

**MARICOPA COUNTY SHERIFF'S OFFICE**  
**Bureau of Internal Oversight**  
**Audits and Inspections Unit**  
**BI2016-0134**



**Bureau of Internal Oversight**  
**Supervisor Note Inspection Report**  
**Date: 11/28/2016**  
**Inspection #BI2016-0134**



Joseph M. Arpaio, Sheriff

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

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

**Subject:** Sworn Supervisor Note Inspection Summary,  
October 2016  
BI2016-0134

**Date:** November 28, 2016  
Report Period:  
October 1-31, 2016

The Audits and Inspections Unit (AIU) will be conducting inspections of supervisory notes on an on-going basis to determine if the notes are in compliance with office policies, promote proper supervision, and support the Melendres Order. 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, Administrative Broadcast #16-53 and Administrative Broadcast #16-100.

**Matrix Procedures:**

- Determine what district/division the notes originated from
- Ensure the supervisor completed two performance entries per deputy each month
- Ensure the supervisor conducted a monthly review of body-worn camera footage
- Ensure the supervisor has reviewed Patrol Activity Logs
- 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- 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 # GJ-35, BODY-WORN CAMERAS (Section 7, Parts A - B):

Supervisor’s shall conduct monthly reviews of body-camera footage of randomly selected traffic stops and shall make an assessment regarding Deputy performance and any training needs, compliance with the Policy, consistency between written reports and body-worn camera recordings, and shall verify that the camera is fully functional and used consistently. The Supervisor shall document the results of this review in an EIS Blue

Team Supervisor Note entry (for additional information, reference the methodology and compliance checklist located on the U Drive:\BIO\FORMS).

MCSO Administrative Broadcast #16-53:

“Supervisors shall review all Patrol Activity Logs for shifts worked by their assigned subordinates.” “This review shall occur no later than seven days after the completion of the shift under review.”

MCSO Administrative Broadcast #16-100:

Effective October 18<sup>th</sup>, 2016 the memorialization of a supervisor review of Patrol Activity Logs will no longer be a Blue Team entry and will be captured in Praxis. (Note: Future inspections of Patrol Activity Logs will be a separate inspection utilizing data solely from Praxis).

**Conditions:**

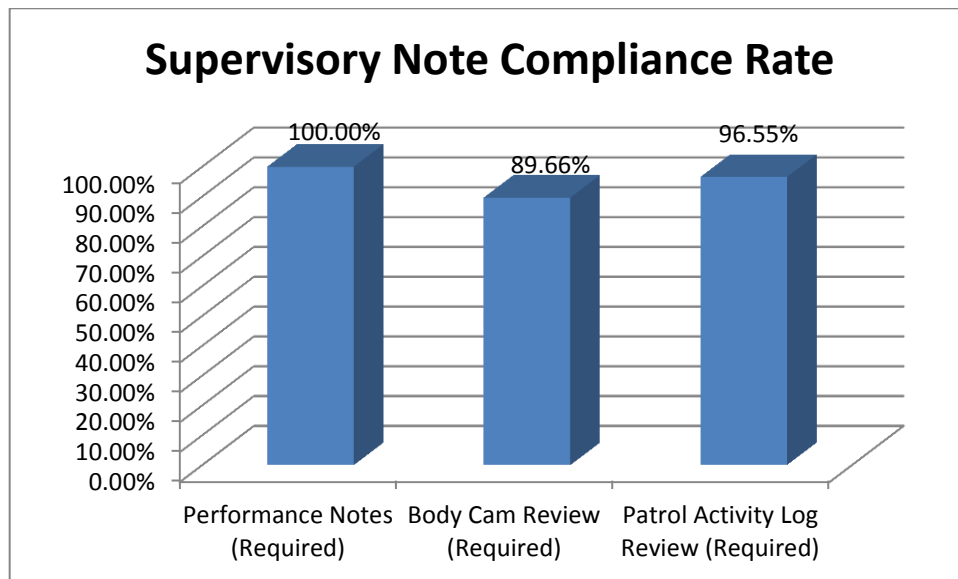
MCSO’s assigned Court Monitors provided a sample of 29 Deputies from all Patrol Districts/Divisions for the October Supervisory Note Review. It should be noted that the completion of a Supervisory Note inspection is dependent on when the AIU receives the sample from the Court Monitors (which may be 30 or more days in arrears).

Our inspection revealed that 100% of the inspected sample met the requirement for two Supervisory Note entries per Deputy, in accordance with the Melendres Federal Court Order.

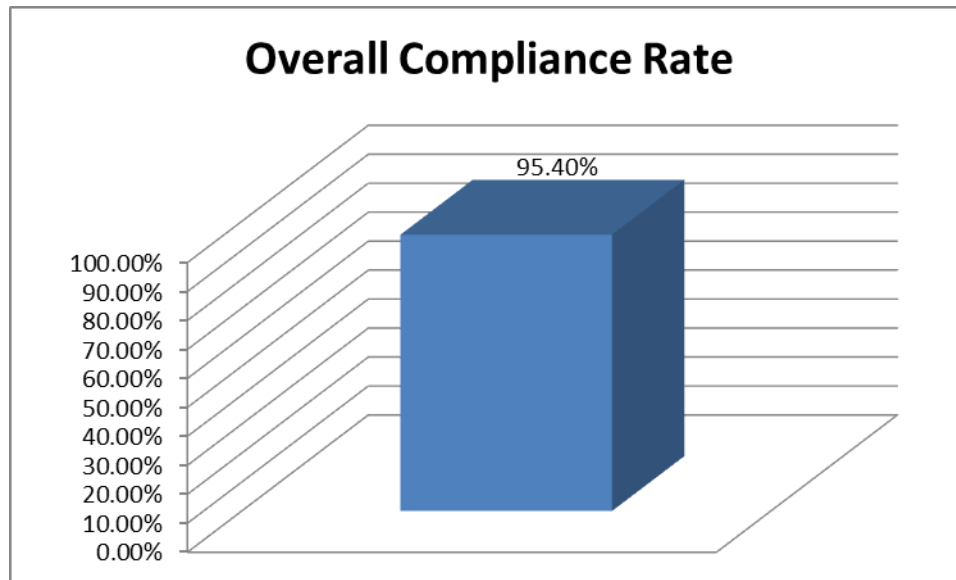
It was determined that 96.55% of the inspected sample was in compliance with the requirement to conduct a review of Patrol Activity Logs, as per Administrative Broadcast #16-53 and #16-100.

It was noted that 89.66% 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 as illustrated in the bar chart below:

**Current Compliance Rate: Patrol Supervisory Notes, October 2016**



**Note:** The overall compliance rate of 95.40% is an average of the three measures (Performance Notes, Body Camera Review and review of Patrol Activity Logs).



**Supervisory Note Deficiencies – Areas Requiring Improvement:**

<b>District/Div.</b>	<b>Supervisor Note Recipient</b>	<b>Commander:</b>	<b>Deficiency:</b>
District One	Deputy	Captain	Supervisor notes lacked documentation of Random Body Camera Video Review. Activity Log reviews were not documented in Supervisor Notes and/or Praxis.

<b>District/Div.</b>	<b>Supervisor Note Recipient</b>	<b>Commander:</b>	<b>Deficiency:</b>
District Three	Deputy	Captain	Supervisor notes lacked Documentation of Random Body Camera Video Review
District Three	Deputy	Captain	Supervisor notes lacked Documentation of Random Body Camera Video Review

A total of two (2) BIO Action forms are requested from the affected Districts addressing the identified deficiencies. One (1) BIO Action Form from District One addressing the lack of supervisory review of random body-worn camera video and lack of Patrol Activity Log Review. One BIO Action Form from District Three addressing the lack of supervisory review of random body-worn camera videos for the noted deputies. Please email the BIO Action Forms to [BIO@mcs.maricopa.gov](mailto:BIO@mcs.maricopa.gov) within 30 days from the date in which this report is disseminated to the Office.

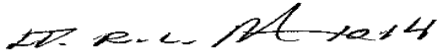
**Recommendations:**

It is recommended that Supervisory Note Inspections 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*, a minimum of (2) Supervisory Notes shall be completed per Deputy and shall be used to specifically document the following requirements:
  - a. The Deputy's work performance during the last 30 day period
  - b. The review of randomly selected traffic stop video footage

**Date Inspection Started:** 11/28/2016  
**Date Completed:** 11/28/2016  
**Timeframe Inspected:** October 1-31, 2016  
**Assigned Inspector(s):** Sgt. Reaulo #S1678

I have reviewed this inspection report.



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Lieutenant Rick Morris  
Division Commander  
Audits and Inspections

11/28/2016  
Date



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Deputy Chief Bill Knight  
Bureau Commander  
Bureau of Internal Oversight

11/28/2016  
Date