

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



January 2020 Custody Facility and Property Inspection:

4th Avenue Jail

Inspection # BI2020-0002

On a bi-monthly basis, the Audits and Inspections Unit (AIU) of the Maricopa County Sheriff's Office (MCSO), Bureau of Internal Oversight (BIO), will conduct a Custody Bureau Facility and Property Inspection. The purpose of this inspection is to ensure compliance with Office policies and to promote proper handling of property and evidence. To achieve this, the inspector will select one of the MCSO's facilities/divisions for an on-site inspection using the Custody Bureau Facility and Property Inspection Matrix developed by AIU.

Matrix Procedures:

- Utilize the Custody Bureau Facility and Property Inspection Checklist to review/check administration/supervision, facility/operations, and property/evidence for policy compliance.
- Use the OIM Property and Evidence System to retrieve an item history report and obtain a random sample (if applicable).
- Verify items from the random sample are in their designated storage locations and verify the item matches the item description (if applicable).

Due to the size and complexity of the various facilities and divisions, the inspector may randomly select up to five areas of the selected facility or division for inspection.

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, *Shift Logs 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:

During January 2020, the MCSO 4th Avenue Jail (4AVE) was randomly selected for the Custody Bureau and Property Inspection. 4th Avenue Jail is located at 201 South 4th Avenue in Phoenix, Arizona, and is under the responsibility of a Deputy Chief and Division Commander.

The 4th Avenue Jail currently staffs 277 Detention Officers, 7 Field Training Officers (FTOs), 1 Office Assistant, 24 Sergeants, 4 Lieutenants, and 1 Captain. Current records indicate that the 4th Avenue Jail houses, 1458 inmates of various classifications, to include, Medium General Population, Maximum General Population, Maximum Trustees, Maximum Administrative Restricted, and Closed Custody inmates; the highest security/classification.

On January 15, 2020, a pre-inspection agenda meeting took place at the 4th Avenue Jail facility with the Administrative Sergeant, Field Training Officer, and Field Maintenance Officer (FMO). A discussion of the inspection and details of the daily operations of the division took place. A review and copy of the Custody Facility and Property Inspection checklist took place, outlining the expectations of the inspection to take place on January 28, 2020.

Section 1 Administration/Supervision:

In October of 2019, the Maricopa County Sheriff's Office implemented the SHIELD application which replaced the antiquated Operations Journal. The SHIELD documents all entries completed in the housing units of detention facilities/divisions to include daily shift log checks as well as all other daily activities. During the inspection, two areas were found not to have the required shift log inspections done by the on-duty supervisor. Upon further review, the on-duty shift supervisor had completed the log checks, a technical error within the SHIELD prevented these entries from being saved and unavailable to be audited. The developers of the SHIELD are working with the help desk to correct this issue from effecting future entries made by officers and supervisors.

Section 2 Facility and Jail Operations:

During the inspection, the Audits and Inspection Unit (AIU) personnel found the 4th Avenue Jail facility to be secure with access limited to assigned staff. Any other approved persons granted access to the interior working areas must present credentials or have key card access. The facility appears well maintained and orderly.

While conducting the inspection, the inspection team found no evidence to support any type of discrimination in MCSO facilities or equipment based on race, color, national origin, age, religious beliefs, gender, culture or sexual orientation, veteran status, or disability. Furthermore, auditors were able to determine that the handling of property/evidence supported the procedures in policy and procedures. Additionally, auditors found no indicators of misuse or disposal of sensitive, protected, or confidential information/records.

Section 3 Property and Evidence:

On the day of the inspection, the QueTel Property and Evidence tracking system indicated that the 4th Avenue Jail division had one item of property listed on their report waiting for transfer to the MCSO Property and Evidence Management division. The inspector found the item listed on the OIM property and evidence report properly secured and documented in the property room. The inspector did not find any other property unaccounted for in the property room. The inspection team found the property room to be clean, orderly and secure with limited access to personnel; only those individuals responsible for the impounding of property/evidence, or a supervisor has access to the property room.

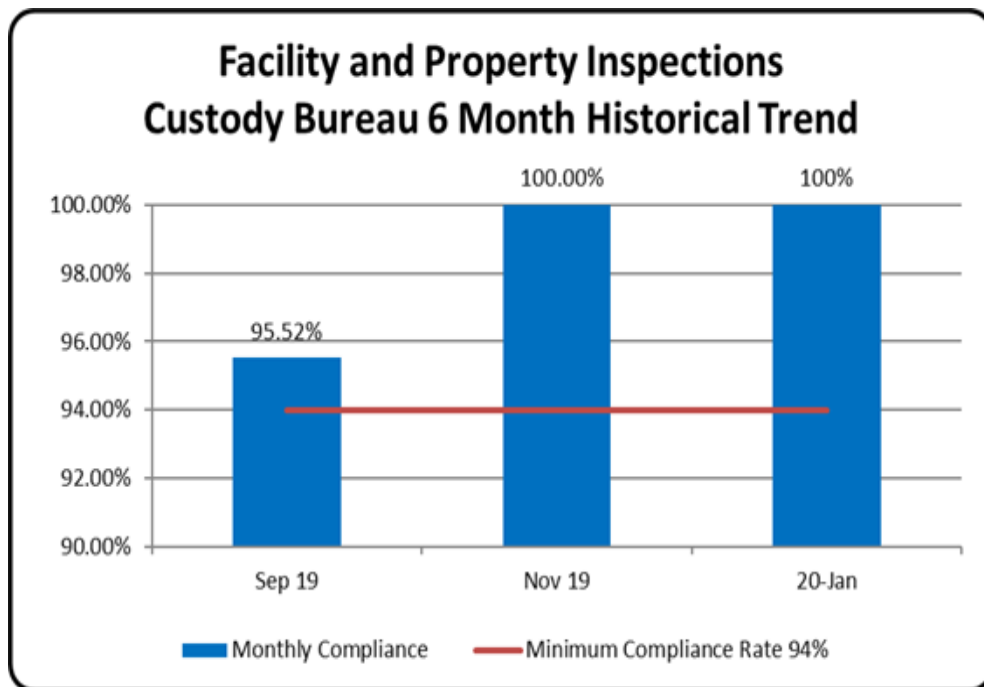
All areas met compliance with the inspection requirements for this section.

Additional Observation:

4th Ave Jail granted full access to all office spaces, storage rooms, filing cabinets, desk drawers, control rooms, maintenance areas, and any other containers found, to include personal lockers during the inspection. While inspecting the lockers, two were inaccessible to our staff. After our departure, 4th Ave Jail reported that supervisors removed the locks from the two lockers; they contained no contraband upon inspection.

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.



Date Inspection Started: January 28, 2020
Date Completed: January 28, 2020
Timeframe Inspected: January 2020
Assigned Inspector: Sgt. Kathleen Garcia B0745
Assisting Inspector: Auditor Mario Rodriguez A9047
Assisting Inspector: Auditor Kateryna Ellis B4299
Assisting Inspector: Auditor Connie Phillips B3345
Assisting Inspector: Sgt. Roger Bierwalter S1263

I have reviewed this inspection report.

Lt. D. Reaulo S1678

2/19/2020

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

Date