

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**Custody Bureau Facility and Property Inspection July 2019**

Inspection # BI2019-0097

The Audits and Inspections Unit (AIU) of the Sheriff's Office Bureau of Internal Oversight (BIO) will conduct Custody Bureau 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 facilities/division and conduct an inspection using the *Custody Bureau Facility and Property Inspection Matrix* developed by the AIU.

### Matrix Procedures:

Because of the size and complexity of the various facilities and other divisions, the inspector may randomly select up to five areas of the selected facility or division 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/division 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*  
GE-4, *Use, Assignment, and Operation of Vehicles*

### Conditions:

On **July 30, 2019**, a Facility and Property inspection was conducted for the **Transportation Division**. The Transportation Division is located at 3355 W. Durango Ave. 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

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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. During this calendar year, the division has made in excess of 188,000 transports to the various locations including more than 11,000 in-state prisoner transports. Additionally, the Transportation division also operates two “jail wagons” transports (East and West) that are used to transport newly arrested persons from the outlying patrol districts and the Department of Public safety to the 4th Avenue Jail for booking. To date, this year the jail wagons have made nearly 14,000 transports.

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 90 detention officers, 6 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 Jail Wagon section commander. We were joined by the Transportation Division executive lieutenant for an introductory in-brief. The inspection team was escorted by additional supervisory staff. 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. After the inspection was completed, an informal out-briefing was conducted with the command staff that included the Transportation Division commander. The inspectors briefed on the 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, provided every document that was requested, answered all questions posed, and indicated where files, documents, and other 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 and Operations:**

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. The division is co-located with the Maricopa County Adult Probation department. Common areas (break rooms/bathrooms) are shared by both organizations. 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 were in compliance with the inspection requirements for this section.*

### **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. It is the practice of the division to impound and transport any property and/or evidence themselves directly to the Property and Evidence Division before the end of the shift.

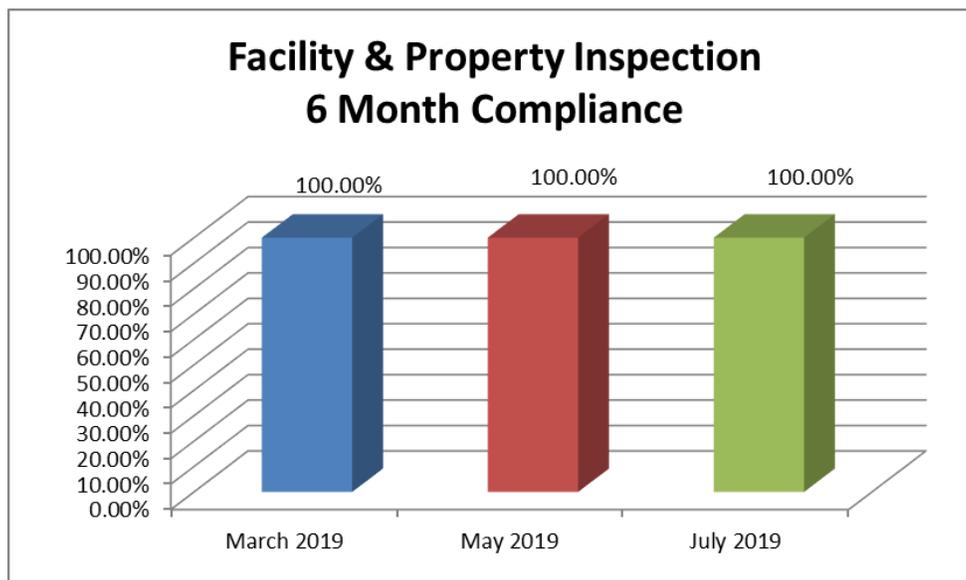
*All areas were in compliance with the inspection requirements for this section.*

**Additional Observations:**

Throughout the visit, the inspectors were granted full access to office spaces, storage rooms, cabinets, desk drawers, personnel locker, 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 Custody Facility and Property inspections.

**Recommendations:**

It is recommended that the division command staff ensures that as new equipment is adopted by the Team (body worn cameras), proper consideration is given to incorporate how the new equipment will be utilized and that the Division's Operations Manual is updated to include new procedures and appropriate retention parameters are well documented in order to comply with records retention policies and minimize risk and liability for the Office.

**Action Required:**

With the resulting **100%** compliance, Inspection *BI2019-0097* does not require a BIO Action Form.

**Notes:**

All supporting documentation (working papers) is included in the inspection file number *BI2019-0097* and contained within IA Pro.

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Date Inspection Started: July 30, 2019  
Date Completed: August 20, 2019  
Timeframe Inspected: July 30, 2019  
Assigned Inspector: Sgt. M. Rodriguez A9047

I have reviewed this inspection report.

*Lt. D. Reaulo S1678*

8/22/2019

Lt. D. Reaulo S1678  
Commander, Audits & Inspections Unit  
Bureau of Internal Oversight

Date