

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



June 2017 Supervisor Note Inspection

Inspection Report BI2017-0093

The Audits and Inspections Unit (AIU), of the Sheriff's Office Bureau of Internal Oversight (BIO), will be conducting inspections of supervisory notes on a monthly basis to determine if supervisor notes are in compliance with Office policies and promote proper supervision. To achieve this, inspectors will utilize the IAPro 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, GB-2, GJ-35 and Administrative Broadcast #16-124.

Matrix Procedures:

- Determine what district/division the notes originated from
- Ensure the supervisor completed two supervisor note entries per deputy each month
- Ensure the supervisor completed a minimum of one performance based entry per deputy each month
- Ensure the supervisor conducted a monthly review of body-worn camera footage
- Ensure the supervisor conducted bi-monthly reviews of EIS data
- Each Blue Team entry inspected will be counted as one inspection

Criteria:

MCSO Policy # EA-11, ARREST PROCEDURES (Section 14, Parts D, 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."

"Command level personnel shall review, in writing, all supervisory reviews related to arrests that are unsupported by probable cause or are otherwise in violation of Office policy; or that indicate a need for corrective action or review of Office policy, strategy, tactics, or training. The commander's review shall be completed within 14 days of receiving the document reporting the event. The commander shall evaluate the corrective action and recommendations in the supervisor's written report and ensure that all appropriate corrective action is taken."

MCSO Policy # GB-2, COMMAND RESPONSIBILITY (Section 7B, Parts 1, 2 & 4):

"Supervisor notes shall be of sufficient quality and frequency to facilitate the preparation of an accurate and detailed performance review, but at a minimum an entry shall be completed every month. Supervisors shall complete supervisor notes on sworn employees every two weeks at a minimum."

"Supervisors who have employees that are on an extended leave of absence shall complete a supervisor note to document the beginning date and end date of the absence."

“Supervisors shall conduct two reviews per month of each sworn, and one per month of each non-sworn subordinates’ EIS information for the purpose of identifying and responding to any conduct patterns or concerns including, but not limited to racial profiling, improper immigration enforcement, investigatory stop violations, detentions unsupported by reasonable suspicion or otherwise in violation of policy. This review shall be documented within the Blue Team Supervisor Notes.”

MCSO Policy # GJ-35, BODY-WORN CAMERAS (Section 10-10B):

“On a monthly basis, patrol supervisors shall conduct two random reviews of traffic stop video footage from each subordinate’s body-worn camera recordings.”

“The methodology and checklist for consistently reviewing body-worn camera recordings can be found at the following shared drive location; U:\BIO\Forms.”

“The monthly reviews shall be documented in the EIS Blue Team Supervisor Notes application.”

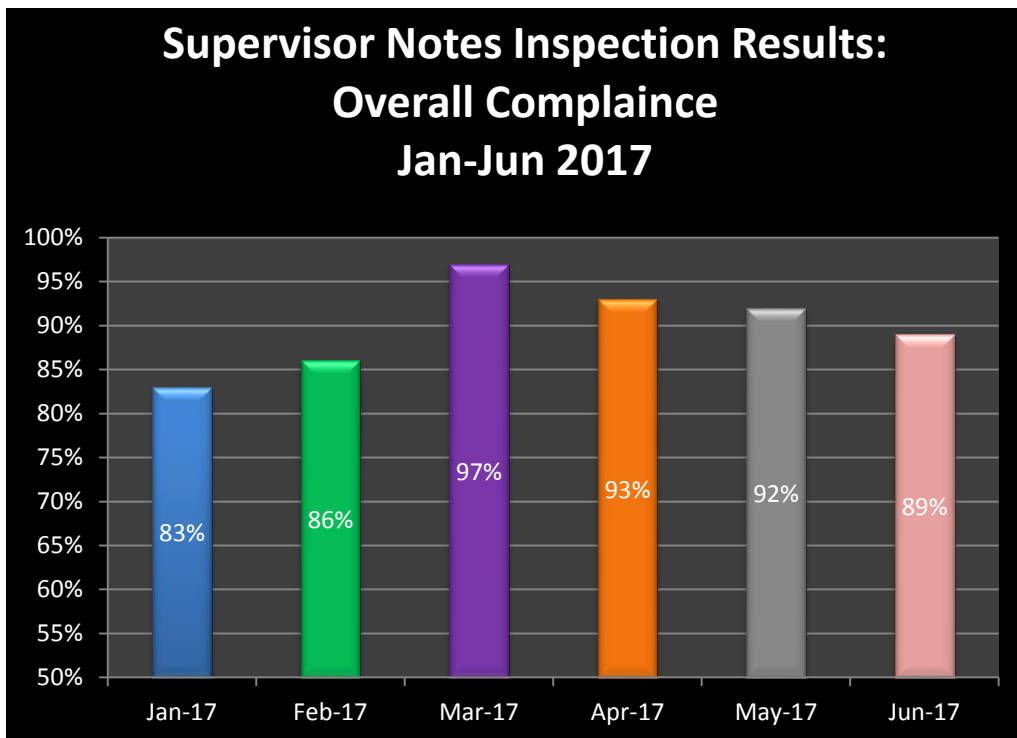
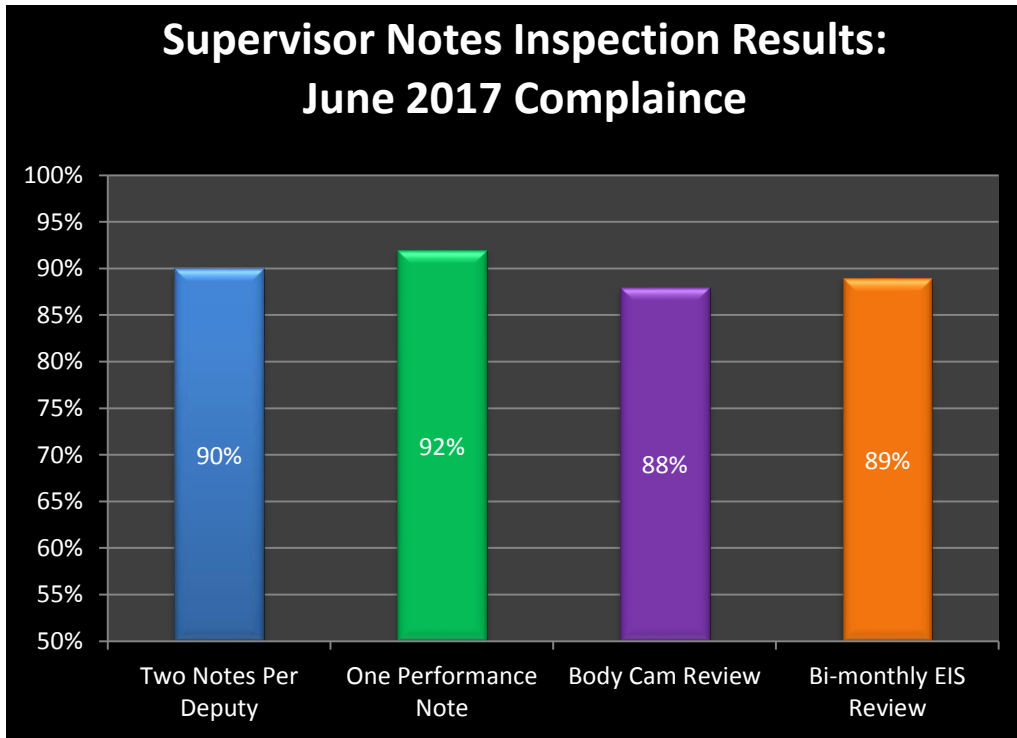
MCSO Administrative Broadcast Number 16-124 (effective 12/7/2016)

“MCSO commander and Supervisor **review**, on a regular basis, but not less than bimonthly, of EIS reports regarding each officer under the commander or Supervisor’s direct command and, at least quarterly, broader, pattern-based reports”.

Conditions:

MCSO’s assigned Court Monitors provided a sample of 37 deputies from all Patrol Divisions for the June Supervisory Note Review. It should be noted that the completion of a Supervisory Note inspection is dependent on when the AIU receives the sample from the Court Monitors (which may be 30 or more days in arrears). Our inspection revealed:

- 89.58% of the inspected sample met the requirement for two Supervisory Note entries per Deputy
- 91.67% met the requirement to complete at least one performance based supervisor note per deputy
- 87.50% of the inspected sample met the requirement for supervisor documentation of bi-monthly EIS data review
- 89.19% of the inspected sample was in compliance with the requirement to complete monthly reviews of body camera footage in accordance with MCSO Policy # GJ-35



Note: The overall compliance rate is an average of the four measures (Minimum of two notes per deputy, Minimum Performance Notes, bi-monthly reviews of EIS data and Body Camera Review).

The following potential deficiencies were observed during the inspection period:

District/ Division	Supervisor Note Recipient	Supervisor	Commander	Potential Deficiency
District 1	Deputy	Sergeant	Captain	Supervisor notes lacked documentation of monthly body worn camera review (only 1 reviewed when 2 stops made).
District 1	Deputy	Sergeant	Captain	Supervisor notes lacked documentation of monthly body worn camera review (only 1 reviewed when 2 stops made).

District/ Division	Supervisor Note Recipient	Supervisor	Commander	Potential Deficiency
District 3	Deputy	Sergeant	Captain	-Supervisor notes lacked one performance based note. -Supervisor notes lacked documentation of bi-monthly EIS status review (none completed)
District 3	Deputy	Sergeant	Captain	Supervisor notes lacked documentation of monthly body worn camera review (only 1 reviewed when 3 stops made).

District/ Division	Supervisor Note Recipient	Supervisor	Commander	Potential Deficiency
District 4	Deputy	Sergeant	Captain	-Supervisor notes lacked documentation of bi-monthly EIS status review (only one completed). -Did not complete two supervisor notes for employee (only 1 completed).
District 4	Deputy	Sergeant	Captain	No Notes for employee completed: -Bi-monthly EIS review -Performance note -Body camera review
District 4	Deputy	Sergeant	Captain	-Supervisor notes lacked documentation of bi-monthly EIS status review (only one completed). -Did not complete two supervisor notes for employee (only 1 completed).
District 4	Deputy	Sergeant	Captain	-Supervisor notes lacked documentation of bi-monthly EIS status review (only one completed) -Did not complete two supervisor notes for employee (only 1 completed). -Supervisor notes lacked one performance based note.

District/ Division	Supervisor Note Recipient	Supervisor	Commander	Potential Deficiency
District 4	Deputy	Sergeant	Captain	-Supervisor notes lacked documentation of bi-monthly EIS status review (only one completed). -Did not complete two supervisor notes for employee (only 1 completed). -Supervisor notes lacked one performance based note.

A total of **3** BIO Action Forms are requested from the affected divisions. **The form shall be completed utilizing Blue Team.** It is permissible to complete one BIO Action Form for a supervisor covering multiple potential deficiencies identified in this inspection.

Date Inspection Started: July 20th, 2017
 Date Completed: July 26th, 2017
 Timeframe Inspected: June 1st – June 30th, 2017
 Assigned Inspector(s): Sgt. T. Brice S1767

I have reviewed this inspection report.

CAPT. B. Roska #878

Captain Barry Roska S0878
 Commander
 Bureau of Internal Oversight

August 24th, 2017

Date

TZ. Skinner #898

Chief Russ Skinner S0898
 Bureau Chief
 Compliance Bureau

August 24th, 2017

Date