

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Incident Report Inspection – December 2023

Inspection Report# BI2023-0177

Background:

The Audits and Inspections Unit (AIU) of the Bureau of Internal Oversight (BIO) will conduct inspections of In-custody and Criminal Citation Incident Reports (IR's) on a monthly basis to determine if the IR's are in compliance with Office policy. For December 2023 the Court Monitors selected 40 Incident Reports obtained from all patrol district(s)/division(s).

A random sample of 20 In-custody and 20 Criminal Citation IRs was provided to MCSO by the Monitor Team, totaling 40 for inspection. In addition to the sample of 40 reports, there were 0 immigration investigation IRs, 0 lack of identity investigations IRs, and 0 County Attorney Turndowns where the prosecutor indicated they declined prosecution due to a lack of probable cause.

The purpose of the IR inspection is to determine compliance with Office policies, Federal and State laws and to promote proper supervision. To achieve this, inspectors will review all IR's. The IR's will be uniformly inspected employing a matrix developed by the Bureau of Internal Oversight. The following procedures will be used in the matrix, which includes, but are not limited to, EA-11, CP-2, CP-8, GF-5, GE-3, GJ-35, EB-1:

Matrix Procedures:

- Verify the report was submitted prior to the end of the deputy's shift
- Verify the supervisor reviewed report within policy timelines
- Look for indicia contained in the report and/or forms that the report is not authentic or correct
- Ensure there was a proper investigation of any/all allegations concerning a crime
- Determine if there was a physical arrest/booking
- Determine if there was a citation in lieu of detention/booking (cite and release)
- Verify any applicable charges were submitted in a timely manner, not to exceed the statute of limitations
- Evaluate whether there was reasonable suspicion/probable cause for any noted searches
- Ensure the reason for any search conducted was properly documented
- Determine if the report contained all the required element(s) of the crime for each charge listed
- Ensure the report contains articulation of the legal basis for the action
- Verify the report properly articulates reasonable suspicion/probable cause
- Determine if there was reasonable suspicion/probable cause for any investigative detentions to include traffic stops and field contacts
- Determine if boilerplate and/or conclusory language was used
- Verify the information contained in the report is consistent/accurate throughout
- Look for indicia of bias-based and/or racial profiling
- Determine if the use or non-use of body-worn cameras was documented in the report
- Ensure that any/all property and/or evidence was processed and documented within MCSO policy guidelines
- Ensure all identity theft or lack of identity document reports note supervisor notification
- Ensure all immigration investigation reports document supervisor notification
- Ensure all lack of identification detention/arrest reports documented supervisor notification
 - Determine if the report was memorialized (IMF) by a supervisor in accordance with policy
 - Determine if documentation was discovered for an IMF indicating there was a command-level review of the supervisor's action within 14 days

- Verify suspects were provided with a Miranda Warning when required
- Evaluate whether there are any perceived violations of Constitutional Rights/Civil Liberties
- Evaluate whether there are any other perceived violations of Office Policy
- Determine if there was a need to review or correct Office policy, strategy, tactics, or training
- Each incident report inspected will be counted as one inspection

Criteria:

MCSO Policy EA-11 – Arrest Procedures:

MCSO Policy CP-2 – Code of Conduct:

MCSO Policy CP-8 – Preventing Racial and other Biased-Based Profiling:

MCSO Policy GF-5 - Incident Report Guidelines:

MCSO Policy GE-3 - Property Management and Evidence Control:

MCSO Policy GJ-35 - Body-Worn Cameras:

MCSO Policy EB-1 – Traffic Enforcement, Violator Contacts, and Citation Issuance

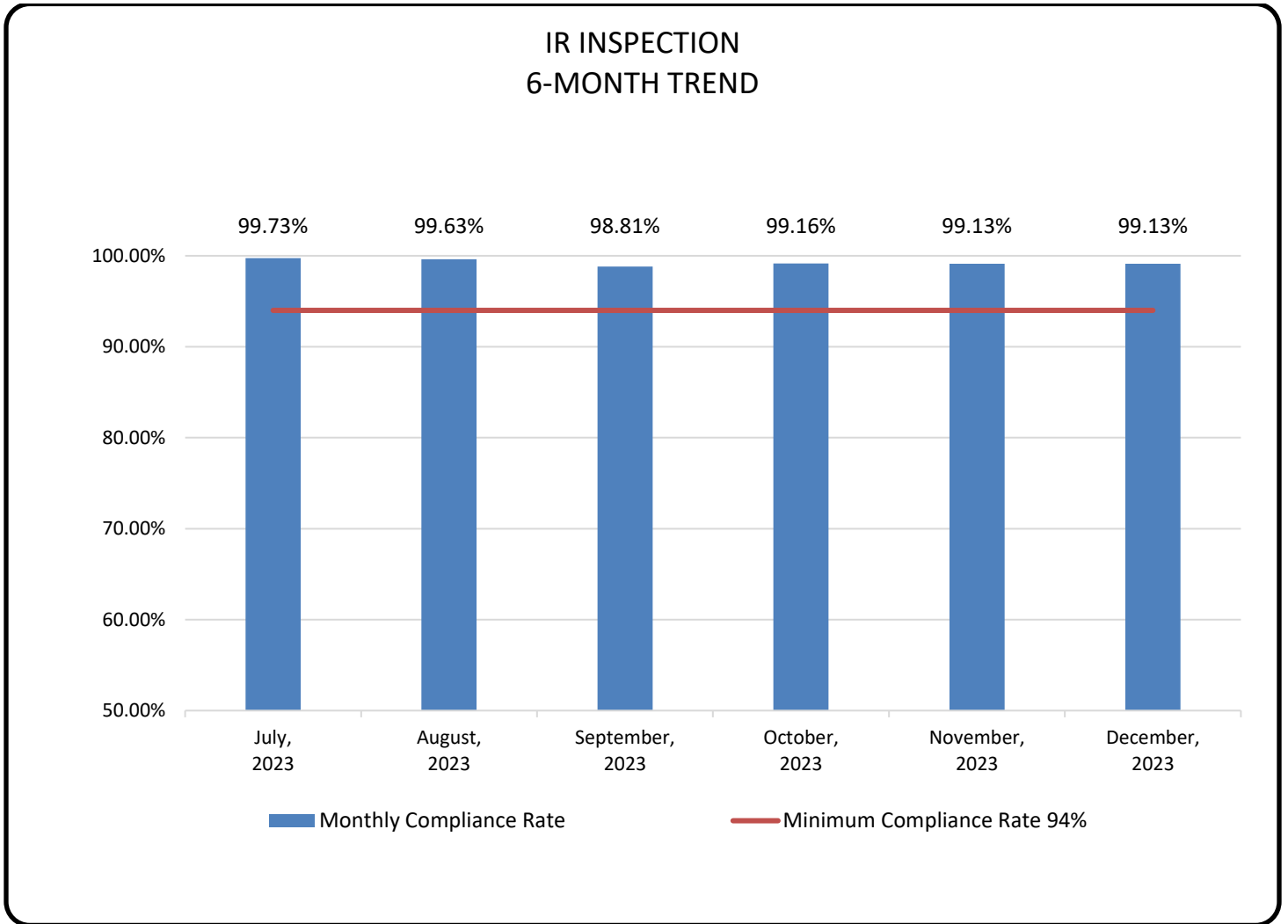
Conditions:

Of the **40** total selected reports that were inspected, the following has been concluded:

- **20** out of the **27** criteria inspected achieved 100% compliance.
- **35** of the **40** reports inspected were in compliance with the inspected criteria.
- **5** of the **40** reports accounted for all of the noted deficiencies.
- **38** of the **40** reports (or 95.0%) were submitted prior to the end of shift.
- **40** of the **40** reports (or 100%) were reviewed by a supervisor within policy timelines.
- **40** of the **40** reports (or 100%) detailed a proper investigation of any/all allegations concerning a crime.
- **40** of the **40** reports (or 100%) contained articulation of reasonable suspicion/probable cause for noted searches.
- **39** of the **40** reports (or 97.5%) properly documented the reason for a search being conducted.
- **40** of the **40** reports (or 100%) contained all of the elements of the crime for each charge listed.
- **40** of the **40** reports (or 100%) inspected contained the articulation of the legal basis for the action.
- **40** of the **40** reports (or 100%) contained articulation for reasonable suspicion/probable cause.
 - **40** of the **40** reports (or 100%) contained articulation for reasonable suspicion/probable cause in the Form 4, if applicable.
- **39** of the **40** reports (or 97.5%) didn't contain boilerplate and/or conclusory language.
- **40** of the **40** reports (or 100%) contained articulation of reasonable suspicion/probable cause for investigative detentions.
- **39** of the **40** reports (or 97.5%) contained consistent/accurate information throughout.
- **38** of the **40** reports (or 95.0%) had any or all property and/or evidence processed and documented within MCSO policy guidelines.
- **40** of the **40** reports (or 100%) either did not require an IR memorialization or had one completed by a supervisor.
- **40** of the **40** reports (or 100%) documented that Suspects were provided a Miranda Warning when required.
- **40** of the **40** reports (or 100%) had no other violations of office policy.

The compliance rates of the sample reports utilizing the 27-inspection criterion resulted in an overall average compliance rate of **99.13%** for December of 2023, as illustrated in the graph below.

Overall Compliance Rate for Monthly Incident Report Inspections



The following deficiencies were observed during the inspection period:

District 1 (1 Bio Action Form):

Compliance Deficiency

District/Division	Deputy	Date of Event	IR#	Current Supervisor	Current Commander
District 1	Deputy	12/06/23	Redacted	Sergeant	Captain
Deficiencies					
<p>1. Property receipt was not provided to subject for items seized for safekeeping. (Policy GE-3.3.E)</p> <p>Note: IR documents a “blanket and change” were impounded into property and evidence as safekeeping but the owner was not provided a property receipt. **Employee has one (1) previous BAF for Incident Report Inspection (BAF2023-0152)**</p>					

District 3 (2 Bio Action Forms):

Compliance Deficiency

District/Division	Responsible Supervisor	Date of Event	IR#	Current Supervisor	Current Commander
District 3	Deputy	12/07/23	Redacted	Sergeant	Captain
Deficiency					
<p>1. Property receipt was not provided to subject for items seized as evidence. (Policy GE-3.3.E)</p> <p>Note: IR supplement documents scissors used in the commission of a crime were seized as evidence but the owner of the evidence was not provided a property receipt.</p>					

District/Division	Responsible Supervisor	Date of Event	IR#	Current Supervisor	Current Commander
District 3	Deputy	12/06/23	Redacted	Sergeant	Captain
Deficiency					
<ol style="list-style-type: none"> Report was submitted for review 13 days after the date of incident. (Policy GF-5.4.A.1) “No” was documented for “Search” on IR face sheet but subject was “asked” to “empty her pockets” and not provided the the opportunity to “refuse or revoke” the search. (Policy GJ-3.8.A.2) “No” was marked for “Arrested” on IR face sheet but the subject was provided a criminal citation. (Policy GF-5.3.A) 					

Lakes (1 Bio Action Form):

Non-Compliance Deficiency

District/Division	Responsible Supervisor	Date of Event	IR#	Current Supervisor	Current Commander
Lakes	Deputy	12/08/23	Redacted	Sergeant	Captain
Deficiency					
<ol style="list-style-type: none"> Report was not completed and transmitted to the records division within 10 days. (Policy GF-5.8.B.1) 					

Court Security (1 Bio Action Form):

Compliance Deficiency

District/Division	Responsible Supervisor	Date of Event	IR#	Current Supervisor	Current Commander
Court Security	Deputy	12/27/23	Redacted	Sergeant	Captain
Deficiency					
<ol style="list-style-type: none"> Boilerplate language was utilized in conjunction with another incident report. (GF-5.6.C.2) 					

Training (1 Bio Action Form):

Compliance Deficiency

District/Division	Responsible Supervisor	Date of Event	IR#	Current Supervisor	Current Commander
Training	Deputy	12/15/23	Redacted	Sergeant	Captain
Deficiency					
1. Report was completed 15 days after the date of incident. (Policy GF-5.4.A.1)					
Note: Deficiency occurred while employee was working the D.U.I. Taskforce.					

Unless noted above in a deficiency table, there were no prior BIO Action Forms similar in nature during the past twelve (12) months or supervisor notes for the perceived deputy deficiencies.

A total of **6** BIO Action Forms are required from the affected divisions. **The forms 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: 01/08/2024
 Date Completed: 01/23/2024
 Timeframe Inspected: 12/1/2023 - 12/31/2023
 Assigned Inspector(s): Sgt. R. T. Bierwalter S1263

I have reviewed this inspection report.

Lt. Brian Arthur S1806
 Lt. T. Brian Arthur S1806
 Commander – Audits and Inspections Unit
 Bureau of Internal Oversight

2/16/2024
 Date