

**MARICOPA COUNTY SHERIFF'S OFFICE**  
**Jail Facility and Property Inspection**




**Audits and Inspections Unit**  
**Bureau of Internal Oversight**  
**Inspection Report**  
**August 4, 2016**  
**Inspection #BI2016-0084**

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# MARICOPA COUNTY SHERIFF'S OFFICE

*Memorandum*

 <p>Joseph M. Arpaio, Sheriff</p>	<p><b>To:</b> Lt. R. Morris S1014 Audits and Inspections Unit Commander Bureau of Internal Oversight</p>	<p><b>From:</b> Sgt. M. Rodriguez A9047 Audits and Inspections Unit Bureau of Internal Oversight</p>
	<p><b>Subject:</b> Summary of Findings Report Jail Facility and Property Inspection Inspection #BI2016-0084</p>	<p><b>Date:</b> 8/4/16</p>

The Audits and Inspections Unit (AIU), of the Sheriff's Office Bureau of Internal Oversight (BIO), will conduct Jail Facility and Property Inspections on an ongoing basis. The purpose for these inspections is to ensure compliance with Office Policies, promote proper handling of Property and Evidence, and support compliance with the Melendres Order. To achieve this, inspectors will select for an on-site inspection, one of the MCSO jail facilities and conduct the inspection using the *Jail Facility and Property Inspection Matrix* developed by the AIU.

**Matrix Procedures:**

Because of the size and complexity of the various jail facilities, the inspectors will randomly select three areas of the selected facility for inspection utilizing the *Jail Facility and Property Inspection Matrix*. On the day of the inspection, using the "QueTel" Property and Evidence tracking system, print a record of all outstanding Property and Evidence records for the facility being inspected.

**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*

Melendres Order

**Conditions:**

On **July 27, 2016** a Jail Facility and Property inspection was conducted for the Inmate Medical Services (IMS) Division. The IMS division is located within the Lower Buckeye Jail (LBJ) but is an independent entity with a chain of command that is separate from the LBJ chain of command. In this arrangement, the IMS relies on the LBJ to provide certain support; including facility maintenance, vehicle support, property and evidence storage, key control, communications, and other facility type operational support.

Within the LBJ facility, the IMS has three primary areas of control: 1) The Mental Health Unit (MHU) which is comprised of six co-located housing units that house inmates of all security classifications that have been medically diagnosed with psychiatric conditions by the Correctional Health System (CHS) mental health providers. 2) The Infirmary which also houses inmates of all security classifications that have medical conditions, as determined by CHS providers, which prevent them from being assigned to regular housing commensurate with their security classification. 3) Administrative spaces, where command staff and other IMS support personnel maintain office and administrative space.

The Inmate Medical Services currently has 80 detention officers, 3 Field Training Officers (FTOs), 1 Office Assistant and 17 supervisors (Sergeants, Lieutenants, and a Captain), assigned to the Mental Health Unit, Infirmary and Command Staff. Current housing data indicates that the MHU is currently housing 80 male and 20 female inmates (including 17 inmates that have the highest security classification). The Infirmary is currently housing 41 male and 3 female inmates (including 2 inmates that have the highest security classification).

Upon the arrival of the AIU inspection team to the administrative offices of the IMS, we were received by the administrative assistant. The compliance lieutenant introduces herself and advised the inspection team that the Captain and the Executive Officer had been called away from the facility for a last minute meeting. Although this was a last minute change, the assistance provided by available staff was professional and courteous. The inspection team was escorted by the lieutenant and the shift FTO to the areas being inspected. They answered all questions, were forthcoming, and granted the inspection team full access to all spaces being inspected.

**Section 1 Administration/Supervision:**

The Inmate Medical Services division was fully compliant with this portion of the inspection. The Office Assistant assigned to this division, as well as other staff present, quickly 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.

**Section 2 Facility:**

The facility was very clean and presented a very professional environment. All doors were secured and our movement from section to section was restricted by locked doors that required access from the LBJ Security Control or key access from our escorts or from assigned officers on duty. Officers 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. This was done without compromising their primary duty of providing for the safety and wellbeing of inmates, officers, medical staff, and inspectors.

The inspection team inspected housing units P3, P6, and the administrative areas of the IMS. All areas were in compliance with the inspection requirements.

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.

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

The day of this inspection, the “QueTel” Property and Evidence tracking system indicated that the Inmate Medical Services did not have a single item of property and/or evidence in the “Submitted” Section and awaiting review, pickup and transport to Property and Evidence. Although there were no records to reconcile, the FTO briefed the inspection team on the procedure normally followed and the inspection team was also granted access to the LBJ storage space where property is secured while it awaits being taken to Property and Evidence by the LBJ property custodian.

At the time of our visit, the inspection team was granted full access to all office spaces, storage rooms, cabinets, desk drawers and 1 of 2 safes. Staff present during the inspection could not gain access to a safe that was in the office of the Inmate Medical Services Commander. It should be noted that the inability to access a locked safe in the commander’s office does not constitute a policy violation. The inspection team attempts to access all areas within a division, but policy does not state personnel cannot have personal areas secured and inaccessible to others.

### **Recommendations:**

To ensure continued compliance with policy and in order to improve the documenting of ongoing inspections by supervisors, it is recommended that reliance on paper documents or local tracking processes should be minimalized. Instead, the *Line Level Inspection* incident option of the Blue Team application in the Early Identification System (EIS) **should be the primary method used to document the various types of inspections conducted by supervisors and command staff.**

Continue to reinforce to detention staff the importance of officer safety. Not only when dealing with inmates but also as they perform their other day to day activities.

### **Action Required:**

With the resulting 100% compliance, *Inspection #BI2016-0084* will not require submittal of BIO Action Forms.

### **Notes:**

All supporting documentation (working papers) is included in the inspection file number BI2016-0084 and contained in IA Pro.

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**Inspection focus:** **Jail Facility and Property Inspection**


**Date Inspection Started:** **July 27, 2016**

**Date Completed:** **July 27, 2016**

**Timeframe Inspected:** **July 27, 2016**

**Assigned Inspectors:** **Sgt. M. Rodriguez A9047**

I have reviewed this inspection report.



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Lieutenant Rick Morris  
Audits and Inspections Unit Commander  
Bureau of Internal Oversight

8/5/16  
Date



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Deputy Chief Bill Knight  
Bureau Commander  
Bureau of Internal Oversight

8/5/16  
Date

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