

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



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

Inspection # BI2019-0151

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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 November 7, 2019, a Facility and Property inspection was conducted for the Sheriff's Information Management Services (SIMS). The SIMS Division is collocated in the basement level of the 4<sup>th</sup> Avenue Jail at 201 South 4<sup>th</sup> Avenue, Phoenix AZ 85003. The SIMS Division oversees control of all custody related court information processes and services

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for the Sheriff's Office. The primary objectives of the SIMS Division are to accurately convert information from legal source documents to automated records, ensure victims' rights are protected, oversee MCSO's inmate work program, and ensure MCSO adheres to the court ordered custody status of inmates. Additionally, the division also includes the Victim's Assistance & Notification Unit (VANU). The VANU is made up of Justice System Clerks who are responsible for all notifications (Initial Appearance, Work Furlough and Releases) made to victims after initiation of victims' rights through the *Waiver of Rights* form.

A civilian commander heads the division. Currently, the assigned staff includes; 61 civilian employees of various classifications, including supervisors, 12 detention officers, and 2 detention officer sergeants. The division is a 24 hours a day, seven days a week operation. Of noteworthiness, records indicate that to date, in 2019, the SIMS division has processed 91,970 inmate releases, scheduled over 115,000 inmates for court appearances, processed over 7,000 Bonds transactions and took in nearly \$15.5 million dollars in Bonds and Fines.

Upon the arrival to the division, the AIU Inspector team was received by the division commander and his command staff for an introductory in-brief. The inspectors were escorted by various division 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. The inspectors briefed on the findings and observations and answered all questions from the division's staff. 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 division is co-located with the 4<sup>th</sup> Avenue Jail and the jail's Facility Maintenance Officer (FMO) provides a number of facility related services for the division. All doors leading in/out of the facility were locked. The inspection team inspected the entire area under the purview of the division.

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

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

The SIMS division does not routinely handle inmate property and/or evidence. The inspection team reviewed with supervisory personnel the policy requirements in case found property and/or evidence needs to be processed, including the 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. Supervisory staff advised that it is their practice to work with Central Intake personnel at the 4<sup>th</sup> Avenue Jail when property and or evidence requires to be impounded and such impounds take place before the end of shift.

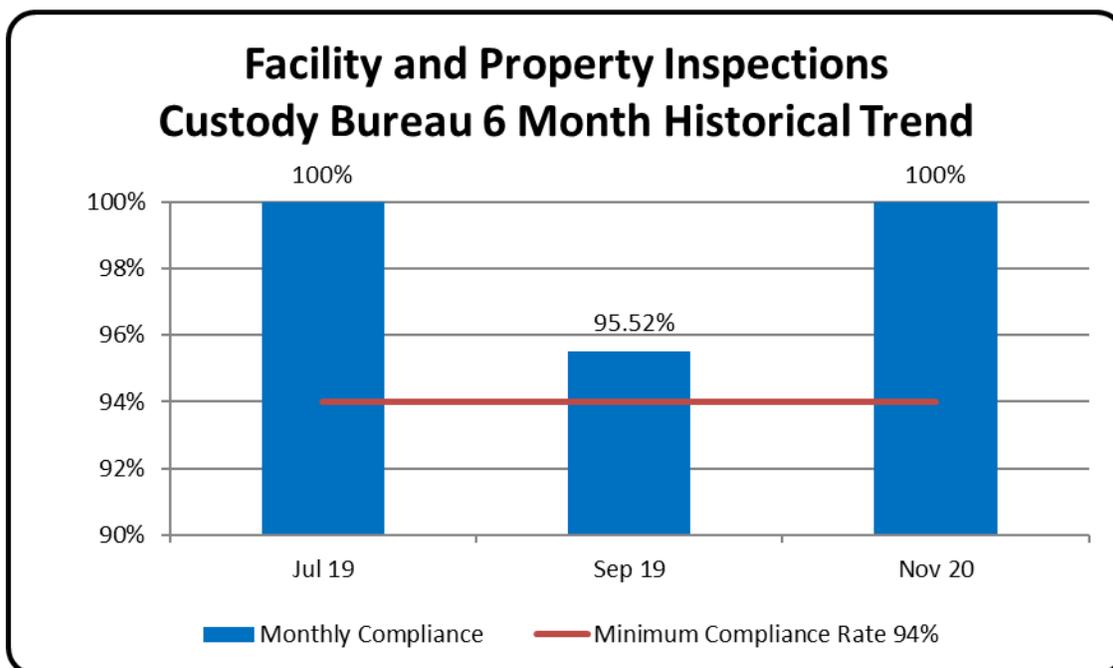
***All areas were in compliance with the inspection requirements for this section.***

#### **Additional Observation:**

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



**Action Required:**

With the resulting 100% compliance, Inspection *BI2019-0151* does not require a BIO Action Form.

**Recommendations:**

It is recommended that the division command staff ensures that inspections are appropriately documented and that records of the inspections are achieved in a manner that facilitates their retrieval for reference as needed and that the Division's Operations Manual is updated to include procedures and appropriate retention parameters are well documented in order to comply with records retention requirements and minimize risk and liability for the Office.

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Date Inspection Started: November 7, 2019  
Date Completed: December 5, 2019  
Timeframe Inspected: November 7, 2019  
Assigned Inspector: Mario Rodriguez A9047

I have reviewed this inspection report.

*Lt. D. Reaulo S1678*

12/5/2019

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

Date