

**MARICOPA COUNTY SHERIFF'S OFFICE**  
**Bureau of Internal Oversight**  
**Audits and Inspections Unit**  
**BI2016-0083**



**Bureau of Internal Oversight**  
**TraCS Discussion and Review Inspection Report**  
**Date: 7/16/2016**  
**Inspection #BI2016-0083**



Joseph M. Arpaio, Sheriff

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

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

**Subject:** TraCS Discussion and Review Inspection  
Summary, June 2016  
BI2016-0083

**Date:** July 19, 2016  
Report Period:  
June 1-30, 2016

The Audits and Inspections Unit will be conducting inspections of the supervisory discussion and review of traffic stops on an on-going basis to ensure compliance with office policies, promote proper supervision, and support the Melendres Order. 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 EB-2, GB-2, and MCSO Administrative Broadcast Number 16-56.

**Matrix Procedures:**

- Determine what district/division the traffic stop data originated from
- Determine if the supervisor reviewed all completed traffic stop documentation within 72 hours
- 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, Parts B & E):

“Deputies shall submit documentation of all stops and investigatory detentions to their supervisors by the end of the shift in which the action occurred. Absent exceptional circumstances, within 72 hours of receiving such documentation, supervisors shall independently review the reports. If the incident did not include an arrest or detention, the supervisor shall review the IR within seven calendar days, absent exigent circumstances.”

“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 & Section 16, Part A):

“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.”

“Deputies shall submit documentation of all stops and investigatory detentions to their supervisors by the end of the shift in which the action occurred. Absent exceptional circumstances, within 72 hours of receiving such documentation, supervisors shall independently review the reports. If the incident did not include an arrest or detention, the supervisor shall review the IR within seven calendar days, absent exigent circumstances.”

MCSO Policy # GB-2, COMMAND RESPONSIBILITY (Section 12, Part D-2 & E):

“Supervisors shall individually discuss the traffic stops made by each deputy under their supervision at least one time per month and document this review in the Blue Team Supervisor Notes.”

“Supervisors shall conduct monthly reviews of data collected, as specified in Policies EB-1, *Traffic Enforcement, Violator Contacts, and Citation Issuance*, EB-2, *Traffic Stop Data Collection*, and GJ-35, *Body-Worn Cameras*, for the deputies under their command, to determine whether there are warning signs or indicia of possible racial profiling, unlawful detentions and arrests, or improper enforcement of immigration-related laws. Supervisors shall document the monthly reviews in the Blue Team Supervisor Notes.”

MCSO Administrative Broadcast # 16-56 Discussed with Deputy Indicator and Supervisory Review Process:

“Effective June 1, 2016, the “**Discussed With Deputy**” indicator within TraCS shall be used by all sworn supervisory personnel.”

“Additionally, effective June 1, 2016, a “**Supervisory Review Process**” shall be used by all sworn supervisory personnel. Sworn supervisors are responsible for reviewing any form that is in pending review status, which shall now include the “Vehicle Contact Form.” Once a review is completed and the form is signed off, that form can no longer be modified or voided due to data being pulled for analysis.”

“These new processes shall be required monthly and shall eliminate the need to document a discussion of traffic stops and a review of collected data in Blue Team Supervisory Notes.”

MELENDRES ORDER, PARAGRAPH #85: states “First-line Supervisors shall be required to discuss individually the stops made by each Deputy they supervise” on a monthly basis, at a minimum.

MELENDRES ORDER, PARAGRAPH #90: states “Absent exceptional circumstances, within 72 hours of receiving such documentation, a Supervisor shall independently review the information.”

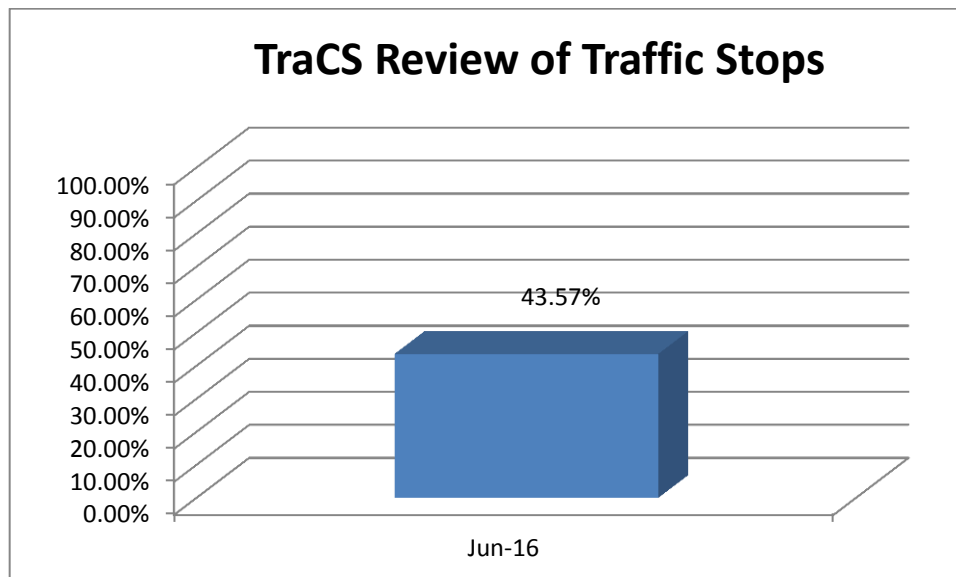
**Conditions:**

MCSO’s assigned Court Monitors provided a sample of 39 Deputies from all Patrol Districts/Divisions for the June TraCS Discussion and Review Inspection. The sample of 39 Deputies provided a total of 241 traffic stops available for inspection; 241 or 100% of the traffic stops were inspected.

It should be noted that the completion of a TraCS Discussion and Review Inspection is dependent on when the Bureau of Internal Oversight receives the sample from the Court Monitors (which may be 30 or more days in arrears).

As a result of the implementing the new TraCS process for documenting the review and discussion of traffic stop data there was insufficient data to complete the discussion aspect of this inspection. All future inspections will cover both the review and discussion aspects of the inspection.

MCSO achieved a compliance rate of **43.57%** in the TraCS Review of Traffic Stops within 72 hours for the month of June 2016, as illustrated in the graph below:



The following deficiencies were observed during the inspection period:

BIO Action Forms **WILL NOT** be requested from the affected Districts for deficiencies which occurred during the month of June due to the recent transition from Blue Team to TraCS.

Deficiencies			
<u>Dist./ Div.</u>	<u>Employee:</u>	<u>Commander:</u>	<u>Comment</u>
District One	Sergeant	Captain	7 Contact Forms not reviewed within 72 hours

Deficiencies			
<u>Dist./ Div.</u>	<u>Employee:</u>	<u>Commander:</u>	<u>Comment</u>
District Two	Sergeant	Captain	18 Contact Forms not reviewed within 72 hours and 1 written warning without a Contact Form

Deficiencies			
<u>Dist./ Div.</u>	<u>Employee:</u>	<u>Commander:</u>	<u>Comment</u>
District Three	Sergeant	Captain	71 Contact Forms not reviewed within 72 hours

Deficiencies			
<u>Dist./ Div.</u>	<u>Employee:</u>	<u>Commander:</u>	<u>Comment</u>
District Four	Sergeant	Captain	4 Contact Forms not reviewed within 72 hours and 1 written warning without a Contact Form

Deficiencies			
<u>Dist./ Div.</u>	<u>Employee:</u>	<u>Commander:</u>	<u>Comment</u>
District Five	Sergeant	Captain	1 Contact Forms not reviewed within 72 hours

Deficiencies			
<u>Dist./ Div.</u>	<u>Employee:</u>	<u>Commander:</u>	<u>Comment</u>
District Six	Sergeant	Captain	7 Contact Forms not reviewed within 72 hours

Deficiencies			
<u>Dist./ Div.</u>	<u>Employee:</u>	<u>Commander:</u>	<u>Comment</u>
District Seven	Sergeant	Captain	7 Contact Forms not reviewed within 72 hours

**BIO Action Forms WILL NOT be requested from the affected Districts for deficiencies which occurred during the month of June due to the recent transition from Blue Team to TraCS.**

**Recommendation:**

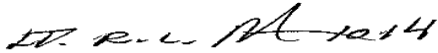
It is recommended that the review and discussion of traffic stops continue at the Division level to provide assurance that the compliance rates continue to show improvement and remain constant over time. To accomplish this goal, the following criteria must be met:

1. ***Within 72 hours of completion***, supervisors are responsible for reviewing any form in TraCS that is in pending review status, which shall now include the “Vehicle Contact Form.”
2. ***On a monthly basis***, Supervisors shall be required to discuss individually the traffic stops made by each deputy they supervise with the respective Deputies no less than one time per month.

**Example:** If a deputy issues a violator a Written Warning the assigned supervisor is required to open and review the deputies traffic stop data (all forms in the contact). Within 72 hours the supervisor shall review both the Contact Form and Written Warning and document the review in TraCS using the “Supervisor Review” function. The supervisor is also required to discuss the Written Warning and Contact Form with the deputy on a monthly basis and document the discussion in TraCS using the “Discussed with Deputy” function for both forms.

**Date Inspection Started:** 7/7/2016  
**Date Completed:** 7/19/2016  
**Timeframe Inspected:** June 1-30, 2016  
**Assigned Inspector(s):** Sergeant Reaulo S1678

I have reviewed this inspection report.



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Lieutenant Rick Morris  
Division Commander  
Audits and Inspections

7/19/2016  
Date



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Deputy Chief Bill Knight  
Bureau Commander  
Bureau of Internal Oversight

7/19/2016  
Date