

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight
Audits and Inspections Unit



June 2024 Custody Facility and Property Inspection

Inspection # BI2024-0088

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 "Omnigo" 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-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, *Shift Logs and Hardbound Logbooks*
DB-3, *Custody Facility Security Surveillance Systems*
DG-3, *4th Avenue Jail Safety and Sanitation*
DG-4, *Kitchen Security and Knife-Utensil Control*
DH-2, *Control Rooms and Security Equipment*
DH-5, *Custody Key Control*
DH-6, *Inmates Supervision, Security Walks, and Headcounts*
DL-2, *Custody Bureau Facility Inspections*
DL-3, *Inmate Hygiene*
GA-3, *Division Operations Manual*
GB-2, *Command Responsibility*
GD-1, *General Office Procedures*
GD-4, *Use of Tobacco Products*
GD-15, *Emergency Evacuation Plans*
GE-3, *Property Management and Evidence Control*
GE-4, *Use, Assignment, and Operation of Vehicles*
GF-3, *Criminal History Record Information and Public Records*
GM-1, *Electronic Communications, Data and Voice Mail*

Conditions:

On June 18, 2024, a Facility and Property inspection was conducted for the 4th Avenue Jail. The 4th Avenue Jail is located at 201 S. 4th Avenue, Phoenix AZ 85003. The 4th Avenue Jail is Maricopa County's only maximum-security jail facility with the mission of housing inmates of the highest security classification in an efficient, responsible, and constitutional manner. During 2023, the average daily population of the jail was 1600 high level custody inmates.

The 4th Avenue Jail is currently staffed by 174 detention officers, 7 Field Training Officers, 5 civilian employees, and 28 supervisors (Sergeants, Lieutenants, and Captain).

Upon arrival at the 4th Avenue Jail, the AIU inspection team was met by the division Executive Officer. We were escorted into a conference room for the initial in-brief. Present for the in-brief was the division commander and other staff that would act as our escorts during the inspection. A short brief was conducted where the inspection process was explained. After the in-brief, the inspection team and escorts broke into 2 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:

The inspection was conducted using the applicable inspection checklist that consists of 75 inspection points; however, not every inspection point was relevant to this inspection. A total of 61 inspections points were utilized for this inspection, of these, 5 items were found to not be in compliance with policy. The inspection resulted in an overall compliance of **91.80%**.

Section 1 Administration/Supervision:

The escorting personnel, as well as other staff on duty, expeditiously provided every available document, answered all questions posed, and indicated where files, documents, and records were stored. It should be noted that the 4th Avenue Jail has a comprehensive Facility and Safety equipment inspection program. During the inspection, additional guidance was provided to responsible staff of the requirements included in MCSO Policies DL-2, DA-2, and DH-5.

The 4th Avenue Jail is in full compliance with the inspection requirements for this section.

Section 2 Facility and Operations:

Because of the size of 4th Avenue Jail, prior to arrival at the facility and in accordance with the inspection methodology, the lead inspector randomly selected five areas of the jail to be physically inspected. The selected areas were thoroughly inspected in person by the inspection team.

The facility was clean and presented a professional work environment. All doors were secured and our movement throughout the jail was restricted by locked doors that required access from the 4th Avenue Jail 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 duty of providing for the safety and wellbeing of inmates, officers, medical staff, and inspectors.

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

In addition to the 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 electronic records, the inspector observed that not all the required entries are being made or the entries are not consistent with the requirements in governing policy. The identified deficiencies are listed below:

The following deficiencies were identified during the inspection process and were discussed with the 4th Avenue Jail staff during the out brief:

4th Avenue Jail (1 BIO Action Form):

Compliance Deficiency

Division	Date	Responsible Employee	Current Supervisor	Current Commander
4th Avenue Jail	06/14/2024	Captain	Chief	Chief
Deficiency				
<ol style="list-style-type: none"> 1. Reviewed records appear to show that supervisors are not always conducting and/or documenting a review of the SHIELD Shift Logs. Reference: MCSO Policy DB-2, paragraph 5 2. Reviewed records appear to show that physical security checks are not always being conducted and/or documented in the SHIELD Shift Logs. Reference: MCSO Policy DH-6, paragraph 3.D 3. Reviewed records appear to show that visual inspections of Fire Extinguishers, AEDs and SCBAs are not always being conducted and/or documented in the SHIELD Shift Logs. Reference: MCSO Policy DA-2, paragraph 1 				

Unless noted above, there were no prior BIO Action Forms similar in nature or supervisor notes addressing the identified deficiencies.

The 4th Avenue Jail is NOT in compliance with the inspection requirements for this section.

Section 3 Property and Evidence:

The day of this inspection, the “Omnigo” Property and Evidence tracking system indicated that the 4th Avenue Jail had one item of property in their property room. Prior to the arrival of the inspection team, the property officer had identified the item listed in the property report as an administrative error by another division and was working with the Property Management Division to correct the error. The inspectors reviewed the division’s property records, processes, and the property room. 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.

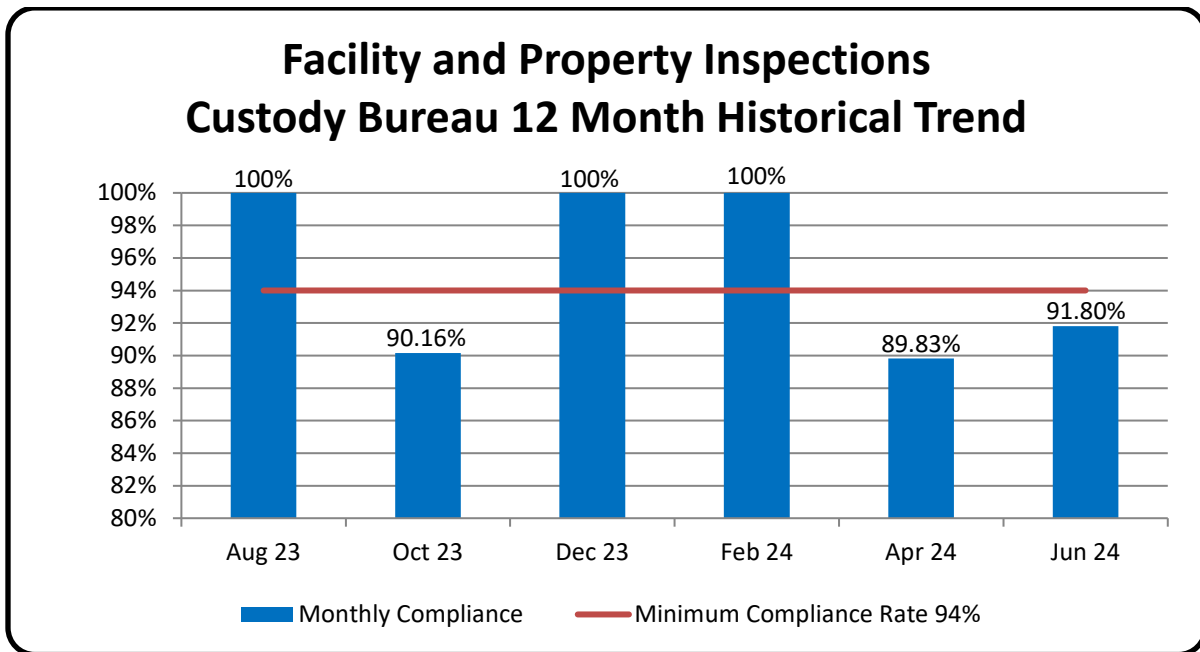
The 4th Avenue Jail is in full compliance with the inspection requirements for this section.

Additional Observations:

Throughout the visit, the inspectors were granted full access to all office spaces, storage rooms, filing cabinets, desk drawers, and any other containers found. 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, accommodating, and patiently 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.

Below is the 12-month historical comparison of compliance rates for the Custody Facility and Property inspections.



Action Required:

Inspection BI2024-0088 resulted in 91.80% overall compliance with **One** *BIO Action* form requested.

Notes:

All supporting documentation (working papers) is included in the inspection file number BI2024-0088 and contained within IA Pro.

Date Inspection Started: June 14, 2024
 Date Completed: June 18, 2024
 Timeframe Inspected: June 14 to June 18, 2024
 Assigned Inspector: Sr. Auditor M. Rodriguez A9047

I have reviewed this inspection report.

Lt. Brian Arthur S1806 8/2/2024

Lieutenant T. Brian Arthur S1806 Date
 Commander, Audits and Inspections Unit
 Bureau of Internal Oversight