

# MARICOPA COUNTY SHERIFF'S OFFICE

*Memorandum*



Joseph M. Arpaio, Sheriff

**To:** Captain Munley #777  
Commander  
Bureau of Internal Oversight

**From:** Patty Huling # B3184  
Senior Auditor  
Bureau of Internal Oversight

**Subject:** Supervisory Note Inspection: Detention  
March 2016  
#2016-0035

**Date:** April 25, 2016  
Audit Period:  
March 1-31, 2016.

## Background:

This Supervisory Note inspection is being conducted to determine compliance with MCSO office Policies, promote proper supervision, and support compliance with the Melendres Order. To achieve this, inspectors will utilize a sample provided by the Court Monitors on a monthly basis (based on a data query of the IAPro System). Blue Team Supervisory Note and Briefing entries will be uniformly inspected utilizing a matrix developed by the Bureau of Internal Oversight. The Policies for Command Responsibility (GB-2), Preventing Racial and other Biased-Based Profiling (CP-8) and the following procedures were used to formulate the matrix.

## Matrix Procedures:

- Determine what jail facility the notes originated from
- Ensure the supervisor has made at least one performance entry per detention employee each month.
- Determine if the supervisor discussed bias-based profiling
- Determine if the supervisor discussed any MCSO policies
- Each BlueTeam entry inspected will be counted as one inspection

## Authorities:

MCSO Policy # CP-8, PREVENTING RACIAL AND OTHER BIASED-BASED PROFILING (Section 5): "Office leadership and supervising deputies and detention officers shall unequivocally and **consistently reinforce** to subordinates that biased-based profiling is unacceptable. All personnel shall report violations of policy. Supervisors of all ranks shall be held accountable for identifying and responding to policy or procedure violations by personnel under their command and ensuring that personnel are held accountable for policy and procedure violations."

MCSO Policy CP-8, PREVENTING RACIAL AND OTHER BIASED-BASED PROFILING (Section 2, Part E): **Avoiding Perceptions of Bias:** Detention officers will treat all inmates in a fair and professional manner. Care and treatment will not be based on race, or other prohibited factors under this Policy.

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 # GB-2, COMMAND RESPONSIBILITY (Section 12D, Parts 2A - B):

In addition, Supervisors "shall unequivocally and consistently reinforce to subordinates that discriminatory policing is unacceptable" and this message must be documented in supervisory notes on a minimum of a quarterly basis.

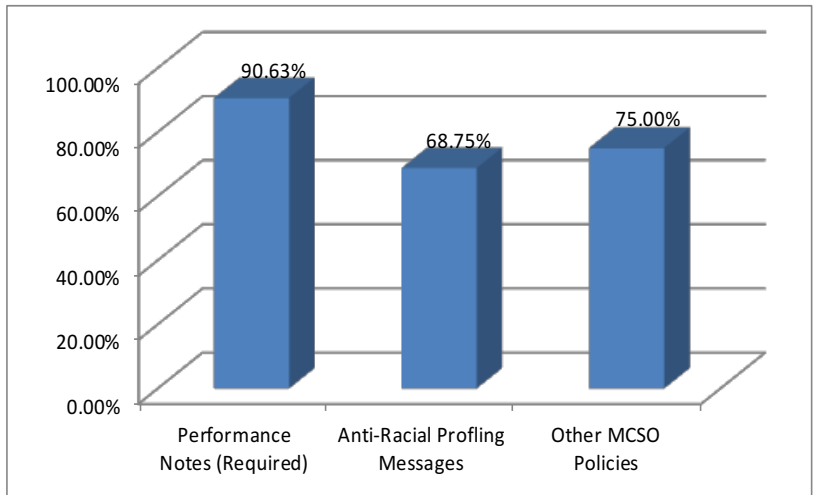
MELENDRES ORDER, PARAGRAPH 22: MCSO Leadership and supervising Deputies and Detention Officers shall unequivocally reinforce to subordinates that discriminatory policing is unacceptable.

**Observations:**

MCSO Auditors conducted a review of Detention Supervisory Note documentation for the month of March, 2016. The sample population consisted of **1.59%** (or 35/2,197) of the total Detention personnel currently reported as active (as per a data query of the IAPro system dated 03/01/16). *NOTE: The original sample of 35 randomly selected employees was reduced to 32 due to attrition (i.e., the lack of data available on 3 former staff members released from employment).*

Documentation indicates that **90.63%** (or 29/32) of the employees had the required monthly performance entry and are in compliance with MCSO Administrative Broadcast # 15-36. In addition, **68.75** (or 22/32) of the files had entries regarding biased-based profiling and/or Policy CP-8 and **75.00%** (or 24/32) of the files had entries regarding other MCSO Policies.

**Compliance Rates: Detention Blue Team Documentation, March 2016**



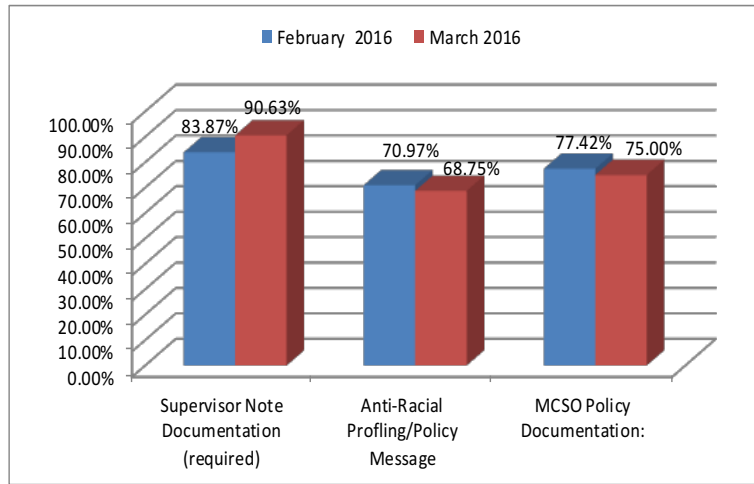
**Performance Note Deficiencies – Employees Lacking the Single Note Requirement:**

<u>Detention Officer:</u>	<u>Commander:</u>	<u>District/Division:</u>
Detn Officer	Detn Off Capt.	5113-Transportation
<u>Detention Officer:</u>	<u>Commander:</u>	<u>District/Division:</u>
Detn Off Sgt	Detn Off Capt.	5121-Estrella Jail
<u>Detention Officer:</u>	<u>Commander:</u>	<u>District/Division:</u>
Detn Officer	Det SP Pr Mgr	5133-Central Services-Laundry

*PLEASE NOTE: Supervisory Note Reports represent a monthly snapshot in time and any deficiencies noted are the responsibility of the Supervisor in Command during that point in time. Any inaccuracies in command structure due to transfers or other changes which have not been updated in the IAPro system in a timely fashion are outside the control of the Bureau of Internal Oversight.*

*Thank you for your understanding of this matter.*

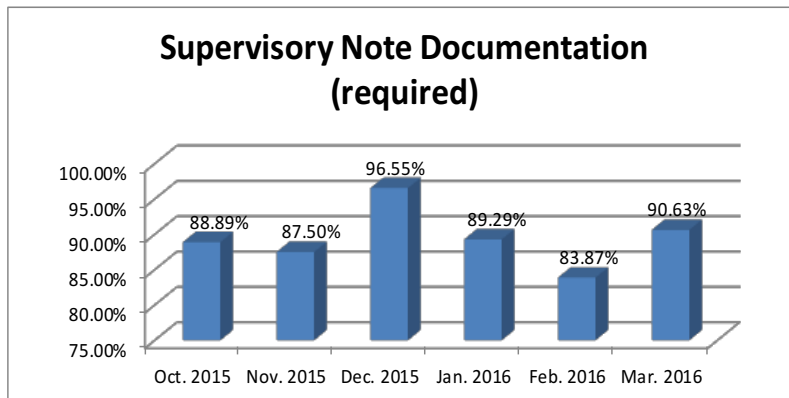
A comparative review of the last two months of Blue Team data indicates that Supervisory Note compliance increased this month, while the other two measures showed a slight decline:



Blue Team Documentation:	Feb. 2016	March 2016	Variance:
Supervisory Notes (required)	83.87%	90.63%	Increased by 6.76 percentage points
Anti-Racial Profiling Message	70.97%	68.75%	Decreased by -2.22 percentage points
Other MCSO Policy Messages	77.42%	75.00%	Decreased by -2.42 percentage points

**Findings:**

This is the sixth month that Detention Supervisory Note Inspections have been conducted independent of the Civilian Division and compliance rates have not held constant, as illustrated below:



**Recommendations:**

**It is recommended that Supervisory Note Inspections continue in the Detention Divisions to provide assurance that the compliance rates continue to show improvement towards achieving the MCSO goal of 100% compliance. As a result, it is recommended that Management continue to provide on-site mentorship to those Supervisors who were identified as deficient in this month's Blue Team Supervisory Note Review. In addition, it should be stressed that Supervisory Notes are to be utilized to document a specific employee's performance and therefore the quality of the note itself is also critical. Consequently, all onsite mentoring should be documented in Supervisory Notes.**

**Date Inspection Started:** April 25, 2016  
**Date Completed:** April 25, 2016  
**Timeframe Inspected:** March 1<sup>st</sup> through 31st, 2015  
**Assigned Inspector(s):** Senior Auditor Patty Huling #B3184

I have reviewed this inspection report.



04/26/2016  
Date

Captain Dave Munley  
Division Commander  
Audits and Inspections



04/26/2016  
Date

Deputy Chief Bill Knight  
Bureau Commander  
Bureau of Internal Oversight