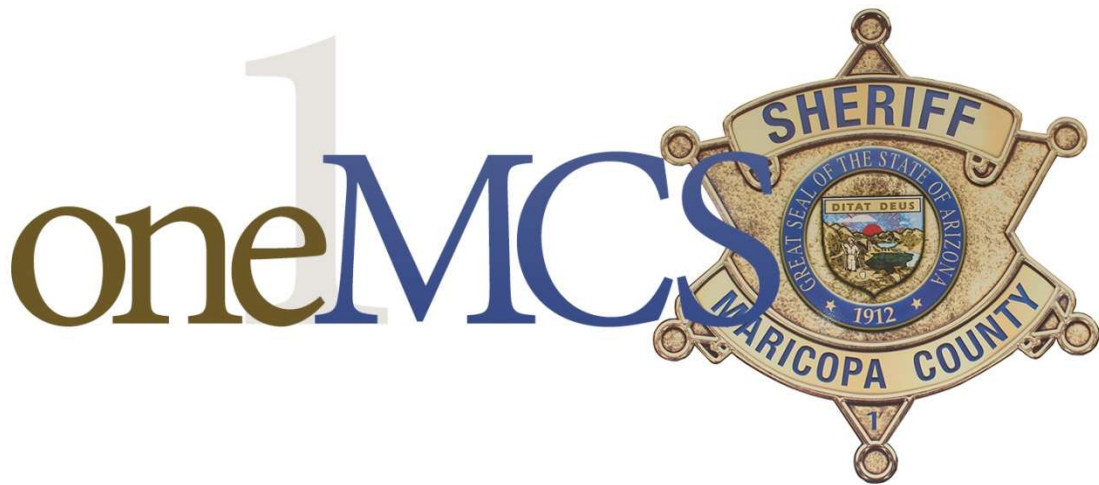


# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**December 2024 Custody Facility and Property Inspection**

Inspection # BI2024-0186

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 of 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 "Omnigo" 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, *4th Avenue Jail 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 December 11, 2024, a Facility and Property inspection was conducted for the Sheriff's Information Management Services (SIMS) division. The SIMS division is co-located in the basement level of the 4th Avenue Jail at 201 South 4th Avenue, Phoenix AZ 85003. The SIMS division converts legal source documents to automated records with the Sheriff's Inmate Electronic Data (SHIELD) jail management system. The division continuously updates the judicial status of in-custody defendants and provides information to the public and other criminal justice agencies. SIMS works with numerous agencies and offers a wealth of services to these agencies, the public, crime victims, and the Sheriff's Office. The Bonds & Fines function, Victim's Assistance & Notification Unit (VANU) and the Workbox Unit are part of the SIMS Division.

A civilian commander heads the division. Currently, the assigned staff includes; 74 civilian employees of various classifications (including supervisory staff), five detention officers, and one detention officer sergeant. The division is a 24-hours a day, seven days a week, operation. Of noteworthiness, records indicate that to in 2024, the SIMS division processed 105,082 Court Orders, scheduled over 141,000 inmates for court appearances, processed over 9,800 Bonds transactions and took in nearly \$23.7 million dollars in Bonds and Fines.

Upon arrival at the SIMS division, the AIU inspection team was met by the division Commander and were escorted into a conference room for the initial in-brief. Present for the in-brief, representing the division, was the Division Commander, the Operations Manager as well as the Work Box Supervisor. This staff would be our escorts during the inspection process. A short brief was conducted where the inspection process was explained. After the in-brief, the inspection team and escorts commenced the inspection of the division. 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 available document requested, answered all questions posed, and indicated where files, documents, and records were stored. It should be noted that the 4<sup>th</sup> Avenue Jail's Facility Maintenance Officer (FMO) oversees the required safety equipment inspections and maintenance. All records and equipment reviewed and/or inspected met all the applicable inspection requirements.

***The Sheriff's Information Management Services division is in full compliance with the inspection requirements for this section.***

### **Section 2 Facility and Operations:**

The division's workspace was clean and presented a professional work environment. The on-duty staff were professional in their demeanor. They were courteous and patient as they answered all questions and facilitated access to the workspace. As previously mentioned, the division is co-located with the 4th Avenue Jail and the jail's Facility Maintenance Officer (FMO) provides a number of facility-related services for the division. All doors leading in/out of the facility were appropriately secured.

***The Sheriff's Information Management Services division is in full compliance with the inspection requirements for this section.***

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

The SIMS division does not routinely handle inmate property and/or evidence. The inspection team reviewed with supervisory personnel the policy requirements in case found property and/or evidence needs to be processed. Supervisory staff advised that it is their practice to work with the 4th Avenue Jail personnel when property and/or evidence requires to be impounded. 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 found property and/or evidence.

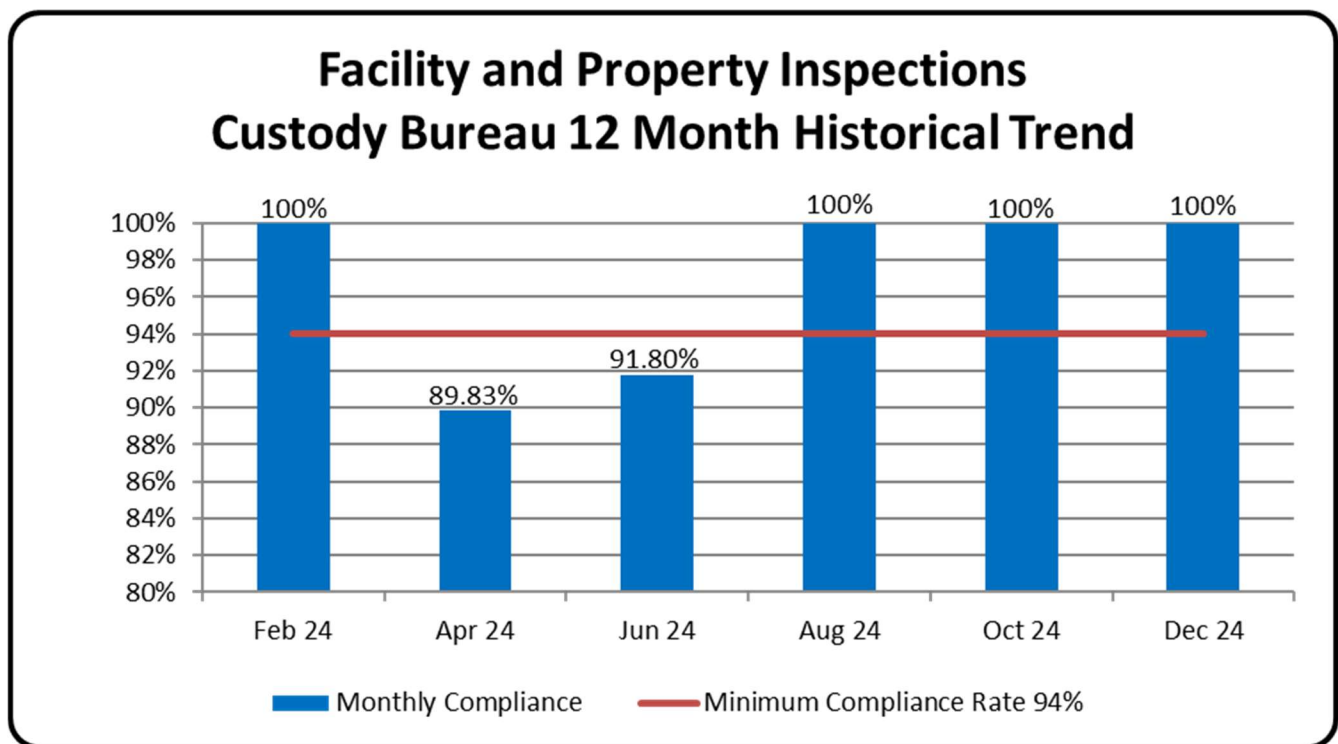
***The Sheriff's Information Management Services division is in full compliance with the inspection requirements for this section.***

**Additional Observations:**

Throughout the inspection visit, the inspectors were granted full access to all office spaces, storage rooms, filing cabinets, desk drawers, and any other containers found.

Additionally, 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 Bureau Facility and Property inspections.



**Action Required:**

Inspection BI2024-0186 resulted in **100%** overall compliance with **No BIO Action** forms requested.

**Notes:**

All supporting documentation (working papers) is included in the inspection file number BI2024-0186 and contained within IA Pro.

Date Inspection Started: December 11, 2024  
Date Completed: December 11, 2024  
Timeframe Inspected: December 11, 2024  
Assigned Inspector: Sr. Auditor M. Rodriguez A9047

I have reviewed this inspection report.

*LT Andrew Rankin S1839*

01/08/2025

Lieutenant A. Rankin S1839  
Commander, Audits and Inspections Unit  
Bureau of Internal Oversight

Date