

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight
Audits and Inspections Unit



February 2023 Custody Facility and Property Inspection
Inspection # BI2023-0028

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 February 22, 2023, a Facility and Property inspection was conducted for the Estrella Jail. The Estrella Jail is located at 2939 W Durango St, Phoenix AZ 85009. Currently, the Estrella Jail houses all classifications of adult female inmates. The facility is composed of four tower-style housing units and nine dorm-style housing units. The maximum design capacity is 1,671 inmates. In the calendar year 2022, the facility averaged a monthly population of 892 inmates. Currently the Estrella Jail houses all classifications and housing categories of sentenced and unsentenced inmates. The Estrella Jail embraces the concept of Strategic Inmate Management with all dorms dedicated to Direct Supervision and the different levels of inmate management it encompasses.

The inspection team had the opportunity to observe the “Direct Supervision” model of incarceration in one of the housing units that was inspected. The housing unit was clean and surprisingly quiet in comparison to other “dorm” type housing units that the inspectors had previously inspected. The officer on duty was efficient in her manner and projected a professional and calm demeanor that appeared to set the tone for the housing unit.

The Estrella Jail is currently staffed by 98 detention officers, 2 civilian employees, 2 Field Training Officers (FTOs), and 19 supervisors (Sergeants, Lieutenants, and a Captain).

Upon arrival at the Estrella Jail, the AIU inspection team was met by the shift 1 commander. Because of unforeseen events, the Division Commander and Executive Officer were not available for the inspection. Also present was the administrative sergeant, the shift 1 FTO, and the Facility Maintenance Officer. A short in-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 63 inspections points were utilized for this inspection, of these, 4 items were found to not be in compliance which resulted in an overall compliance of **93.65%**.

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

Section 2 Facility and Operations:

Because of the size of Estrella Jail, 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 jail was restricted by locked doors that required access from the Estrella 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 primary 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 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 that not all the required entries are being made or the entries are not consistent with the requirements in governing policy.

During the review of the entries made in the Sheriff’s Inmate Electronic Data (SHIELD) management system during the applicable period, the following four deficiencies were identified and discussed with the Estrella Jail staff during the out brief:

Division	Responsible Employee	Current Supervisor	Current Commander
Estrella Jail	Captain	Chief	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. 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. 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 although supervisors are documenting their review of the entries made by officers into the SHIELD Shift Log, the supervisors are not documenting their observations. Specifically, none of the documented supervisor reviews that were examined during this inspection included notations relating to the missing entries listed above. Reference: MCSO Policy DB-2, paragraph 5. 			

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

The Estrella Jail was not in compliance with the inspection requirements for this section.

Section 3 Property and Evidence:

The day of this inspection, the “QueTel” Property and Evidence tracking system indicated that the Estrella Jail did not have any property and evidence records listed in its report; however, prior to the inspection team’s arrival, staff at the Estrella Jail had recovered an item for which ownership could not be established and had timely generated a *Found Property Incident Report* that they had not yet entered into the QueTel tracking system.

The Estrella 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, and no unauthorized items of property or evidence were 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 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 *BI2023-0028* resulted in **93.65%** overall compliance with **One BIO Action** forms requested.

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2023-0028* and contained within IA Pro.

Date Inspection Started: February 11, 2023
Date Completed: March 6, 2023
Timeframe Inspected: February 11 to February 22, 2023
Assigned Inspector: Sr. Auditor M. Rodriguez A9047

I have reviewed this inspection report.

Lt. Brian Arthur

4/25/2023

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

Date