

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



August 2023 Custody Facility and Property Inspection

Inspection # BI2023-0127

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 August 22, 2023, a Facility and Property inspection was conducted for the MCSO Towers Jail. The Towers Jail is located at 3127 W. Gibson Lane, Phoenix AZ 85009. The Towers Jail was opened in 1982 and consists of six Housing Units designed with a "podular-remote layout." Each housing unit has four pods with each pod having 15 cells. In 2022, the Towers Jail had a maximum capacity of 720 inmates with an average daily population of 622 inmates. The Towers Jail houses minimum and medium classification inmates.

The Towers Jail is currently staffed by 70 detention officers, 1 civilian employee, 4 Field Training Officers (FTOs), and 16 supervisors (Sergeants, Lieutenants, and a Captain).

Upon arrival at the Towers Jail, the AIU inspection team was met by the division executive officer. We were escorted into a conference room for the initial in-brief. Also present was the jail commander and other staff that would act as our 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 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:

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 relevant records were stored.

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

Section 2 Facility and Operations:

Because of the size of Towers 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 facility was restricted by locked doors that required access from the Towers 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 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 showed minor deviations across the various shifts and duty posts. When these observations were pointed out to command staff, they acknowledged the inconsistencies in the entries. The inspection team was advised that prior to the inspection team's arrival, command and the division's training staff had identified similar inconsistencies and are actively working with employees, through training and supervision, to eliminate inconsistencies in making entries to the electronic records.

The Towers Jail is 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 Towers Jail had property items awaiting transfer to the Property Management Division. The inspector reviewed all applicable records and determined that all required documentation was present and correct. The inspector also reviewed the facility's processes. The inspectors found the staff to be knowledgeable of their duties and obligations as well as an area that is secure with the appropriate access controls.

The Towers 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 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 *BI2023-0127* 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: August 14, 2023
Date Completed: August 22, 2023
Timeframe Inspected: August 14 to June 22, 2023
Assigned Inspector: Sr. Auditor M. Rodriguez A9047

I have reviewed this inspection report.

Lt. Brian Arthur S1806 9/22/23
Lieutenant T. Brian Arthur S1806 Date
Commander, Audits and Inspections Unit
Bureau of Internal Oversight