

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
February, 2016
#2016-0025

Date: March 3, 2016
Audit Period:
Feb. 1-29, 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 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):

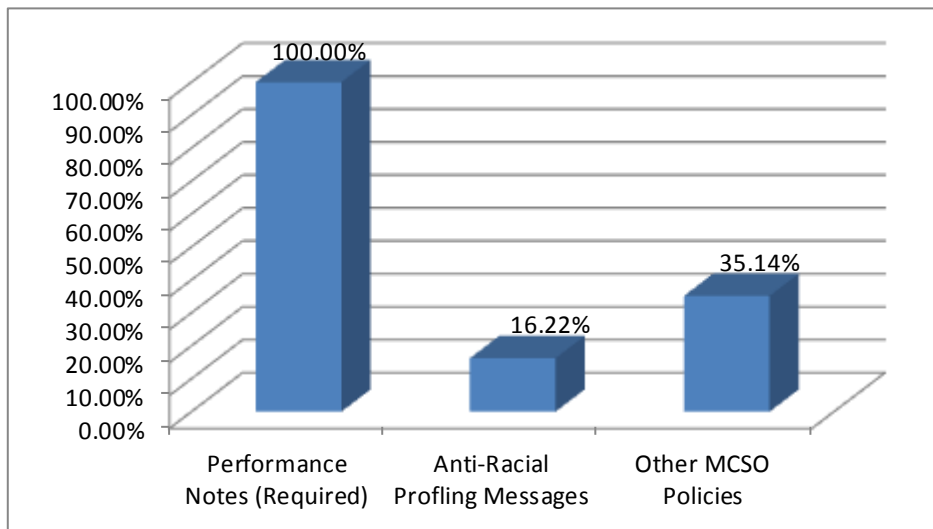
In addition, Supervisors "shall unequivocally and consistently reinforce to subordinates that discriminatory policing is unacceptable" and this message must be documented in supervisory notes on a minimum of a quarterly basis.

Observations:

MCSO Auditors conducted a review of Civilian Supervisory Note documentation for the month of February, 2016. The population consisted of 15% (or 59/391) Civilians through the period ending February 29th, 2016. *NOTE: The original sample of 59 randomly selected employees was reduced to 37 due to attrition (i.e., the lack of data currently available on 22 staff released from employment).*

Documentation indicates that **100%** (or 37/37) of the employees had the required monthly performance entry and are in compliance with MCSO Administrative Broadcast # 15-36. In addition, **16.22%** (or 6/37) of the files had entries regarding biased-based profiling and/or Policy CP-8 and **35.14%** (or 13/37) of the files had entries regarding other MCSO Policies.

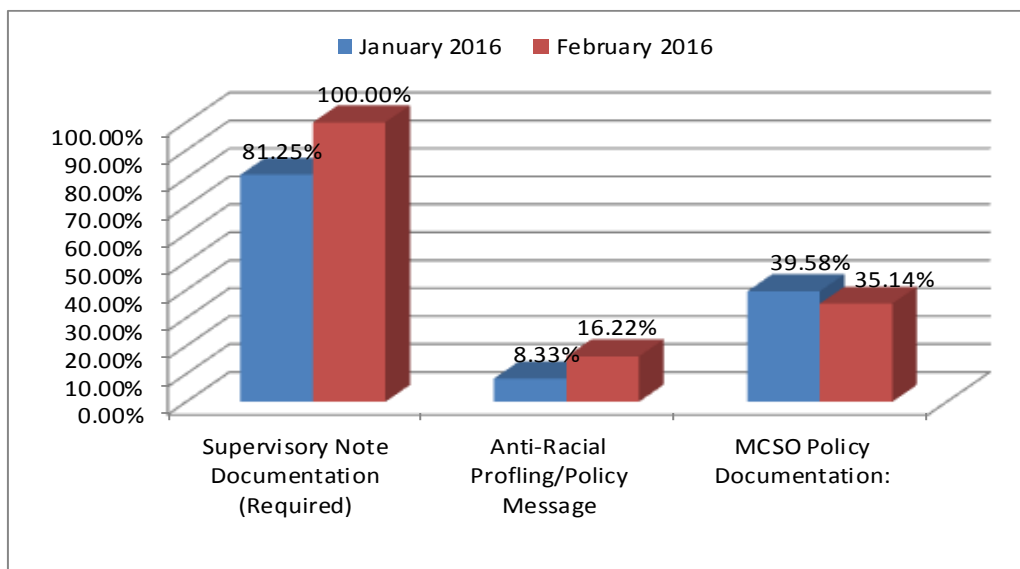
Compliance Rates: Civilian Blue Team Documentation, February 2016



No Action Forms are Required for this Period

A comparative review of the last two months of Blue Team data indicates an increase in two of the three measures, as illustrated below:

Score Variance over Last Month:

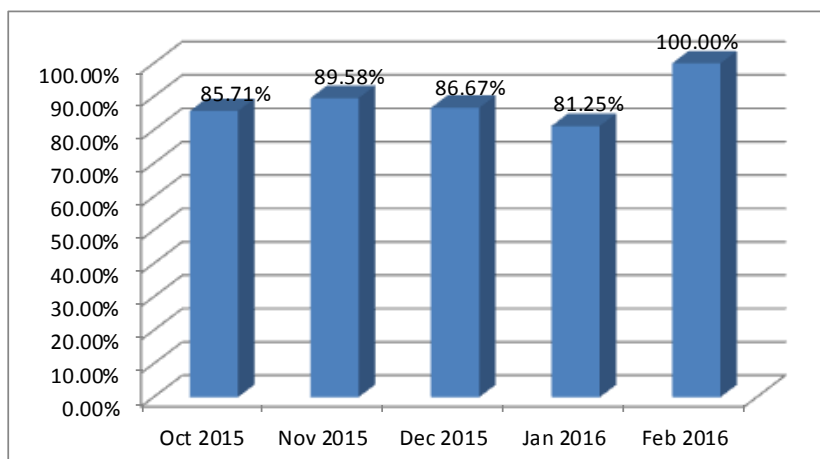


Blue Team Documentation:	Jan. 2016	Feb. 2016	Variance:
Supervisory Notes (required)	81.25%	100.00%	Increased by 18.75 percentage points
Anti-Racial Profiling Message	8.33%	16.22%	Increased by 7.89 percentage points
Other MCSO Policy Messages	39.58%	35.14%	Decreased by -4.44 percentage points

Findings:

This is the fifth month that Civilian Supervisory Note Inspections have been conducted independent of the Detention Division and also the first time that the Civilian Division reached the MCSO goal of 100% Compliance, as illustrated below:

Supervisory Note Compliance Scores, To-date:



Recommendations:

The Civilian Division should be commended for reaching the MCSO goal of 100% compliance with the Supervisory Note initiative this month. However, it is recommended that Supervisory Note Inspections continue in the Civilian Division to provide assurance that the second MCSO goal is achieved: to maintain the 100% compliance rate over time. 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:	March 3, 2016
Date Completed:	March 3, 2016
Timeframe Inspected:	February 1 st through 29th, 2016
Assigned Inspector(s):	Senior Auditor Patty Huling #B3184

I have reviewed this inspection report.



Captain Dave Munley
Division Commander
Audits and Inspections

03/04/2016
Date



Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

03/04/2016
Date