

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**Custody Bureau Facility and Property Inspection May 2019**

Inspection # BI2019-0050

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/division 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, the inspector 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.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  
GG-2, *Training Administration*, paragraphs: 3.D  
GE-3, *Property Management*  
GE-4, *Use, Assignment, and Operation of Vehicles*

### Conditions:

On **May 22, 2019**, a Facility and Property inspection was conducted for the **Special Response Team (SRT)**. The SRT operates from the 4<sup>th</sup> Avenue Jail and is under the operational command of the 4<sup>th</sup> Ave Jail Commander. The 4<sup>th</sup> Ave Jail is located at **201 S. 4<sup>th</sup> Avenue, Phoenix AZ 85003**. The Special Response Team unit (SRT) is a specialized division of the Maricopa County Sheriff's Office (MCSO) Custody Bureau. The SRT unit has the responsibility of providing 24/7 security

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and safety services for employee, visitors, volunteers, medical staff, and inmates of the MCSO jails. The SRT strives to assist the jails' command staff during critical incidents by maintaining or regaining control over all areas of the MCSO jails.

The unit is made up of specially trained Detention Officers, who specialize in a variety of extraordinary situations including; barricaded inmates, cell extractions, escape response, facility emergencies, high profile inmate escorts, hostage situations, large scale jail searches, searching for of dangerous/criminal contraband, and the training Custody Bureau staff. The unit is currently commanded by a lieutenant, and the teams include two sergeants and ten officers.

Members of SRT endeavor to promote jail and public safety by emphasizing good decision-making, de-escalation strategies, and reasonable and necessary use of force. Sometimes, special situations call for special equipment that is not normally present in the jail settings and the SRT can rapidly respond with specialized equipment when required. In the first four months of the year, the SRT has provided support to the various MCSO jails that have included 120 activations; 55 cell extractions; 85 safe bed/cell placements; 563 inmate moves; 90 inmate transports; and 63 de-escalations.

Upon arrival to the 4<sup>th</sup> Avenue Jail, the AIU Inspector was met by supervisory staff and proceeded to the conference room for an in-brief with the SRT Lieutenant and the on-duty SRT Sergeant. During the briefing, the inspection process was explained. It should be noted that prior to the arrival to the 4<sup>th</sup> Avenue Jail, an AIU inspector had completed an onsite inspection of the SRT's armory/locker located at a secondary site. The inspector found no deficiencies in her inspection; however, identified one area that required command attention that will be covered in section 2 of this report. After the in-brief, the inspection commenced with the assistance of the SRT Sergeant. After the inspection was completed, an informal out-briefing was conducted with the command staff that included the 4<sup>th</sup> Avenue Jail commander. The inspector briefed on the 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, provided every document that was requested, answered all questions posed, and indicated where files, documents, and other records were stored and the standards governing their safekeeping and retention.

*All areas followed the inspection requirements for this section.*

### **Section 2 Facility and Operations:**

Because the SRT is a tenant division within the 4<sup>th</sup> Avenue Jail, they are not responsible for the physical aspects of the Jail. The inspection was focused in ensuring that the Team's processes and procedures are within Policy and are consistent with sound operational practices that foster safety amongst the team members, provides for the safety and security of the customers they serve, and properly account for all equipment.

The SRT command was very accommodating to the inspection team and allowed full access to all areas to be inspected. As mentioned earlier in this report, one of the AIU inspectors conducted an inspection of the SRT's off site armory/locker where specialized equipment and weapons are stored. The inspection of that location revealed that the security combination to the door had not been recently changed and that there is not a plan in place to periodically change the combination. It should be noted that *this is not a violation of policy*. No other issues or concerns were identified.

During the out brief, the inspector recommended that the division adopt a plan to periodically change the combination and that this plan include the requirement that the combination be changed at least once every 6 months or whenever someone who has the combination is transferred out of the unit. Command staff was receptive to this recommendation and identified possible steps to be considered in order to ensure the recommendation is implemented as soon as practical.

*All areas were following the inspection requirements for this section.*

**Section 3 Property and Evidence:**

Because of the unique operational circumstances of the SRT, the Team is well versed in the impounding and safeguarding of property and evidence. The Team uses supplies from the jail where they may be operating. The Team handle their own impounds and transport the property themselves directly to the Property and Evidence Division before the end of the shift.

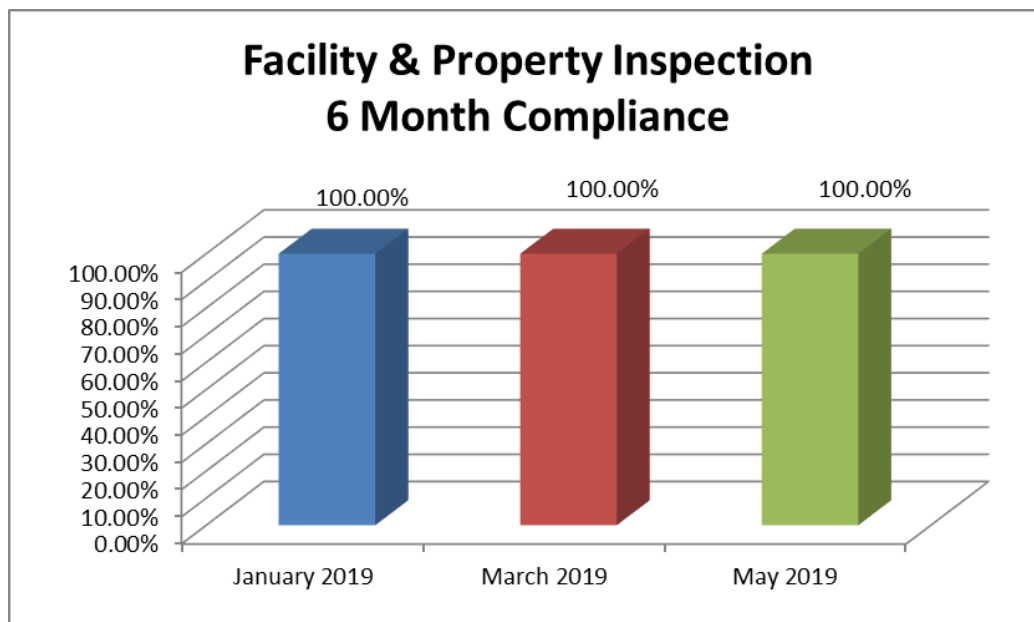
*All areas were in compliance with the inspection requirements for this section.*

**Additional Observation:**

Throughout the visit, the inspectors were granted full access to the various spaces that the SRT operates from as well as storage rooms, filing cabinets, desk drawers, and any other containers found. 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.

The inspection resulted in **100%** overall compliance with the inspection requirements.

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

**Recommendations:**

In addition to the previously mentioned recommendation in Section 2 above, it is recommended that the SRT command staff ensures that as new equipment and/or technology is adopted by the Team (body worn cameras), proper consideration is given to incorporate how the new equipment will be utilized and that the Division's Operations Manual is updated to include new procedures and the appropriate retention parameters are documented in order to comply with records retention policies and minimize risk and liability for the Office.

**Action Required:**

With the resulting 100% compliance, Inspection *BI2019-0050* does not require a BIO Action Form.

**Notes:**

All supporting documentation (working papers) is included in the inspection file number *BI2019-0050* and contained within IA Pro.

Date Inspection Started: May 22, 2019  
Date Completed: June 27, 2019  
Timeframe Inspected: May 22, 2019  
Assigned Inspector: Sgt. M. Rodriguez A9047

I have reviewed this inspection report.

Lt. D. Reaulo S1678

7/3/2019

Lt. Dominick Reaulo S1678  
Commander, Audits & Inspections Unit  
Bureau of Internal Oversight

Date