries deviated across the various shifts and duty posts. When these observations were pointed out to command staff, they acknowledged the inconsistencies in the entries. The ITR command and training staff is taking steps to provide the necessary training to all personnel in order to assure consistency in the entries in the Shift Logs. During the out brief, the importance of this training was emphasized.

The ITR was in full compliance with the inspection requirements for this section.

Section 3 Property and Evidence:

On the day of this inspection, the “QueTel” Property and Evidence tracking system indicated that the ITR had property items awaiting transfer to the Property Management Division; however, upon arrival to the ITR, the inspection team learned that all property had been properly transferred to the Property Management Division that morning before the inspection team’s arrival. The inspectors reviewed their records, processes, and facility. The inspectors found the staff to be knowledgeable of their duties and obligations as well as a well-organized safekeeping area that is appropriately secured with the required access controls.

The ITR is in full compliance with the inspection requirements for this section.

Additional Observations:

Throughout the visit, with one exception, the inspectors were granted full access to all office spaces, storage rooms, filing cabinets, desk drawers, and any other containers found. The exception occurred during the inspection of the personnel lockers; a malfunctioning lock prevented the access to one locker. The locker was later accessed by division command staff, and the executive officer advised the inspector that no unauthorized items were found in the locker. It should also be noted that all officers observed were in full uniform, presented a professional appearance, and when interacting with the inspection team, were professional and courteous in their responses and demeanor.

During the inspection, no evidence was discovered indicating that MCSO equipment was being used in a manner that discriminates or denigrates anyone on the basis of race, color, nationality/national origin, immigration status, age, religious beliefs/religion, gender, culture/cultural group, sexual orientation, gender identity/expression, veteran status, ancestry, physical or mental disability, ethnic background, or socioeconomic status, 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.

Inspection *BI2023-0094* resulted in **100%** overall compliance.

Notes:

All supporting documentation (working papers) is included in the inspection file number BI2023-0094 and contained within IA Pro.

Date Inspection Started: June 8, 2023
 Date Completed: June 21, 2023
 Timeframe Inspected: June 8 to June 21, 2023
 Assigned Inspector: Sr. Auditor M. Rodriguez A9047

I have reviewed this inspection report.

Lt. Brian Arthur S1806 7/14/2023
 Lieutenant T. Brian Arthur S1806 Date
 Commander, Audits and Inspections Unit
 Bureau of Internal Oversight