

MARICOPA COUNTY SHERIFF'S OFFICE
Detention Facility and Property Inspection



Audits and Inspections Unit
Bureau of Internal Oversight
Inspection Report
September 26, 2016
Inspection BI2016-0100

MARICOPA COUNTY SHERIFF'S OFFICE

Memorandum

 <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 BI2016-0100	Date: 9/26/16

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 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 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 three areas of the selected detention 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*
Melendres Order

Conditions:

On **September 14, 2016** a Detention Facility and Property inspection was conducted for the Estrella Jail. The Estrella Jail is located at 2939 W. Durango, Phoenix AZ 85009. The Estrella Jail is a fully integrated detention facility that includes dormitory type and high security housing for female inmates. The Estrella Jail facility also includes two housing areas currently designated as housing for the Tents Jail; the Tents Jail is located adjacent to this facility. The Estrella Jail also has a kitchen area that is used as a distribution point for hot meals by Food Services, a component of the Institutional Services division. The Estrella Jail commander does not exercise control of the day to day operations of these areas.

The Estrella Jail is currently staffed by 116 detention officers, 3 Field Training Officers (FTOs), 1 Office Assistant and 19 supervisors (Sergeants, Lieutenants, and a Captain). Current records indicate that The Estrella Jail is housing 845 female inmates of all classifications (minimum, medium, maximum and closed custody).

Upon the arrival to the Estrella Jail, the AIU inspection team was received by the Executive Lieutenant. We were joined by the Jail Commander and the Field Training Officer (FTO) for an introductory in-brief. It was at this time that the inspection team learned that one of the areas randomly selected for inspection is not under the operational purview of the Estrella Jail commander (kitchen area mentioned in the first paragraph). A new area for inspection was randomly selected by the Executive Lieutenant (G-Dorm). The inspection team was escorted by the Executive Lieutenant and the FTO to the areas being inspected. Additionally, the Facility Maintenance Officer (FMO) joined the inspection team; he provided his expertise in answering applicable inspection questions. Facility personnel 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 Estrella Jail 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 Estrella Security Control, key access from our escorts or from assigned officers on duty.

The inspection team inspected the intake areas and housing units “B-Tower” and “G-Dormitory”. 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 Estrella Jail 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 able to access the storage space where property is secured while it awaits transfer to Property and Evidence. During the inspection of the property storage lockers, two compact disks (CD) were found to be awaiting transfer to the Crime Lab. These two CDs were properly documented and their handling and storage were in compliance with current policy and procedures.

Additional Observation:

During our visit, the inspection team was granted full access to all 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. This was done without compromising their primary duty of providing for the safety and wellbeing of inmates, officers, medical staff, and inspectors. During the inspection team’s movement through the facility, we had the opportunity to observe the movement of inmates as they were being escorted to and from various locations within the jail. The inmates were courteous and the escorting Officers clearly communicated control of their charges in a calm, courteous, and professional manner.

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 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 (i.e. monthly vehicle inspections)**.
2. 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 BI2016-0100* will not require submittal of BIO Action Forms.

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2016-0100* and contained in IA Pro.

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Inspection focus: **Detention Facility and Property Inspection**

Date Inspection Started: **September 14, 2016**

Date Completed: **September 14, 2016**

Timeframe Inspected: **September 14, 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

9/26/16
Date



Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

9/26/16
Date
