

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**July 2018 Detention Facility and Property Inspection**

Inspection Report# BI2018-0083

The Audits and Inspections Unit (AIU) of the Sheriff's Office Bureau of Internal Oversight (BIO) will conduct Detention 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 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 large detention facilities, the inspectors may randomly select up to five areas of the selected jail or large detention facility 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 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  
GG-2, *Training Administration*, paragraphs: 3.D  
GE-3, *Property Management*

### **Conditions:**

On **July 24, 2018** a Facility and Property inspection was conducted for the **Classification Division**. The Classification Division is co-located with Central Intake on the first floor of the 4<sup>th</sup> Avenue Jail which is located at 201 S. 4<sup>th</sup> Avenue, Phoenix AZ 85003. The objective of the Classification Division is to ensure the safety and security of inmates, staff and the facility through the classification of all pretrial detainees and detainees sentenced to serve county time, which is accepted into custody of the MCSO jail system. In order to ensure consistency in the classification process, a point system has been adopted that scores the inmates' current charges, past convictions, escape risk, age, institutional behavior at

MCSO and other risk factors. The final score determines the inmate's security level of minimum, medium or maximum. Classification also assigns the housing type for inmates. Possible housing types are: general population, administrative restrictive housing, closed custody, nature of charges, directed, and juvenile. For psychiatric and infirmary housing, the division works in conjunction with Correctional Health Services. The division has completed 22,199 initial classifications and 3,033 reclassifications during the current calendar year. The Classification Division is continually collaborating with detention and medical staff for ongoing assessment of inmate risks and needs. Additionally, the division also works closely with outside agencies including; the Maricopa County Attorney, Adult Probation, and the Office of the Public Defender. Some outside projects that the Classification Division has been involved with include the SMART Justice initiative, the Hand in Hand program, and the creation of a directed housing pod for inmates with medical vulnerabilities. Most recently, the Classification Division, along with the Programs section, has begun conducting presentations for Adult Probation and the Courts in order to provide them with an understanding of the functions of the Classification Division, the determination of work eligibility, and the programs that are available to inmates.

The Classification Division is a 24 hour a day/ 365 day a year operation and is currently staffed by 53 employees which include 42 Classification Specialists, 1 Office Assistant Specialized, and 10 supervisory staff to include the division Commander. All personnel assigned to the Classification Division are civilian employees.

Upon arrival to the 4<sup>th</sup> Avenue Jail, the AIU inspection team was met by the acting commander. A short in-brief was conducted where the inspection process was explained. After the in-brief, the inspection team and escorts broke into 3 separate inspection groups in order to more efficiently conduct the inspection and to reduce the time staff was diverted from their primary duties. After the inspection was completed, an informal briefing was conducted with the acting commander. The inspectors briefed on 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 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.

*All areas were in compliance with the inspection requirements for this section.*

### **Section 2 Facility:**

The facility was clean and presented a professional work environment. All external doors were secured. The Classification Division's area of operation is considered a "restricted area" and access is limited to authorized personnel.

*All areas that were inspected were in compliance with the inspection requirements of this section.* The on duty staff was professional in their demeanor. They were courteous and patient as they answered various questions and facilitated access to the administrative spaces.

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

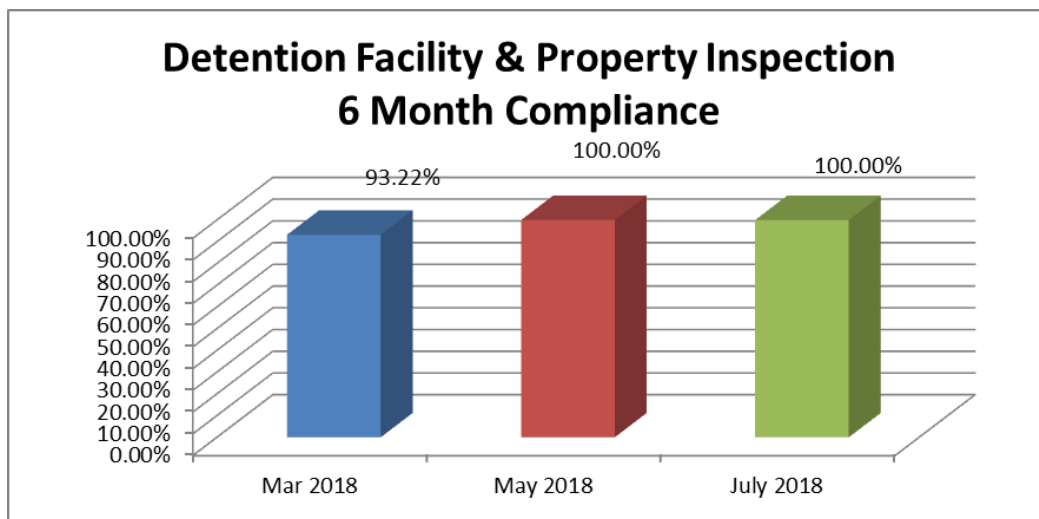
Because of the Classification Division's mission and co-location in the Central Intake area of the 4<sup>th</sup> Avenue Jail, classification personnel do not routinely handle inmate property and/or evidence. Classification personnel have not had to process found property or evidence. The inspection team reviewed with supervisory personnel the policy requirements in case found property and/or evidence needed to be processed, including safeguarding the property, pulling a "Found Property" Incident Report (IR), and the need to promptly transfer the found property and/or evidence to the Property and Evidence Division.

**Additional Observation:**

Throughout the visit, the inspectors were granted full access to office spaces, storage rooms, filing cabinets, desk drawers, and any other containers found. During the inspection, no evidence was discovered indicating that MCSO, county facilities, and/or equipment were being used in a manner that discriminated or denigrated 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 was being mishandled. Additionally, there were no indicators observed that would indicate that sensitive, protected, or confidential information and/or records were being mishandled or disposed of improperly.

The inspection resulted in **100%** overall compliance with the inspection requirements.

Below is the six month historical comparison of compliance rates for Detention Facility and Property inspections.

**Recommendations:**

To ensure continued compliance with policy, and in order to improve the documenting of daily and quarterly activities, it is recommended that:

- Continued mentoring for all supervisory levels should be provided in order to ensure the proper documenting of activities and the completeness of appropriate tracking systems (log books, checklists, Blue Team...).
- Continue to reinforce to all staff, the importance of properly accounting for, safeguarding, documenting, and timely processing found property in accordance with current policy.

**Action Required:**

With the resulting **100%** compliance, Inspection *BI2018-0083* does not require any BIO Action Forms.

**Notes:**

All supporting documentation (working papers) is included in the inspection file number *BI2018-0083* and contained within IA Pro.

Date Inspection Started: July 24, 2018  
Date Completed: August 16, 2018  
Timeframe Inspected: July 24, 2018  
Assigned Inspector: Sgt. M. Rodriguez A9047

I have reviewed this inspection report.

Connie J. Phillips  
Connie J. Phillips B3345  
Acting Commander, Audits & Inspections Unit  
Bureau of Internal Oversight

8/16/2018  
Date