

# 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: Detention  
January, 2016  
#2016-0013

**Date:** Feb. 10th, 2016  
Audit Period:  
Jan. 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 a sample provided by the Court Monitors on a monthly basis (based on a data query of the IAPro System). 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:**

- Determine what jail facility the notes originated from
- Ensure the supervisor has made at least one performance entry per detention employee each 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:**

MCSO Policy # CP-8, PREVENTING RACIAL AND OTHER BIASED-BASED PROFILING (Section 5): “Office leadership and 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 CP-8, PREVENTING RACIAL AND OTHER BIASED-BASED PROFILING (Section 2, Part E): **Avoiding Perceptions of Bias:** Detention officers will treat all inmates in a fair and professional manner. Care and treatment will not be based on race, or other prohibited factors under this Policy.

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

Supervisor’s 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):

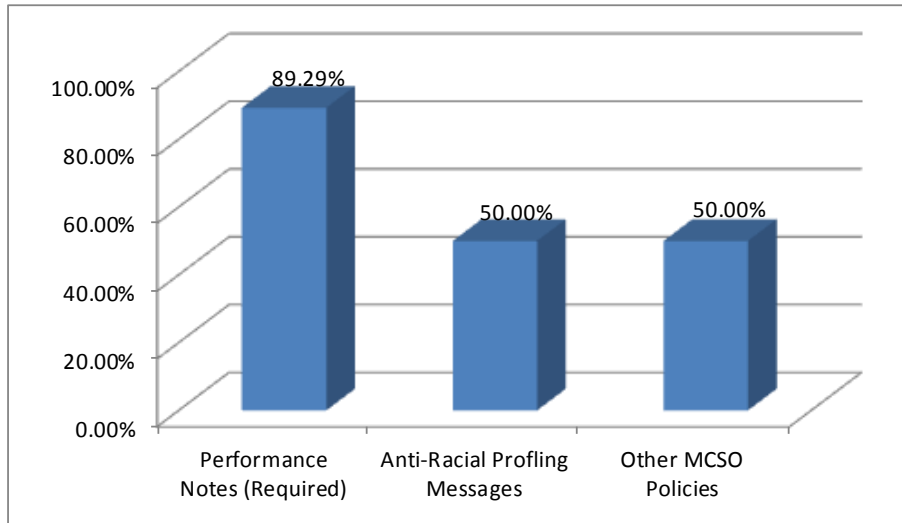
In addition, Supervisors “shall unequivocally and consistently reinforce to subordinates that discriminatory policing is unacceptable” and this message must be documented in supervisory notes on a minimum of a quarterly basis.

**Observations:**

MCSO Auditors conducted a review of Detention Supervisory Note documentation for the month of January, 2016. The sample population consisted of **1.59%** (or 35/2,191) of the total Detention personnel currently reported as active (as per a data query of the IAPro system dated 02/01/16). *NOTE: The original sample of 35 randomly selected employees was reduced to 28 due to attrition (i.e., the lack of data available on 7 former staff members released from employment).*

Documentation indicates that **89.29%** (or 25/28) of the employees had the required monthly performance entry and are in compliance with MCSO Administrative Broadcast # 15-36. In addition, **50.00%** (or 14/28) of the files had entries regarding biased-based profiling and/or Policy CP-8 and **50.00%** (or 14/28) of the files had entries regarding other MCSO Policies.

**Compliance Rates: Detention Blue Team Documentation, January 2016**



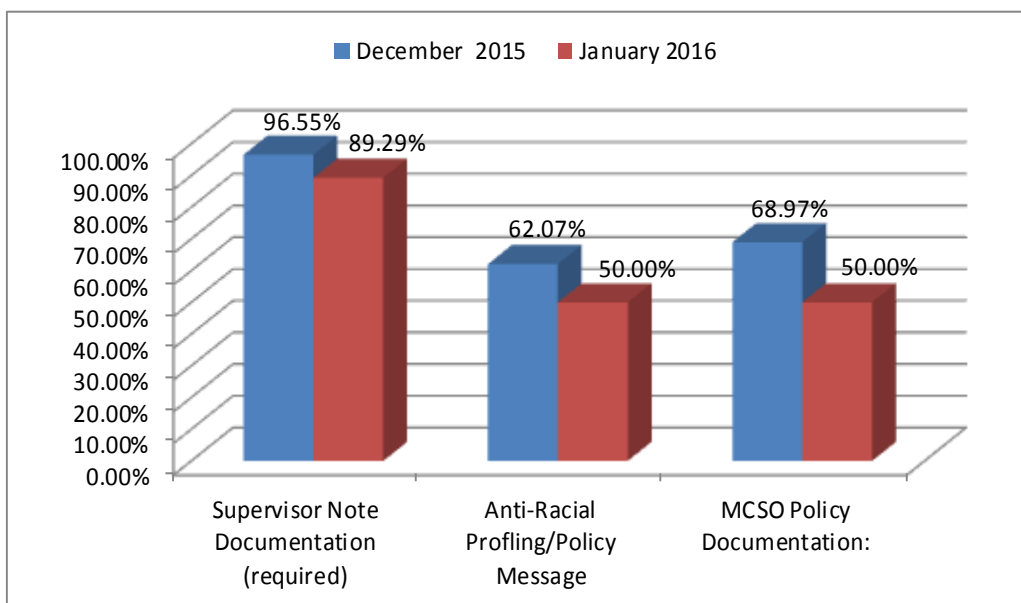
**Performance Note Deficiencies – Employees Lacking the Single Note Requirement:**

<u>Detention Officer:</u>	<u>Commander:</u>	<u>District/Division:</u>
Detention Officer	Detn Off Cpt	5111-Central Intake
<u>Detention Officer:</u>	<u>Commander:</u>	<u>District/Division:</u>
Detention Officer	Detn Off Cpt	5114-4Th Avenue Jail
<u>Detention Officer:</u>	<u>Commander:</u>	<u>District/Division:</u>
Detention Officer	Detn Off Cpt	5125-Inmate Medical Services

***PLEASE NOTE:** Supervisory Note Reports represent a monthly snapshot in time and any deficiencies noted are the responsibility of the Supervisor in Command during that point in time. Any inaccuracies in command structure due to transfers or other changes which have not been updated in the IAPro system in a timely fashion are outside the control of the Bureau of Internal Oversight.*

*Thank you for your understanding of this matter.*

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



<b>Blue Team Documentation:</b>	<b>Dec. 2015</b>	<b>Jan. 2016</b>	<b>Variance:</b>
Supervisory Notes (required)	96.55%	89.29%	Decreased by 7.26 percentage points
Anti-Racial Profiling Message	62.07%	50.00%	Decreased by 12.07 percentage points
Other MCSO Policy Messages	68.97%	50.00%	Decreased by 18.97 percentage points

**Findings:**

This is the fourth month that Detention Supervisory Note Inspections have been conducted independent of the Civilian Division and compliance rates have not held constant. In the first month (October of 2015), the compliance rate was 88.89%. In the following month, the compliance rate dropped by 1.39 percentage points, and then rose to 96.55% in December, and then decreased by 7.26 percentage points this month. While three of the four monthly scores nearly reached the 90 percentile range (and one exceeded it), the Detention Divisions must continue to strive towards the MCSO goal of 100%.

**Recommendations:**

**It is recommended that Supervisory Note Inspections continue in the Detention Divisions to provide assurance that the compliance rates continue to show improvement towards achieving the MCSO goal of 100% compliance. As a result, it is recommended that Management continue to provide on-site mentorship to those Supervisors who were identified as deficient in this month's Blue Team Supervisory Note Review. 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.**

<b>Date Inspection Started:</b>	February 10th, 2016
<b>Date Completed:</b>	February 11th, 2016
<b>Timeframe Inspected:</b>	January 1 <sup>st</sup> through 31st, 2015
<b>Assigned Inspector(s):</b>	Senior Auditor Patty Huling #B3184

I have reviewed this inspection report.



Captain Dave Munley  
Division Commander  
Audits and Inspections

02/12/2016  
Date



Deputy Chief Bill Knight  
Bureau Commander  
Bureau of Internal Oversight

02/12/2016  
Date