

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight
Audits and Inspections Unit



April 2024 Custody Facility and Property Inspection

Inspection # BI2024-0060

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, *Shift Logs and Hardbound 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, *Custody Key Control*
DH-6, *Inmates Supervision, Security Walks, and Headcounts*
DL-2, *Custody Bureau Facility Inspections*
DL-3, *Inmate Hygiene*
GA-3, *Division Operations Manual*
GB-2, *Command Responsibility*
GD-1, *General Office Procedures*
GD-4, *Use of Tobacco Products*
GD-15, *Emergency Evacuation Plans*
GE-3, *Property Management and Evidence Control*
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 April 16, 2024, a Facility and Property inspection was conducted for the Food Services Division. The Food Services Division is located at 3150 W. Lower Buckeye Rd., Phoenix AZ 85009. The Food Services Division operates a 170,000 square foot production facility that is responsible for preparing inmate meals for the entire MCSO custody and detention system. The division operates every day of the year to prepare two meals for each of the inmates in custody. During 2024, the average daily inmate population was about 7,000 inmates.

The Food Services Division is currently staffed by 19 detention officers, 47 civilian employees, and 20 supervisors (Sergeants, Lieutenant, and Civilian Supervisory Staff).

Upon arrival at the Food Services Division, the AIU inspection team was met by the division executive lieutenant. We were escorted into a conference room for the initial in-brief. Present for the in-brief was the division commander and other staff that would act as our escorts during the inspection. A short 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 59 inspections points were utilized for this inspection, of these, 6 items were found to not be in compliance with policy. The inspection resulted in an overall compliance of **89.83%**.

Section 1 Administration/Supervision:

The escorting personnel, as well as other staff on duty, expeditiously provided every available document, answered all questions posed, and indicated where files, documents, and records were stored. It should be noted that because of the food preparation mission of the division, the division is the subject of frequent health and safety inspections which are well documented; however, at the time of the inspection, the division did not have an inspection program that would meet the requirements of MCSO Policy DL-2. Specifically, no quarterly or semi-annual inspections by command staff are being conducted. The identified deficiencies are listed below:

The following deficiencies were identified during the inspection process and were discussed with the Food Services Division staff during the out brief:

Food Services Division (1 BIO Action Form):

Compliance Deficiency

Division	Responsible Employee	Current Supervisor	Current Commander
Food Services Division	FS Manager	Chief	Chief
Deficiency			
<ol style="list-style-type: none"> 1. During the Inspection process, it was determined that the division is not performing and/or documenting the required semi-annual inspections of the entire facility, employee lockers, key inventory logs, and tool inventory logs. Reference: MCSO Policy DL-2, paragraph 5. 2. During the Inspection process, it was determined that the division is not performing and/or documenting the required quarterly inspections. Reference: MCSO Policy DL-2, paragraphs 4 and 4.A. 			

The Food Services Division is NOT in compliance with the inspection requirements for this section.

Section 2 Facility and Operations:

The facility was clean and presented a dynamic work environment. Appropriate doors were secured and required key access from our escorts. Officers and civilian employees on duty were professional in their demeanor as they supervised working inmates. Employees 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 supervisory duties in providing for the safe preparation of meals as well as the safety and wellbeing of inmates, officers, and inspectors.

During the inspection team’s movement throughout the facility, we had the opportunity to observe employees and inmates at the various areas that were visited. The inmates were courteous to escorting staff and inspection team members. Employees on duty clearly communicated control of their charges in a calm, courteous, and professional manner.

In addition to the 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 electronic 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. The identified deficiencies are listed below:

The following deficiencies were identified during the inspection process and were discussed with the Food Services Division staff during the out brief:

Compliance Deficiency

Division	Responsible Employee	Current Supervisor	Current Commander
Food Services Division	FS Manager	Chief	Chief
Deficiency			
1. Reviewed records appear to show that supervisors are not always conducting and/or documenting a review of the SHIELD Shift Logs. 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 Food Services Division is NOT in compliance with the inspection requirements for this section.

Section 3 Property and Evidence:

The Food Services 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 Lower Buckeye Jail personnel and makes use of their 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.

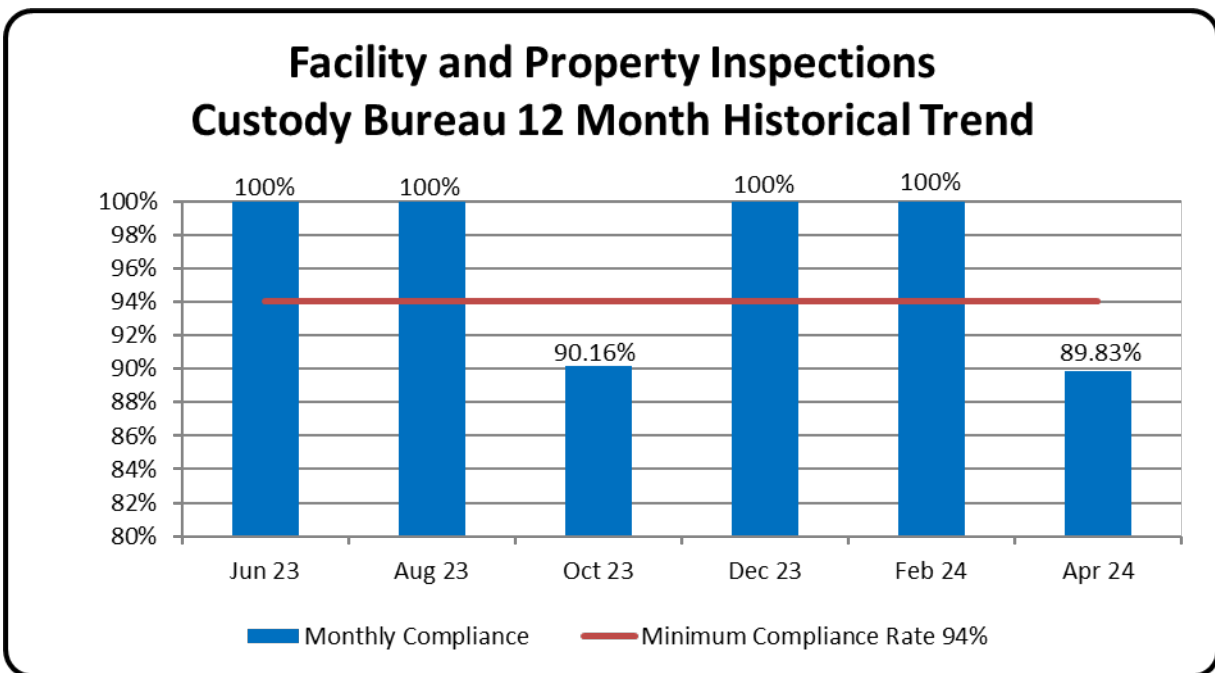
The Food Services Division is in full compliance with the inspection requirements for this section.

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. The inspection included the employees’ personnel lockers. It should also be noted that all officers observed were in appropriate uniform, presented a professional appearance, and when interacting with the inspection team, were professional and courteous in their responses and demeanor. Of special note, the records maintained by the employee designated to oversee the division’s safety and emergency equipment are thorough, complete, and maintained in a manner that simplifies their review, a job well done.

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.

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



Action Required:

Inspection BI2024-0060 resulted in **89.83%** overall compliance with **One** *BIO Action* form requested.

Notes:

All supporting documentation (working papers) is included in the inspection file number BI2024-0060 and contained within IA Pro.

Date Inspection Started: April 14, 2024
Date Completed: April 16, 2024
Timeframe Inspected: April 14 to April 16, 2024
Assigned Inspector: Sr. Auditor M. Rodriguez A9047

I have reviewed this inspection report.

Lt. Brian Arthur S1806 6/13/2024

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