

MARICOPA COUNTY SHERIFF'S OFFICE
Bureau of Internal Oversight
Audits and Inspections Unit
BI2016-0109



Bureau of Internal Oversight
Supervisor Note Inspection Report
Date: 9/22/2016
Inspection #BI2016-0109



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,
August 2016
BI2016-0109

Date: September 22, 2016
Report Period:
August 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 and Administrative Broadcast #16-53.

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 (dated May 27, 2016):

“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. Documentation of the reviews shall be entered into the EIS Blue Team application on a monthly basis for each subordinate.”

Conditions:

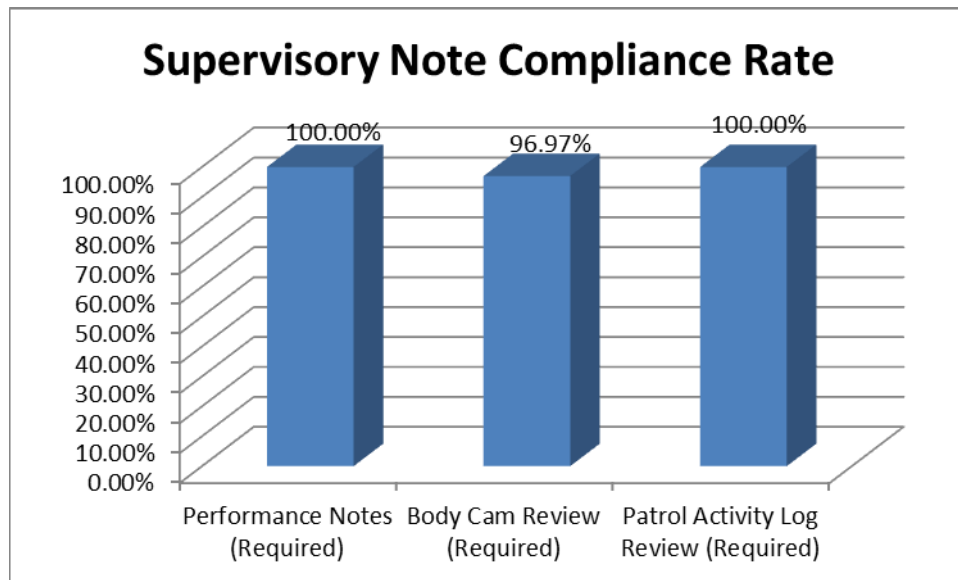
MCSO’s assigned Court Monitors provided a sample of 33 Deputies from all Patrol Districts/Divisions for the August Supervisory Note Review. It should be noted that the completion of a Supervisory Note inspection is dependent on when the AIU receives the sample from the Court Monitors (which may be 30 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.

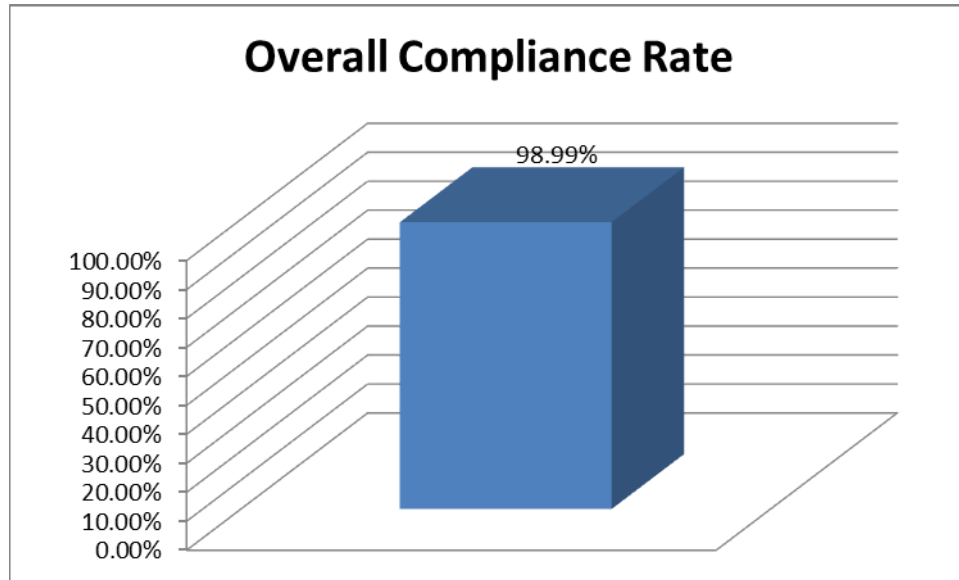
It was determined that 100% of the inspected sample was in compliance with the requirement to conduct a review of Patrol Activity Logs, as per Administrative Broadcast #16-53.

It was noted that 96.97% 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, August 2016



Note: The overall compliance rate of 98.99% is an average of the three measures (Performance Notes, Body Camera Review and review of Patrol Activity Logs).



Supervisory Note Deficiencies – Areas Requiring Improvement:

District/ Div.	Sworn Employee Name	Commander:	Deficiency:
District 3	Sergeant	Captain	Lacked Review of subordinates sole traffic stop video

One BIO Action Forms are requested from the affected District addressing the deficiency. Please email the BIO Action Form to BIO@mcs.maricopa.gov within 30 days from the date in which this report is disseminated to the Office.

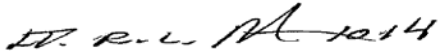
Recommendations:

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
(Note: if Body Cams are not yet fully operational in your District, please document the current status in your monthly Supervisory Note entry to avoid receiving a deficiency in this area).
 - c. The review of all Patrol Activity Logs for shifts worked for each subordinate.

Date Inspection Started: 9/21/2016
Date Completed: 9/22/2016
Timeframe Inspected: August 1-31, 2016
Assigned Inspector(s): Sgt. Reaulo #S1678

I have reviewed this inspection report.



Lieutenant Rick Morris
Division Commander
Audits and Inspections

9/22/2016
Date



Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

9/22/2016
Date