

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**September 2017 Detention Facility and Property Inspection**

Inspection Report# BI2017-0107

The Audits and Inspections Unit (AIU), of the Sheriff's Office Bureau of Internal Oversight (BIO), will conduct Detention Facility and Property Inspections on an ongoing 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 detention facilities and conduct an inspection using the *Detention Facility and Property Inspection Matrix* developed by the AIU.

### Matrix Procedures:

Because of the size and complexity of the various jails and other detention facilities, the inspectors will randomly select up to five areas of the selected facility for inspection utilizing the *Detention Facility and Property Inspection Matrix*. 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 being inspected will be obtained.

### 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, *Operations Journal 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  
GF-4, *Office Reports*, paragraph: 11.B.2  
GG-2, *Training Administration*, paragraphs: 3.D  
GE-3, *Property Management*  
GJ-4, *Evidence Control*

### Conditions:

On **September 12, 2017** a Detention Facility and Property inspection was conducted for the **Sheriff's Information Management Services (SIMS) Division**. The Sheriff's Information Management Services Division is located at 201 South 4<sup>th</sup> Avenue, Phoenix AZ 85003. The SIMS is collocated in the basement of the 4<sup>th</sup> Avenue Jail. The primary function of the Sheriff's Information Management Services Division is to convert information from legal source

documents to automated records. Additionally, the division also includes the Victim's Assistance & Notification Unit (VANU). The VANU is made up of Justice System Clerks who are responsible for all notifications (Initial Appearance, Work Furlough and Releases) made to victims after initiation of victims' rights through the *Waiver of Rights* form.

A lieutenant is assigned as the division commander. Currently, the assigned staff includes; 75 civilian employees of various classifications, including supervisors, 12 detention officers, and 2 sergeants. The division is a 24 hours a day, seven days a week operation. Of noteworthiness, records indicate that during August 2017 the SIMS division processed 4,327 inmate releases (35,199 year to date) and scheduled over 13,000 inmates for court appearances (102,075 year to date). Additionally, during 2016, the VANU; assisted 319 victims in court, mailed 36,271 letters to victims, and made over 50,000 phone calls to victims. Currently the VANU has a caseload that includes just over 6,000 victims.

Upon the arrival to the division, the AIU Inspection team was received by the Division Commander. The inspectors were escorted by various personnel assigned to the division. We were joined by the 4<sup>th</sup> Avenue Jail Facility Maintenance Officer (FMO). As previously noted, the SIMS division is collocated with the 4<sup>th</sup> Avenue Jail and the 4<sup>th</sup> Avenue Jail FMO provides maintenance support for the SIMS division.

### **Section 1 Administration/Supervision:**

The escorting personnel, as well as other staff present, expeditiously provided every document that was requested, answered all questions posed, and indicated where files, documents, and records were stored and the standards governing their safekeeping and retention.

The division was fully compliant with all inspection requirements.

### **Section 2 Facility:**

The division work spaces were very clean and presented a very professional environment. All external doors were secured and our movement within the work area was free of encumbrances.

The entire division area was inspected. All areas were in compliance with the inspection requirements.

### **Section 3 Property and Evidence:**

The day of this inspection, the "QueTel" Property and Evidence tracking system indicated that the division did not have a single item of property and/or evidence in the "Submitted" Section and awaiting review, pickup and transport to the Property and Evidence Warehouse. The division's day to day responsibilities do not require them to come in contact with inmate or prisoners, nor their property.

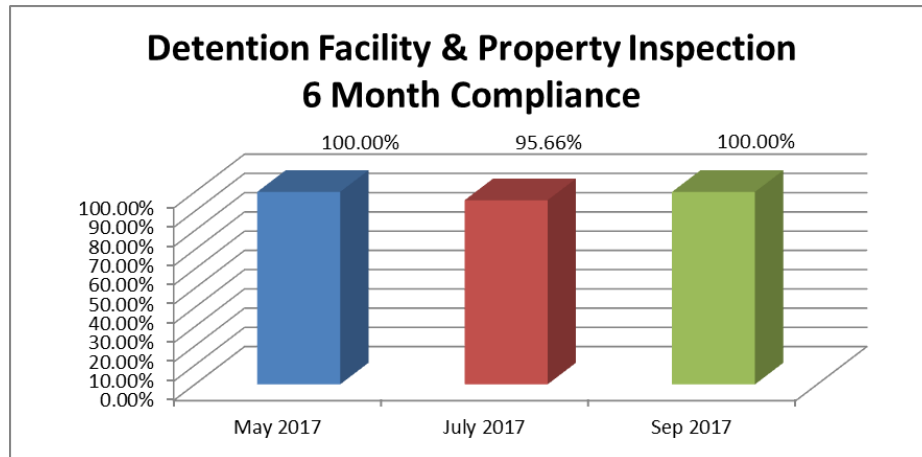
### **Additional Observation:**

Throughout the visit, the inspectors were granted full access to all office spaces, storage rooms, safes, cabinets, desk drawers and any other containers found. The officers and civilian staff on duty were professional in their demeanor. They were courteous and patient as they answered various questions and facilitated access to the secure spaces within their control.

It should also be noted that during the inspection, no evidence was discovered indicating that MCSO, county facilities, and/or equipment were being used in a manner that discriminates or denigrates anyone on the basis of race, color, national origin, age, religious beliefs, gender, culture, sexual orientation, veteran status, or disability, or that property and/or evidence is being mishandled. Additionally, there were no indicators observed that would indicate that sensitive, protected, or confidential information and/or records are being mishandled or disposed of improperly.

The inspection resulted in an overall 100% compliance.

A historical comparison of the last six months of Detention Facility and Property inspections indicate that compliance with applicable policies is in the 95 percentile or higher.



**Recommendations:**

To ensure continued compliance with policy and in order to improve the documenting of daily activities, it is recommended that continued mentoring for all supervisory levels continue in order to ensure the completeness of appropriate inspection tracking systems (log books, checklists, Blue Team...).

**Action Required:**

With the resulting 100% compliance, Inspection *BI2017-0107* will not require submittal of BIO Action Forms.

**Notes:**

All supporting documentation (working papers) is included in the inspection file number *BI2017-0107* and contained within IA Pro.

Date Inspection Started: September 12, 2017  
Date Completed: September 12, 2017  
Timeframe Inspected: September 12, 2017  
Assigned Inspector(s): Sgt. M. Rodriguez A9047

I have reviewed this inspection report.

CAPT. B. Roska #878

September 28, 2017

Captain Barry Roska S0878  
Commander  
Bureau of Internal Oversight

Date

TZ. Skinner #898

September 28, 2017

Chief Russ Skinner S0898  
Bureau Chief  
Compliance Bureau

Date