

**MARICOPA COUNTY SHERIFF'S OFFICE**  
**Bureau of Internal Oversight**  
**Audits and Inspections Unit**  
**BI2017-0033**



**Bureau of Internal Oversight**  
**TraCS Discussion Inspection Report**  
**Date: 3/23/2017**  
**Inspection #BI2017-0033**



Sheriff Paul Penzone

**To:** Lt. Morris #S1014  
Commander  
Audits and Inspections Unit

**From:** Sgt. Reaulo #S1678  
Inspections Sergeant  
Audits and Inspections Unit

**Subject:** TraCS Discussion Inspection Summary,  
January 2017 Data  
BI2017-0033

**Date:** March 23, 2017  
Report Period:  
January 1-31, 2017

The Audits and Inspections Unit (AIU) will be conducting inspections of the supervisory discussion of traffic stops on an on-going basis to ensure compliance with office policies and promote proper supervision. To achieve this, inspectors will utilize the TraCS System and a sample of randomly selected employees from each district/division for review. These entries will be uniformly inspected utilizing a matrix developed by the Audits and Inspections Unit in accordance with the procedures outlined in policies EA-11, EB-1 and GB-2.

**Matrix Procedures:**

- Determine what district/division the traffic stop data originated from
- Verify the supervisor individually discussed each traffic stop completed
- Each Traffic Stop inspected will be counted as one inspection

**Criteria:**

MCSO Policy # EA-11, ARREST PROCEDURES (Section 14, Part E):

“Supervisors shall take appropriate action to address all violations or deficiencies in investigatory stops or detentions, including non-disciplinary corrective action for the deputy; or referring the incident for administrative review or criminal investigation. Supervisors shall track, through the Early Identification System (EIS), each deputy’s deficiencies or violations and the corrective action taken, in order to identify deputies who need repeated corrective action.”

MCSO Policy # EB-1, TRAFFIC ENFORCEMENT, VIOLATOR CONTACTS, AND CITATION ISSUANCE (Section 16):

“First line supervisors shall individually discuss the traffic stops made by each deputy under their supervision at least one time per month. The discussion shall include whether the deputy detained any individuals and the reason for such detention, and whether any stops involved immigration issues.”

MCSO Policy # GB-2, Command Responsibility (Section 12, Parts E1 and E1b):

“supervisors shall conduct monthly reviews and have monthly discussions with the deputies under their command regarding each traffic stop and collected data and generated during the review period.”

“Supervisors shall acknowledge the interactions through the use of the “Discussed with Deputy” indicator function within the TraCS Form Manager for each individual stop and associated forms discussed with their deputy.”

**Conditions:**

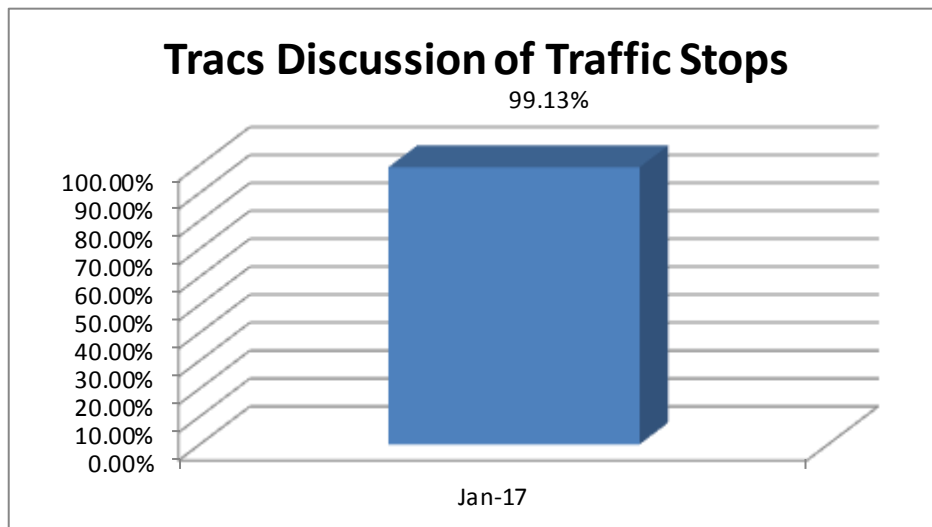
MCSO’s assigned Court Monitors provided a sample of 34 Deputies from all Patrol Districts/Divisions for the TraCS Discussion Inspection covering data from January 2017. The sample of 34 Deputies provided a total of 171 traffic stops available for inspection; 171 or 100% of the traffic stops were inspected. The compliance rate of each division is illustrated in the table below:

District	Compliance Rate	Total Traffic Stops Inspected
1	100.00%	25
2	93.94%	33
3	100.00%	23
4	100.00%	28
5	100.00%	11
6	100.00%	26
7	100.00%	25

It should be noted that the completion of a TraCS Discussion inspection is dependent on when AIU receives the sample from the Court Monitors (which may be 30 or more days in arrears).

MCSO achieved a compliance rate of **99.13%** in the TraCS Discussion of Traffic Stops for the month of January 2017, as illustrated in the graph below:

Note – The overall compliance rate is an average of compliance scores from each division inspected.



The following potential deficiencies were observed during the inspection period:

Potential Deficiencies				
Dist./ Div.	MC#	Employee:	Commander:	Comment
District Two	MC17012738	Sergeant	Captain	Supervisor did not discuss Contact Form with Deputy
District Two	MC17025406	Sergeant	Captain	Supervisor did not discuss Contact Form with Deputy

A total of one (1) BIO Action forms are required from the affected District addressing the identified potential deficiencies. It is allowable to address multiple potential deficiencies for the same employee using one BIO Action Form and one BIO Action Form is required for each employee listed.

Please email the BIO Action Form to [BIO@mcso.maricopa.gov](mailto:BIO@mcso.maricopa.gov) within 30 days from the date in which this report is disseminated to the Office.

**Recommendations:**

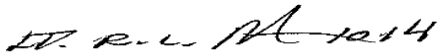
It is recommended that the inspection of discussion of traffic stops continue at the Division level to provide assurance that the compliance rates continue to show improvement and remain constant over time. To accomplish this goal, the following criteria must be met:

1. **On a monthly basis**, supervisors shall be required to discuss individually the traffic stops made by each deputy they supervise, no less than one time per month.

It is also recommended that each division utilize the TraCS system to monitor the discussion status of traffic stops. This can be accomplished by conducting a search of the following fields (1) Location (Lower Org), (2) Form (Contact & Incidental Contact Forms) and (3) Date Range (Example: December 1-31, 2016). The search results will display a list of the contact forms and note "Discussed" under the Deputy Discussion column for those with completed discussions. By also completing the User ID search field supervisors can view the same data for the deputies under their direct supervision by selecting their serial numbers.

**Date Inspection Started:** 3/21/2017  
**Date Completed:** 3/21/2017  
**Timeframe Inspected:** January 1-31, 2017  
**Assigned Inspector(s):** Sergeant Reaulo S1678

I have reviewed this inspection report.



\_\_\_\_\_  
Lieutenant Rick Morris  
Division Commander  
Audits and Inspections

3/23/2017  
Date



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Deputy Chief Bill Knight  
Bureau Commander  
Bureau of Internal Oversight

3/23/2017  
Date