

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject CUSTODY BUREAU FACILITY INSPECTIONS	Policy Number DL-2 Effective Date 09-24-24
Related Information ACA Standards CP-9, <i>Occupational Safety Program</i> CP-10, <i>Respirator Program</i> DA-2, <i>Inspection and Testing of Emergency Equipment</i> DA-4, <i>Custody Bureau Facility Maintenance and Tool Control</i> GH-4, <i>Bureau of Internal Oversight Audits and Inspections</i> GJ-34, <i>Automated External Defibrillators (AED)</i>	Supersedes DL-2 (02-05-21)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for conducting inspections in all Custody Bureau facilities by Office personnel.

POLICY

It is the policy of the Office to require personnel to be responsible for conducting inspections of their work areas in all Custody Bureau facilities during their shift to ensure a safe working environment for employees and a safe living environment for inmates.

DEFINITIONS

Emergency Equipment: Any mechanical or electronic device used to support detention personnel in the suppression of emergency situations, including, but not limited to, Automated External Defibrillators (AEDs), fire extinguishers, fire hoses, smoke detectors, generators, and Self-Contained Breathing Apparatus (SCBA).

Facility Maintenance Officer (FMO): Detention personnel assigned by and reports to a custody bureau facility or the Maricopa County Sheriff's Office Training Center commander or designee whose duties include completing inspections, addressing maintenance issues, and ensuring repairs are completed for their assigned facilities.

Hardbound Logbook: A hardbound logbook using consecutively numbered pages to record information concerning the daily operations, incidents, or activities in a specific duty area or location, usually in a custody facility. A hardbound logbook is normally used in those custody components that do not have access to SHIELD or as a backup log when SHIELD is down.

Shift Logs: An electronic log used to record information concerning the daily operations, incidents, or activities in a specific duty area or location, usually in an Office custody facility. It is also used to record the activities of inmates who are placed into restrictive housing for classification, disciplinary, security, psychiatric, or medical reasons.

PROCEDURES

1. **Responsibilities of Assigned Office Personnel:** At the beginning of each shift assigned Office personnel are responsible for conducting inspections of their respective work areas, including work equipment, and

documenting the completion of the inspection into the respective Shift Log or hardbound logbook. Supervisors shall be notified of any serious conditions that require immediate attention. Areas of inspection and cleanliness include, but are not limited to, the following:

- A. Visually checking the pressure level of fire extinguishers and Self-Contained Breathing Apparatus (SCBAs) in the area of responsibility, as specified in Office Policy DA-2, *Inspection and Testing of; Emergency Equipment*;
 - B. Ensuring all Automated External Defibrillators (AEDs) are maintained in good working order and are tested according to the manufacturer's guidelines, as specified in Office Policy GJ-34, *Automated External Defibrillators (AED)*;
 - C. Ensuring control rooms are maintained in a clean and orderly condition. Inmates shall not be allowed to enter a control room for any reason;
 - D. Ensuring all areas in common work locations such as hallways, storerooms, and restrooms are kept clean, dry, and free of hazardous items or substances;
 - E. Ensuring inmate housing units, including inmate cells, dayrooms, and showers, are visually inspected to ensure sanitation and safety guidelines are being followed by all inmates; and
 - F. Ensuring cleaning and sanitation supplies such as cleaning products, mop buckets, mops, dustpans, and brooms are accounted for and documented in the Shift Log or hardbound logbook when distributed to, or removed from, the housing unit.
2. **Responsibilities of Facility Maintenance Officer (FMO):** The Facility Maintenance Officers (FMOs) are assigned within each custody facility and report directly to the division commander or designee as specified in Office Policy DA-4, *Custody Bureau Facility Maintenance and Tool Control*. The FMOs are responsible for conducting inspections, to include, but not limited to:
- A. Inspect their assigned facilities at the start of the workday to ensure all maintenance deficiencies and repair requests are reported and documented through a computer program used by the Maricopa County Facilities Management Department (FMD);
 - B. Inspect facility equipment for the purpose of identifying and eliminating fire and safety hazards;
 - C. Inspect respirator equipment, as specified in Office Policy CP-10, *Respirator Program*;
 - D. Inspect tools, as specified in Office Policy DA-4, *Custody Bureau Facility Maintenance and Tool Control*; and
 - E. Advise their division commander of any major deficiencies, and ensure repairs are completed in a timely manner.
3. **Supervisor Responsibilities:** Supervisors shall inspect equipment and work environments within their facility at least monthly and maintain a written record of any inspection conducted and the findings. Supervisors shall document and identify any areas of concern, potential issues, and the corrective actions taken. The inspection records shall be kept at the division level for two years, as specified in Office Policy CP-9, *Occupational Safety Program*.
- A. Areas of inspections include, but are not limited to, the following:

1. Control rooms;
 2. Areas occupied by inmates; and
 3. Areas not occupied by inmates.
- B. Supervisors shall advise personnel assigned to an area of any problems and the corrective actions to be taken. If immediate corrective action cannot be accomplished by the assigned personnel, a Shift Log or hardbound logbook entry shall indicate the reason and the administrative action taken by the inspecting supervisor.
4. **Shift Commander Responsibilities:** Shift commanders shall inspect work environments within their area of command on a quarterly basis.
- A. The facility inspection shall include documentation of the items, equipment, areas inspected, or any problems and the corrective actions taken. The inspection records shall be kept at the division level for two years.
- B. Items, areas, or procedures to be inspected by the shift commander include, but are not limited to, the following:
1. Emergency equipment;
 2. Fire safety compliance;
 3. Food service areas;
 4. Inmate living and activity areas;
 5. Office facility operational activities;
 6. Sanitation compliance areas and procedures;
 7. Control rooms and security operations;
 8. Administrative offices;
 9. Windows, metal bars, and locking devices;
 10. Gun lockers; and
 11. Facility/division property and evidence room.
5. **Facility Commander Responsibilities:** Each facility commander or designee shall inspect their entire facility semi-annually to ensure the sanitation, safety, and policy regulations are being followed by Office personnel and inmates, to include employee lockers, facility/division property and evidence room, Key Inventory Logbooks, and Tool Inventory Logbooks. The inspection records shall be kept at the division level for two years.
6. **Inspections of the Custody Bureau Operations:** Announced and unannounced inspections may be performed by the Audits and Inspection Unit (AIU) within the Bureau of Internal Oversight (BIO) to promote a proactive review of the normal day-to-day operations throughout the Office. The AIU auditors shall document all non-audit services in a report for the affected divisions and store the reports as specified in Office Policy GH-4, *Bureau of Internal Oversight Audits and Inspections*.