

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



January 2018 Detention Facility and Property Inspection

Inspection Report# BI2018-0005

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 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, when large facilities are selected for inspection, the inspectors may randomly select up to five areas of the selected jail or large 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*

Conditions:

On **January 23, 2018** a Detention Facility and Property inspection was conducted for the **Central Intake** division. The Central Intake is located at 201 S. 4th Ave., Phoenix AZ 85003. The Central Intake is collocated in the lower level of the 4th Avenue Jail. The primary function of Central Intake is to act as the intake site for persons arrested by the various supported law enforcement agencies in Maricopa County as these arrestees await further judicial proceedings. In 2017, the

number of bookings handled by the Central Intake exceeded 84,000 and the number of releases exceeded 40,500. These bookings came from the various police agencies in Maricopa County including; Phoenix (35,728 bookings), Tempe (3,633 bookings), Glendale (4,026 bookings), The Department of Public Safety (5,956 bookings) Mesa (8,023 bookings), MCSO (9,315 bookings) and Maricopa County Adult Probation (1,976 bookings).

A captain is assigned as the Central Intake commander. Currently, the assigned staff includes; 1 civilian employee, 109 detention officers, 4 Field Training Officers (FTOs), and 17 supervisors (sergeants and lieutenants). The Special Response Team is currently assigned under the control of the Central Intake commander; however, this inspection focused solely on the Central Intake.

Upon the arrival to the Central Intake, the AIU inspection team was met by the executive lieutenant. We were joined by the division commander for a short in-brief. After the in-brief, the inspection team broke up into 3 separate groups in order to more efficiently conduct the inspection and to reduce the time staff was diverted from their daily duties. Additional intake staff helped escort the inspectors throughout the facility. The escorting staff facilitated access and provided requested information. The additional staff included FTOs, the Facility Maintenance Officer, the Property Officer, and other appropriate staff.

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; however, a minor issue was noted. During the review of the Operations Journal (OJ), the inspection team determined that there were inconsistencies in the manner of documenting supervisory activities. Central Intake has various duty posts that are required to maintain an Operations Journal. During the inspection it was observed that there was no standard requirement that dictate what entries will be entered by officers assigned to duty posts where maintaining an OJ is required. The inspection team recommended that supervisory activities conducted for Central Intake, such as daily inspections, should be entered by all duty posts in intake, and that this requirement be added to the division's Operational Manual.

It should be noted that since the inspection, Central Intake leadership has instituted new procedures relating to the documenting of supervisor activities and these new procedures will be included in the next updated of the division's Operations Manual.

Section 2 Facility:

The facility was very clean and presented a very professional environment. All doors were secured and our movement throughout the buildings was restricted by locked doors that required access from the Central Intake Security Control or through key and/or keycard access from our escorts.

All areas that were inspected were in compliance with the inspection requirements; however, while inspecting the pre-booking area, sunglasses and a pair of shoes were found in a cabinet. These items appeared to belong to a person processed into intake. It is undeterminable how long this property had been in the cabinet or to whom it may belong to. Office Policy DD-2, paragraph 2.A and 2.B require that Found Property shall be packaged "... *and all items shall be forwarded to the Property and Evidence Division...*" The property was recovered and impounded under IR18-002370.

Section 3 Property and Evidence:

The day of this inspection, the "QueTel" Property and Evidence tracking system indicated that the Central Intake division had 22 items listed in their report. Prior to the arrival of the inspection team, working with the MCSO Property and

Evidence division, Central Intake staff had determined that 17 of the 22 property items listed in the report were erroneous entries and were working with the Property and Evidence personnel to ensure that these erroneous entries are properly corrected within the Property and Evidence database. The remaining five items listed in the report were present with proper and correct documentation.

On 2/16/18, the “QueTel” Property and Evidence tracking system was accessed and a current printout of all outstanding Property and Evidence records for Central Intake was obtained. The report shows that all of the 17 erroneous entries identified on the day of the inspection have been corrected and are no longer part of the property report for Central Intake.

Additional Observation:

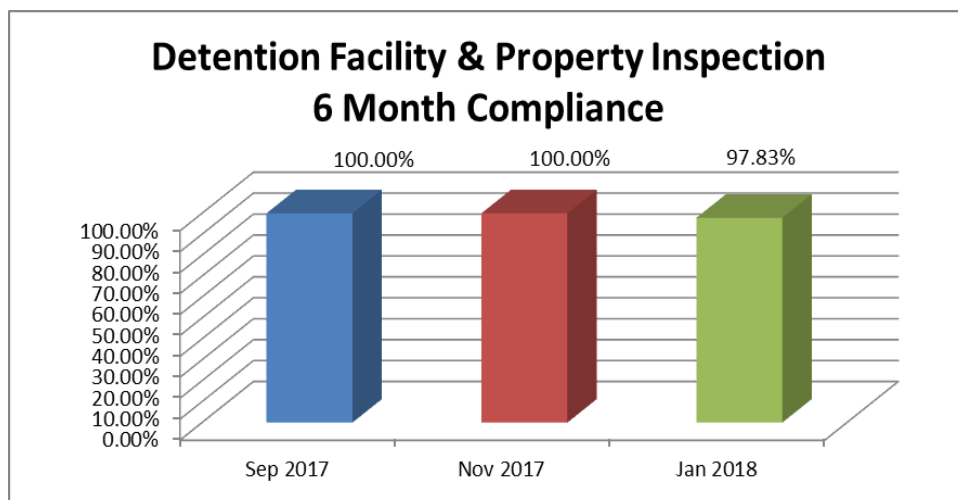
Throughout the visit, the inspectors were granted full access to office spaces, storage rooms, cabinets, desk drawers and any other containers found. The officers on duty were professional in their demeanor. They were courteous and patient as they answered various questions and facilitated access to secure work spaces within their control. At the time of the visit, the inspectors were not able to access one overhead bin in the sergeant’s office that was locked. *It should be noted that the inability to access a locked bin 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.* A small safe was also identified as not being used and the division did not have the combination for it. Staff has initiated the necessary steps to have the safe opened by qualified persons.

After the inspection team’s departure, Central Intake supervisory staff gained access to overhead bin and advised the inspection team that no items of Property and/or Evidence were found in the overhead bin.

It should also be noted that 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. Additionally, there were no indicators observed that would indicate that sensitive, protected, or confidential information and/or records are being mishandled or disposed of improperly.

The inspection resulted in 97.83% 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 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, documenting, and processing found property in accordance with current policy.

Action Required:

With the resulting **97.83%** compliance, Inspection *BI2018-0005* will require the submittal of **1** BIO Action Form. **The form shall be completed utilizing Blue Team.**

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2018-0005* and contained within IA Pro.

Date Inspection Started: January 23, 2018
Date Completed: February 22, 2018
Timeframe Inspected: January 22-23, 2018
Assigned Inspector: Sgt. M. Rodriguez A9047

I have reviewed this inspection report.

Larry Kratzer S1520
Lieutenant Larry Kratzer S1520
Commander, Audits & Inspections Unit
Bureau of Internal Oversight

02/22/2018
Date

W.C. Morrison #1509
Captain W. Cory Morrison S1509
Division Commander
Bureau of Internal Oversight

3/4/18
Date