

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



October 2023 Custody Facility and Property Inspection

Inspection # BI2023-0159

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-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*
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*
GB-2, *Command Responsibility*
GD-1, *General Office Procedures*
GD-4, *Use of Tobacco Products*
GD-15, *Emergency Evacuation Plans*
GE-3, *Property Management*
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 October 4, 2023, a Facility and Property inspection was conducted for the Watkins Jail. The Watkins Jail is located at 2680 S. 28th Drive, Phoenix AZ 85009. Currently, the Watkins Jail houses minimum and medium classification unsentenced inmates. The facility was opened in 2020 and has five housing units with a 1,600-bed capacity using the principles and philosophies of Direct Supervision and Inmate Behavior Management.

The Watkins Jail is currently staffed by 114 detention officers, 2 civilian employees, 4 Field Training Officers (FTOs), and 19 supervisors (Sergeants, Lieutenants, and a Captain).

Upon arrival at the Watkins 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 jail 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, 6 items were found to not be in compliance with policy. The inspection resulted in an overall compliance of **90.16%**.

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 Watkins Jail is in full compliance with the inspection requirements for this section.

Section 2 Facility and Operations:

Because of the size of Watkins 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 Watkins 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 officers and inmates at the various locations that were visited. The inmates were courteous 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 the inspection of the physical plant, a review of certain required electronic record keeping 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. Additionally, another deficiency was also identified during the inspection process; all identified deficiencies are listed below:

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

Watkins Jail (1 BIO Action Form):

Compliance Deficiency

Division	Responsible Employee	Current Supervisor	Current Commander
Watkins Jail	Captain	Deputy Chief	Deputy Chief
Deficiency			
<ol style="list-style-type: none"> 1. Reviewed records appear to show that the required Physical Security Checks are not being performed during every shift as required by policy. Reference: MCSO Policy DH-6, paragraph 3.D 2. Reviewed records appear to show that the required inspections of the Self-Contained Breathing Apparatus (SCBA), and the documenting of these actions, are not being performed during every shift as required by policy. Reference: MCSO Policy DA-2, paragraph 2.A 3. Reviewed records appear to show that the required inspections of the Automated External Defibrillators (AED), and the documenting of these actions, are not being performed during every shift as required by policy. Reference: MCSO Policy DA-2, paragraph 2.A 4. Reviewed records appear to show that the required inspections of Fire Extinguishers at the start of the shift, and the documenting of these actions, are not being performed during every shift as required by policy. Reference: MCSO Policy DA-2, paragraph 2.A. 5. Reviewed records appear to show that supervisors are not always conducting a review of the SHIELD Shift Logs and supervisors do not always document their observations. Specifically, only one of the documented supervisor reviews documented a missing entry identified above. Reference: MCSO Policy DB-2, paragraph 5 6. During the Inspection process, no records were found to indicate that barbering equipment was being inventoried prior to being issued and upon return as required by policy. Reference: MCSO Policy DL-3, paragraph 3.B 			

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

The Watkins Jail is not in compliance with the inspection requirements for this section.

Section 3 Property and Evidence:

Because of changes to the “QueTel” Property and Evidence tracking system, a report was not obtained on the day of the inspection. Upon the inspection team’s arrival at the Watkins Jail, it was determined that the division had 6 items of property that had been impounded and had not yet been turned in to the Property Management Division. The property and the corresponding records were reviewed and found to be accurate, complete, and in compliance with policy.

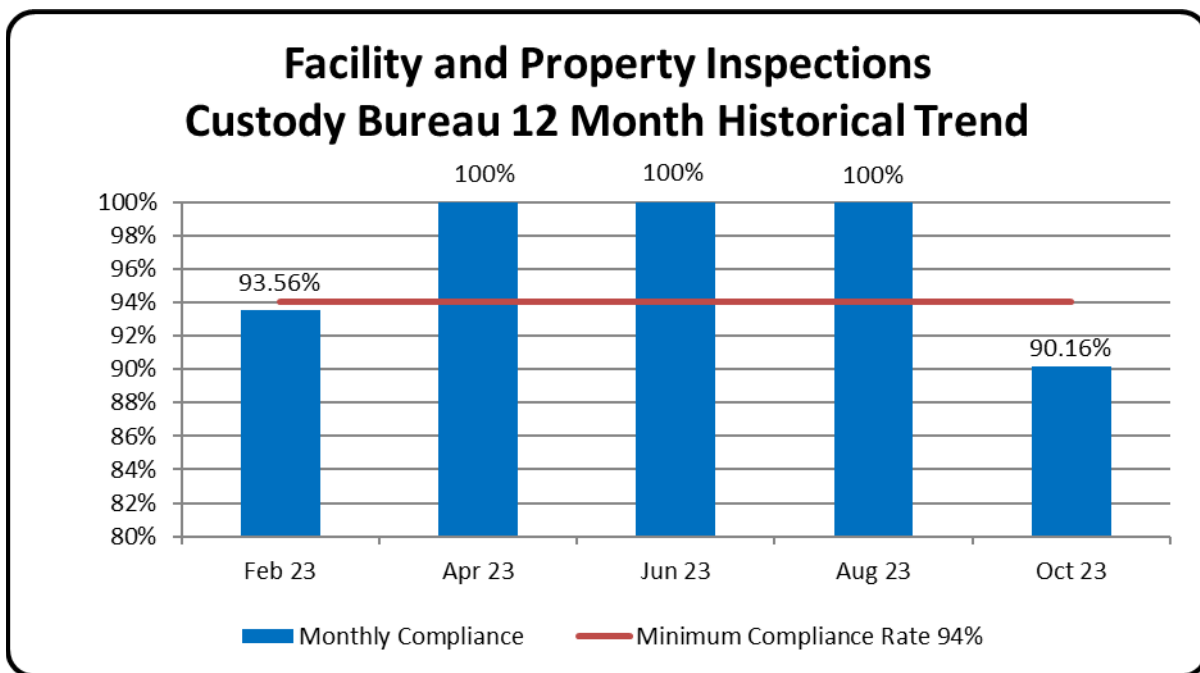
The Watkins Jail is in full compliance with the inspection requirements for this section.

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. The inspection included the employees’ personnel lockers. 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.

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



Action Required:

Inspection *BI2023-0159* resulted in **90.16%** overall compliance with **One** *BIO Action* form requested.

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2023-0159* and contained within IA Pro.

Date Inspection Started: October 1, 2023
Date Completed: October 4, 2023
Timeframe Inspected: October 1 to October 4, 2023
Assigned Inspector: Sr. Auditor M. Rodriguez A9047

I have reviewed this inspection report.

Lt. Brian Arthur S1806

11/28/23

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

Date