

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



February 2024 Custody Facility and Property Inspection

Inspection # BI2024-0025

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 February 27, 2024, a Facility and Property inspection was conducted for the Court Operations Division. The Court Operations Division is located at 175 W. Madison St., Phoenix AZ 85009. The Division is located within the Maricopa County South Court Tower complex.

The Court Operations Division is responsible for the coordination of mandated court appearances for inmates in the custody of the Maricopa County Sheriff's Office. Court Operations Detention Officers provide judicial security in the courtrooms conducting hearings and trials for in-custody defendants as well as processing defendants into custody that have been remanded to the custody of the Sheriff by the Court. In 2023, the Court Operations Division escorted 128,505

inmates to court appearances throughout Maricopa County and facilitated 72 video appearance hearings. Additionally, Court Operations processed 3,669 remanded defendants into Sheriff's Office custody, marking a 43% increase over 2022.

The Court Operations Division is currently staffed by 80 detention officers, 3 Field Training Officers (FTOs), and 9 supervisors (Sergeants, Lieutenant, and a Captain).

Upon arrival at the Court Operations Division, the AIU inspection team was met by the division's Lieutenant. We were escorted into a conference room for the initial in-brief with the division's representatives. A short in-brief was conducted where the inspection process was explained. After the in-brief, the inspection team and escorts broke into 3 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 maintained.

The Court Operations Division is in full compliance with the inspection requirements for this section.

Section 2 Facility and Operations:

The facility was very 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 control room 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, and inspectors. During the inspection team's movement throughout the facility, we had the opportunity to observe officers and inmates at the division's holding area. 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.

The Court Operations Division is in full compliance with the inspection requirements for this section.

Section 3 Property and Evidence:

The Court Operations division does not maintain their own Property and Evidence room. When the division needs to impound property and/or evidence, the division coordinates with the Court Security personnel and makes use of the Court Security property room to conduct the impounding process. The inspection team queried on-duty personnel on their process, and they verbally outlined their procedures which demonstrated their knowledge of current policy and procedures for impounding property and/or evidence.

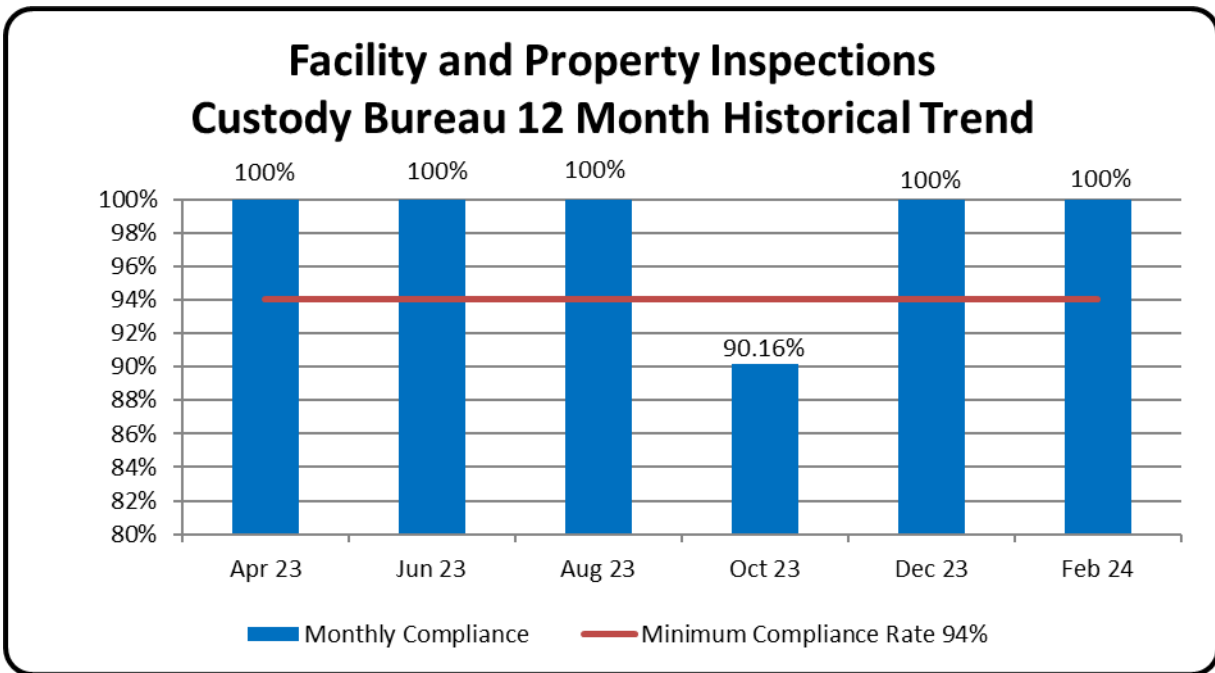
The Court Operations Division is in full compliance with the inspection requirements for this section.

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, accommodating, and patiently 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.

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



Action Required:

Inspection BI2024-0025 resulted in **100%** overall compliance with **no** BIO Action Forms requested.

Notes:

All supporting documentation (working papers) is included in the inspection file number BI2024-0025 and contained within IA Pro.

Date Inspection Started: February 23, 2024
Date Completed: February 27, 2024
Timeframe Inspected: February 23 to February 27, 2024
Assigned Inspector: Sr. Auditor M. Rodriguez A9047

I have reviewed this inspection report.

Lt. Brian Arthur S1806

3/20/2024

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

Date