

MARICOPA COUNTY SHERIFF'S OFFICE

Memorandum



Joseph M. Arpaio, Sheriff

To: Captain Munley #777
Commander
Bureau of Internal Oversight

From: Patty Huling # B3184
Senior Auditor
Bureau of Internal Oversight

Subject: Supervisory Note Inspection: Civilian
March 2016
#2016-0034

Date: April 25, 2016
Audit Period:
March 1-31, 2016.

Background:

This Supervisory Note inspection is being conducted to determine compliance with MCSO office Policies, promote proper supervision, and support compliance with the Melendres Order. To achieve this, inspectors will utilize the "IAPro" System to make a random stratified selection of 15% of all civilian employees. Blue Team Supervisory Note and Briefing entries will be uniformly inspected utilizing a matrix developed by the Bureau of Internal Oversight. The Policies for Command Responsibility (GB-2), Preventing Racial and other Biased-Based Profiling (CP-8) and the following procedures were used to formulate the matrix.

Matrix Procedures:

- Ensure the Supervisor has made at least one performance entry per Civilian employee, per month.
- Determine if the Supervisor discussed bias-based profiling
- Determine if the Supervisor discussed any MCSO policies
- Each BlueTeam entry inspected will be counted as one inspection

Authorities:

MELENDRES ORDER, PARAGRAPH 22: MCSO Leadership and supervising Deputies and Detention Officers shall unequivocally reinforce to subordinates that discriminatory policing is unacceptable.

MELENDRES ORDER, PARAGRAPH 75: The EIS shall include a computerized relational database, which shall be used to collect, maintain, integrate, and retrieve supervisory observations of each employee.

MCSO Administrative Broadcast # 15-36, dated 03/24/15: "Effective immediately, as it applies to detention and civilian employees only, all Supervisors shall make Blue Team Supervisor Note entries once a month."

MCSO Policy CP-8.5, PREVENTING RACIAL AND OTHER BIAS-BASED PROFILING: 5. **Supervisor Responsibility:** Office leadership, supervising deputies and detention officers shall unequivocally and consistently reinforce to subordinates that biased-based profiling is unacceptable. All personnel shall report violations of policy. Supervisors of all ranks shall be held accountable for identifying and responding to policy or procedure violations by personnel under their command and ensuring that personnel are held accountable for policy and procedure violations.

MCSO Policy # GB-2, COMMAND RESPONSIBILITY (Section 7B, Parts 1- 3):

Supervisors shall maintain a written record of the performance of each of their employees and "the record shall reflect the employee's positive traits and accomplishments and any observed shortcomings". Supervisors shall complete two supervisory notes per month for each sworn Deputy, whereas Civilian and Detention Officers shall receive one supervisory note per month.

MCSO Policy # GB-2, COMMAND RESPONSIBILITY (Section 12D, Parts 2A - B):

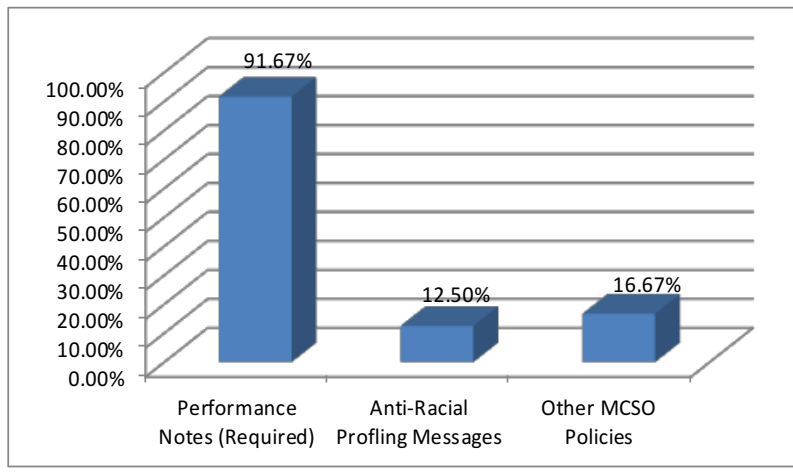
In addition, Supervisors “shall unequivocally and consistently reinforce to subordinates that discriminatory policing is unacceptable” and this message must be documented in supervisory notes on a minimum of a quarterly basis.

Observations:

MCSO Auditors conducted a review of Civilian Supervisory Note documentation for the month of March, 2016. The population consisted of 15% (or 60/395) Civilians through the period ending March 31st, 2016. *NOTE: The original sample of 60 randomly selected employees was reduced to 48 due to attrition (i.e., the lack of data currently available on 10 staff released from employment, 1 out on extended medical leave and 1 new Trainee).*

Documentation indicates that 91.67% (or 44/48) of the employees had the required monthly performance entry and are in compliance with MCSO Administrative Broadcast # 15-36. In addition, 12.5% (or 6/48) of the files had entries regarding biased-based profiling and/or Policy CP-8 and 16.67% (or 8/48) of the files had entries regarding other MCSO Policies.

Compliance Rates: Civilian Blue Team Documentation, March 2016

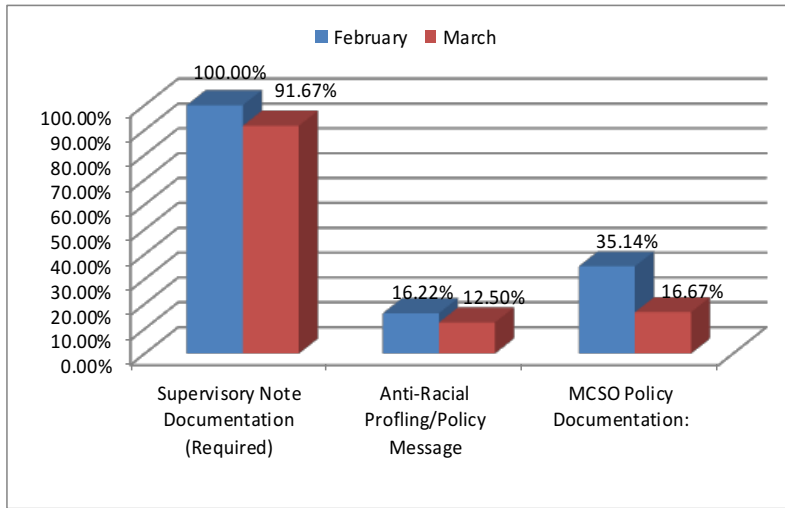


Civilian Employees Lacking Single Supervisory Note Entry this Month:

<u>Civillian Name:</u>	<u>Commander:</u>	<u>District/Division:</u>
Ofc Asst SP	Captain	5052-Court Security
<u>Civillian Name:</u>	<u>Commander:</u>	<u>District/Division:</u>
Inst Chaplain	D.O. Lt.	5053-Inmate Services and Programs
<u>Civillian Name:</u>	<u>Commander:</u>	<u>District/Division:</u>
Teach Assist	D.O. Lt.	5930-Inmate Education Program
Teach Assist	D.O. Lt.	5930-Inmate Education Program

A comparative review of the last two months of Blue Team data indicates a decrease across all three of the measures, as illustrated below:

Score Variance over Last Month:

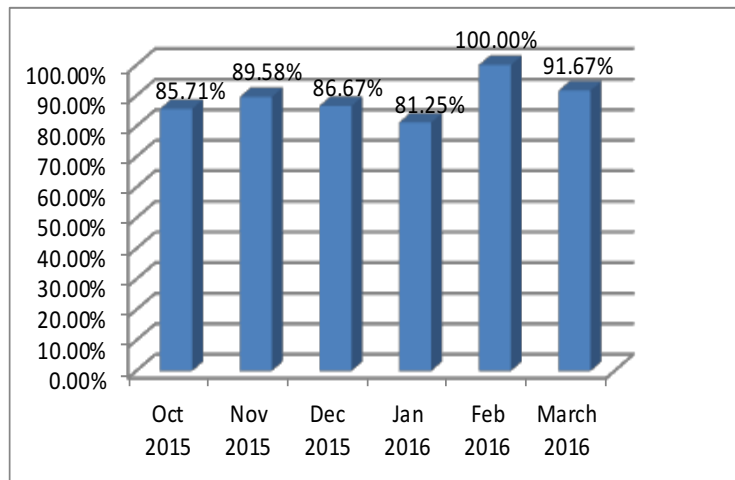


Blue Team Documentation:	Feb. 2016	March 2016	Variance:
Supervisory Notes (required)	100.00%	91.67%	Decreased by -8.33 percentage points
Anti-Racial Profiling Message	16.22%	12.50%	Decreased by -3.72 percentage points
Other MCSO Policy Messages	35.14%	16.67%	Decreased by -18.47 percentage points

Findings:

This is the sixth month that Civilian Supervisory Note Inspections have been conducted independent of the Detention Division. During this period, the average compliance score has been in the 89.15 percentile range (or 534.88/6). The goal for all MCSO Divisions is to achieve and maintain 100% Compliance with Supervisory Note requirements.

Supervisory Note Compliance Scores, To-date:



Recommendations:

Supervisory Note Inspections will continue in the Civilian Division to provide assurance that MCSO goals are achieved. In addition, it should be stressed that Supervisory Notes are to be utilized to document a specific employee's performance and therefore the quality of the note itself is also critical. Consequently, all onsite mentoring should be documented in Supervisory Notes.

Date Inspection Started: April 20, 2016
Date Completed: April 25, 2016
Timeframe Inspected: March 1st through 31st, 2016
Assigned Inspector(s): Senior Auditor Patty Huling #B3184

I have reviewed this inspection report.



Captain Dave Munley
Division Commander
Audits and Inspections

04/26/2016
Date



Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

04/26/2016
Date