

MARICOPA COUNTY SHERIFF'S OFFICE
Detention Facility and Property Inspection



Audits and Inspections Unit
Bureau of Internal Oversight
Inspection Report
November 23, 2016
Inspection BI2016-0118

MARICOPA COUNTY SHERIFF'S OFFICE

Detention Facility and Property Inspection

 <small>Joseph M. Arpaio, Sheriff</small>	To: Lt. R. Morris S1014 Audits and Inspections Unit Commander Bureau of Internal Oversight	From: Sgt. M. Rodriguez A9047 Audits and Inspections Unit Bureau of Internal Oversight
	Subject: Summary of Findings Report Detention Facility and Property Inspection Inspection BI2016-0118	Date: 11/23/16

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, 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 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 three 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

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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 **November 9, 2016** a Detention Facility and Property inspection was conducted for the Transportation division. The Transportation division is located at 3355 W. Durango Avenue, Phoenix AZ 85009. The Transportation division is responsible for transporting pre-trial inmates from the various MCSO Jail facilities to the appointed Courts. They also effect the movement of pre-trial inmates and fully sentenced inmates amongst the various MCSO Jails. Additionally, the Transportation division transports prisoners from various prisons in-state to the MCSO Jails when directed to do so by the Courts so that these prisoners can be present for additional legal proceedings in the various Maricopa County courts.

On a typical day the Transportation division transports between 1,500 and 2,000 inmates; including more than 500 inmates to and from the Downtown courts; over 20 to and from the Southeast court in Mesa; about 75 medical appointment transports; and nearly 2 dozen Instate prisoner transports.

In addition to the duties previously mentioned, the Transportation division also operates two "jail wagons" transports (East and West) that are used to transport newly arrested persons from the outlying Districts to the 4th Avenue Jail for booking.

To make this movement of inmates possible, the Transportation division operates a fleet of 25 vehicles including reconfigured transport buses, transport vans, and other custom built transportation vehicles/trucks. The division is currently staffed with 1 office assistant, 93 detention officers, 5 sergeants, 2 lieutenants and 1 captain. Because inmates are transferred between jails every day and at all hours, the Division operates 24 hours a day, 365 days a year.

Upon the arrival to the Transportation division, the AIU inspection team was received by the one of the two Transportation Lieutenants. We were joined by the Jail Commander, the Fleet Manager/Officer and the second Transportation Lieutenant for an introductory in-brief. The inspection team was escorted by the one of the Transportation Lieutenants or the Fleet Manager/Officer to the areas being inspected. The various personnel present answered all questions posed, were forthcoming in all aspects, and granted the inspection team full access to all spaces being inspected.

Section 1 Administration/Supervision:

The Transportation 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.

It should be noted that prior to the arrival of the inspection team, the Transportation division conducted an internal review of their procedures and independently determined that supervisors had been conducting the required vehicle inspection;

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however, there was no consistent procedure in place to document the inspections performed. Once this oversight was identified, command staff instituted a procedure that now documents these inspections.

The Inspection Team is appreciative of the forthcoming comportment of command staff and reflects positively on their willingness to institute corrective action when deficiencies are identified.

Section 2 Facility:

The facility was clean and presented a professional work environment. The physical area that is used by the Transportation division is a converted space that has been adapted for use by the division. They have made good use of a less than perfect environment and operate well in it. All doors leading in/out of the facility were locked and our movement from area to area was restricted by locked doors that required access from our escorts.

The inspection team inspected the entire area under the purview of the Transportation division and all vehicles on site at the time of the visit. All areas and vehicles 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 Transportation division 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, command staff briefed the inspection team on the procedure normally followed when property and/or evidence is processed.

Additional Observation:

During our visit, the inspection team was granted full access to office spaces, storage rooms, cabinets, desk drawers and any other containers found. The 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. At the time of the visit, the inspectors were not able to access two personal lockers that were locked. *It should be noted that the inability to access a locked personal locker 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.*

After the inspection team's departure, Transportation division supervisory staff gained access to these two lockers and advised the inspection team that no items of Property and/or Evidence were found in these lockers.

Recommendations:

1. 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 minimized. 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 (i.e. monthly vehicle inspections).**
 2. Continue to reinforce to detention staff the importance of officer safety. Not only while operating vehicles and transporting inmates, but also as they perform their other day to day activities.
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Action Required:

With the resulting **100%** compliance, *Inspection BI2016-0118* will not require submittal of BIO Action Forms.

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2016-0118* and contained in IA Pro.

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Inspection focus: Detention Facility and Property Inspection

Date Inspection Started: November 9, 2016

Date Completed: November 9, 2016

Timeframe Inspected: November 9, 2016

Assigned Inspectors: Sgt. M. Rodriguez A9047

I have reviewed this inspection report.



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

11/23/16
Date



Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

11/23/16
Date
